

UNADOPTED

THE LEA PARISH COUNCIL

Minutes Of The Meeting Held On Wednesday, 7th January 2009
In the Village Hall at 7:30 pm

Present:

Cllr Clive Grindon (Chairman)
Cllr Doreen Burns
Cllr Eunice Saunders
Cllr Clive Tree
Cllr Patrick Keef
Cllr Brian Morgan
Cllr Mike Williams (After item 5.1)

Annette Steele (Clerk/Treasurer)

In Attendance: 1 Parishioner, Alison Fletcher (Age Concern) & 2 Police Officers

Minute Item		Action
1	Apologies	
1.1	None	
2	Declarations of Interest	
2.1	None	
3	Minutes of the Meeting Held on 5th November 2008	
3.1	Proposed by Cllr Doreen Burns, seconded by Cllr Clive Tree and approved unanimously, IT WAS AGREED that these be taken as read and were duly signed by the Chairman.	
4	Matters arising not covered in the Agenda	
4.1	Item 14.1- A reply has been received from Interroute as follows: 1) The only patching works for Lea is the major patches on the hill just past the Murco garage which is in a programme waiting funding. 2) The footway scheme has been programmed for a date in mid January and will be done under temporary traffic control and pedestrians guided through the works. 3) We intend to open up several manholes through the village to try and identify ownership. If the results of the manhole investigation came back as ours they will be repaired as soon as practicable, if they turn out to be a Utilities they will be defected to them for immediate repair. 4) The de-trunking of the Herefordshire section of the A40 is expected to go ahead in March of 2009. This will have an effect on any funding for identified work. 5) Due to the impending de-trunking all funding for a full drainage survey has been suspended and is not at present expected to proceed. This could change if talks fail. The Clerk was asked to contact CHDC with regards to the drainage problems.	
4.2	Item 14.3 - CHDC has agreed to raise the road sign outside The Crown at no cost to the Parish Council.	The Clerk
4.3	Item 16.3 - 2 places have been booked on the Halc Public Rights of Way Course due to be held in March.	
4.4	Item 18.1 – Interroute has checked the traffic lights and no problems were found.	
4.5	Item 18.2 - CHDC has filled the salt bins in the village.	
5	Co-option of new Councillor	
5.1	The Clerk reported that she had received two applications for co-option onto the Parish Council to fill the vacancy. The letters were from Mr Michael Williams, The Coachman's House, The Lea and Mrs Anne Henesey, 7 Millbrook Garden, The Lea. A secret ballot was taken. Two votes were cast for Mrs Henesey and three for Mr Williams. Mr Williams	

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5.2 was, therefore, duly co-opted to be a Councillor on The Lea Parish Council.
Mr Williams duly signed his Declaration of Acceptance of Office. He will sign and return the Code of Conduct and the Declaration of Interest within the next 28 days.

6 Report by Community Support Officer

6.1 There has been a break-in at the Village Hall and the security lighting needs to be checked.

Cllr Doreen Burns

7 Talk by Alison Fletcher-Age Concern

7.1 Age Concern are undertaking a new project called REAP-Rural Enabling Accessing Program. The aim of the project is to bring amenities and groups normally found in towns to the rural community. The Clerk will put information on the website when available.

8 Review of Standing Orders

8.1 Proposed by Cllr Eunice Saunders, seconded by Cllr Doreen Burns, IT WAS AGREED that a reference be added to standing orders regarding Councillors' obligation to attend meetings. These details are already included in The Good Councillor's Guide. If a Councillor fails to attend a meeting during a 6 month period then they disqualify themselves.
A reason must be given for absence, which will be minuted, but permission may be granted if long-term absence is required.

The Clerk

9 Lengthsman's Scheme

9.1 Timesheets received for November & December.

10 Accounts, Audit, Treasurer's report and authorisation of payment of accounts

10.1 Proposed by Cllr Doreen Burns, seconded by Cllr Eunice Saunders and approved unanimously, IT WAS AGREED to pay the following invoices and the cheques were duly signed:

AP449	Lengthsman for October 08	82.00
AP450	Lengthsman for November 08	82.00
AP451	Lengthsman for December 08	82.00
AP452	Lea Lines Delivery for Oct-Nov 08	7.00
AP453	Grass-Cutting Lay-by October 08	28.00
AP454	Grass-Cutting Lay-by November 08	28.00
AP455	Grass-Cutting Lay-by December 08	28.00
AP456	Disposal of tree branches	20.00
AP457	New paving slab & bolts	8.00
AP458	50%- Clerk's Courses reimbursed to Linton PC	30.00
AP459	Lea Lines Printing for Dec 08-Jan 09	20.00
AP460	Lea Lines-Printer cartridge	38.51
AP461	Public Rights of Way Course-Footpaths Officer	40.00
AP462	Clerk's Time for November	152.00
AP463	Clerk's Time for December	152.00
AP464	Clerk's Expenses for November & December	31.06
AP465	Land plan of Lea plus laminating and container	53.14
AP466	Back-dated salary 2008	221.76
AP467	Corrected mileage allowance	3.53

10.2 The Clerk advised that £1050.00 has been transferred from Alliance & Leicester to Lloyds TSB to cover the above cheques.

10.3 The following income has been received since the last meeting:

Alliance & Leicester Dividend £7.23

Alliance & Leicester Community Instant Reserve Interest-December £21.35

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Alliance & Leicester Community Instant Reserve Interest-January £11.05

VAT Refund £233.33

Final Quarter-Lengthsman's Grant £181.24

10.4 The Clerk advised that the A&L interest rate has now dropped to 1% hence the reduction in monthly interest.

10.5 Proposed by Cllr Doreen Burns, seconded by Cllr Patrick Keef, IT WAS AGREED to reimburse the Clerk 3 yrs computer usage and depreciation at a rate of £4.00 per month. The Clerk will raise an invoice for the next meeting.

The Clerk

11 Chairman's Announcements

11.1 None

12 Correspondence

12.1 The following correspondence was tabled.

D1745	Clerks & Councils Direct	
D1746	Letter asking fro new post box in Saunders Close	
D1747	Covering letter from Parish Liaisons Officer	CHDC
D1748	Guidance on signs, advertising boards & display of goods on Highways	CHDC
D1749	November Funding Opportunities	CHDC
D1750	Your-Community website newsletter	
D1751	Information Corner-06/11/08	Halc
D1752	Course-Local Leadership 2020 28/11/08	Halc
D1753	Draft contact details for notice boards as suggested by Halc	Halc
D1754	Course-Power of Wellbeing 03/03/09	Halc
D1755	Course-Public Rights of Way 12/03/09	Halc
D1756	Course-Clerks & Chairperson's Informal Evening 17/02/09	Halc
D1757	Course-Roles & Responsibilities and Law 17/01/09	Halc
D1758	Course-Leading Lights 27/01/09-How to be an effective Parish Cllr	Halc
D1759	Course-Procedures & Finance 07/02/09	Halc
D1760	Course-Planning & Community Action 28/02/09	Halc
D1761	Planning and the code of conduct	Halc
D1762	Planning matters-leaflet	Halc
D1763	Halc Rural Housing Seminar-25/09/08	Halc
D1764	Good Practice for selection of candidates being co-opted to a Local Council	Halc
D1765	Suggested welcome notice for Parish Council Meetings	Halc
D1766	Getting involved in Local Issues	LINK Herefordshire
D1767	Letter re casual vacancy	
D1768	Casual vacancy notices to be displayed until Dec 11th	CHDC
D1769	Letter advising that application for new post-box is being looked at	Royal Mail
D1770	Letter offering services as Parish Lengthsman	
D1771	Letter advising that Royal Mail is unable to provide new post-box	Royal Mail
D1772	Details re Local Government Pension Scheme	Worcestershire CC
D1773	Register of Electors 2009	CHDC
D1774	Letter applying for vacancy as Parish Councillor	
D1775	Community planning in Herefordshire	Community First
D1776	Details of Local Government Pension Scheme	Worcestershire CC
D1777	Freedom of information-Fulfilling your obligation to disclose information	ICO
D1778	Request to claim final quarter payment re Lengthsman Scheme grant	CHDC
D1779	HVA News-Nov 08	HVA
D1780	Copy of letter sent to Interroute by parishioner	
D1781	Flooding data request-Sept & Nov 08	CHDC
D1782	Casual vacancy can be filled by co-option	CHDC
D1783	Request for details of Parish website for use by PACT	The Herefordshire Partnership
D1784	Salter's Hill Newsletter	Salter's Hill Charity
D1785	Consultation-Code of recommended practice on local authority publicity	Communities & Local Gov

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D1786	Information Corner-05/01/09	Halc
D1787	National Interim Salary Award for Local Council Clerks 2008/9	Nalc
D1788	Managing affordable housing	Marches Housing Association
D1789	The role of the rural housing enabler in Herefordshire	Community First
D1790	Rural Housing seminar	Halc

13	Footpaths Officer	
13.1	Footpaths Report -The Footpaths Officer has produced a detailed footpaths report. He will advise the Clerk of any work required so that she can contact CHDC and EnviroAbility.	Footpath's Officer/The Clerk
13.2	Footpaths Map -The Clerk has obtained quotes for an oak lectern plus production of an illustrated footpaths map. Proposed by Cllr Doreen Burns, seconded by Cllr Eunice Saunders, IT WAS AGREED that the lectern and map should be ordered.	The Clerk
13.3	The Clerk has obtained a laminated large scale land plan of The Lea for use at meetings.	
14	Planning Matters	
14.1	P112. DCSE2008/2302/F. 2 bay open canopy in car park area. Brook House, Lea. HR9 7JZ. Permission granted on 23/10/08.	
14.2	P113. DCSE2008/2783/F. Proposed double glazed white UPVC lean-to conservatory. 8 Lea Villa Park, Lea HR9 7LQ. Permission granted on 17/12/08.	
14.3	P114. DCSE2008/2843/F. Revision of existing loft conversion to include new flat roof dormer. Alterations to stairs, porch roof and formation of door in external wall to provide escape route. 34 Knightshill, Lea HR9 7LA. Council has no objection.	
15	Councillor's Submissions	
15.1	None	
16	Public Submissions	
16.1	Tyres, concrete, tarmac and car mats have been dumped at the Rock End Farm End of Gypsy Lane. The Clerk will advise CHDC.	The Clerk
17	Items for Consideration at the Next Meeting	
17.1	Risk Assessment	
18	Date of the Next Meeting	
18.1	March 4th 2009 in the Lea Village Hall at 7.30pm.	

The Meeting Finished At 8:50 p.m.

19	Employment Matters	
19.1	Proposed by Cllr Doreen Burns, seconded by Cllr Eunice Saunders IT WAS AGREED that a resolution be passed to exclude the public because of the employment nature of the business to be discussed. Employment matters were discussed and the Clerk's Contract of Employment was reviewed.	
19.2	Proposed by Cllr Doreen Burns, seconded by Cllr Eunice Saunders IT WAS AGREED that the Clerk's new Contract of Employment be signed by the Chairman.	
19.3	Proposed by Cllr Eunice Saunders, seconded by Cllr Patrick Keef IT WAS AGREED that the Clerk's salary be set at scale point SCP25. This will be back-dated to April 1 st 2008. All items on the additional schedule dated November 10 th were agreed. (Copy will be attached to adopted minutes) An appraisal is to be carried out on an annual basis.	
19.4	Proposed by Cllr Eunice Saunders, seconded by Cllr Brian Morgan IT WAS AGREED that the Parish Council should join the Local Government Pension Scheme. The Parish will contribute 15.3% of the Clerk's salary per annum and the Clerk 6.5% per annum as per the rules and regulations. The Clerk will contact Worcestershire County Council.	