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**Hatfield & District Group Parish Council**

Minutes of the one hundredth and sixty sixth meeting , being the Annual Meeting of the Hatfield & District group Parish Council held on 12th May 2023 at Pudleston Village Hall at 7.20pm.

Present Clare Hadley Adam Lewis Mike Bufton Robert Hanson Ryan Price

Also In attendance: SD Hanson (Clerk) 2 members of Public

**1 Sign Declaration of Office** All re-elected Councillors signed their Declaration of Office forms. signed and witnessed by the Clerk

**2. Election of Chairman** Clare Hadley was proposed as Chairman by AL ; seconded by MB. All members were in favour. **Resolved**  CH completed her Acceptance of Office, signed, and witnessed, by the Clerk

**3. Election of Vice Chairman** Robert Hanson was proposed as Vice Chairman by CH; seconded by AL all members were in favour **Resolved**

**4. The Clerk appointment as RFO** 4.1 PAYE the Clerk said she entered PAYE data monthly. Income Tax was normally paid on her other income.

5. **Co-option** of Pudleston Councillor Mary Morris had agreed to be co-opted to fill the Pudleston vacancy. CH proposed to co-opt Mary Morris; RH seconded, all members were in favour **Resolved** The Clerk said she would take the acceptance of Office form and The Registrable Interest forms for her to complete. She would also notify the Elections office.

**6. 1 LGA Herefordshire Council Local Government Code of Conduct Adopted May 2022 Code of Conduct & Register of Interests** CH proposed to adopt the Herefordshire LGA Model Councillor Code of Conduct RH seconded. All members were in favour **Resolved**

**6.2 Members agreed to abide to the Code of Conduct** and updated and completed Schedule 1 Disclosable Pecuniary Interests and Schedule 2 Registrable Interests. The Clerk said she would return a copy to Monitoring Officer (within 28 days after election) and keep copies on file subject to periodic review and update by the members.

7. Receive Apologies for Absence Mary Morris (Due to short notice of PC meeting, clashed with another meeting)

**8. Declarations of interest and written applications for Dispensations.** None received

9 . It was Resolved to adopt the minutes of the Ordinary Meeting held on 8th March 2023 January The minutes were confirmed as a true record and signed by the Chairman.

**10. Open Sessions to receive a brief verbal report from:** 10.1 Ward Councillor John Harrington had recently been replaced as Ward Member for Hampton by Bruce Baker. The Clerk would invite him to all future meetings. 10.2 To Note matters raised by residents on Parish Matters (10 minutes.) A member of public thanked AL on behalf of the Church for his support.

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11.Finance 11.1 Exemption certificate (where higher gross income or gross expenditure did not exceed £25,000) The Parish Council passed a **resolution** confirming they meet the criteria and wish to claim exemption for AGAR 2022/23 *Completed and Signed by RFO and Chairman*  11.2 To consider Internal Auditors Report *Considered and Approved by RFO & Chairman* **Resolved**11.3 To consider Adopting Annual Accounts  *Considered, completed and Approved by RFO & Chairman* **Resolved** 11.4 To approve Section 1 – Annual Governance statement 2022/23 *Considered, completed* *and approved by RFO & Chairman* **Resolved** 11.5 To approve Section 2 Accounting Statement 2022/23 *Considered, completed and* *approved by RFO & Chairman* certificate **Resolved The Exemption Certificate** and Notice of change of Change of Chairman had to be returned to the External Auditors PKF Littlejohn. The other documents along with the Notice of Public Rights and publication of Annual Governance & Accountability Return would be placed on website. 11.6 Treasurers Balance at 31/03/23 £17,713.23 11.7 Treasurers account balance at 21/04/23 £18,884.15 First instalment of precept £3,000.00 and VAT £170.72 had been received . 11.8 To pass the following cheques for Payment: PVH £12.50 Hire (602) Cancelled (603) Clerks Wages £+++ (604 ) Clerk’s Expenses £58.72 (605) Mrs C Griffiths Internal Auditor £50.00 (606) Information Commissioner’s office £35.00 **DD** Gallagher Insurance £394.64 (607)

12**. Planning**  12.1Consider comments on the following planning applications for determination by Herefordshire Council None received

 12.2 To Note Planning Applications Approval/Refusal by Herefordshire Council

223626 Construction of a single storey contemporary garden building to be used as home office 6 Meadow Bank **Hatfield**  **Approved with Conditions**

220167 Proposed installation of a small domestic ground mounted solar panel array within a residential curtilage Keeper’s Cottage **Pudleston**  **Approved with Conditions**

230411 Garden Shed and carport Meadow Bank **Hatfield** **Approved with Conditions**

214516 Proposed steel frame building for agricultural use to store hay and straw. Long Friday **Pudleston** **Approved with Conditions**

**13. Highways** 13.1 Verge Cutting BBLP Members generally agreed that in our rural area two cuts were better than the later cut

14. Items to Note 14.1 None

15. To consider matters as Agenda items for next meeting (No Discussion)

16. Date of Next Ordinary Meeting (Proposed) 12th July 2023

There being no further business the Annual Parish Council meeting closed at 7.49 pm