

Pixley & District Parish Council Meeting

Councillors are summoned to attend the Parish Council meeting on

Monday 11th November 2024

7.30pm at Munsley W.I. Hall

1. Apologies for absence

2. To receive Declarations of Interest, Councillors are reminded of the need: -

- a) To update their register of interests.
- a) To declare any personal interests in items on the agenda and their nature. (Councillors may stay, take part and vote in the meeting)
- b) To declare any prejudicial interests in items on the agenda. (Councillors must leave the room for the item in which they have declared a prejudicial interest)

3. Public Participation

Members of the public are permitted to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. The period of time, which is at the Chairman's discretion, for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than three minutes. Questions/comments shall be directed to the Chairman.

To include a report from Ward Member Councillor Lester if available.

4. Minutes

4.1 To confirm the minutes of the Parish Council meeting held on the 10th September 2024 as a correct record.

5. Planning

5.1 To note the following Planning decisions received from Herefordshire Council:
240403 & 240404 Tipsgrove Farm Glamping approval and lawful use

6. Munsley WI Hall

To receive a report and consider options for maintenance of the roof of the hall.

7. Financial items

- 7.1 To approve and adopt the Financial Report as of the 31.10.2024
- 7.2 To note the current situation regarding the Bank reconciliation
- 7.3 To consider changes to the Lloyds Bank mandate and sign the required form
- 7.4 To consider reversing the resolution to open a Unity Trust account and using Lloyds online service instead
- 7.5 To note the NJC pay increase as of 01.04.2024
- 7.6 To consider the draft budget and precept for financial year 2025/2026
- 7.7 To approve the list of invoices for payment:

Staff salaries and expenses	September, October 2024 & November 2024	£1497.93
HMRC Q2 2024/25	PAYE	£307.40
Parish Online	New website and emails	£312.00
PATA Payroll	Salary Arrears Adjustment	£15.00
HALC	Web hosting & Domain Mar 24 – Feb 25	£72.60

8. Highways/Footpaths

8.1 To receive a report from the Footpath Officer, if available.

8.2 To receive an update on replacement grit bin at Brook Farm, Little Marcle and consider a quote for fitting if available.

8.3 To receive a report from the Footpath working group.

9. Ashperton Railway Bridge

To receive a progress report and consider any further actions.

10. Sandbags

To consider purchase and storage options for sandbags or similar flood defence.

10. Cider Press

To note the deadlines and content for submission of the Parish Council report for the next edition of the Cider Press. To consider appointing a Councillor to write reports long term.

11. Councillor Vacancies

To consider any applications for co-option.

12. Noticeboards

To review the current noticeboard locations and consider purchase of any additional boards for new locations.

13. Recent Conferences, Briefings and Summits

To receive reports on recent conferences, summits and briefings by Councillors in attendance.

14. Correspondence

To note the list of Correspondence received and agree any responses required:

- Email from PCSO at Ledbury Safer Neighbourhood team requesting up to three Policing priorities for Pixley & District PC this quarter.

15. Website

15.1 To consider an expenditure of £25 + VAT per year for decommissioning the old website and mailboxes and forwarding of the org.uk domain to the new website and mailboxes.

15.2 To consider actions to populate the new website with more information and detail.

16. Matters to be raised for next meeting

Each Councillor is requested to use this opportunity to raise items for inclusion on future agendas. Councillors are respectfully reminded that this particular item is not an opportunity for debate or decision making.

17. Date of next meeting: To be decided at this meeting.



Clerk to the Council

Date 05.11.2024

Supporting papers November 2024

Item 7.5 NJC Scales Increase

NALC have now agreed an increase and published the details. The increase is to take effect from April 1st 2024 and works out to be 62 pence per hour. The Council's payroll company have calculated the arrears and applied it to the November salary. An email from HALC regarding this has been circulated to Cllrs with a link to the published information.

Item 7.6 Draft Budget

Outgoings	2024-25	2024-25 Actual at 6 months	2025-26	
Salaries	5,634.72	6388.78	6832.28	Expecting an agreement of up to 3% potential increase in 25/26 (2024 increase included in actual and new budget)
Expenses	550.00	340.00	560.00	£360 agreed for Clerk plus travel etc for Cllrs
Grants	300.00	0	300.00	
Subscriptions	700.00	627.79	700.00	
Hall Hire	150.00	60.00	150.00	£15 per meeting, 6 meetings plus contingency for an extraordinary
Insurance	350.00	701.60	750.00	Insurance cost doubled in 24/25
Professional Fees	200.00	564.20	300.00	Payroll fee increasing to £149.40, this year Laptop repair £130, HALC cost for recruiting new Clerk £300+VAT 24/25
Lengthsman	900.00	0	900.00	current quotes for fitting gate and grit bin approx £350
Website	500.00	100.00	500.00	
Defib Maintenance	-			
Highways	1,000.00	339.60	1000.00	
Training	200.00	0	200.00	If new Cllrs, will they need training?
Election				

Audit	150.00	60.00	150.00	
Projects				
Reserves	100.00		150.00	
Total	10,734.72	9181.97		
Precept	8,580.00			

Item 9, Ashperton Railway Bridge

Apologies for the delay in responding to your original email, I am currently working through a backlog of these, which unfortunately (due an ongoing lack of staff resources) require physical work / investigation before providing answers.

As I stated in my original email (copy attached), I personally do not intend to consider the application of speed limits, as this section of road does not meet agreed DfT criteria for this approach, plus the location does not physically feature amongst the Council's ongoing priorities regarding locations subject to more significant numbers of recorded personal injury collisions, as per our agreed road safety policy. As a point of note, we currently have over 100 locations with a greater number of recorded personal injury collisions than here, and we are unable to tackle the vast majority of those due to lack of available budget / resources.

As I also stated, it appears the signs "probably" should have been reinstated long before now, however this is not something I have any control over as it falls under the BBLP routine / reactive maintenance area of the existing highways contract. I understand this "may" be possible outside of this and the costs covered by the scheme budget, however as mentioned this is not something I have any direct control over. I can advise (with over 30 years of experience in this field) what might be considered effective in influencing behaviour (and I can guarantee that an inappropriate speed limit would not), but I cannot physically control the "how or when" this will happen (within the current operational structure or arrangements).

I'm aware that the antiskid work over the bridge deck has yet to be undertaken, initially (I believe) due to permitting requirements, however this is due for completion in the foreseeable future (as soon as contractor availability & conditions permit).

Item 14 Correspondence – Neighbourhood Policing

Please could I ask that you take a little time and let us know what your three Policing priorities are for this quarter. There does not need to be three, but they do need to be current issues that need addressing. As you can imagine we are a small team covering a very large area with many parishes in this area, but we will try our best to facilitate all reasonable requests.

As always, this is not meant to replace any lines of communication we already have and please feel free to contact us with any local issues at any time.

We have a new permanent Constable - PC Dean Wall, who is an experienced Safer Neighbourhood Team Officer, who is bringing a wealth of experience with him. Also, we welcome back PCSO David Alexander, who many of you remember him from him previously covering this area. Please let us know if you would like us to attend any community events or Parish meetings to discuss local issues. Again, we cover many Parishes' so requests may not possible due to commitments, but we will always do our best to facilitate your requests.

Pixley & District Parish Council 01.04.2024 - 31.03.2025

Date	Description	Chq No	Gross	Salaries	Exps	Hall Hire	Insurance	Prof Fees	Lengthsmar	Website	Highways SID etc	Training	Audit	VAT	Reserves
	Budget		10,734.72	5,634.72	550.00	150.00	350.00	200.00	900.00	150.00	1,000.00	200.00	150.00		100.00
10.04.24	Staff Salaries	592	350.71	350.71											
09.05.24	Mobile Solutions	593	130.00					130.00							
21.05.24	PATA Payoll	594	134.20					134.20							
21.05.24	Eyelid Productions	595	100.00							100.00					
21.05.24	Staff Salaries	596	400.17	350.17	50.00										
17.06.24	Staff Salaries	597	350.71	350.71											
17.06.24	Internal Audit C Daniels	598	60.00					60.00							
17.06.24	PAYE	599	262.80	262.80											
23.07.24	Insurance AJ Gallagher	602	701.60				701.60								
23.07.24	Staff Salaries	603	400.71	350.71	50.00										
01.08.24	Lawson Tools	604	39.18												39.18
23.09.24	HALC	609	72.60							60.50				12.10	
30.09.24	Clerk's salary	608	439.23	439.23											
05.10.24	PAYE	610	307.40	307.40											
22.10.24	Parish Online	611	321.00												52.00
31.10.24	Clerk's salary & exes	608	529.23	439.23	90.00										
31.10.24	PATA Payoll	612	15.00					15.00							
30.11.24	Clerk's salary & exes	608	529.47	499.47	30.00										
			5,144.01	3,349.89	220.00	-	701.60	339.20	-	160.50	-	-	-	12.10	91.18
Budget Balance				2,284.83	330.00	150.00	- 351.60	- 139.20	900.00	- 10.50	1,000.00	200.00	150.00		100.00

Guidance for Parish Councils on Communication matters

Introduction

Local authorities have often fallen into the trap of assuming that routine documentation is for the benefit of the Council or to meet legal requirements. Agendas and minutes are then written in brief form, sometimes in a coded language that is user unfriendly to anybody else. Agendas and minutes are however a vital means of telling the community what the Council is considering and what decisions have been made on behalf of the community.

This guidance contains a number of good practice ideas with a view to both raising standards of governance and providing a more effective means of communication.

Notice Board

This has been a traditional means of communication although sometimes at risk of abuse and often neglected. Modern materials and careful location can provide an effective mouthpiece and updated image for the Council.

The notice board should contain;

- The full title of the parish council.
- Website address.
- The name and address, telephone number and email address of the clerk.
- The list of members of the Council and means of contact (address, telephone number, email).
- Dates and times of meetings for the year.
- Agendas of forthcoming meetings.
- If practicable, minutes of meetings or a summary of recent decisions.
- Where minutes, the code of conduct and other public documents may be inspected.

It is essential that the notice board is kept up to date and notices replaced regularly. There should be a clear responsibility (generally the clerk's) for doing this.

There is nothing preventing the council making arrangements with other bodies for joint use of notice boards. A community notice board that meets the needs of both public bodies and local groups as well as providing useful information for visitors may be an economic means of achieving several objectives.