

Woolhope Parish Council

Minutes of a meeting of Woolhope Parish Council Held on Tuesday 23rd July 2019 at Woolhope Parish Hall

Present:	Cllr. G. Chapman	In the Chair
	Cllr. J. Brandt	
	Cllr. R. Rolt	agenda item 5 onwards
	Cllr. V. Tomlinson	
	Cllr. M. Windham	
In attendance:	Liz Kelso	Clerk
	Cllr. B. Durkin	Ward Councillor, Herefordshire Council (agenda item 2 only)
	1 member of the public	(agenda item 6 only)

1. **Apologies, declarations of interest and requests for dispensation**

Apologies were noted from Cllrs. M. Slocombe and S. Powell

2. **Public Participation**

(a) **Ward Councillor Report**

Cllr. Durkin's Ward Report was noted and briefly discussed.

(b) **Matters raised by members of the public in attendance**

None.

3. **Minutes of the Parish Council meeting held on 25th June 2019**

The Minutes of the meeting held on 25th June were confirmed and the Chairman authorised to sign the Minutes as a true record of proceedings at that meeting.

4. **Parish Councillor Co-option**

Cllr. Richard Rolt presented himself for co-option to fill one of the vacancies on the parish council and was co-opted to the Parish Council on a vote. Cllr. Rolt signed a declaration of acceptance of office and took his seat on the Council.

5. **Clerk's Report**

The Clerk's report was noted.

6. **Broadmoor Common**

(a) **Update**

Members noted that whilst no practical work had taken place on the Common since the last meeting, quotes had been obtained from consultants to consider the next stages of the fulfilment of the management plan which will be discussed later in this meeting.

(b) **Broadmoor Common Steering Group**

Cllr. Chapman reported on the informal initial meeting of stakeholders that had taken place immediately before the Parish Council meeting at which three members of the public in attendance had volunteered to join the steering group. At the earlier meeting those present had stressed the importance of a balance of views on the management of the area. It had been agreed that the first formal meeting of the Steering Group would take place shortly.

A further three individuals were identified by the member of the public present as potential candidates for the steering group, one of whom is a resident within the Parish.

(c) **To consider quotes for planning work on the restoration of the pond**

Members noted that two or three consultants with specialist knowledge of pond restoration on common land had been approached to draw up a work schedule for the restoration of the pond. One had provided a quotation whilst the others had not. The quote for consultancy work amounting to £1485.00 would take up most of the full year budget for work on the Common with the result that if further funding cannot be found, no work can take place. Concern was also expressed that it is important that the newly formed Steering Group are fully involved in the work.

After some discussion, it was agreed to accept the quote from Swift Ecology subject to a clear requirement that the consultative sections of the proposed work must include full consultation with the newly formed Steering Group.

(d) **Authority for funding application**

It was agreed that Mr. M. July be hereby authorised to pursue a bid to Woolhope Dome Environmental Trust for funding towards work on Broadmoor Common to deliver the Broadmoor Common Management Plan for the forthcoming year.

7. **Financial Matters**

(a) **Payments**

The following payment was authorised:

Woolhope Parish Hall Committee	
Room hire	£48.00

(b) **Receipts**

A receipt of £8.75 being the wayleave payment by Western Power for the year, was noted.

(c) **Account balances**

The Clerk presented the bank reconciliation for the month indicating a current balance of £17,278.87

(d) **Budget Review for the period to 30th June 2019**

The Budget Review for the period to 30th June was noted, as attached to these Minutes.

8. **Planning Matters**

(a) **Applications due for observations**

None.

(b) **Permission granted under permitted development rights**

None

(c) **To note decisions by Herefordshire Council since the last meeting**

None.

9. **Neighbourhood Development Plan**

It was agreed that the Neighbourhood Development Plan process will be relaunched in accordance with current guidelines as to processes and in accordance with the revised Terms of Reference of the Steering Group, as agreed at the last meeting. The previous Steering Group Chair has been asked for documents relating to the work achieved so far to be forwarded to the Clerk as these will be required in the future as evidence to support the plan. In the meantime, it was agreed to aim to send out the questionnaire, which requires some updating, as soon as possible.

Members of the public will be invited to attend a preliminary Steering Group meeting at 7pm immediately before the next Parish Council meeting on 24th September with a view to recruiting new Steering Group members and relaunching the plan.

10. **Play Area**

(a) **To consider budget costs for further work on the play area**

Quotations for this proposal are still being sought so this item was deferred to the next meeting.

(b) **Funding Applications**

It was agreed that Cllr. Tomlinson be authorised to approach funding bodies on behalf of the Parish Council.

(c) **Other Play Area matters**

It was noted that whilst the grass outside the play area has been cut, the grass inside the play area has not. It was agreed that steps would be taken to find out who should be cutting the grass. It was also noted that the weeds are high within the area. The Clerk noted that there are special considerations if proposing the use of chemical weed control methods in a children's play area and if at all possible, hand weeding is preferable

11. **Footpaths**

The footpaths officer was not in attendance at the meeting so there was no report to consider

12. **Document Retention Policy**

The draft document retention policy, as attached to these Minutes, was agreed.

13. **Training**

The Clerk presented a list of training opportunities from HALC over the next few months. There were no requests to attend training but it was agreed that the Broadmoor Common Steering Group be advised of the training relating to Common management.

14. **Next Meeting**

The next meeting will take place on Tuesday 24th September at 7.30pm at the Parish Hall and will be preceded by a meeting of the Neighbourhood Development Plan Steering Group, as noted above. It was agreed that the following items be raised at the next meeting:

- Trees at the entrance to the Parish Hall
- Update from the Broadmoor Common Steering Group
- Village clean up and similar work required
- Using social media/community engagement

15. **Exclusion of the public**

It was resolved that due to the confidential nature of the business of the next agenda item, that members of the public be excluded from the following agenda item in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 (3)

16 **Staff Matters**

The Clerk's resignation was noted. It was agreed that Herefordshire Association of Local Councils be instructed to recruit for a replacement at cost to the Parish Council of £200.00.

There being no further business, the Chairman declared the meeting closed.

Woolhope Parish Council

DOCUMENT RETENTION AND RECORDS MANAGEMENT POLICY

Approved at a meeting of the Parish Council held on 23rd July 2019

INTRODUCTION

Woolhope Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies
- Retention Schedule

SCOPE

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically and this policy includes documents received by, created or held by a Parish Councillor (whether elected or co-opted) which relate to the business of the Parish Council.

The term "Record" refers to any document or record regardless of the media in which they are stored so refers to electronic records as well as printed documents.

RESPONSIBILITIES

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk to the Parish Council.

Staff, Councillors and volunteers who hold records for which they are responsible have a duty to ensure those records are accurate and are maintained and disposed of in accordance with the Parish Council's records management guidelines.

RELATIONSHIP WITH EXISTING POLICIES

This policy has been drawn up within the context of:

- Freedom of Information Policy
- Data Protection policy/publication scheme
- Audit Regulations

And such other legislation or regulations which may from time to time apply to Parish Councils.

DOCUMENT RETENTION SCHEDULE

Under the Freedom of Information Act 2000 the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

Document	Minimum Retention Period	Reason
Minutes and Correspondence		
Minutes of Council meetings	Indefinite	Archive
Agendas	Indefinite	Archive
Correspondence and papers on important local issues	Indefinite	Archive
Routine correspondence	As long as useful	Management
Financial		
Receipt and payment accounts	Indefinite	Archive
Accounts/Financial Annual Return	Indefinite	Archive
Receipt books	6 years	VAT
Bank statements	Last completed audit year	Audit
Bank paying in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Budget control papers	Current year + 2 years	Audit
Quotations & tenders	12 years	Statute of Limitations
Paid invoices	6 years	VAT
Paid cheques	6 years	VAT
VAT records	6 years	VAT
Payroll records	12 years	Superannuation
Timesheets	Last completed audit year	Audit

Invoices	6 yerars	VAT
Insurance		
Certificate of Employers Liability	50 years	Legislation
Certificate of Public Liability	21 years	Legislation
Insurance Claim records	7 years after all obligations are concluded	Legislation
Policy renewal records & correspondence	While valid	Management
General Management		
Investments	Indefinite	Audit
Title deeds, leases, agreements, contracts	Indefinite	Audit
Members allowances (if applicable)	6 years	Tax
Health & Safety		
Accident books	25 years from closure	Management
Equipment Inspection Records	25 years	Management
Premises Inspection Records	25 years	Management
Risk Assessments	3 years from last assessment	Management
Members		
Register of Interests	18 months after individual ceases to be a Member	Management
Other		
Complaints	5 years after closure of case	Management
Deeds/leases	Indefinite	Archive
Press Releases/Newsletters	6 years	Management
Public Consultations/Surveys	5 years	Management

Personnel/Staff Matters		
Application forms (unsuccessful candidates)	6 months	Management
Disciplinary Records	Retain for period of employment	Management
Personnel Files	6 years after ceasing employment	Management
Planning		
Applications	Not retained	Retained by Herefordshire Council
Applications on which Parish Council has commented	12 months	Management