

**Minutes of a Meeting of Cusop Parish Council
held remotely via Zoom 19th August 2020**

Present: Councillors J Wesley (Chairman), M Hainge, I Jardin, A Matthews and P Gilbert.

In attendance: Ward Cllr Hewitt.

1. Apologies for absence. Cllr Evans.

2. Disclosures of Interest and Dispensations. Cllr Gilbert disclosed an interest in item 5.

3. Minutes. Resolved: that the minutes of the meeting held on 27th July 2020 be approved as a correct record and be signed by the chairman at a later date.

4. Public participation session. No members of the public were present.

5. Fencing at Bookers Edge. It was felt that the email from Herefordshire Council's Planning Enforcement Officer regarding the solid fencing and gateway at the front of the Booker's Edge development was inadequate and contradicted the aesthetic and safety stipulations of the planning permission that was originally granted.

Resolved: that the Council would make a complaint to Herefordshire Council about its Planning Enforcement Officer's response to the Council's enquiry. Proposed – Cllr Wesley. Seconded – Cllr Jardin. Abstained – Cllr Gilbert.

6. Finance.

- a) The Council confirmed exemption from review of the 2019/20 accounts by the external auditor.

Resolved: that the Certificate of Exemption be approved and be signed by the Chairman.

- b) The Council considered the 2019/20 Internal Audit Report.

- c) The Council reviewed its internal controls and agreed that they remain fit for purpose.

Resolved: that the Annual Governance Statement 2019/20 be approved and be signed by the Chairman.

- d) The Council considered the accounting statements and associated documents for 2019/20.

Resolved: that the Accounting Statements 2019/20 be approved and be signed by the Chairman.

7. Councillors' reports.

Cllr Matthews asked who was responsible for the maintenance of the track by the church. The Clerk was asked to ascertain this with Balfour Beatty.

The Chairman reported that he was having difficulty with HSBC's safeguarding procedures, as telephone banking had not been previously authorized. The Clerk was asked to contact HALC for advice.

The Chairman agreed to fill in the Town and Parish Council Survey.

Cllr Evans had asked the Council to consider

- 1) The lack of response from the County Council regarding plans for the proposed changes to the road signage on Newport Street.
- 2) The County Council's continued failure to improve signage in Cusop.

Signed.....

Ward Cllr Hewitt reported that she had twice requested action on this matter without receiving a reply from Herefordshire Council's Yvonne Coleman, but would make another attempt. The Clerk was asked to contact the County Council to pursue the allocation of S106 monies for improved road signage in Newport Street.

8. Clerk's report. The Clerk's written report was approved.

9. Date of next meeting. The date of the next meeting was provisionally set for 7pm on Wednesday, 16th September.

10. Employment Matters.

It was agreed that the Council should offer a 12-month contract as Lengthsman to Martin Leighton, with the Clerk managing the contract and a maintenance plan being drawn up by the Clerk in consultation with the previous lengthsman. Cllr Matthews drew attention to the urgent backlog of lengthsman work. The council agreed that the new lengthsman should be asked to deal with this as an urgent one-off task, but if he were unable to fit it in, the clerk should find an alternative contractor to do it.

There being no further business, the meeting closed at 8.09 p.m.

Signed.....