

WELLINGTON PARISH COUNCIL

**Parish Council Meeting held at the Community Centre
at 7.30pm on Thursday 12th April 2012**

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
	<p>Present</p> <p>Parish Cllrs: Mr B Prince (Chairman); Mrs J Gowan (Vice Chair); Mrs L Langford; Mr JR Makin, Mrs K Mayne; Mr F Plumb, Mr G Porter and Mr D Wood.</p> <p>Also in attendance: Ward Cllr A Blackshaw; Mrs C Bucknell (Parish Clerk); PC N James and 11 members of the public.</p>	
1.0	<p>To Accept Apologies for Absence</p> <p>There were no apologies for absence</p>	
2.0	<p>To Receive Declaration of Member's Interest</p> <p>Cllr Plumb declared an interest in planning applications N/120500/FH and N/125001/FH and duly signed the declaration of interest book.</p>	
3.0	<p>To Adopt Minutes of Thursday 1st March 2012</p> <p>Resolved: The Minutes were confirmed and signed by the Chairman.</p>	
4.0	<p>To Receive Brief Reports:</p> <p>4.2 Herefordshire Council - Cllr Blackshaw:</p> <p>Cllr Blackshaw updated the Parish Council on the situation regarding development of the old Cattle Market which was now going through Cabinet. The development would bring £43m - £45m into local businesses on a subcontract basis.</p> <p>Herefordshire Council had developed its 20/20 vision for the county with a view to raising average wages to £25k per year (currently £19k against a UK average of £22/£23k); creating 8,000 new jobs and increasing the number of 20-40 year olds living in the county by improving higher education provision and job prospects.</p> <p>Comments from members of the public included a question about whether any prospective businesses had signed a commitment to moving into the new development. Cllr Blackshaw confirmed that over 40 businesses had expressed an interest in the new site and, as the cattle market development could only accommodate 20 outlets, the city centre would benefit from increased trade. Cllr Blackshaw responded to a question about the level of car parking by confirming there would be initially be provision for 600 parking spaces and Herefordshire Council were considering enhanced rail capability.</p> <p>Resolved: Report noted</p> <p>4.2 Local Police Officers:</p> <p>PC N James explained that he would be taking over the Wellington area, which would increase his responsibility to area coving 38 parishes and a population of around 21,000. There had been little response to the new surgeries with only 1 person attending. The aim was to deliver 3 surgeries every 2 months and PC James</p>	

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5.0	<p>stressed that in between local people could call in on the 101 number if they needed support.</p> <p>Crimes of metal and fuel theft were still prevalent. Many of these were carried out in the daytime and West Mercia Police were encouraging local people to ring in on the 101 number if they had seen or heard anything. PC James stressed that Wellington was still an extremely safe place to live; recent months had seen 17 calls about Wellington, of which only 3 were regarding criminal activity (thefts) other were about innocuous incidents such as trees damaged, cars broken into, domestics etc.</p> <p>Resolved: Report noted</p> <p>4.2.1 Neighbourhood Watch</p> <p>PC James stated that this was no longer a responsibility of the police; there was no central co-ordinator and the phone line was now not manned. Locally the Neighbourhood Watch process was not working with messages not being passed on effectively.</p> <p>In the absence of a functioning Neighbourhood Watch system PC James encouraged people to be vigilant and to engage with the ringmaster system which delivered incident related messages to mobile phones and email addresses.</p> <p>Ringmaster contact: Denise Naylor on 0300 333 3000 ext 4535 or email denise.naylor@westmercia.pnn.police.uk</p> <p>Resolved: That Neighbourhood Watch could not be progressed any further by the Parish Council.</p> <p>5.0 Open Time</p> <p>There was a question raised about the increase in precept and whether this was due in whole or in part to the shop developments. The Chair replied that all details of the 2012/13 precept had been included in the Open Meeting presentation in November 2011. The proposed increases had been openly discussed with the community, with a decision being made at the January 2012 PC meeting. The level of increase had to be set on projected costs and has provision within it to cover loan repayments during 2012/13.</p> <p>Both the Open Meeting and subsequent developments have been well publicised. It was accepted that not everyone buys the Welcome magazine so updates have also been placed on notice boards and in the shop.</p> <p>A question was raised about whether there had been any further discussions with the Social Club regarding the shop. It was felt that there may be issues operating the shop and post office whilst the social club was open but the Parish Council would consider any proposals put to them; provided these had been discussed and agreed by the Social Club Committee.</p>	

6.0	<p>Financial Matters</p> <p>6.1 To Receive a Report from the RFO Bank balances: (23/03/12) Treasurer's Account £1,045.26 and Business Instant Access £17,920.77. Payments received £250 rental on shop (received at March meeting) and £100 bursary from NALC to cover 50% of Clerk's training costs. Resolved: Report noted.</p> <p>6.2 To Agree Payments made since last meeting: CILCA registration £150 (647) (Approved Item 6.6 46-2011/12), Payment for Shop Printing £50.79 (648)(Approved Item 9.3 47-2011/12). Resolved: Payments approved</p> <p>6.3 To Agree Payment of Clerk's salary (Feb - Mar) and Expenses (Dec – March) Clerks salary February and March 2012 £363.84 (657). HMRC payment qtr 4 £181.80 (650). Clerks Expenses £82.12 (stationery £24.23, Mileage 106.8 miles @ 0.45p; postage £9.83)(651). The April Information Sheet would be reissued to reflect recent changes in cheque numbers and HMRC payment details (details as above). Resolved: Payments approved.</p> <p>6.4 To Agree Payment of outstanding invoices: Outstanding invoices: HALC copying £5.20 (652). Living Village Event (CB) £9 (653). Makin & Sons March rent £200 (654). WCA Room Hire Invoice (Jan-Mar) £39 (656). Resolved: All payments approved.</p> <p>6.5 To Consider 2012/13 Membership of HALC: Resolved: To renew membership of HALC at a cost of £269.47 for 2012/13</p> <p>6.6 To Consider Clerk's attendance at VAT Training Event SLCC VAT training event being held on 14th May at Burton on Trent; £95 course fee and (approx) £50 travel costs. Clerk proposed covering travel costs if the PC would support the training costs. Resolved: It was agreed to cover course fees of £95 Resolved: A bursary to cover 50% of costs to be applied for from NALC.</p> <p>6.7 To Review Appointment of Internal Auditor Resolved: It was agreed to use Gill Bullock as Internal Auditor for the 2011/12 accounts.</p> <p>6.8 To Review Effectiveness of Internal Audit It was felt that the process carried out in previous years had been effective in ensuring accurate reporting and financial probity. Resolved: To follow same internal audit process as in 2010/11</p>	<p></p> <p>CB</p> <p>CB</p> <p>CB</p> <p>CB</p> <p>CB</p> <p>CB/LL</p> <p>CB/LL</p>
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7.0	<p>Planning Matters</p> <p>7.1 To Consider any Planning Applications</p> <p>Application N120500/5001/FH – Bridge Lane Farm, Bridge Lane, wellington HR4 8AY New dormer window in west bedroom, alteration to east bedroom to create upstairs WC, reposition of existing roof light and installation of new roof lighst , erection of porch over rear door.</p> <p>Application N120930/FH – South Winds, Dinmore HR1 3JP Proposed first floor and single story extensions</p> <p>Downloading the files online had proved problematic in areas where there was not a high broadband speed.</p> <p>Resolved: The Clerk would circulate a paper copy of the application and would also download files and email to Cllrs for consideration.</p> <p>Resolved: Comments to be returned to the Clerk by the deadline</p> <p>Resolved: The effectiveness of the system to be reviewed at the May PC meeting.</p> <p>7.2 To Note any Decisions/Notifications Received</p> <p>There were no outstanding applications</p>	<p>CB</p> <p>ALL</p> <p>ALL</p>
8.0	<p>Highway Matters</p> <p>8.1 A 49 Issues</p> <p>Cllr Blackshaw is arranging a meeting with Clive Halls and the Highways Agency. This needs to be followed up.</p> <p>8.2 To Receive any other Highways Issues</p> <p>8.2.1 Dog Fouling</p> <p>Amey can only provide a certain type of dog bin (as governed by HC) – the current cost is £313.26 to supply and install. The PC would be responsible for the cost of emptying unless Amey already empty bins in the Parish in which case it could be added to the schedule at no extra cost.</p> <p>Resolved: Parish Council powers of prosecution under the Clean Neighbourhoods and Environment Act 2005 to be investigated and reported back to the next meeting</p> <p>8.2.2 Litter Picking</p> <p>A draft risk assessment and guidelines for safe litter picking had been produced and would be issued to those undertook this task. The Parish Clerk stressed that although volunteers undertaking litter picking was extremely beneficial to the locality, this needed to be managed properly in order for the volunteers to be covered by insurance.</p> <p>Resolved: Risk Assessment and guidelines to be finalised and made available.</p> <p>8.2.3 20mph Speed Limit</p> <p>Resolved: Cllr Mayne to follow up with the School.</p>	<p>BP</p> <p>CB</p> <p>KM</p>

	<p>8.2.4 Any Other Issues There was a question raised as to whether the piece of semi-derelict land opposite the cemetery belonged to the Parish. Resolved: The Highways Agency to be contacted for clarification</p> <p>9. Village Shop Issues</p> <p>9.1 Progress with the selection of an Architect/Building Project Manager The Parish Council have made very good progress on the selection of an Architect, although it is not proposed to make an appointment until some issues with the site have been resolved.</p> <p>9.2 Progress with the Flood Risk Assessment Cllr Wood emphasised that the Parish Council has always been committed to taking every care over the development of the site and to that end has been working closely with experts in Flood Risk Assessment. Although the site adjacent to the Social Club looks promising for the shop to be built on, there is still more work to do to compensate for the flood risk of building on the site. This work needs to be done before planning permission can be applied for and time to undertake this has been built into the project plan.</p> <p>9.3 Report from Shop Working Group (issues not covered above) Cllr Wood told the meeting that although there may be little to see at the moment there has been a huge amount of work going on behind the scenes. He assured everyone that the Parish Council are determined to get this right, are working as quickly as possible and will continue to keep the community up to date through regular bulletins.</p> <p>10.0 Report on Footpaths There are two stiles missing on WG 23A Resolved: to be reported to Amey</p> <p>11.0 Lengthman's Scheme It has been confirmed that the contract has been signed and that the Parish Council can move forward to contract with the Lengthsman. Resolved: The contract to be issued to the Clerk to issue the Lengthsman Resolved: Anyone wishing to report work for the Lengthsman should contact either the Clerk or the Chairman who will pass the work to the Lengthsman.</p> <p>12.0 Jubilee Events and Activities</p> <p>12.1 To Consider Jubilee Woods The extension to the new Churchyard has not yet been signed over and therefore cannot be considered. The other site suggested, the boundary to the old churchyard cannot be considered as it is a listed wall. It has therefore been decided not to pursue the Jubilee Woods application as a suitable site cannot be found.</p> <p>12.2 To Consider liaison with Jubilee Events Organiser Resolved: Cllr Mayne would act as the Parish Council contact with Philip Smith, the Jubilee events organiser. The Jubilee would remain a standing item on the agenda.</p>	<p>CB</p> <p>CB</p> <p>CB ALL</p>
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<p>13.0</p>	<p>Parish Plan and Neighbourhood Planning</p> <p>13.1 Parish Plan Review and Self Assessment – Next Steps Cllr Plumb stated that he would be circulating a first draft of a discussion document within two weeks. This would be addressed at the May PC meeting.</p> <p>13.2 Attendance at Neighbourhood Planning Event Cllr Gowan, Cllr Plumb and the Parish Clerk would attend one or more of the events. Resolved: Dates to be circulated and places booked.</p>	<p>FP</p> <p>JG/FP CB</p>
<p>14.0</p>	<p>Wellington Website</p> <p>14.1 Update on progress and consider scope and range of website A paper outlining work to date, security, privacy and copyright issues and future developments had been circulated to all Cllrs in advance of the meeting. This also contained a diagram of the proposed website structure and a layout template which would be used to standardise user content. Cllr Wood asked for views on what should be included on the website. It was stressed that whatever content was put forward for inclusion it should be appropriate and closely monitored. Resolved: Every community organisation and club in Wellington should be offered a page on the site and/or a link back to their own website and the ability to publicise their activities on the diary. Resolved: Commercial companies (either within or outside Wellington) would not be included at this stage. This policy would be reviewed once the website was operational. Resolved: Links back to other sites for professional purposes eg NALC, HALC, Herefordshire Council etc would be considered Resolved: a presentation on the website would be included on the agenda for the Annual Parish Meeting.</p> <p>14.2 To Consider Hosting Charges Resolved: to pay hosting charges for website (around £28.54).</p> <p>14.3 To Consider Process for Maintenance and Updating A proposal for an Editorial Team consisting of a Webmaster, Web Editor and Web Copywriter was included in the discussion paper. It was essential that all editing of the website to be closely controlled and monitored to ensure all content was appropriate and compliant. Note needed to be taken to the level of resource the website would need and this would be reviewed as things progressed. Resolved: A website group comprised of Cllrs Wood, Gowan and Mayne and the Parish Clerk would be formed to move website developments forward</p>	<p>DW</p> <p>DW</p>
<p>15.0</p>	<p>To Consider the Complaints Procedure A draft complaints procedure had been circulated to all Cllrs for comment. It was noted that this only covered complaints related to administration, process and Parish Council employees, not related to Cllrs who were covered by the Code of Conduct and Standards Committee. Resolved: To adopt the Complaints Procedure</p>	

16.0	<p>Wellington Brook and Causeway</p> <p>The Chairman had been in touch with Mike Williams of the Wye and Usk Foundation who had been invited to come to the Annual Parish Meeting to talk about their new scheme for farmers.</p> <p>Sewage had been noticed in Wellington Brook and this had been reported to the Environment Agency who were addressing the issue.</p>	
17.0	<p>Community Resilience and Emergency Procedures – deferred to next meeting</p>	
18.0	<p>To Consider Play Area – deferred to next meeting</p>	
19.0	<p>To Note the Information Sheet</p> <p>Resolved: The Information sheet, which had been circulated to all Parish Councillors prior to the meeting, was noted.</p> <p>Update: The notice board at Auberrow had been removed but the poles need removing. The notice board donated to the Parish Council was too large to be put up at the Marsh. There was a need to have a notice board at the Marsh in order that all Parish residents could be kept informed of meetings and developments.</p> <p>Resolved: Cllr Porter would measure and provide costs related to the notice board for the next meeting.</p>	GP
20.0	<p>To Raise Matters for Next Scheduled Meeting (No Discussion)</p> <p>Resolved: Agenda items referred from this meeting</p>	
21.0	<p>To Note the Date and Time of next regular Parish Council Meeting</p> <p>Resolved: The next regular Parish Council Meeting is scheduled for Thursday 3rd May 2012 at 7.30 pm, preceded by the Annual Parish Meeting at 7.00 pm</p> <p>Meeting Closed at 9.30 pm</p>	All
	<p>Signed Date 3rd May 2012 Chairman of Wellington Parish Council</p>	
22.0	<p>To Discuss Personnel Issues</p> <p>Resolved: Confidential minutes of this item are to be issued separately</p> <p>See separate 'Confidential Minutes'</p>	
	<p><i>The Council passed a Resolution to exclude Members of the Public for Agenda Item 22 due to the Confidential Nature</i></p>	