

WELLINGTON PARISH COUNCIL

Parish Council Meeting held at the Community Centre
at 7.30pm on Thursday 4th April 2013

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
	<p>Present Parish Cllrs: Mr B Prince (Chair); Mrs J Gowan; Mrs L Langford; Mr G Porter; Mr D Wood</p> <p>Also in attendance: Mrs C Bucknell (Parish Clerk) and 9 members of the public.</p>	
1.0	<p>To Accept Apologies for Absence Cllr Mrs K Mayne</p>	
2.0	<p>To Receive Declarations of Member's Interest There were no declarations of interest</p> <p>2.1 To consider requests for dispensations There were no requests for dispensations</p>	
3.0	<p>To adopt the Minutes of Thursday 7th March 2013 Resolved: The Minutes were confirmed and signed by the Chair</p>	
4.0	<p>To Receive Brief Reports</p> <p>4.1 Ward Cllr A Blackshaw: Cllr Blackshaw gave an update on the A49 issues. There was a meeting planned for 15th April when further discussions would take place. He outlined the challenge Herefordshire Council was facing with declining income and rising demand, particularly in the area of Adult Social Care. The Council Tax covered less than 30% of the cost of all services delivered by the Council. Cllr Blackshaw also updated the meeting about WM Housing complaints procedure and the New Social Fund which had been given to Local authorities to help deal with hardship across the county.</p> <p>4.1.1 Dovecote Cllr Blackshaw highlighted the importance of the Dovecote to Wellington. He committed to following up recent planning approvals which were linked to restoration and renovation of the Dovecote and to supporting the Parish Council to maintain this very important village asset.</p> <p>4.2 Local Police Officers: There was no report. A newsletter from PC Neil James, containing reported incidents and general updates, had been circulated to all Cllrs and is posted on the website</p>	

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5.0	<p>Open Time</p> <p>The relevance of providing a WCA report for the Annual Parish Meeting was raised. It was stressed that whilst this was not a requirement it was an opportunity for residents to find out about the work of the WCA which was an essential part of the village.</p>																									
6.0	<p>Financial Matters</p> <p>6.1 To Receive a report from the RFO Bank balances: Treasurer's Account (as at 22/03/13) £1,119.26 and Business Instant Access (as at 22/02/13) £21,804.87.</p> <table border="1"> <tr> <td>Income since March meeting - £325.84</td> <td>Interest</td> <td>£0.84</td> </tr> <tr> <td></td> <td>February rental from Wellington Delights (this is still the June – November rate as agreed at February PC meeting).</td> <td>£325</td> </tr> </table> <p>Resolved: Report noted The latest bank statement had not been received at the point that the April Information Sheet was issued and this would be updated and recirculated.</p> <p>6.2 To agree payments made since the last meeting None</p> <p>6.3 To agree payment of Clerks Salary and Expenses (Jan – March 2013)</p> <table border="1"> <thead> <tr> <th>Cheque</th> <th>Expenditure</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>715</td> <td>Clerks net salary January to March 2013, including £350 honorarium agreed at December Parish Council 2012 meeting)</td> <td>£825.66</td> </tr> <tr> <td>716</td> <td>Clerk's expenses January to March 2013 as detailed on the expenses form</td> <td>£96.16</td> </tr> <tr> <td>719</td> <td>HMRC Payment quarter 4 2012-13</td> <td>£206.60</td> </tr> </tbody> </table> <p>Resolved: Payments approved</p> <p>6.4 To agree payment of outstanding invoices</p> <table border="1"> <thead> <tr> <th>Cheque</th> <th>Expenditure</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>718</td> <td>WCA Invoice May10 - Room Bookings (January – March 2013)</td> <td>£39.00</td> </tr> </tbody> </table> <p>Resolved: Payment approved</p> <p>6.5 To Consider 2013/14 Membership of HALC Membership of HALC for 2013/14 would be £299.03 (+VAT) - £358.84 (an increase of £89.37 on the previous year). This will include 2 free places for Councillors at the HALC Evening Training Events (Usual cost £25 + VAT each). Resolved: To renew membership of HALC for 2013/14 Resolved: To follow up credit for training place in November 2012 (Invoice 2380)</p>	Income since March meeting - £325.84	Interest	£0.84		February rental from Wellington Delights (this is still the June – November rate as agreed at February PC meeting).	£325	Cheque	Expenditure	Amount	715	Clerks net salary January to March 2013, including £350 honorarium agreed at December Parish Council 2012 meeting)	£825.66	716	Clerk's expenses January to March 2013 as detailed on the expenses form	£96.16	719	HMRC Payment quarter 4 2012-13	£206.60	Cheque	Expenditure	Amount	718	WCA Invoice May10 - Room Bookings (January – March 2013)	£39.00	<p>CB</p> <p>CB</p> <p>CB</p> <p>CB</p>
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7.0	<p>6.6 To Consider adopting a Grant Awarding Policy Requests for financial donations had been received from a number of voluntary sector organisations and it was felt that the Parish Council should have an agreed policy which would inform transparent and impartial decision making regarding grants and donations. The draft Grant Awarding Policy discussed at the March meeting had been recirculated. It was felt that it should be amended to request that all applications for grants should be submitted before November in order to inform the budgeting process. Exceptions to this could be made for small grants at the discretion of the Parish Council. Resolved: To adopt the Grant Awarding policy with the above amendments.</p>								
	<p>6.7 To Review Appointment of Internal Auditor Mrs Gill Bullock had been contacted and had expressed a willingness to undertake the Internal Audit for 2012/13. She requested that she be able to present the report to the Parish Council. Resolved: To appoint Mrs Gill Bullock as Internal Auditor for 2012/13 and to invite her to present her report to the June PC meeting when the accounts will be approved.</p>	CB							
	<p>6.8 To Review Effectiveness of Internal Audit An advice sheet on the effectiveness of internal audit had been circulated to all Cllrs in advance of the meeting. Resolved: All Cllrs confirmed that they were happy with the scope and effectiveness of the Internal Audit process and procedures.</p>								
	<p>7.1 To consider any planning applications</p> <table border="1" data-bbox="276 1339 1329 1688"> <thead> <tr> <th data-bbox="276 1339 448 1406">Reference Number</th> <th data-bbox="448 1339 1329 1406">Application</th> </tr> </thead> <tbody> <tr> <td data-bbox="276 1406 448 1487">130674/C</td> <td data-bbox="448 1406 1329 1487">Church House Farm Wellington. Proposed demolition of old farm buildings</td> </tr> <tr> <td data-bbox="276 1487 448 1568">130503/O</td> <td data-bbox="448 1487 1329 1568">Marsh House Farm, Wellington. Proposed new buildings to house existing business located in outbuildings</td> </tr> <tr> <td data-bbox="276 1568 448 1688">123023/L</td> <td data-bbox="448 1568 1329 1688">1 Bridge Cottages, Bridge Lane, Wellington. Removal of false front door and extend mid rail, repair wooden mid rail and centre post. Add brick infill panels and extend metal soleplate.</td> </tr> </tbody> </table> <p>Resolved: The Parish Council confirmed they had no objections to the above proposals</p>	Reference Number	Application	130674/C	Church House Farm Wellington. Proposed demolition of old farm buildings	130503/O	Marsh House Farm, Wellington. Proposed new buildings to house existing business located in outbuildings	123023/L	1 Bridge Cottages, Bridge Lane, Wellington. Removal of false front door and extend mid rail, repair wooden mid rail and centre post. Add brick infill panels and extend metal soleplate.
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8.0	<p>7.2 To Note any Decisions/Notifications Received</p>				
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	<p>7.3 Section 106 and Affordable Housing</p>				
	<p>Kemble Housing, under its Section 106 obligations, had notified the council of two dwellings that were becoming vacant in Watermill. The allocation of this property would be done through Homepoint (as is usual) but Kemble Housing had asked the Parish Council to make local people seeking housing in the area aware of the vacancy and encourage them to register with Homepoint if they have not already done so. The Clerk noted that while the Parish Council should make people aware of the vacancies they could not give references to individual applicants over and above confirming any local connection.</p>				
	<p>Resolved: The process and requirement was noted.</p>				
	<p>Resolved: It was noted that if there were any more 106 agreements the criteria needed to include the issue of those wishing to swap accommodation.</p>				
<p>7.3.1 Assessment of Rural Housing Needs Workshop – 16th April 2013</p>					
<p>Details had been circulated to all Cllrs.</p>					
<p>Resolved: Cllr Wood to attend with the Parish Clerk.</p>					
<p>To Consider Highways Issues</p>					
<p>8.1 A49 Issues</p>					
<p>There were no further updates. A meeting with the Highways Agency had been set up where the issue would be addressed further.</p>					
<p>8.2 To Receive other Highways Issues</p>					
<p>8.2.1 Lengthsman Update</p>					
<p>A work order for the drains in Bridge Lane had been issued. A final detailed claim needs to be submitted by the end of May 2013. Amey have notified the Parish Council that they are still working out funding for 2013/14 and we will be contacted.</p>					

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9.0	<p>8.2.2 Dog Fouling Posters have been put up around the village and the situation seems to have improved. Craig Sandman (Community Protection Team) has been contacted and subsequently the Dog Warden has telephoned the Clerk and will try and do some patrols in the village. However, due to staffing pressures there are no longer dedicated dog wardens and he has requested that the Parish Council notify him of any details of places, people, times etc so that he can allocate resources effectively.</p> <p>8.2.3 Road Surface Defects The situation has not improved. Resolved: The Chair to discuss with Bruce Evans, Senior Area Engineer Resolved: The Clerk to report the defects to Amey</p> <p>8.2.4 20 mph zone at Wellington School It was noted that this was not a 20 mph zone but the installation of warning signs. Work had now been completed with the signs installed and the zig-zag markings repainted.</p> <p>9.0 Current Consultations Herefordshire Council were currently carrying out two important consultations, the outcome of which could affect Wellington Parish.</p> <p>9.1 Core Strategy Cllr Gowan and Cllr Langford had prepared a briefing sheet which had been circulated to all Cllrs. Cllr Gowan gave the meeting an outline of the key aspects of the consultation and potential impact on the parish.</p> <p>9.2 Community Infrastructure Levy Cllr Gowan had prepared a briefing sheet which had been circulated to all Cllrs and gave the meeting an outline of the proposals and how they could affect Wellington Parish in terms of future development.</p> <p>Thanks were given to Cllr Gowan for all her hard work in putting together the briefing papers.</p> <p>Resolved: Those Cllrs wishing to input into the response for a one off working group to discuss and agree responses. Resolved: Cllrs Gowan, Wood, Langford and the Parish Clerk to meet on Wednesday 10th to formulate the Parish Council response to the consultations. Resolved: the Parish Council devolved responsibility for compiling and submitting the questionnaires to the Working Group.</p>	<p>BP CB</p> <p>JG/DW /LL/CB</p>

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10.0	<p>Community Resilience and Emergency Planning</p> <p>10.1 Community Resilience Team Update A further meeting is being held on Monday 8th April and an update will be available for the May meeting.</p> <p>10.2 To consider commitment of resources Resolved: It was agreed that should the Emergency Plan be deployed financial resources up to a maximum of £250 would be made available to cover essential expenditure. Resolved: To put on the agenda for the May meeting to agree how these resources would be accessed and processed.</p>	CB
11.0	<p>To Consider Community Hub Issues</p> <p>11.1 Report on Progress from Working Group The Working Group met on the 18th March 2013 following notification that the planning permission had been approved. The conditions attached to the planning permission have been considered and none were seen as being problematic. Jenny Guille (Tree Warden) has been approached and has agreed to help to landscape the soft areas. An outline landscape plan is required by Hook Mason by the end of April and it is felt this is achievable.</p> <p>11.2 Next Steps</p> <ol style="list-style-type: none"> 1. Advertise for builders to express interest in tendering 2. Evaluate expressions of interest and select companies to invite to tender 3. Produce Working Drawings Scheme and Specification 4. Apply for Building Regulations <p>11.3 To consider any fees due An advertisement will be placed in the Hereford Times inviting builders to express an interest in tendering. It is expected that this will be in the region of £150. There are no other professional fees due before the May meeting. Resolved: Expenditure on advertisement approved</p> <p>11.4 To consider submission of loan application and grant funding The PWLB loan application will be submitted once the costs have been confirmed. Grant applications will continue to be submitted over the coming months. The meeting thanked the Clerk for her work in submitting loan and grant applications.</p>	
12.0	<p>Broadband</p> <p>Cllr Wood updated the meeting about the new high speed broadband for Herefordshire, which is being called 'Fastershire'. There is a new website www.fastershire.com where videos of the launch can be viewed and files of the presentations downloaded. Those interested can register an interest to receive newsletters, which will be produced regularly from April. Allpay are providing free Wi-Fi in Hereford High Town, from All Saints Church to MacDonalds in</p>	

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<p>13.0</p> <p>14.0</p>	<p>Commercial Street. Access is free for one hour in every 24 hour period and Allpay are also offering a Pay-as-you-go package.</p> <p>Report on Footpaths Resolved: The damaged stile will be investigated</p> <p>Community Led Planning</p> <p>14.1 Update from the Steering Group Meeting There have been two Steering Group Meetings (4th and 18th March). A Vice Chairman who will also take responsibility for monitoring financial issues has been identified and a further meeting is scheduled for 8th April when Sophie Pryce of Community First will be attending. Planning for Real Training has been attended by Cllr Gowan and the Chair of the Steering Group. The Steering Group is currently looking at the various demographic groups in the parish and identifying how they can best be engaged in the process. Resolved: The Parish Council noted the Steering Group update and reinforced their commitment to the process.</p> <p>14.2 To Consider Working Group Constitution Resolved: The constitution, which had been circulated to all Cllrs, was approved</p> <p>14.3 CLP Grant Update Following an application to Herefordshire Council a grant of £1,700 has been awarded to help develop and publish the Community Led Plan. £850 (50%) has been paid in advance with the remainder being paid on submission of evidence and progress reports. The CLP Working Group has been advised of the requirement for 6 monthly reporting and this will be monitored by Cllr Gowan. The grant will be managed through the Parish Council Bank account but accounted for separately.</p> <p>14.4 Neighbourhood Planning Grant Update The Department of Communities and Local Government have announced that a new 2 year, £9.5m support programme for communities undertaking neighbourhood planning will be launch on the 15th April. Town and Parish Councils preparing Neighbourhood Development Plans will be able to apply for grants up to £7,000 to contribute to costs incurred preparing the plan.</p> <p>14.5 Neighbourhood Planning Event – 25th April 2013 Details had been circulated to all Cllrs. Resolved: Cllr Wood and the Clerk to attend</p>	

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15.0	<p>To Consider Cllr Vacancies and fully elected status The Clerk highlighted the government requirement that 2/3 of Cllrs need to be elected if Parish Councils are to be able to access emerging powers such as the General Power of Competence. In the case of Wellington that meant 6 Cllrs would need to have elected status and that needed to be considered when engaging new Cllrs to fill the vacancies.</p> <p>Resolved: To put a notice on the noticeboard and on the website inviting local people to express an interest in becoming a Parish Councillor.</p>	JG
16.0	<p>To Note the Information Sheet Resolved: The Information sheet was noted.</p>	
17.0	<p>To Raise Items for the next Scheduled Parish Council Meeting Wellington Almshouses, Renewal of Leases related to Wellington Delights, Parsonage Farm 106 agreement.</p>	
18.0	<p>To Note the Date and Time of the Annual Parish Meeting Resolved: The Annual Parish Meeting will take place on Thursday 2nd May 2013 at 7.00 pm</p> <p>To Note the Date and Time of the Annual Meeting of the Parish Meeting Resolved: The Annual Meeting of the Parish Council will take place on Thursday 2nd May 2012 at 7.30 pm.</p> <p>The meeting closed at 9.15 pm</p> <p>Signed Date 2nd May 2013 Chairman of Wellington Parish Council</p>	