

WELLINGTON PARISH COUNCIL

Parish Council Meeting held at the Community Centre
at 7.30pm on Thursday 2nd April 2015

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
	<p>Present Parish Cllrs: Mrs J Gowan (Chair); Mr S Crane, Mrs L Langford, Mr Dan Miller, Mr J Morrison, Mrs J Shoesmith, Mr D Wood</p> <p>Also in attendance: Cllr A Blackshaw (for agenda item 4.1), Mr George Hughes (A R Partners Ltd) (for item 6.1), Mrs Chris Bucknell (Parish Clerk) and 19 members of the public.</p> <p>1.0 To Accept Apologies for Absence – None</p> <p>2.0 To Receive Declarations of Interest - None 2.1 To Consider Requests for Dispensations – None</p> <p>3.0 To Adopt the Minutes of the Regular Meeting of the Parish Council held on Thursday 5th March 2015 Resolved: The Minutes were confirmed and signed by the Chair</p> <p>4.0 To Receive Brief Reports from 4.1 Ward Cllr A Blackshaw The Chair proposed that the Parish Council formally thanked Cllr Blackshaw for all his support over the years as Ward Councillor. She particularly noted his support for the shop project and on planning issues. Councillors joined together to wish Cllr Blackshaw every success and good health for the future.</p> <p>Cllr Blackshaw followed by saying what an enormous privilege it had been to work with one of the most dynamic Parish Councils in the county, adding that he felt Wellington should be a blueprint for how Communities and Parish Councils can work together. Cllr Blackshaw followed on by talking about the Localism Bill, Neighbourhood Planning and the Role of Parish Councillors in the future, which would become ever more demanding as more services and power is devolved down to local level. He felt this would have a real impact on those standing for election who would need to be of the highest calibre in order to address the needs and aspirations of the community.</p> <p>4.2 Local Police Officers: There were no Police Officers present. The Local Policing Newsletter for March had been circulated to Cllrs. The Chair updated the meeting on the following incidents.</p> <p>Person(s) unknown had syphoned diesel from a concrete mixer located on a business property located near the quarry in the Wellington area. This took place between Friday 13th March and Monday 16th March 2015.</p> <p>Between Monday 09th March and Tuesday 10th March 2015 offenders stole a Kelsa Felling Head valued at about £20,000 and miscellaneous tools from a field near to Adzor Coppice. Person(s) unknown had forced entry to the cab of the excavator, started the vehicle and moved it to a nearby field where the offenders had stolen the Kelsa Felling Head.</p> <p>4.3 A R Partners Ltd – Proposal for a Solar Park The Chair reported that this had not been a formal planning application at the time of preparing the</p>	

agenda; notification had now been received, although documentation was not yet on the website. The Chair noted that whilst the meeting could gather facts Councillors would not be required to make any decision and, when asking questions, should avoid bringing any influence to bear on other Councillors or members of the public. The process for dealing with the formal application would be dealt with under item 8.1.

George Hughes of A R Partners gave a short presentation about the proposal to site the 1 MW solar farm on land west of C1109 in Upper Wellington. The farm would be around 2 hectares in size and consist of 3,800 panels (1.6 meter long and 1 meter wide). Panels would stand 0.8m off ground sloping up to 2.4m

It was anticipated that the build time would be around 6 weeks and would involve a maximum of 25 construction vehicles accessing the site. No traffic issues were envisaged. Mr Hughes confirmed that the landowner was being paid rental for the land with the power generated being sold back to the National Grid by A R Partners. The public asked questions about the visual impact of the farm and Mr Hughes assured them there would be no shine or glare. Following a comment from a member of the public Mr Hughes confirmed that there had been no plans to include a Community Benefit Fund, or subsidised power for local people in the proposal.

Cllr Blackshaw left the meeting at this point

5.0 Communication

5.1 Parish Website and Broadband Update

Cllr Wood gave a presentation on the Parish Council website, giving the background to why it had been set up and the key purpose of the website which was to

- provide a portal to all important Parish Council and associated documents that parishioners might want to access e.g. agendas, minutes, policies, procedures etc; a key legal requirement
- provide a central point of reference about community organisations, clubs, leisure and sports activities within the village
- provide information about what events are taking place, when and where

The CLP questionnaire had asked a question about what the community may want to see on a separate, (but linked) website and Cllr Wood talked about the responses, noting that the Parish Council website did not include some of the options as these were readily available through publications such as Welcome Magazine and local newspapers, and other websites such as Rated People.com and Gumtree. It was felt that it would not be appropriate for the Parish Council to endorse or advertise commercial companies. Cllr Wood added that other items of community interest such as Chemist Opening Hours and visitor attractions such as Queenswood and Bodenham Lakes could be added but there was a need to discuss and agree the content and scope of these.

Cllr Wood proposed that once the CLP Group had established the capacity to build and maintain their own website, organisations with existing web pages should be asked whether they want to be on either or both websites. This was agreed. It was also noted that the Parish Council would not fund an alternative site as it was not felt to be a good use of public money. The Parish Council would retain exclusive rights to manage and edit its own website.

Cllr Wood spoke about the Fastershire project and the frustration there had been with the project not meeting agreed deadlines. Currently it was expected that the majority of work would be finished by 30th June 2015, with further work to ensure all premises had the capability to access faster broadband with a minimum of 2Mbps expected to be completed by December 2016

5.3 Parish Facebook Page

Cllr Miller reported that the Facebook page was now up and running and would be further developed over the coming months. Local people were encouraged to 'like' the page in order to help share information about the Parish Council and the local area.

5.4 School Liaison

Resolved: To write a letter to the Headteacher asking for an agreement on establishing closer links between the school and the Parish Council.

6.0 Open Time**6.1 Update on Bird Scarers**

In response to a question raised at the last PC meeting Cllr Shoesmith had circulated a brochure from the NFU which confirmed that bird scarers should not be used before 7.00 am (or 6.00 am where sunrise was earlier) and 10.00 pm. The guidelines also said that the equipment should be a minimum of 200 meters away from sensitive buildings such as hospitals. Herefordshire Council's Environmental Unit advised that there were no enforceable laws as such and guidelines were only Codes of Practice to be adhered to. They stated that action could be taken if the noise was unacceptably loud, if it was going off too frequently or was too close to domestic dwellings. Environmental Health was willing to visit but the approach needed to come from an affected resident, rather than the PC.

There were no other comments from the public.

7.0 Financial Matters

7.1 Bank balances: Treasurer's Account (as at 30/03/15) £12,755.11 and Business Instant Access (as at 30/03/15) £58,404.87. It should be noted that these figures include earmarked reserves and do not represent available funds

Income since March meeting – £652.43	February rental from Wellington Delights	£650.00
	Interest (March)	£2.43

A transfer of £5,000 has been made to the Treasurer's Account for the April PWLB payment. March Rental for Wellington Delights had not yet been received and this will be followed up.

7.2 To agree payments made since the last meeting

Cheque	Expenditure	Amount
BACS	Viking Paper Towels for Parish Room £46.50 + VAT	£48.67
BACS	Viking Ink Cartridges (cost to be shared by DMGPC) £121.01 + VAT	£145.21

Resolved: Payments approved

7.3 To agree payment of outstanding invoices

Cheque	Expenditure	Amount
916	PIP Printing. Printing Neighbourhood Plan, Call for Sites report and Questionnaires for Consultation Event. Invoice 59268	£126.14
917	Day One. Printing display material for Consultation Event. Invoice 75944. £14.47 + VAT	£17.37
918	Clerks net Salary January – March 2015 to include one off payment of £100 as per NALC salary review.	£996.92
919	HMRC Quarter 4 payment	£249.20

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Cheque	Expenditure	Amount
920	Clerk's Expenses January to March 2015 as per expenses sheet	£151.31
921	D C Gardening inv 338. Community Hub visit 1 £50+VAT	£60.00
922	Richard Mills Inv 2923 Lengthsman, drainage clearing and maintenance. £700 + VAT	£840.00
923	Richard Mills Inv 2926. P3 work – collecting and fitting finger posts and stiles. £215 + VAT	£258.00
926	WCA Qtr 1 Room Bookings 29/1, 5/2 and 5/3	£45.00

Resolved: Payments approved

7.4 To Consider Donation to Wellington Chapel

Wellington Chapel had been used to hold the NP Consultation events. The events ran from 4.00pm to 8.00pm on Friday 13th March and 11.00am till 4.00pm on Saturday 14th March, a total of 9 hours plus setting up and clearing away time. The Chapel have a policy of not charging an hourly rate but asking for donations. The Clerk proposed a donation of £120 which would equate to around £10 per hour. It was felt this represented good value and was comparable with the cost of the Community Hall and other facilities.

Resolved: To approve a donation of £120 to Wellington Chapel

Cheque	Expenditure	Amount
924	Donation to Wellington Chapel for use of their facilities for the Neighbourhood Planning event.	£120.00

7.5 Approval of Internal Auditor and Process for Internal and External Audit

Grant Thornton has been appointed as External Auditors. They have requested that the Annual Return is submitted by 8th June, the statutory deadline being 30th June. Gill Bullock is happy to carry out the Internal Audit once more.

Resolved: To appoint Gill Bullock as Internal Auditor

Resolved: To approve the accounts at the June meeting with any interim queries being dealt with between Cllr Langford and the Clerk.

Resolved: To request an extension to the Annual Return deadline until 15th June to allow approval at the June meeting.

8.0 To Consider Planning Matters

8.1 To Consider any Planning Applications

Reference Number	Application
150706	Church House Farm, Wellington. To fell 2 Conifer trees and replace with 4 Birch Trees. The application states this is to provide some screening to the St Margaret's Gate development. <i>Jenny Guille, Tree Warden, had visited the site and advised that the trees, although attractive and in existence for a long time, were 'past their best' and needed replacing. Mrs Guille was told by the applicant there was some local opposition but there were no comments from members of the public or Councillors. It was therefore agreed to support this application.</i>

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8.1.2 To Consider Process for Anaerobic Digester Planning Application

Reference Number	Application
150608	Land Adjacent to Haywood Industrial Estate. Proposal for erection of a 750KW anaerobic digestion plant

The Chair outlined this application, saying that as it was potentially such an important application the proposal was that an Extraordinary Meeting be arranged to fully discuss and agree a response. A brief outline, supported by a slide presentation was given to the meeting. The Chair reported that Cllr Guthrie of Sutton Walls Ward had made a formal written request for redirection to Committee. Cllr Blackshaw had also requested that the planning application go to full committee and had asked that he be kept fully briefed by the Case Officer, Rebecca Jenman.

The Chair noted that the case for the application to go to Committee would be judged partly on the level of public interest and encouraged interested parishioners to make their representations direct to the Planning Department. The Chair also reported that she had been approached by the agent for who wished to come to discuss the application. Marden Parish Council also wished to be involved with discussions and are debating the application at their PC meeting on 13th April.

Resolved: To arrange an Extraordinary Meeting to discuss the application. The applicant would be invited to attend along with Marden Parish Council.

Resolved: Cllr Shoemith and the Clerk to attend Marden Parish Council meeting on the 13th April.

Reference Number	Application
150929	Stocks Farm, Wellington. Proposed installation of a 1MW solar photovoltaic farm and ancillary infrastructure.

Resolved: To discuss this application at the same Extraordinary Meeting. The applicant would be invited to attend.

8.2 To Note any Decisions/Notifications Received

Reference Number	Application	Determination
150373	The Laurels, Wellington. Proposed one and half story extension	Approved with Conditions
150495	Flambards, Auberrow Road, Wellington. Works to Trees.	Awaiting decision
132970	Khotia, Wellington. Change of use and proposed double garage	Awaiting decision
P140755/F	Walnut House, Wellington, Hereford, Herefordshire HR4 8AZ - Proposed new dwelling and new vehicular access.	Approved with Conditions
P143552/L	Bridge View, Wellington, HR4 8BA Insertion of UPVC windows and doors (retrospective)	Awaiting decision
P141855/RM	Marsh House Farm, Wellington. Reserved matters for podiatry surgery and office	Approved with Conditions
P143792/O	Kingcup Cottage, Wellington, Hereford. Residential development	Awaiting decision

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Reference Number	Application	Determination
P150288/K	Tilia, Wellington – works to Tilia Cordata	Approved
P150150/K	The Swallows, Wellington – works to trees	Approved

8.3 Other Housing Issues

8.3.1 Bell Homes

Cllr Crane had spoken to the Site Manager regarding mud on the road, which had been of concern to local residents, and had been assured Bell Homes would address this. It was noted that the Church House Farm development planning approval required there to be a wheel wash on site. Bell Homes had stated this had not been installed as they were awaiting Section 104 approval to put the road in, and in the meantime were moving the construction forward. Cllr Crane had impressed on Bell Homes that if there was no wheel wash on site they must be very vigilant in keeping the road clear of mud and debris, and this was agreed. It was noted that if the Parish Council received more complaints, or if they felt they wanted to make representation to the Enforcement Team they would do so but it was hoped that the construction of the road would solve the problem.

Cllr Morrison voiced concern about this, Cllr Crane noted that the Parish Council do not have any jurisdiction over planning conditions but would ascertain from Bell Homes when the Section 104 would be in place and when the road would be completed.

8.3.2 Section 106

At the March meeting the Chair had reported on the changes to the Home Point system and concerns that had been raised by a resident regarding the need to be homeless to get on the list. This concern had been put to the Commissioning Officer for Housing Development and the Chair reported that she had it in writing that anyone with a Wellington connection would take priority over anyone who was homeless (without a local connection). It was noted that exchanges could still take place due to a loophole in the legislation and this was unavoidable. The Chair added that there was a lot of misinformation concerning the lettings policy and encouraged anyone who was confused or needed advice to contact her.

9.0 To Consider Highways Issues

9.1 A49 Issues

There was nothing to report. No minutes had been issued from the meeting which took place on 20th February and this would be followed up.

9.2 Community Speed Watch

The Chair thanked Jennifer Jarrett and the CLP team for taking this on as there had been no response to the Parish Council's request for volunteers. Names were being collected for training which would take place in May. West Mercia Police have undertaken the risk assessment and had confirmed activity will be covered under their insurance rather than the PC public liability insurance. The Chair stressed that members of the Parish Council would not be taking part in the roadside activities but would be supporting and helping to manage the activity.

9.3 Speed Indicator Device

It was reported that before installing a SID the Highways Team need to ascertain whether the area being proposed is suitable. Following that they install a base - a concrete block with a retention socket which takes the SID, at a cost of £405 + VAT. The SID costs £150 + VAT a month and the Highways Team recommend it is in place 2/3 months a year.

Resolved: Cllr Crane to continue to look into the potential of SIDs but to delay any action until the Community Speed Watch has taken place.

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9.4 To Receive any other Highway Issues

The Chair noted that the drain at the Vinery has been inspected and requires some camera work to investigate the issues. There will be meeting with the Locality Steward to review the position.

9.3.1 Update on Lengthsman Scheme and P3 Annual Plan

The Clerk reported that the £1,032 had been spend on undertaking mainstream work and £1,200 had been spent on the Lengthsman Pilot. The total Lengthsman Grant was £2,233, leaving £1 underspent in 2014/15. The final claim for Lengthsman Grant still had to be submitted.

£68.11 remained of the P3 grant which may be rolled over in to 2015/16, but this still had to be confirmed. The 2014/15 Annual Return for P3 had been submitted by the due date.

The Annual Plan for the Lengthsman and P3 had been completed by the Chair and the Clerk, with support from Cllr Crane and Phil Pankhurst, Belfour Beatty Locality Steward. This had been submitted and feedback was awaited.

9.3.2 Identification of Work to be carried out and any other updates

It is the intention to ask the Lengthsman to do some work in Mill Lane on the banks and drains – this is a major piece of expenditure (over £600) and will need to be undertaken using the 2015/16 grant funding, which is why it had not been commissioned to date.

10.0 Report on Footpaths**10.1 Update on Footpath Maintenance**

Cllr Crane reported that the work on the Kipperknoll footpath was nearly complete. A lot of work had been done over the past year with 11 new signposts, 5 new stiles, a bridge and a gate being installed. Cllr Crane felt that the work undertaken had put the footpath network in a good position going forward. Apart from ongoing maintenance there was an aim to develop easier access across the footpath network. He thanked the landowners for their support without which much of the work would not have been possible.

11.0 Community Hub**11.1 General Update**

Cllr Wood gave an update of the Hub Management Meeting which had taken place with Rob Ruck on 23rd March. The new heating system had now been installed in the Parish Room and was working well. To conserve heat, the Community Library kept the door closed, which was proving problematic for some people as it was a fire door and heavy to open. It was felt not much more could be done about this as and a sign informing users that the Library was open had been put up.

Regular Building and Safety Checks – these were being carried out regularly. Rob Ruck (RR) had confirmed that he was responsible for PAT testing equipment in the shop and that this was being undertaken regularly in line with safety requirements. The contractor had swapped all light bulbs for low energy ones and RR confirmed he held 3 spare bulbs. It had been agreed RR was responsible for all the lights in the building, including the foyer, the Parish Council being responsible for the Parish Room.

Fire Certificate and Fire Alarm - RR confirmed that the fire certificate also covered the Parish Room, all alarms are regularly checked except for the emergency lights which required a key (being obtained from Shaun Hudson electrician). All staff are trained in the use of the fire alarm and evacuation procedures and all fire extinguishers are on contract and regularly maintained.

Resolved: the PC would pay 25% of the cost of the contract with Hereford Fire Protection Services to service the fire alarm, extinguishers and provide the Fire Safety Certificate.

Damage to Bollards - Another bollard had been damaged by a car. It was felt the bollards may be too close to the edge and therefore vulnerable but it was noted that the Parish Council had

<p>12.0</p>	<p>confirmed the positioning of the bollards with GP Thomas before they were installed. Cllr Gowan was to ask GP Thomas for suggestions on what could be done to protect the bollards and the landscaping.</p> <p>Snagging Meeting - There was a need for a snagging meeting around May 2015. It is expected that GP Thomas will organise this meeting as the final payment to GP Thomas would not be made until all the snagging issues had been identified and addressed.</p> <p>Post Office Alarm - RR reported that ROMEK, the alarm company, had passed responsibility for the alarm to Kings, with everything now going through Grapevine. RR noted that if the alarm went off there was now a 90 second delay before the police or keyholders were notified. It was felt this may be to allow for false alarms to be rectified before anyone was called out.</p> <p>11.2 To Consider costs related to Parish Room heating and maintenance of outside areas Cllr Wood explained the background to the way that the heating and maintenance costs had been apportioned between Wellington Delights and the Parish Council. As costs were initially unknown, a clause had been added to the Side Letter of the Lease saying that RR would be responsible for the power used in the Parish Room and in return the Parish Council would cover the costs of maintenance and repair of the outside areas.</p> <p>RR had expressed concerns on a number of occasions about the cost of heating the Parish Room and in response to this, as reported at the March meeting, the Parish Council had obtained a quote for £380 for the installation of a sub-meter which would enable accurate monitoring of the usage in the Parish Room. In order to address RR's concerns the suggestion had been made, and agreed by the Parish Council in March, that the Parish Council would pay for the electricity in the Parish Room and Rob would pay 75% of the cost of maintenance of the outside areas and the car park/paths (once the guarantee period was over).</p> <p>Cllr Wood noted that the 2015-16 quotation from D C Gardening was based on fortnightly grass cutting and monthly routine maintenance visits. This was subject to review as, at the point of agreeing the contract, it was uncertain whether this schedule would be sufficient. Based on these assumptions it was calculated that the total indicative costs per annum for grounds maintenance would be in the region of £800, of which RR would pay 75% or £600, with the Parish Council covering the cost of electricity used in the Parish Room.</p> <p>RR was not willing to agree with this new proposal and so the following was proposed</p> <ul style="list-style-type: none"> • To install the sub-meter in the Parish Room. Cost to be split 50/50 between RR and Parish Council • To monitor the cost of power in the Parish Room and the cost of grounds maintenance for a period of 12 months (1 April 2015 to 31 March 2016) and then make a decision regarding apportionment when accurate costs were known. <p>Resolved: to install the sub-meter and monitor costs of electricity and grounds maintenance for a period of 12 months (as outlined above).</p> <p>Resolved: The review would be a two way process with both RR and the Parish Council being able to comment on levels of usage and costs in order to ensure a fair apportionment</p> <p>11.3 To Consider Provision and Position of Noticeboards There was nothing else to report on this.</p> <p>11.4 To Agree any Expenditure There was no expenditure</p> <p>12.1 Community Led Planning Update Jennifer Jarrett, Chair of the CLP Steering Group, reported that the training sessions on</p>	<p>JG</p>
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Understanding the Internet, delivered in partnership with Fastershire, had been very successful. These sessions were free and took place in the Community Centre. Two introduction sessions and one more in depth session had taken place with 4 more planned. Anyone wishing to join should contact Jennifer Jarrett.

The Chair queried whether the Terms of Reference for the various volunteer group had been completed and Jennifer Jarrett confirmed that they had. Cllr Langford reported that to date no cultivation license had been provided for official authorisation by the Parish Council.

The Chair also requested that one of the Cllrs took on the lead for litter picking, but there were no volunteers. This would be addressed at a later meeting.

12.2 Neighbourhood Planning

12.2.1 Update from the NP Steering Group on the Consultation Event

The Chair reported that there had been a very positive response to the informal consultation event which took place on 13th and 14th March 2015. A questionnaire had been completed by all those who attended. 85% of respondents said they felt the plan met their wishes for the parish up to 2031 with 83% agreeing with the selection of the three sites put forward. There were also a number of worthwhile free-text comments and these have been circulated to all members of the steering group. The Chair had produced a detailed report which would form an appendix to the draft plan once it had been approved by the Steering Group.

12.2.2 Next Steps

The draft plan will be formalised at a Steering Group meeting planned for late April and will then go forward for formal Regulation 14 consultation hopefully in June. The Chair explained that Regulation 14 is the formal consultation and there are some procedures that have to be followed. The consultation will not be notified by mailshot to all properties as there is no obligation to do this and it would incur significant expense but posters will be put up in a number of locations. The Regulation 14 consultation will provide residents with their first formal opportunity to make comment on the Neighbourhood Plan. Following any further amendments to the plan (if necessary), the next stage will be another consultation, Regulation 16, which will be carried out by Herefordshire Council at their cost. The Chair noted that the Steering Group did not anticipate having a ratified plan much before Spring 2016.

The Chair reported that amendments to the Core Strategy Local Plan are out for consultation and proposals can be found via a link from the www.herefordshire.gov.uk website. As a result of these latest proposals, the PC has been made aware that the basis of calculation of the target growth for rural villages has been changed from 18% based on the core settlement (in Wellington's case 261) to 18% on the whole of the Parish which is 429. The steering group needs to assess this impact and decide whether to recommend only the target growth or go above and beyond, which was the original intention.

13.0

To Note any Update on Election Procedures and Processes

The Clerk reminded Councillors that any nomination papers should be with the Elections Team by 4.00 pm on Thursday 9th April. It was expected that a statement of persons nominated will be issued on Friday 10th April. Current Councillors (whether re-elected or standing down) would remain in post until the 4th day after the election ie Monday 11th May. On this date all existing Cllrs would stand down and new Cllrs take up their position. All Cllrs must sign their Declaration of Acceptance of Office before or at the beginning of the Annual Meeting of the Parish Council.

14.0

To Note the Information Sheet (April 2015) and any other updates

Resolved: The Information sheet was noted.

15.0

To Raise Items for the next Scheduled Parish Council Meeting

There were no items other than standing items and those carried forward.

16.0	<p>To Note Date and Time of the Annual Parish Meeting Thursday 30th April 2015 at 7.30 pm. It was suggested that the Hereford Wildlife Trust may be asked to give a short update on Queenswood.</p>	
17.0	<p>To Note Date and Time of the Annual Meeting of the Parish Council Thursday 14th May 2015 at 7.30 pm.</p> <p>Note: the date of the Extraordinary Meeting would be agreed and notified to parishioners once room availability was confirmed.</p>	
18.0	<p>Public Bodies (Admission to Meetings) Act 1960 To consider that the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.</p>	
19.0	<p>Resolved: To exclude members of the public from agenda item 19.</p> <p>To Consider Outcome of Clerk's Appraisal and any other Personnel Issues The Clerk left the meeting for this agenda item. Cllrs Langford and Wood had undertaken the Clerk's appraisal on 2nd March 2015. Resolved: To raise the Clerks salary to SCP £9.90 per hour with effect from 1st April 2015.</p> <p>The meeting closed at 9.45 pm</p> <p>Signed Date 14th May 2015 Chairman of Wellington Parish Council</p>	