

WELLINGTON PARISH COUNCIL

Regular Meeting of the Parish Council held at the Community Centre
at 7.30pm on Thursday 7th April 2016

Item	Minutes	Action
	<p>Present Parish Cllrs: Mrs J Gowan (Chair), Mrs L Langford, Mr S Crane, Mr B Prince</p> <p>Also in attendance: Ward Cllr Crockett, Mrs Chris Bucknell (Parish Clerk) and 25 members of the public.</p> <p>1.0 To Accept Apologies for Absence – Cllr Mr D Wood Cllr J Shoemsmith had tendered her resignation from the Parish Council due to ill health. The Parish Council and those present wished her well for the future. The Clerk confirmed that the necessary documentation had been sent to the Elections Team.</p> <p>2.0 To Receive Declarations of Interest There were no declarations of interest</p> <p>2.1 To Consider Requests for Dispensations There were no requests for dispensation</p> <p>3.0 To Adopt the Minutes of the Regular Meeting of the Parish Council held on Thursday 3rd March 2016 (Open and Closed Session). Resolved: The Minutes were confirmed and signed by the Chair</p> <p>4.0 To Receive Brief Reports from</p> <p>4.1 Ward Cllr Pauline Crockett</p> <ul style="list-style-type: none"> • SHYPP - Independent Councillors had objected to the proposed £260k funding cut and had asked for the Cabinet to reconsider their decision. This request was accepted and the topic will be discussed at the next Cabinet meeting. • Sale of Smallholdings - The planned sale of assets had not yet been finalised and was still in progress. Cllr Crockett noted that she was not supporting this and was frustrated at the issue. • Wellington Primary School - The replacement of the school boiler, discussed at the March meeting, had been approved and Cllr Crockett had been assured it would be replaced in this financial year. Cllr Langford would notify the school. • Road Surface - The damage to the village road surface, 11.5 meters off the A49, had been inspected by Balfour Beatty but there were no immediate plans for it to be resurfaced. • Bus Stop at Mill Lane - Cllr Crockett was trying to get this designated as a no parking area and official bus stop. At present she was trying to ascertain whose responsibility this was and who should action it. Cllr Prince had been asked to provide evidence of need/safety etc and it was suggested that he took photographs of the issues experienced by the buses. It was noted that the Parish may be asked to make a financial contribution. <p>Cllr Crockett responded to a question from a member of the public who queried whether the current Cabinet system could be changed, saying the Independent and IOC Councillors were fighting to have the constitution amended in this respect.</p> <p>4.2 Safer Neighbourhood Team Update The Chair reported that there had been no reported crime in Wellington in March. This was challenged by Mr Makin who said he had been the victim of regular thefts which had been reported</p>	<p>LL</p> <p>BP</p>

to the Police. *Post meeting note: PCSO Ekanite confirmed that Mr Makins incidents had been reported in the February/March SNT newsletter.*

The Chair added that she had a report of a group of young people hanging around in the football club stands, causing damage. This was reported and the PCSOs had done some drive-bys but no-one was found.

Police information leaflets had been put through doors in the area of Mill Way encouraging parents to ensure their children stayed on the grass area and did not play on the road.

5.0 Communications

5.1 Website Administration

Cllr Wood had loaded Dreamweaver onto the Parish laptop but had not yet been able to train the Clerk in how to use it to manage the website. It was agreed that in Cllr Wood's absence the Clerk would take the laptop and see if she could work out how to update the website. Cllr Gowan said she was happy to be trained alongside the Clerk to act as a back-up even though she would no longer be on the Parish Council. In the meantime it was noted that agendas, minutes and other documents may not be able to appear online.

5.2 Update on High Speed Broadband

In Cllr Wood's absence there was no further update. A number of members of the public indicated that they were now able to contract with providers to provide the service.

5.3 Wellington Primary School

There was no further update other than the news that the new boiler would be fitted, as reported by Ward Councillor Crockett (agenda item 4.1). Cllr Langford would inform the school of this decision.

5.4 Distribution of Parish Newsletter

The April Newsletter was now printed and ready to be distributed. Cllr Langford would arrange delivery via Councillors and volunteers. *Post Meeting Note: Thanks are given to Lynne Bavin, Keith & Lesley Brimley, Christine Fletcher, Mr & Mrs Franklin, June Golby-Green, Sue Hall, Jennifer Jarrett, Pat Lewis, Ron Shoemsmith, Sylvia Winney and all Councillors for delivering the newsletter.*

5.5 Letter to New Residents

Cllr Crane reported that he was holding off distributing this until the majority of residents had moved into the new premises.

6.0 Open Time

There were no comments from residents. The Clerk confirmed that if anyone wanted to post information on Facebook they could either do it directly or forward it to her to put on.

7.0 Financial Matters

7.1 Bank balances: Treasurer's Account (as at 05/04/16) £11,655.46. The Clerk noted that Herefordshire Council had made a payment of £625.50 in error and this was being paid back (see 7.3 below). This had not been included in the above balance. Business Instant Access £58,404.87. It should be noted that these figures include earmarked reserves and do not represent available funds.

Income since March meeting – £3,385.91	Interest (March)	£2.32
	Invoice 04/15 Lengthsman invoice Quarter 1 and Quarter 2	£1,601.50
	Wellington Delights (March Rent)	£650.00
	Dormington & Mordiford Group Parish Council (50% ink cost)	£25.72
	Invoice 06/15 Lengthsman invoice Quarter 3	£1,106.37

LL

The next payment on the PWLB loan was due to come out on the 3rd May and would be for £7,428.11 (see also item 7.6).

7.2 To Agree Payments made since last meeting

Payment	Expenditure	Amount
BACS	Viking Direct. Ink Cartridges. £51.45 + VAT. 50% reclaimed from D&MGPC – see income details	£61.74
BACS	Kirkwells invoice 353. Post Examination Modifications. £200 + VAT	£240.00
BACS	Herefordshire Council. Costs relating to printing of Core Strategy	£22.50
BACS	PIP Printing Invoice 61486. Printing NDP Examiners copies	£73.75

Resolved: Payments approved.

7.3. To agree payment of outstanding invoices

Payment	Expenditure	Amount
BACS	Clerk's Net Salary January to March 2016 as per salary summary	£950.40
BACS	HMRC Quarter 4 payment as per salary summary	£237.60
BACS	Clerk's Expenses January to March 2016 as per expenses sheet	£41.19
BACS	D C Gardening Services Invoice 371. Replacement and repair of fencing as per quotation dated 31/12/15 and mowing/stripping of grassed area at Community Hub. £415.60 + VAT	£498.72
BACS	PIP Printing invoice 61575. Printing 430 copies of April Parish Newsletter.	£177.56
Chq 988	Jane McNeill invoice 14. Cleaning of Parish Room March 2016.	£40.00
Chq 989	Richard Mills Invoice 3024. Cutting down and removing trees and repairs to road surface as identified by BB. £419.50 + VAT	£503.40
Chq 990	Herefordshire Council. Repayment of payment made in error ref Deborah Derry Remittance Advice dated 01/04/2016	£625.50
BACS	WCA Invoice Apr13. Hall Bookings Jan – March 2016.	£45.00
Chq 991	John Allender. Cost of benches. To be paid for out of Tarmac grant.	£77.66

Resolved: Payments approved.

Item 7.4 To Agree Process and Timescale for Internal and External Audit

Grant Thornton, the External Auditors, had requested that the Annual Return be submitted by 10th June 2016 (the statutory date being 30th June 2016). In advance of this the accounts must be internally audited and then approved by the Parish Council. As the Annual Meeting of the Parish Council was later this year (due to the PCC Elections) it was proposed, in order to give sufficient time to carry out the internal audit, that the accounts were prepared and submitted to the Internal Auditor in draft by the end of April. Any queries coming from the May meeting could then be sent to the Internal Auditor with the aim of completing the audit and getting the Annual Statement to the Parish Council for approval at the June meeting.

Resolved: This Process and Timescale was approved

Clerk

Clerk

Item 7.5 To Approve Appointment of Internal Auditor

Resolved: Gill Bullock was appointed as Internal Auditor

Clerk

Item 7.6 To Consider how Section 106 Funding will be managed and allocated

The Chair reported that the £21,500 Section 106 monies from Church Close would be paid as soon as the 10th house was occupied. This, and some Section 106 money from Parsonage Fields was ring-fenced for community projects, namely the Community Hub. The Chair noted that the Parish Council would soon need to agree how this was allocated, either to paying off some of the loan and/or to putting aside a contingency fund for any major maintenance or repair work required. The Clerk had provided Councillors with a breakdown of the May PWLB payment, identifying the outstanding balance on the three loans (£191,324.40), together with the principle due in May (£3,698.60) and interest (£3,729.51). The Clerk was asked to find out what difference paying off a lump sum of £30k would make to future payments. This would be brought back to the next meeting.

Clerk

8.0 To Consider Planning Matters**Item 8.1 To Consider any Planning Applications**

Reference	Application
160635	The Harbour, Wellington. Proposed works to remove a copper beech tree that has outgrown part of an existing copper beech hedge. <i>Referred to Jenny Guille following the last meeting. No issues.</i>

Reference	Application
160604	Amberley, Wellington. Proposed Ground Floor Extension.

The Chair explained that the Parish Council had obtained an extension to allow this application to be discussed at the April PC meeting but despite this being approved by the Planning Officer the application had been progressed and approved without the PC having the opportunity to comment. Herefordshire Council Planning Team have apologised for this, which was the result of an oversight by the Development Manager.

Item 8.2 To Consider Planning Appeal

Reference	Application
3141403	Kingcup Cottage, Wellington Marsh

Neither the applicant nor their agent was present. The Chair gave the background on the appeal which had been lodged against the refusal for the application for 26 houses on land adjoining Kingcup Cottage. All Wellington Marsh residents had been notified. The Statement of Case included in the appeal clearly showed a scheme for only six large detached houses – leading both the Planning Officer and the Parish Council to query the basis of the appeal, feeling that if the scheme had totally changed it should have been a new application.

The Planning Inspectorate deemed that the appeal could continue and the applicant's agent confirmed that it was the 26 houses that were being appealed and not the amended illustrative plan showing 6 dwellings which was included in the appeal documentation, which the Casework Manager stated was included for illustrative purposes only.

The Chair added that Mr Thomas of Herefordshire Council Planning Department had robustly defended his original view, citing a recent appeal at Burghill where settlement away from the main

village and use by pedestrians of a heavily trafficked road was taken into account.

The Chair read out a draft response which had been circulated to Councillors in advance of the meeting and invited comments, which reiterated the Parish Council's view that this application should not be granted planning permission.

Resolved: To submit the response to the Planning Inspectorate.

Item 8.3: Update on Planning Appeal

Reference	Application
P150929/F	Stocks House Farm, Land West of C1109 Upper Wellington. Proposed installation of an 1 MW solar photovoltaic (PV) farm and ancillary infrastructure

There was no further information on this appeal.

Item 8.4 To Note any Decisions/Notifications Received

The Chair reported that it had again been necessary to complain to Herefordshire Council about the fact the Parish Council responses were not being published in a timely manner or, in several cases, not published at all on the website. Two cases in point were Chapel House which had now been approved but the Parish Council supporting statement never published, and land adjacent to 19 Brookside which had recently been refused but again, the Parish Council comments had not been published. This was being looked into but the Chair stressed the importance of checking to see if comments once submitted appeared on the website and following this up if they failed to appear in a reasonable amount of time.

Reference	Application	Determination
160391	5-7 Brookside, Wellington. Proposal to fell 2 x Ash Trees.	Approved
160297	Seadrift Bridge Lane, Wellington. Proposal to fell walnut tree.	Approved
160309	Orchard View, Wellington. Resubmission of P150826/F to incorporate flat roof.	Approved with Conditions
152461	Land adjacent to 19 Brookside, Wellington - Proposed site for single persons dwelling	Refused
160101	The Vinery, Wellington - Proposed removal of outbuildings previously used for coal and wood storage	Approved
160220	Leander, Bridge Lane, Wellington – Work to Willow Tree.	Approved
152770	Land Adjacent to The Grange, Upper Buskwood Farm, Hope under Dinmore – Proposed change of use of pastureland to holiday caravan park, consisting of 42 units, together with associated access road, car park, sewage disposal plant and caravan sales area.	Refused
153369	Chapel House, Wellington - Proposed demolition of existing dwelling. Replacement dwelling incorporating original chimney stack. Detached garage and parking for two vehicles.	Approved with Conditions

Item 8.5 Other Housing Issues

8.5.1 Bell Homes and Section 106

It had been reported that out of the 11 completed open market homes at Church Close, five were occupied and the Section 106 monies would get paid on 10th occupancy. All but one of the affordable rental/shared ownership properties were occupied but these did not count towards the total in terms of Section 106. Section 106 had also been covered under Agenda Item 7.6.

JG /
Clerk

	<p>8.5.2 Community Infrastructure Levy Consultation</p> <p>A Consultation on the Community Infrastructure Levy (CIL) was taking place between Thursday 17 March and Thursday 28 April 2016 and all Parish Councils were being asked to input into the draft charges being proposed, which differ between geographical areas of the county. All Councillors had been circulated with details of the proposed charges in advance of the meeting. It was felt there was no need to respond to this consultation as the charges being proposed seemed reasonable.</p> <p>9.0 To Consider Highways Issues</p> <p>9.1 A49 Issues</p> <p>That Chair noted the improvements to safety which had been made at Queenswood Country Park, which had been heavily lobbied for by ex Ward Councillors Miller and Blackshaw. A member of the public said that the signage coming out of the Country Park was confusing as the blue sign indicated that there was only a left turn. This would be brought up with John Clark at the Annual Parish Meeting.</p> <p>The bisected footway at Old Comrade had still not been resolved and this would continue to be followed up by Cllr Crockett. The other issue which continued to be followed up was the review of signage at the Garden Centre turn on to the A49.</p> <p>The Clerk confirmed that D C Gardening had resumed their cutting around the bus stop on the A49 and they would also pick up litter. A member of the public stated that the area around the bus stop was now much better.</p> <p>9.2 To Receive Other Highways Issues</p> <p>The Chair confirmed that she and Cllr Langford had met with Phil Pankhurst and a report of the meeting has been circulated to all Councillors. Work raised for BBLP included the trench at the end of Mill Lane. The Chair added that it was the intention to write to Bell Homes regarding the surface of the footpath and it was expected that work would finish in the summer. The Chair confirmed that responsibility for BBLP liaison had been handed over to Cllr Langford.</p> <p>A complaint about overgrown vegetation on Pound Lane, as mentioned at the last meeting, had resulted in an apology from the landowners and an undertaking to cut it back although it was noted that this has only been partially done and may need a follow up.</p> <p>The Chair confirmed that regarding Wellington Marsh Welsh Water was reviewing the pumping stations and completing an assessment report. Although there had not been final confirmation it was likely the root cause of flooding lie with the pumping stations rather than the sewers. The Principal Engineer would now assess whether the work required at the pumping stations could progress with remedial work to the sewers at Auberrow or if the Auberrow work could be undertaken separately. The Chair added that she hoped that this indicated how the Parish Council had continued to work on behalf of the residents of Wellington Marsh, adding that the contact at Welsh Water had been excellent at keeping the Parish Council up to date.</p> <p>Regarding the damaged fence at Derside, it was reported that there was one piece loose but it was not deemed to be dangerous. Cllr Crane would go and inspect it once more.</p> <p>9.2.1 Speed Issues on U93400 (The Lane)</p> <p>Currently Ian Connolly of Safer Roads Partnership was in discussion with BBLP as he felt that non-statutory signs could be used without the need for a Traffic Survey. The cost of a survey at one location would be £540 which the Parish would be expected to meet along with potentially the cost of signage. The Chair noted that the Parish Council now have a contact at Tarmac (Neil Forsyth) who was keen to understand community issues, and suggested that the Parish Council contact him to discuss the informal agreement about aggregate lorries using the village road, exploring whether it could be formalised and extended to their contractors as well as their own liveried vehicles. Cllr Langford would follow this up.</p>	<p>SC</p> <p>LL</p>
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	<p>9.2.2 Procedure for reporting unauthorised tree work There had been a report of tree felling being carried out without any authorisation within the conservation area. This has been reported to the relevant department but there had been no response. The Chair suggested that the notice regarding obtaining permission before undertaking tree work should go back on the noticeboards, space permitting.</p> <p>9.2.3 Identification of work to be carried out and any other updates Some time ago DC Gardening had reported a tree on the boundary between the social club and the shop carpark which he felt was unsafe and could cause damage to cars or injury. As a result John Perkins and Mrs Guille looked at it and deemed it safe. Dave Campbell has once again voiced concerns about the tree as the tree looks dead and is heavily overloaded with ivy, swinging badly in the wind. If it comes down one limb of it will fall in the direction of the car-park. It was agreed that the responsibility and liability lay with the Social Club and this had been confirmed to John Perkins in a letter of 5th January 2016. It was agreed to write again to John Perkins voicing the continuing concerns of Dave Campbell and reiterating the issue of liability should the tree, or any part of it, come down.</p> <p>9.3 Update on Lengthsman and P3 Grant The Clerk reported that the final invoice had yet to be prepared and confirmation was needed from Balfour Beatty regarding material costs but initial indications were that there was £797.59 remaining from the 2015/16 grant (made up of 50% grant and 50% match funding from WPC). This would be confirmed once all the information had been received.</p>	Clerk
10.0	<p>Report on Footpaths</p> <p>10.1 Update on Footpath Maintenance Cllr Crane reported that the steps at the top of the Dingle had now been topped up with stone and a new handrail fitted. Cllr Crane was grateful to Dinmore Manor who had installed new stiles and cleared the paths. Phil Pankhurst had reported that Wellington had the least number of complaints regarding footpaths in the locality. This was noted and thanks given to Cllr Crane for all his hard work.</p> <p>Two parishioners had reported that they were finding the use of stiles increasingly difficult which was affecting their use of the footpaths. Cllr Crane acknowledged the issues with livestock but suggested that landowners were approached to see if they would consider, where practical, changing stiles for kissing gates. Cllr Langford noted that kissing gates still moved over time but Cllr Crane felt this could be minimised by the use of galvanised steel gates. Cllr Crane would draft a letter which could be sent to landowners, leaving it up to their judgement whether anything could be done without adversely affecting livestock. Cllr Crane would also identify some stiles which could be safely changed to gates. Mr Makin confirmed that the gates which had been fitted to the footpath at the Marsh had been successful. Cllr Prince mentioned the missing signpost on the footpath by the Garden Centre. Cllr Crane would look into this.</p> <p>Jennifer Jarrett endorsed the proposal to look at changing stiles to gates as this addressed one of the major themes in the CLP, that of accessibility.</p>	SC/ Clerk
11.0	<p>Community Hub</p> <p>11.1 To Consider Disclaimer Notice It was noted that EU Exit material had been on display in the shop – both leaflets and badges and this had prompted discussions amongst Councillors as to its acceptability in the building owned by the PC, which was required to remain politically neutral, particularly during purdah periods when it was unlawful to promote any specific party or individual. The Clerk had taken advice on this and had been referred back to the lease which included the statement “.....not to use the property foractivities which are or may become a nuisance or annoyance to the Landlord.....”.</p>	SC

	<p>Resolved: To write to Rob asking him not to put up, or to minimise, any material of a politically biased nature and, if he is in doubt, to ask the Parish Council so that it could be ratified at a Parish Council meeting. If he wished to continue to do this it was agreed to put a disclaimer notice up in the foyer saying that any views expressed by the tenant or any user or the building were not necessarily those of the PC.</p> <p>11.2 To Agree Expenditure on Internal Notice Board At the March meeting it had been agreed to purchase a noticeboard for the foyer of the Community Hub which, as the time, Cllr Wood had sourced, with the delivery and mounting kit, at a cost of £175.44 (inc VAT). Subsequently Cllr Wood had identified that the wall was too small to accommodate the proposed width of 1500 mm and thus a custom built one would be necessary. Cllr Wood had identified a company who would make a bespoke, Lockable, Glazed Notice Board, Size: 1400mm x 1200mm in Anodised Aluminium Frame Finish with 2 Doors at a cost of £173.42 (plus VAT) which included a fixing kit. Resolved: To purchase the noticeboard as per Cllr Wood's proposal.</p>	Clerk
12.0	<p>Update from the Community Led Planning Groups</p> <p>12.1 To Agree Expenditure on Community Noticeboard There was no further update on the Community Noticeboard and this would be reported on at the May meeting. Two quotes had been obtained for fitting, one from Richard Mills of £290 + VAT and one from D C Gardening of £95 +VAT. Resolved: To accept the quotation from D C Gardening.</p> <p>12.2 Community Speedwatch Jennifer Jarrett, Chair of the CLP Implementation Group, reported that two more sessions had taken place on Good Friday - another 40+ vehicles had been checked and none were over the limit. This would be discussed at the next CLP Implementation Meeting but Jennifer Jarrett asked, as the Community Speedwatch started as a PC initiative, whether it was worth carrying on and for how long, given that there had been no cases of speeding identified thus far. Cllr Crane asked about whether speed checks could be done at The Row. Jennifer Jarrett would follow this up with Ian Connolly and report back at the Implementation Meeting.</p> <p>12.3 Update on Playground Initiative and Representation on WELPAC Cllr Gowan reported on land at Brookside which one of the volunteers had mentioned as being a potential site for the Playground. Cllr Gowan had contacted Hereford Housing whose land it was, adding that this land had never been investigated by the various groups involved in the initiative. Herefordshire Housing responded: <i>In principle we don't have an objection to this but we need further information about the specifics in order to establish if its viable – for example one concern is that if the play area attracted lots of cars then our tenants in the cul de sac may have problems parking as it is already quite difficult to find a space down there.</i> The response from the Assets Team was: <i>If Housing are agreeable then we could offer the Parish Council or the Community Association a licence to use the land, so long as they can satisfy us that they have suitable insurance cover.</i> If this was to be progressed Herefordshire Housing and the Assets Team would require more information and detailed plans before they could make a decision.</p> <p>Cllr Gowan then reported on the land commonly known as the RST5 land. As agreed at the March PC meeting a letter had been sent to the Williams family and a response had now been received. The Chair outlined the context of the response which was that in principle the family had no objection to releasing part of the land on the basis of a long term lease. There were also concerns about other issues such as safety, lighting, access and so on which would need to be addressed if this were to be progressed. Cllr Gowan outlined that there were three options for the future development of this project – one that it came under the auspices of the WCA, that it rested with the Parish Council, or that a formal Management Group was created. These options were yet to be discussed and agreed. Cllr Gowan asked for the PC approval to report on these two options at the</p>	Clerk

next WCA meeting where responsibility for managing the project would be discussed, this was agreed. The CLP group would be making a presentation to the WCA at their meeting on 11th March. Cllr Gowan added that if the WCA decide not to pursue the project then it will be up to the volunteer group to decide how they were going to manage the project and who would take ultimate responsibility, saying that she felt the Parish Council had now completed all the actions that had been assigned to them in respect of the Playground project.

Jennifer Jarrett reported that two drop-in sessions had been held on Monday 14th March, one at the school in the afternoon and one in the Parish Room in the evening. 25 new names of people willing to get involved had been obtained, half being parents or grandparents with a vested interest in making the project a success. Thanks were given to Gill Bullock, Alison Ovenden and Dan Miller.

It was noted that Cllr Gowan had been the Parish Council representative on the WELPAC group and there may be the need for another Councillor to take this on depending on decisions made at the WCA meetings regarding the future of the project.

12.4 Update on Communications with Mr Colbatch Clark reference location of Benches

The Clerk reported that despite continued telephone calls and emails to Mr Colbatch Clark there had been no response and the bench installation could therefore not be progressed. The Clerk felt this was very unprincipled of Mr Colbatch Clark in his position as a significant landowner in the Parish and would continue to pursue this for the benefit of the local community.

12.5 Cycle Routes

There had been no further meetings,

12.6 Donation from Tarmac

Tarmac had donated £800 to the CLP Group for their Bulb Planting and Bench initiatives. This would be held by the Parish Council but ring fenced for the CLP initiatives. As noted in 9.2.1 Neil Forsyth from Tarmac was keen to understand community issues and to get involved at a local level.

12.7 Other Updates

Litter Picking – Pat Lewis had run a three day litter picking event linked to Clean for the Queen's 90th Birthday. There had been a good turnout and the group had managed to cover most of the village.

IT - The Computing for Beginners course began on 9th March and had now been running for 3 sessions with 2 more to do. There were 11 attendees.

Neighbourhood Watch – This would be on the agenda for the next CLP Implementation Group Meeting as Rob co-ordinating the scheme was not working and information was not being distributed in a timely and effective manner.

Jennifer Jarrett read out a letter on behalf of the CLP Implementation team thanking Cllr Gowan for all her input, saying that the CLP had been started at her instigation 3 years ago and throughout that time Cllr Gowan had always worked closely with the team giving guidance support and advice. The group thanked her for being a forthright, demanding, dependable and true supporter of their efforts and wished her well for the future.

13.0 Neighbourhood Planning

13.1 Update on Examination Process

Cllr Gowan confirmed that she was going to remain involved with the NDP, even after her resignation as a Parish Councillor and would be coming to Parish Council meetings to report as appropriate. The NDP had passed the Examination stage and all modifications recommended done. All the documentation including the Inspectors Report was on line at www.wellingtonplan.com and also in the library.

13.2 Referendum

The date for the Referendum had been confirmed as 7th July and would be organised and funded by

Herefordshire Council using all the structures, processes and safeguards employed in other elections. Cllr Gowan said it was the plan to produce a monthly notice to remind parishioners to use their vote, which she stressed was very important.

13.3 To Consider Date of July Parish Council Meeting

As the date of the referendum falls on the first Thursday in July there was a need to consider whether the July Parish Council meeting should be moved or to have a meeting in August.

Resolved: To have a Parish Council meeting in August instead of July.

14.0

Community Defibrillator

Resolved: If an opportunity for another grant came up to apply for it without waiting for approval from the Parish Council, which it was hoped may give more chance of success.

15.0

Update on Leominster Town Council Meeting

Cllr Langford had attended a meeting called by Leominster Town Council to look at parishes working together to deliver services to the community (with the exception of Adult Services and Roads which were a statutory duty of the principal authority). It had been noted that both volunteer and professional support was essential if this was to be a success. It was also mentioned that any Parish events could be promoted through Leominster Town Council.

16.0

To Note the Information Sheet (April 2016) and any other updates

Resolved: The Information sheet was noted.

17.0

To Raise Items for the next Scheduled Parish Council Meeting

Nothing was raised

18.0

To Note Date and Time of the Annual Meeting of the Parish Council

Thursday 12th May 2016 at 7.30 pm.

At this point Cllr Gowan passed her resignation letter to the Clerk to be effective from Tuesday 12th April 2016. Cllr Gowan was thanked for all her hard work and commitment to the Parish Council over the years, with Councillors and the public noting how much had been achieved and how much she was appreciated.

The Clerk explained that SLCC advice was that the outgoing Chair, even if not a Parish Councillor, should take the first agenda item of the Annual Meeting of the Parish Council that is to elect a Chair. The Outgoing Chair, if not a Councillor, still gets a casting vote but not an original vote.

The public meeting closed at 9.30 pm

Signed Date 12th May 2016
Chairman of Wellington Parish Council