

WELLINGTON PARISH COUNCIL

Regular Meeting of the Parish Council held at the Community Centre
at 7.30pm on Thursday 6th April 2017

Item	Minutes	Action
	<p>Present Parish Cllrs: Mrs L Langford (Chair), Cllr A Campbell, Mrs J Gowan, Mr B Prince, Mr D Wood Also in attendance: Ward Cllr Pauline Crockett, Mrs Chris Bucknell (Parish Clerk) and 23 members of the public.</p> <p>1.0 To Accept Apologies for Absence – Cllr S Crane</p> <p>2.0 To Receive Declarations of Interest Cllr Langford declared a pecuniary interest in Item 5.2 and confirmed she would leave the room while this item was discussed.</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 2nd March 2017 Resolved: The Minutes were confirmed and signed by the Chair</p> <p>4.0 To Receive Brief Reports from</p> <p>4.1 Police Update The Safer Neighbourhood Team Newsletter had been circulated to all Councillors. There were no local incidents reported.</p> <p>4.2 Ward Cllr Pauline Crockett Cllr Crockett gave her report, the key points are noted below:</p> <ul style="list-style-type: none"> • Funding for Herefordshire Council of £8million from the Marches LEP through the Government’s Growth deal has been confirmed. This would enable the commencement of the new University for Hereford, creating opportunities for up to 5,000 students by 2032. • Funding from the Governments Growth deal has been allocated to Herefordshire Council to develop a new cyber security centre in Rotherwas. This £2.8million will allow a centre of expertise creating 185 jobs. • Home care services are being reviewed. No contracts have been awarded at present, as submitted tenders do not meet the required needs of the County. This will be re-procured later in the year but will not affect the care of residents. This procedure will be revisited later this month. • Cllr Crockett continues to be a member involved in reviewing the Children and Young Peoples Mental Health services, at present the Task and Finish Group have interviewed commissioners, providers and users of the service, and are collating their findings, with an expectation to report them to Committee at the end of April. • At present the only open Public Consultation is that of the Hereford Area Plan (HAP) and Hereford Transport Package (HTP). Cllr Crockett urged constituents to visit the Hereford Library (which is where the presentation is now) and see what the plans are proposing. They can also be viewed on the Herefordshire Council website. <p>Cllr Crockett also reported on the Blocked Footpath at the Old Comrade and Heavy Lorries Turning Right out of Haywards Lane (minuted under Agenda item 9.2 and 9.3). Cllr Crockett encouraged residents with any issues or concerns to contact her.</p>	

<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>6.0</p>	<p>Communications and Updates (not requiring decision)</p> <p>Wellington Primary School</p> <p>There was no further update. Cllr Langford would contact the Headteacher.</p> <p>Pre-application consultation and discussion of draft plans for NDP site in Auberrow Road</p> <p>Cllr Langford left the room at this point</p> <p>Jim Hicks of Owen Hicks Architecture Ltd gave a presentation on the proposals for the site at Auberrow Road which had been identified in the NDP for 4 dwellings. It was pointed out that the size of the site could accommodate more dwellings but the proposals were for 4 houses, 2 x 4 bedroom and 2 x 3 bedroom to comply with the NDP. There would be a single point of access as this was deemed safer, the farm access gate on the corner would be closed off to reduce risk further. The design and the materials to be used followed the requirements of the NDP, with road surfaces of permeable material rather than tarmac. The residents present were asked for their views on the proposals as the owners of the site, Mr and Mrs Langford, were keen to involve local people in the process before the full application was developed and at this point Mr Hicks invited comments from the parishioners.</p> <p>One local resident asked about the potential for self-build. Mr Hicks said that as the site was in a conservation area there was a need for an overall strategy and whilst self-build was seen in certain circumstances to be a good way forward it was felt these proposals provided a more coherent scheme with a theme that fitted the NDP and the local area.</p> <p>The opportunity for the siting of the houses to be adjusted to incorporate a play area was suggested.</p> <p>The issue of speed on the Auberrow Road was mentioned and it was suggested that Dave Willis, from the CLP group, be contacted to find out the current position regarding the Traffic Regulation Order (TRO). A resident who was not able to be present had submitted comments, many of which had been covered in the discussions. He had also suggested that the application should provide a village gateway to reduce speed of traffic approaching the village, incorporating various traffic management solutions.</p> <p>A question was asked about the square meterage of the plot and Mr Hicks said he would need to confirm that.</p> <p>Cllr Wood asked about the sewage in that area and Mr Hicks said that detail had not yet been finalised but it was proposed that they would access the main sewer and discussions regarding capacity were currently underway with Welsh Water.</p> <p>Mr Hicks thanked residents for their input, saying that any outstanding details would now be finalised and the full application developed.</p> <p>Cllr Langford re-joined the meeting at this point</p> <p>Open Time</p> <p>Nigel Cooper told the meeting that he had applied to have Wellington Inn registered as an Asset of Community Value. This categorisation was introduced by the Government as part of the Localism Act and, if successful, would delay the sale of an asset for 6 months in order to give the community time to raise money to purchase the asset. It did not dictate at what price the owner should sell the asset, nor who it should be sold to and there was no obligation on the part of the owner to sell to the community. Neither did it dictate what the owner could do with their property, if it remained in their ownership, although the fact it was listed may affect, but not dictate, planning decisions.</p> <p>The Chair read out a letter from Churches Tourism Group asking people to consider registering their properties to be used as film locations. It was agreed to put this on the noticeboards.</p> <p>A resident who could not be present had submitted a report on an NDP meeting he had attended and this was read out. This reiterated a suggestion made by Sam Banks of Herefordshire Council that Parish Councils should consider setting up an NDP Monitoring Group to monitor applications,</p>	<p>LL</p>
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ensuring compliance with the NDP and providing the Parish Council with suggested responses to planning applications and propose updates to the NDP as appropriate. It was agreed to put this onto the agenda for the May meeting.

7.0 Financial Matters

7.1 Bank balances: Treasurer's Account £30,430.30 Business Instant Access £59,144.67.

Income since March meeting – £1,712.27	Wellington Delights March rent	£650.00
	WCA Payment for Sports Field Sign (see payment in 8.2)	£870.00
	March Interest	£2.27
	Invoice 004/16 to Rob Ruck for electrical work (this had been presented but the cheque had not yet cleared)	£190.00

Invoice 008/16 issued to Robert Ruck for the repair of the Post Office Till £750.70 (not yet overdue)
The next instalment of the PWLB Loan Payment would be taken out of the bank on 02/05/17

A payment of £312.90 was due from Herefordshire Council to cover expenditure on Ford Meadow.

7.2 To Agree Payments made since last meeting

The Clerk reported on the following payments which had been made before the end of March to finalise the 2016/17 expenditure, as approved at the March meeting (Item 8.3)

Payment	Expenditure	Amount
Chq 1007	Richard Mills Invoice 3141. Pothole work. £722.00 + VAT	£866.40
BACS	Tree Warden Subscription 2017	£25.00
BACS	Sign Rite Invoice 15664. Sports Field Sign (WCA). £870 + VAT	£1,044.00
BACS	Clerks Net Salary January - March 2017 as per salary sheet.	£994.76
BACS	HMRC Payment for Clerks Salary January – March as per salary sheet	£248.80
BACS	D C Gardening invoice 333. Installation of Sports Field Sign £120 + VAT	£144.00
BACS	Safetell Security Systems Invoice as per email quote 24/3/17 £625.58 + VAT (invoiced back in full to Rob Ruck invoice 008/16)	£750.70
BACS	Reimbursement to Shirley Edgar. Various bulbs, plants and other materials for Ford Meadow. To be covered by Herefordshire Council grant.	£237.90
BACS	Jane McNeill invoice 24. Cleaning of Parish Room March 2017	£40.00
BACS	Viatic UK Ltd. Invoice 19676763. 40 x 25kg bags Pothole Material £638 + VAT	£765.60
BACS	PIP Printing invoice 63929. 450 copies of Parish Newsletter	£185.39

Resolved: All Payments Approved

7.3 To agree payment of outstanding invoices

Payment	Expenditure	Amount
Chq 1008	Richard Mills Invoice 3147. Various footpath work. £459.20 + VAT	£551.04
Chq 1009	Richard Mills Invoice 3151. Provision and Installation of Beware of horses signs as per quote 113. £415 + VAT	£498.00

Payment	Expenditure	Amount
BACS	Clerks Expenses January – March 2017. Not paid in 2016/17 as originally planned as additional travel expenses have been added.	£42.70
BACS	D C Gardening invoice 345. Grounds Maintenance at Community Hub for March 2017 as per works schedule £120 + VAT	£144.00
BACS	WCA invoice #APRIL11 for PC meetings February and March.	£30.00

Resolved: All Payments Approved

7.4 To Note End of Year Lengthsman and P3 Grant Expenditure

The Clerk reported that currently there was £1,557.05 of funding remaining (50% grant 50% match funding) with potentially one more invoice from Richard Mills to come in for pothole work authorised on 31/3/17 by Phil Pankhurst. It is expected that this will result in around £500 of grant remaining unspent (and £500 of match funding). The final figures will be confirmed at the May meeting.

7.5 To Consider Process for Internal and External Audit

The Clerk reported that the Annual Return was required to be submitted by 9th June 2017 so would need to be approved at the June meeting of the Parish Council. Traditionally Gill Bullock had undertaken the role of Internal Auditor and the Clerk asked Cllrs if there were happy for this to continue, the timescale being that the accounts would be prepared and taken to the Internal Auditor by the end of April in order to give her a month to do the Audit before they came to the June meeting for approval.

Resolved: To appoint Gill Bullock as Internal Auditor

7.6 To Consider Additional Cheque Signatories

Resolved: To put Cllrs Gowan and Campbell onto the bank mandate to become cheque signatories.

Clerk

Clerk

8.0

To Consider Planning Matters

8.1 To Consider any Planning Applications

Reference Number	Application
170323	Westfield Farmhouse, Auberrow – Construction of new access track, wetland, pond and tree planting

This application was discussed and all Councillors supported the application with the exception of Cllr Prince who objected.

Resolved: To support the application

Clerk

Reference Number	Application
161611	Brick House, Wellington – site for dwelling

This application was discussed, noting that it was not on the Conservation Area. There were reservations about access onto the A49 and it was agreed that the current access to Brick House should be a single point of access and there should be no new access. All Councillors supported the application with the exception of Cllr Prince who objected.

Resolved: To support the application with the comment about the single point of access.

Clerk

The following applications for Tree Works had been referred to the Tree Warden for comment.

Reference Number	Application
170796	Stocks House Farm, Wellington – Tree Works. <i>Tree Warden Comment: beautiful tree needs professional reduction.</i>

171013	Land near The Beeches, Wellington – Tree Works. <i>Tree Warden Comment: Proposals supported</i>
171122	The Ridges, The Row, Wellington – Tree Works <i>Tree Warden Comment: Removal ok with one replacement smaller tree, hedge is dead anyway, beech needs professional reduction</i>

Resolved: To submit comments in line with the Tree Warden Recommendations

The following application had been notified to the Parish Council but no comments were being accepted

Reference Number	Application
P171032/X A2	Khotla, Wellington - Application for approval of details reserved by condition 3 attached to planning permission 161262 (bricks and tiles).

8.2: To Note any Decisions/Notifications Received

Ref Number	Application	
164009	Moreton Business Park – variation/removal of conditions	Approved with Conditions
170394	Maple View, Wellington – Replace Maple Tree, reduce walnut, oak and apple trees.	Approved
170545	Clearmont, Wellington – Fell Fir Tree	Approved

8.3: Other Planning Issues

Proposal for Cemetery Parking – Cllr Gowan had been in touch with the Agent and had confirmation that the land would be surfaced and fenced (materials to be agreed) by the developers and the freehold would then be handed over to the Parish Council. The area would take 8 cars and access would probably be from the new housing development, not from the main village street. Concern was raised as to whether this area could be abused by travellers etc and the Clerk voiced concern about management and monitoring of the area, saying that insurance, snow clearance etc was also an issue that needed to be addressed. It was felt that in order to deter misuse of the area the entrance could be designed so that large vehicles could not get in.

Resolved: In principle the Parish Council was in favour of taking over the freehold of the land (4 for and 1 against) and Cllr Gowan was asked to draft a response to the Planners and to circulate it for approval.

Section 106 monies – Sport and Play Allocation

This had been discussed at the March meeting with concern raised about how much funding the Football Club had contributed to the resurfacing project. However, it had now been confirmed that the Parish Council was not being consulted on this issue and that the decision had been made by Herefordshire Council and the allocation made in line with the Section 106 conditions already agreed.

9.0 To Consider Highways Issues

9.1 A49 Issues

The culverts which went under the A49 (1 at the bridge over Wellington Brook and 1 close to Marsh House) had not been cleared out. It had been customary for Highways England to clear these and the Chair would contact Patrick Thomas of Highways England to progress this.

Clerk

JG

LL

9.2 Blocked Footpath at Old Comrade

Cllr Crockett reported that Highways England and Herefordshire Council could not agree whose responsibility it was to address the issue of the blocked footpath. A meeting between herself, Cllr Langford, residents of the Old Comrade and Bruce Evans from Herefordshire Council had been arranged for Monday 10th April to take this forward.

9.3 Report on Lorries Turning Right out of Haywards Lane

Cllr Crockett reported that a meeting had been held between Councillors, Highways England and Herefordshire Council to address various issues along the A49. The junction from Haywards Lane onto the A49 had been discussed, the central reservation having been identified as too short for lorries to safely await an exit onto the A49. Suggestions from Highways England were to either restrict access to right turns from the junction or to change the dual carriageway section to single carriageway, to allow for a larger central reserve. This was an ongoing subject and Cllr Crockett would report back in due course.

Cllr Campbell, who undertook the data collection exercise on the A49 by Haywards Lane, said that lorries turning right out of Haywards Lane were so long that they completely block the south bound carriageway therefore presenting a danger/obstruction to traffic travelling south from Dinmore, rather than those travelling from Hereford. He said the proposed solution would not address the issue as the lorries were too long, even if the carriageway was removed.

9.4 To Receive Other Highways Issues

9.4.1 Drainage at The Marsh and Auberrow

Cllr Langford said a meeting had been arranged to discuss the options and she would report back.

9.4.2 Resident's Concerns about Speeding Traffic

The Chair had received an email from a resident of Bridge Farm who was concerned about speeding traffic on the back road towards the A49 and towards Auberrow where she regularly walked her dog. Cllr Langford had discussed the issue with Phil Pankhurst and Ian Connolly of the Safer Roads Partnership who confirmed that speeding traffic was not a Parish Council or Herefordshire Council matter but should be dealt with by the police. The areas highlighted had a national speed limit of 60mph and he felt it was unlikely that the vehicles would be travelling at a speed where the police would issue penalty notices and, as confirmed in the past, there was nowhere where it was deemed safe to carry out speed enforcement activities. Pedestrians were encouraged to walk on the verges where possible or to use the well-developed PROW network.

9.4.3 To Consider Installation of Beware of Horses Signs

Mr Rees had confirmed that a sign could be put on his land but there had been no response from Mr Pudge or Mr Mercer. Mr Colbatch Clarke had still not responded.

Resolved: To erect the signs in whatever position was most appropriate once responses from landowners had been received.

9.5 Identification of work to be carried out and any other updates

Cllr Langford reported on her meeting with Phil Pankhurst, Balfour Beatty Locality Steward.

The potholes opposite Church Close had been repaired by Balfour Beatty and those between Auberrow and the A49 logged with Balfour Beatty for repair.

Defects by Vinery Corner had been marked up for the Lengthsman and had been confirmed on a worksheet dated 31 March so would be brought into the 2016/17 Lengthsman grant allocation.

The issue of the collapsed drains now sits with Land Drainage Department and would be dealt with in time but because no properties were threatened this would not be seen as a priority.

Refuse Collection in Church Close – It was confirmed that contrary to the comment made at the March meeting, Watermill was an adopted road. Cllr Langford and Cllr Crockett would find out when Church Close will be adopted and when refuse could be collected from outside the houses. **Post**

Meeting Note: *It has been confirmed that refuse will be collected from the boundary of the Church*

	<p><i>Close properties with effect from 19th April. All residents have been informed.</i></p> <p>10.0 Report on Footpaths</p> <p>10.1 Update on Footpath Maintenance Cllr Crane was not at the meeting but had reported that there was no further update other than to report that there had been 2 new sign posts installed and hedge cutting had been undertaken in Wellington Woods.</p> <p>11.0 Community Hub</p> <p>11.1 Update from the Working Group Cllr Langford gave a brief update saying that the Parish Council were working closely with Carol Lloyd the anticipated new shopkeeper of Wellington Delights to affect a smooth handover for the benefit of the community. Other discussions on this topic would take place under Agenda Item 17.</p> <p>11.2 To Consider any Expenditure There was no expenditure.</p> <p>12.0 Community Defibrillator</p> <p>12.1 To Consider Cost and Location Lyn Bavin, who had agreed to manage and monitor the defibrillator, was to pick it up from Cllr Langford and familiarise herself with the operational requirements. There would then be a site visit to agree the exact location, it having been established that there was no need for an electricity supply as the battery was designed to be self sufficient. Cllr Campbell offered to help with installation if needed. The Clerk noted that there would be a need to put a sum of money into future budgets to cover the cost of replacing the battery.</p> <p>13.0 Update from the Community Led Planning Groups</p> <p>13.1 Report from the CLP Implementation Group The CLP Group had not met and there was no further update.</p> <p>13.2 Playground Initiative Jennifer Jarrett read out a report from Chris Riches Chair of WellPAC who thanked the volunteers for delivering and collecting the questionnaires, saying there were still some being collected by Alison via the shop. Chris reported that there had been an impressive 53.39 % return rate with 99.18% supporting a play area in Wellington and 64.75% stating that they would use it. The group were very pleased by these results and motivated to move this initiative forward. Chris also thanked the Parish Council for their contribution in paying for the printing of the questionnaires and to the WCA for their continuing support.</p> <p>Following the disappointing news that the RST5 land would not be made available the group were searching for an alternative piece of land on which to develop the playground.</p> <p>Jennifer Jarrett said that the CLP Implementation team would like to add and have noted their thanks to Chris Riches and her team for all the effort taken to collate and analyse the results of the questionnaire.</p> <p>13.3 Ford Meadow – Progress and Opening Event The Group reported that Ford Meadow was looking a picture with the seats regularly in use. Planning for the Grand Opening and Picnic will be reported at the next meeting</p> <p>13.4 Postcode Map Sign There had been no further progress.</p> <p>13.5 Welcome Pack There had been no further progress.</p> <p>13.7 Other Issues and Updates There was nothing further to report or raise.</p>	
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13.8 To Consider any Expenditure

There was no expenditure to consider

14.0 To Note the Information Sheet (April 2017) and any other updates

Resolved: The Information sheet was noted.

To Consider Date and Format of the Annual Parish Meeting

Resolved: To hold the Annual Parish Meeting on 11th May at 7.45pm or 8.00 pm depending on availability of the Mail Hall. The format would include an information session on the Asset of Community Value as well as updates on the CLP Projects. It was suggested that the Social Club may want a slot as may the new shopkeeper of Wellington Delights may want to showcase some of her ideas for further developing the shop and post office.

15.0 To Raise Items for the next Scheduled Parish Council Meeting

Code of Conduct Consultation, To Consider the need for a NDP Monitoring Group.

16.0 Public Bodies (Admission to Meetings) Act 1960

Resolved: To close the meeting to the public and to discuss and minute Item 17 as a confidential item

The public part of the meeting closed at 9.15 pm. Copies of the Spring Parish Newsletter were given out to volunteers for delivery.

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

Thursday 4th May 2017 at 7.30pm in the Community Centre.

The public part of the meeting closed at 9.15 pm

Signed Date 4th May 2017

Chairman of Wellington Parish Council