

# WELLINGTON PARISH COUNCIL

Parish Council Meeting held at the Community Centre  
at 7.30pm on Thursday 7<sup>th</sup> August 2014

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
	<p><b>Present</b> <b>Parish Cllrs:</b> Mrs J Gowan (Chair); Mr S Crane, Mrs J Shoesmith, Mr D Wood</p> <p><b>Also in attendance:</b> Mrs Chris Bucknell (Parish Clerk) and 14 members of the public.</p> <p><b>1.0 To Accept Apologies for Absence</b> – Cllr J Morrison, Cllr L Langford, Local Policing Team</p> <p><b>2.0 To Receive Declarations of Interest</b> Cllr Wood declared a non-pecuniary interest in Agenda Item 7.1 Planning application for Ravenscroft. This was noted and the Chair used her discretion to allow Cllr Wood to remain in the room but not to contribute to this item.</p> <p><b>2.1 To Consider Requests for Dispensations</b> - None</p> <p><b>3.0 To adopt the Minutes of the Regular Meeting of the Parish Council held on Thursday 5<sup>th</sup> June 2014</b> <b>Resolved:</b> The Minutes were confirmed and signed by the Chair</p> <p><b>4.0 To Receive Brief Reports from</b></p> <p><b>4.1 Ward Cllr A Blackshaw</b> Cllr Blackshaw outlined the move to get faster Broadband into Herefordshire saying that this would allow the county to complete economically with the rest of England, noting that by the end of 2016 over 90% of homes and businesses will be connected, adding that by 2015 both O2 and Vodadone will be delivering 4G across the county.</p> <p><b>4.1.1 Queenswood Country Park</b> Negotiations had not yet concluded but it was likely that New Leaf would succeed and manage the activity in partnership with the Herefordshire Nature Trust.</p> <p><b>4.1.2 Herefordshire Council Budget Consultation</b> The Chair updated the meeting about a recent meeting attended by herself and the Clerk, where Peter Robinson, the Chief Financial Officer of Herefordshire Council re-enforced the message about the need for serious budget cuts. £33 million savings have to be made by 2016/17 and potentially more in 17/18. No allowance in the budget has yet been made for the ‘Better Care Fund’ where the government has set a cap of £70,000 paid by the person needing care with the rest Local Authority funded – in Herefordshire 70% of people in care are self-funded, the rest local authority funded – the implications of the capped scheme are not yet known. Revenue coming from Community Infrastructure Levy will go towards funding the capital budget rather than the revenue budget (eg bypass, relief road). An online calculator can demonstrate how cuts in certain areas will affect other services. This can be found on <a href="http://youchoose.esd.org.uk/HerefordshireCouncil">http://youchoose.esd.org.uk/HerefordshireCouncil</a>. The consultation runs until October and will be put on the agenda for the September meeting.</p> <p>Cllr Blackshaw joined the meeting at this point and added more detailed information about the budget expenditure.</p> <p><b>4.2 Local Police Officers:</b> There were no police representatives present. The June and July Newsletters had been circulated</p>	

and contained only one item for Wellington and that was damage to a VW Golf parked on a driveway which had both windscreen wipers ripped off.

#### 4.2.1 Police Presence at Meetings Questionnaire (HALC)

**Resolved:** The Clerk would complete and return this.

#### 4.2.2 West Mercia Police and Crime Commissioner Questionnaire

This was discussed and the views of Cllrs sought, particularly on items 13, 14, 21 and 22.

**Resolved:** The Chair would complete and return the questionnaire

Clerk

JG

### 5.0 Open Time

A member of the public asked that there be space in the Community Hub where community groups could post information on events. This would be looked into, although the shopkeeper has provided a large noticeboard inside the shop.

At the June meeting a member of the public requested a breakdown of costs related to the Community Hub. As the accounts were still undergoing audit it was felt prudent to defer this until the September meeting when the final audited figures would be available.

### 6.0 Financial Matters

#### 6.1 To Receive a Report from the RFO

**Bank balances:** Treasurer's Account (as at 29/07/14) £30,249.59 and Business Instant Access (as at 29/07/14) £13,404.87. All cheques have been presented

<b>Income since June meeting – £7,638.10</b>	June and July rental from Wellington Delights	£866.00
	Interest	£0.55
	Second Stage Payment from Veolia	£4,500
	2014-15 P3 Grant	£768
	Donation from Bell Homes	£1,500
	Wayleave	£3.55

A VAT claim for £24,197.26 has been submitted on the basis of reclaiming the full amount of VAT on the construction costs for the hub. This has yet to be approved by HMRC and may need to be amended so should not be considered as income at this stage.

The Annual Return submitted in June has had to go forward for an Interim Audit due to the level of income and expenditure that has gone through the accounts in 2013/14. The Audit of Financial Governance has now been passed but the more in depth audit of income and expenditure related to the Community Hub has yet to be completed.

#### 6.2 To agree payments made since the last meeting

Cheque	Expenditure	Amount
844	HMRC Qtr 2	£220.80
845	D C Gardening Invoice 114. Work at Community Hub – mowing and weeding/rotovating	£235.00
BACS	Herefordshire Fire Protection Services Invoice 141440. Fire Extinguisher for Parish Room. £34.99 + VAT	£41.99
BACS	Badger Benches. 2 outside octagonal tables for Parish Room. £389.90 + VAT	£467.88
BACS	Came and Company. Additional cover for subsidence. Approved at June Meeting agenda item 10.4	£106.42
BACS	Celtic Forest. Order 1211. Monmouth Bench plus inscription. £350 + VAT. To be covered by a donation from Mr Palmer	£420.00

All online payments were authorised by two signatories. The first payment for servicing the sanitary equipment in the toilet at the Community Hub has been taken - £141.00.

**Resolved:** All payments approved

### 6.3 To agree payment of outstanding invoices

Cheque	Expenditure	Amount
846	Reimbursement for David Wood. Bin and hooks for Community Hub £7.99 plus £18.96	£26.95
847	WCA Invoice JULY 11. Bookings for Community Centre April - June	£55.25
848	WCA Invoice JULY 14. Booking for CLP Group May 2014	£6.50
849	Richard Mills Lengthsman. Invoice 2838. Strimming in Mill Lane. Cutting hazel and privet hedges, removing debris. £62.00 + VAT	£74.40
850	Clerk's salary April – June 2014 (includes Lengthsman admin 2013-14)	£883.21
851	Clerk's expenses April – June 2015. Detailed on expenses sheet	£111.97
852	Richard Mills Lengthsman. Invoice 2831. Works order dated 15 <sup>th</sup> May 2014 Cutting back verges and clearing signs. Cutting back cow parsley (school to cemetery) in village. £197.50 + VAT	£237.00
853	Kirkwells Invoice 113. Neighbourhood Planning Stage 1. £1,100 + VAT	£1,320.00
854	Hop Pocket Garden Centre. Invoice 179. Oak Tree. To be paid from Bell Homes Donation. £108.33 + VAT	£130.00
855	Reimbursement for Stephen Crane for P3 equipment. 2 invoices	£44.89
856	Reimbursement for Stephen Crane for Archival Paper for Time Capsule.	£10.15
857	E Buyer – Projector for Parish Room. Order Number 21248664. £333.32+ VAT. From Awards for All Grant	£399.99
BACS	SAM International Order number 50021904. Electric projection screen for Parish Room. Awards for All Grant. £174.90 + VAT	£209.88
858	Reimbursement for David Wood. Currys PC World printer for Parish Room. Awards for All Grant £143.68 + VAT	£172.41
860	RBL Poppy Appeal. Wreath + donation	£25.00
861	Richard Mills Lengthsman. Invoice 2848. Lengthsman Pilot £330 + VAT	£396.00
862	D C Gardening Invoice 158. Maintenance of Community Hub ground July 2014	£75.00
863	Cllr J Gowan. Keys for Noticeboard and Bin for Parish Room	£13.99
864	PIP Printing. 3 copies of draft Neighbourhood Plan.	£25.93

**Resolved:** All payments approved

### 6.4 To consider formal agreement for contribution towards upkeep of cemetery

The PCC have confirmed that they hold public liability for the cemetery.

**Resolved:** To write to the PCC confirming the arrangement that the PC will pay 50% of the contract cost (less the 5% for the triangle which the PC pays in full), stating that Wellington Parish Council does not hold any liability for the churchyard as a result of this arrangement.

Clerk

Clerk

D C Gardening have raised the issue of the cost of disposal of the waste bags once Herefordshire Council bring in a limit to the number of sacks which can be put out by each household. This would be looked into.

## 7.0 To Consider Planning Matters

### 7.1 To Consider any Planning Applications

The following applications were dealt with by the Parish Council during July.

Reference Number	Application
P141768/FH	Santana, Wellington. Proposed porch and car port <i>This is a re-application. The Parish Council had no objections to the initial application and have not raised any this time.</i>
P141608/F	Kingcup Cottage, Wellington. Proposed removed of agricultural occupancy condition. <i>The Parish Council took planning advice concerning this application and has objected on the basis that it was felt the marketing strategy was flawed and may have discouraged a sale in view of the application to build 26 houses. The Parish Council are aware of a number of objections from Marsh residents and is monitoring the situation.</i>
P141821/L	Gable End, Bridge Lane, Wellington. Replacement of conservatory roof with slates. <i>The Parish Council felt that the new material was more in keeping with the building and its surroundings and supported the application.</i>
P142006/K	The Plock, Wellington. Tree Works - Proposed felling of Sycamore and Leylandii. <i>This application was referred to Jenny Guille, Tree Warden who had no objections to the work proposed.</i>

The following applications were discussed at the meeting.

Reference Number	Application
P142080/F	Ravensholt, Wellington. Proposed 3 bedroom dwelling

The plans were projected at the meeting and the application discussed. All neighbouring properties had been notified in writing and there had been no representations. In principle the Parish Council had no objection to the application but they wished to be informed further regarding the landscaping proposals both around the new property and any changes to landscaping around Ravensholt itself. There were concerns about the proximity of the new property to the physical boundary of the site where it adjoins neighbouring properties. Concerns were also raised about the intention to discharge waste into the existing public foul system and it was felt that any permission should be conditional on a private foul drainage system being installed.

**Resolved:** The Chair and Clerk to formulate a response to the application taking into account the above comments.

Reference Number	Application
P141855/RM	Marsh House Farm, Wellington. Reserved matters for podiatry surgery and office. <i>There were no objections to this application.</i>

JG/Clerk

Clerk

**7.2 To Note any Decisions/Notifications Received**

Reference Number	Application	Determination
P141449/K	8 Wellington Court Barns, Wellington. Tree Works.	Awaiting decision
P141427/K	Claremont, Wellington. Tree Works.	Approved
P141294/K	St Margaret's Church, Wellington. Tree Works. Fell one Leylandii	Awaiting Decision
132990/FH	Brick Cottage, Auberrow – Demolish garage and build two storey extension	Approved with conditions
P141253/F	Land Adjacent to Church Farm. Construction of 20 two storey dwellings. <i>Cllr Blackshaw noted that the Section 106 had not yet been signed so the determination notice had not yet been published.</i>	Approved with conditions
P140755/F	Walnut House, Wellington. Proposed new dwelling and new vehicular access	Awaiting decision
130385/F	Wellington Crossing Cottage, Marden. Change of use of land to form extended residential curtilage to include area for business use.	Awaiting decision
132990/FH	Brick Cottage, Auberrow. Demolish garage and build a two storey extension	Approved with conditions

It was agreed to remove Wellington Crossing Cottage from the agenda in future.

Cllr Blackshaw left the meeting at this point

**7.3 Other Housing Issues****7.3.1 Housing Needs Survey**

The Chair stated that it had been impossible to draw comparative conclusions between the latest Housing Needs Survey and the one carried out in 2007 as the methodology was different. The recent questionnaire had been aimed at those intending to move in the next 3 years - only 24 questionnaires had returned of which 15 people wished to remain in Wellington. Only three of these had an already proven need for affordable housing with five in a 'grey' area – three of these five potentially in a position to buy on the open market. The Chair said that this indicated that there may only be a perceived rather than a proven need for affordable housing in Wellington and this would continue to be looked into through the Neighbourhood Planning process.

**7.3.2 Section 106 and Affordable Housing**

There was nothing further to report.

**8.0 To Consider Highways Issues****8.1 A49 Issues**

The next meeting with the Highways Agency is scheduled for 13<sup>th</sup> October and the Chair will attend, although noted that few actions have come out of previous meetings.

**8.2 To Receive other Highways Issues****8.2.1 Proposed Stopping Up of Highway at Land at Church House Farm**

The Chair had received the following clarification from the DFT. "The proposed stopping-up would not affect the footway, and the part of the verge that would be stopped-up extends to approximately 2.5m from the kerbline at the closest point adjacent to the school entrance. As part of the development, a new 2.0m wide footway would be provided across the site frontage, between the new entrance and the school, which would follow the back of the visibility splays.

Along most of its length, the new footway would be set back from the carriageway edge; where it would be adjacent to the carriageway, the footway would be at least 2.0m wide, compared with the existing footway width of around 1.5m. The proposals would improve conditions for drivers using the existing school entrance, and for pedestrians walking along the south side of the road.” The Chair had been assured that the footpath between the school and the A49 will NOT be stopped up or obstructed during the construction.

**Resolved:** There were no objections to this proposal.

### **8.2.2 Heavy Lorries through Wellington**

A member of the public had raised concerns about Keith Thomas Lorries driving dangerously through the village. The contractor had been written to but there had been no response. No further concerns have been raised.

### **8.2.3 Crash Barrier outside Old Comrade House**

Currently the HA and HC cannot agree on responsibility and meanwhile the safety of pedestrians remains compromised. On a related issue a parishioner raised an issue regarding standing water outside the pumping station and the need for pedestrians to avoid this by stepping onto the A49. This will be pursued.

### **8.2.4 Update on Wellington Marsh Drainage**

Meetings have been taking place between BBLP and HC and it is hoped that a new drainage installation will start soon.

### **8.2.5 Speed at A49 end of village (Safer Roads Partnership)**

When the Church House Farm development was discussed a resident raised the issue of speed from the green triangle down to the A4. This was made part of the Parish Council’s response to the planning application but has been raised again.

**Resolved:** To contact the Safer Roads Partnership reference speed checks.

Clerk

### **8.2.6 Lengthsman Update including Lengthsman Pilot**

The Lengthsman pilot scheme is now operating, led by the Foxley Group of Parishes. The Lengthsman has filled a number of pot holes identified as a result of a Parish walk (Chair and the Locality Steward). A further 20 potholes have been identified on the stretch of the main street from the shop to Doctors Corner. The Locality Steward has also identified work which BB will need to do including the footway deterioration at Brookside which is now Category 2 and should be done in 28 days. It was agreed at the June meeting that £875 be ring-fenced for the pilot programme. To date £330 has been used.

**Resolved:** To instruct the Lengthsman to carry out the second tranche of potholes and assess the budget at the October meeting.

Clerk

The Chair wished to note the Parish Council’s thanks to Phil Pankhurst, Locality Steward, who had been extremely helpful and responsive.

### **8.2.7 Identification of Work to be Carried Out**

The Chair noted that due to changes of staffing at BB it was now unlikely that work on the Auberrow Road, the red marking and the new 30 mph signs coming into the village, would be completed. In addition Mr Makin had requested that the signs are not changed as he believes it will impair visibility. Councillors were asked for their views on how to proceed.

**Resolved:** To pursue the red lining on the road but not the new signs.

JG

The possibility of installing SIDs was mentioned and the costs and implications of this would be looked into.

Cllr Wood has met with the manager of the Garden Centre reference reinstatement of the road edges and verge damaged delivery vehicles and has been assured that the work will be done in September.

	<p>The ironwork in Marsh Lane has been reported and is in the Balfour Beatty system to be addressed in due course.</p> <p>The noticeboard at the bottom of Dernside needs repairing and the noticeboard at the Marsh needs the glass/Perspex replacing. Quotes would be sought for this work and brought back to the September meeting.</p> <p><b>9.0 Report on Footpaths</b></p> <p><b>9.1 Update on Footpath Maintenance</b></p> <p>Cllr Crane updated the meeting about the latest work carried out on footpaths. A number of new stiles have been installed and a further 3 and a gate have been agreed to ensure that footpaths are accessible to all. Cllr Crane particularly thanked Evans Farm and Country Supplies for supplying the gates. There has been positive feedback on the signage and Cllr Crane will progress this.</p> <p>Cllr Crane reported criminal damage to one of the stiles, where a post had been cut out leaving wire which was a hazard to animals and children. Cllr Crane said that the stiles were not designed for dogs but he was working with the landowners to install dog gates, although this was not a requirement.</p> <p>There had been reports of a car parked on the newly tarmacked footpath at Parsonage Fields. Cllr Crane asked that anyone seeing this to please report it to him so that it could be addressed.</p> <p>The footpath from, Wellington Marsh to Auberrow was surrounded by maize which was proving a hazard for walkers.</p> <p><b>Resolved:</b> Cllr Gowan would raise it with the landowners.</p> <p>Philip Pankhurst, the new Locality Steward, would also be the contact for Footpaths.</p> <p><b>9.2 Overgrown Hedges</b></p> <p>It was important that hedges were cut back in order to ensure that footpaths were kept clear. Any issues with hedges impeding access to be reported to Cllr Crane.</p> <p><b>9.3 Fly Tipping</b></p> <p>The tipping of garden rubbish was still an issue, particularly at the Dingle.</p> <p><b>Resolved:</b> Cllr Gowan would produce a sign and circulate it for comment/approval.</p> <p><b>9.4 Dog Fouling</b></p> <p>Fouling was still taking place on fields and paths. Concern had been raised as to whether the changes to the rubbish collections would increase this with people being less willing to put dog bags in their own bins.</p> <p><b>Resolved:</b> The Clerk would investigate the cost of dog bins and also whether dog bags can be put into mainstream bins.</p>	<p>JG/DW</p> <p>JG</p> <p>JG</p> <p>Clerk</p> <p>LL</p>
<p><b>10.0</b></p>	<p><b>Changes to School Bus Service</b></p> <p>The Chair explained the proposed changes to the school bus service which will mean that free transport will only be provided to the nearest school. It was felt this may affect the viability of Wellington school in the future, which was of concern to the Parish Council.</p> <p>Cllr Blackshaw, Cllr Langford and the Chair have met with Andy Hough Head of Education Development at the Council and are also due to meet Mr Losh Chair of the Governors. An update will be given in September.</p> <p>The Chair also reported on changes to the 492 service and timetables will be displayed when available.</p>	

<p><b>11.0</b></p>	<p><b>To Consider Community Hub Issues</b></p> <p><b>11.1 Update from Community Hub Management Group</b>  Cllr Wood updated the meeting about work that had taken place and equipment and fittings that had been purchased for the Parish Room and Community Library.</p> <p>A portable projector, wall mounted projection screen and printer have been purchased from the Awards for All Grant. It is intended to test the laptop currently owned by the Parish Council to see if it can be utilised.</p> <p>A fire extinguisher has been purchased for the Parish Room and a Fire Inspection has taken place.</p> <p>A meeting had been held with G P Thomas and Hook Mason on 28<sup>th</sup> July to identify snagging issues and Cllr Wood listed outstanding work which was still to be completed.</p> <p>The Opening Event had been a success and had been well covered by local radio and the Hereford Times. An article had also been placed in the Welcome Magazine.</p> <p><b>11.2 To Consider Shopkeeper's Request for Revised Opening Hours</b>  The shopkeeper had put in a request to increase Sunday opening hours until 4.00 pm. The hours of opening formed part of the planning approval and an application will be need to be made to amend this condition. Any costs would need to be covered by the shopkeeper.  <b>Resolved:</b> To notify the neighbours about the proposed change in opening hours and to seek clarification as to whether this would require a formal application.</p> <p><b>11.3 To Consider Grounds Maintenance Contract</b>  Cllr Wood has met with representatives from Country Homes and Gardens and a site visit will be arranged to agree the number and type of plants required. Cllr Wood confirmed that any landscaping would abide by the planning condition not to impede the flow of surface water over the car park (flood zone 3b).</p> <p>D C Gardening is currently mowing the grassed areas and have been asked to remove weeds in advance of planting taking place in September/October. Once the planting has been agreed and completed a programme of regular maintenance will be drawn up and the existing contract with DC Gardening will be extended to include this extra work.</p> <p>Cllr Wood stated that he has resigned his role as Building Manager as he felt he had not been able to fulfil the role as planned, but intended to complete the work as Project Manager, including working with the Garden Centre and Cllr Langford to agree the landscaping.</p> <p><b>11.4 Time Capsule</b>  There was no further update. The Clerk would follow up the order with the supplier.</p> <p><b>11.5 Memorial Benches</b>  The bench donated by the Palmer family was due for delivery in the coming week and it is the intention to order another one with the money donated by Bell Homes, to commemorate WW1. The inscription was discussed and Cllrs were asked to send suggestions to Cllr Crane.  <b>Resolved:</b> To order the plaque for the memorial tree at a cost of around £200.  <b>Resolved:</b> To order the second memorial bench, the inscription to include acknowledgment of the donation made by Bell Homes.</p> <p><b>11.6 Sandbag Storage</b>  It is proposed to erect a shelter at the rear of the building adjacent to the outdoor shop storage area in which sandbags can be safely stored in the dry and out of the light. A quotation has been received for £460.  <b>Resolved:</b> To commission the shelter in line with the quotation.</p>	<p><b>JG</b></p> <p><b>Clerk</b></p> <p><b>SC Clerk</b></p> <p><b>JG</b></p>
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**11.7 To consider any fees due**

<b>Cheque</b>	<b>Expenditure</b>	<b>Amount</b>
859	G P Thomas. Invoice 5034. Architects Certificate No 8. £18,188.33 + VAT	£21,826.00
865	Martyn Peters invoice. Structural advice (confirmed with Hook Mason) £120 + VAT	£144.00

**Resolved:** Payments approved

**12.0 Community Led Planning and Neighbourhood Planning****12.1 Update from CLP Working Group**

A meeting is taking place on 12<sup>th</sup> August to review the first draft of the report which will then be circulated to all Councillors in advance of the next PC meeting. At the September meeting the Parish Council will be asked to accept the report. It is proposed that the actions can be taken forward by groups of volunteers, by the PC in or by both as appropriate.

**12.2 Neighbourhood Planning****12.1 Update from NP Steering Group**

The call for Sites exercise has taken place and 4 locations have been put forward. These will be assessed against laid down criteria to decide if they should be put forward into the plan.

**12.2.2 Next Steps**

The NP Steering Group is meeting with Kirkwells, the Planning Consultant, on 13<sup>th</sup> August to review the draft plan and to agree the timing and format for consultation events.

**13.0 To Note the Information Sheet**

**Resolved:** The Information sheet was noted.

**14.0 To Raise Items for the next Scheduled Parish Council Meeting**

Clerk's remuneration

Policy to cover and damage caused to the new building

Appoint a new Building Manager

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

**Resolved:** The next Regular Meeting of the Parish Council will take place on Thursday 4<sup>th</sup> September 2014 at 7.30 pm.

The meeting closed at 9.35 pm

Signed ..... Date 4<sup>th</sup> September 2014

Chairman of Wellington Parish Council