

WELLINGTON PARISH COUNCIL

**Parish Council Meeting held at the Community Centre
at 7.30pm on Thursday 6th December 2012**

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
	<p>Present Parish Cllrs: Mr B Prince (Chair); Mrs J Gowan; Mrs L Langford; Mr G Porter; Mrs K Mayne; Mr D Wood</p> <p>Also in attendance: Ward Cllr Adrian Blackshaw, Mrs C Bucknell (Parish Clerk) and 13 members of the public.</p>	
1.0	<p>To Accept Apologies for Absence PC Neil James and CSO Dean Wall</p>	
2.0	<p>To Receive Declarations of Member's Interest Cllr Langford declared a non-pecuniary interest in item 7.1 (Land adjacent to Parsonage Farm). This was noted</p> <p>2.1 To consider requests for dispensations A dispensation was requested for Cllrs Prince, Gowan, Langford, Mayne, Porter and Wood in relation to setting the Parish Precept. Basis for the request: so many members of the Parish Council have discloseable pecuniary interests that without a dispensation the meeting would be inquorate. Period of Request: Until May 2015 Relevant Authority : Localism Act 2011 sections 33(1 and 2). Resolved: The dispensation was granted for the period up until May 2015</p>	
3.0	<p>To adopt the Minutes of Thursday 1st November 2012 Resolved: The Minutes were confirmed and signed by the Chair</p>	
4.0	<p>To Receive Brief Reports</p> <p>4.1 Herefordshire Council - Cllr Blackshaw: Cllr Blackshaw updated the Parish Council about his meeting with the Highways Agency (to be covered under item 8.1), Broadband and the Local Enterprise Partnership which had just appointed Sir Ben Gill as Chairman. Cllr Blackshaw confirmed that the contract for Hereford Futures was now signed with an estimated completion date of 2014 and also reporting that Herefordshire Council was committed to investing in the Buttermarket in order to make it the centre of the retail offer in Hereford City.</p> <p>4.2 Local Police Officers: A newsletter from PC Neil James, containing reported incidents and general updates had been circulated to all Cllrs.</p>	

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5.0	<p>Open Time</p> <p>The development adjacent to Parsonage Farm was brought up by one resident who requested that the planning application be opposed. The Parish Council clarified their position with regard to this development; it had approved the original application on the basis that it brought much needed housing to the area but when the layout of the development had been reconfigured the Parish Council, whilst still supporting the development, had shared the concerns of local residents and had responded accordingly.</p> <p>Resolved: Cllr Prince and Cllr Blackshaw would arrange to meet with Andrew Banks and Kevin Bishop to discuss the issue.</p> <p>Some potholes in Bridge Lane had been filled but the quality of the work was such that it hadn't improved the overall condition of the road surface.</p> <p>Resolved: Cllr Prince to request a walk about with Bruce Evans.</p>	BP BP																																				
6.0	<p>Financial Matters</p> <p>6.1 Bank balances: (23 November 2012) Treasurer's Account £2,465.05 and Business Instant Access (23 November 2012) £21,179.77.</p> <table border="1" data-bbox="272 931 1326 1081"> <thead> <tr> <th data-bbox="272 931 432 1081">Income since Nov meeting - £325.90</th> <th data-bbox="432 931 1158 1081"></th> <th data-bbox="1158 931 1326 1081"></th> </tr> </thead> <tbody> <tr> <td data-bbox="272 931 432 1003"></td> <td data-bbox="432 931 1158 1003">Interest</td> <td data-bbox="1158 931 1326 1003">£0.90</td> </tr> <tr> <td data-bbox="272 1003 432 1081"></td> <td data-bbox="432 1003 1158 1081">November rental from Wellington Delights</td> <td data-bbox="1158 1003 1326 1081">£325</td> </tr> </tbody> </table> <p>Resolved: report noted</p> <p>6.2 To agree payments made since the last meeting</p> <table border="1" data-bbox="272 1167 1326 1279"> <thead> <tr> <th data-bbox="272 1167 376 1279">Chq</th> <th data-bbox="376 1167 1158 1279">Expenditure</th> <th data-bbox="1158 1167 1326 1279">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 1167 376 1238">698</td> <td data-bbox="376 1167 1158 1238">Hook Mason (planning application for Community Hub)</td> <td data-bbox="1158 1167 1326 1238">£335.00</td> </tr> <tr> <td data-bbox="272 1238 376 1279">699</td> <td data-bbox="376 1238 1158 1279">C Bucknell (planning application for Community Hub)</td> <td data-bbox="1158 1238 1326 1279">£167.50</td> </tr> </tbody> </table> <p>Note: The payment to Herefordshire Council for the Community Hub Planning Application (£502.50) was agreed at the November meeting (agenda item 7.2) and paid by cheque 690. Subsequently this figure had to be paid in two amounts. Cheque 690 has been cancelled.</p> <p>Resolved: Payment approved</p> <p>6.3 Payment of outstanding invoices</p> <table border="1" data-bbox="272 1529 1326 1675"> <thead> <tr> <th data-bbox="272 1529 376 1675">Chq</th> <th data-bbox="376 1529 1158 1675">Expenditure</th> <th data-bbox="1158 1529 1326 1675">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 1529 376 1601">700</td> <td data-bbox="376 1529 1158 1601">D C Gardening (September to October) – invoice 319</td> <td data-bbox="1158 1529 1326 1601">£342.00</td> </tr> <tr> <td data-bbox="272 1601 376 1675">701</td> <td data-bbox="376 1601 1158 1675">Derby & Carr (Quantity Surveyor) – invoice 840/01/773 (£675+ VAT) – agreed PC meeting September 12 item 10.3</td> <td data-bbox="1158 1601 1326 1675">£810.00</td> </tr> </tbody> </table> <table border="1" data-bbox="272 1715 1326 1899"> <thead> <tr> <th data-bbox="272 1715 376 1899">Chq</th> <th data-bbox="376 1715 1158 1899">Expenditure</th> <th data-bbox="1158 1715 1326 1899">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 1715 376 1827">702</td> <td data-bbox="376 1715 1158 1827">HALC Training (Cllr Gowan Community Assets) – invoice 2380 (£25 + VAT)</td> <td data-bbox="1158 1715 1326 1827">£30.00</td> </tr> <tr> <td data-bbox="272 1827 376 1899">703</td> <td data-bbox="376 1827 1158 1899">Cllr J Gowan – refreshments for Community Consultation Meeting</td> <td data-bbox="1158 1827 1326 1899">£12.37</td> </tr> </tbody> </table> <p>Resolved: Payments for DC Gardening, Derby and Carr and Cllr Gowan approved. The payment for HALC was not approved on the basis that the training was not of an</p>	Income since Nov meeting - £325.90				Interest	£0.90		November rental from Wellington Delights	£325	Chq	Expenditure	Amount	698	Hook Mason (planning application for Community Hub)	£335.00	699	C Bucknell (planning application for Community Hub)	£167.50	Chq	Expenditure	Amount	700	D C Gardening (September to October) – invoice 319	£342.00	701	Derby & Carr (Quantity Surveyor) – invoice 840/01/773 (£675+ VAT) – agreed PC meeting September 12 item 10.3	£810.00	Chq	Expenditure	Amount	702	HALC Training (Cllr Gowan Community Assets) – invoice 2380 (£25 + VAT)	£30.00	703	Cllr J Gowan – refreshments for Community Consultation Meeting	£12.37	
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8.0	addressed as part of agenda item 10.3.	
	<u>N123122/K</u> Tree works at Dursley Cottage, Wellington	
	This had been referred to Jenny Guille, Tree Warden, who had no issue with the application.	
	<u>N122254/F</u> Land Adjacent to Parsonage Farm (amended submission)	
	Resolved: Cllr Prince and Cllr Blackshaw would arrange to meet with Andrew Banks and Kevin Bishop to discuss the issue (See also agenda item 5).	BP
	<u>N123259/M</u> Wellington Quarry, Marden Lane	
	Resolved: to support the application	CB
	7.2 To Note any Decisions/Notifications Received	
	<u>N122357/FH</u> Causeway House, Wellington – approved with conditions	
	7.3 Section 106 and Affordable Housing	
Resolved: The Chairman would discuss Section 106 with Andrew Banks . Affordable Housing would remain on the agenda.		
8.0 To Consider Highways Issues		
8.1 A49 Issues		
A meeting with the Highways Agency (HA) had taken place on 30 th November to discuss concerns regarding the A49. A further meeting would be arranged for February 2013 where proposals for the A49 would be put to the HA.	BP	
8.2 To Receive other Highways Issues		
8.2.1 Lengthsman Update		
Report on the work the Lengthsman had currently carried out was included in the December Information Sheet. Currently £1,560 of grant remained (the work on the 30 mph signs still to be completed and invoiced). Work on the bus shelter would need to be paid outside of the grant as the A49 was out of scope for the Lengthsman Scheme.		
8.2.2 Storage of Sandbags		
Resolved: Cllr Porter to follow up with Mr Makin	GP	
8.2.3 Saltbins		
New salt bins were required at Doctors Corner, the turning for Canon Pyon, the turning for Auberrow and Auberrow Cross Roads (4 in total).		
Resolved: these would be requested from Herefordshire Council	CB	
8.2.4 Consultation on Tourist Signs		
Herefordshire Council had issued a consultation on their Tourism and Temporary Event Signage Policy.		
Resolved: Cllr Gowan to complete response and return to Clerk for submission	JG	
9.0 Community Resilience and Emergency Planning		
The next step in the process is to develop a Community Resilience Team and to identify the skills that local people could bring in the event of an emergency in or around Wellington. A wide range of services would be needed - medical, catering, counselling, listening, linguistic skills etc. It was stressed that all information would be handled confidentially and professionally.		

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10.0	<p>Resolved: Cllr Mayne to develop a template which will help to populate the skills list</p> <p>Resolved: Cllr Gowan to put a short piece in the Welcome magazine explaining what the process was and how local people could engage with it</p> <p>To Consider Village Shop Issues</p> <p>10.1 Report on Progress from Working Group The Working Group had not met since the November meeting.</p> <p>10.2 Consultation Consultation has continued with the whole village being invited to an open sessions on : 22 October, 12 November and 1 December 2012. All open sessions were held across a number of hours to enable as many people to attend as possible. Parish Councillors were present to explain the plans and answer questions. For those unable to attend the open sessions, the plans have been placed in the Parish Room in Wellington Delights together with a box into which parishioners are encouraged to make their comments.</p> <p>10.3 Planning Application The planning application is now on the Herefordshire Council website with the consultation period running until 2nd January 2013 with a target determination date of 9th January 2013. Posters encouraging parishioners to view and comment on the plans have been put up around the village.</p> <p>10.4 To consider professional fees due The only professional fee due is the Derby and Carr payment of £810 approved under agenda item 6.3. It was reinforced that this project was taking place under the Power of Wellbeing.</p> <p>10.5 Update on grant funding applications The Clerk updated the meeting on grant funding applications. To date none had been successful but now that planning permission had been applied for there would be other funding streams which could be considered.</p>	<p>KM</p> <p>JG</p>
11.00	<p>Report on Footpaths</p> <p>The footpath that leads from the bridge in Bridge Lane, along the unguarded edge of the brook with a steep drop, is overgrown and narrow. 1 stile had been cordoned off and the kissing gate is not working.</p> <p>Resolved: Cllrs Prince and Porter would look at it and determine any action needed</p>	<p>BP/GP</p>
12.00	<p>Wellington Website Update</p> <p>12.1 PCC There has been a lot of material added to the website – much of it to do with the election of the Police & Crime Commissioner elections – helping to ensure that local residents were kept up to date.</p>	

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	<p>12.2 Updates The Community Association have finalised their page and many of the partner organisation pages have been updated. The Community Police Rural Newsletter has been added to the News Page. There has been progress on the Herefordshire Broadband project – it has been announced that BT has been chosen as the preferred bidder to provide high speed fibre broadband across Herefordshire and Gloucestershire. The roll out of the new network will be completed by the end of 2016.</p> <p>12.3 Planning There is already a link to the Herefordshire Council website planning portal which shows all planning applications made each week for the whole of Herefordshire. The Parish Clerk is informed of every planning application that relates to Wellington and it is intended to put details of these applications on the website very shortly so that local residents can view the details online.</p> <p>12.4 Communication with residents The website has been well publicised, and is being well used. This week the website had 148 visits from 59 unique visitors, 25% of which were new visitors. Many residents have looked at the site and used the contact form to make comments. A suggestion had been received from a parishioner about creating a list of email addresses and emailing news to interested residents. It was felt that there is already a range of communication mechanisms being used, including the website, Welcome magazine, fliers and posters so it is not planned to implement this, but communication will be kept under review as it is important that information is accessible to all residents.</p>	
13.0	<p>Community Led Planning and Neighbourhood Planning Following the November Parish Council meeting a flier was circulated to 360 homes outlining what Community Led Planning involved and asking residents to indicate whether they would be interested in (a) attending an open meeting and (b) becoming part of the Steering Group. In all 38 positive responses were received with 6/7 residents expressing an interest in joining the Steering Group. The next stage was to call an Open Meeting where Lynda Wilcox would talk to residents about Community led Planning and how they could get involved. In another parish this session had been linked with an Information Session encouraging local people to get involved with their Parish Council and, where appropriate, considering putting themselves forward for election or co-option. This had worked well with a whole parish mailing being funded through HALC's Democracy First project. Resolved: It was felt that to deliver the two sessions in one evening may be a disincentive to people. It was agreed to contact the 38 households who had expressed an interest and to arrange the CLP Open evening for January, letting people know via posters and fliers.</p>	CB/JG
14.0	<p>To Note the Information Sheet Resolved: The Information sheet, which had been circulated to all Parish Councillors prior to the meeting, was noted.</p>	

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
15.0	<p>To Raise Items for the next Scheduled Parish Council Meeting None were raised</p>	
16.0	<p>To Note the Date and Time of next regular Parish Council Meeting Resolved: The next regular Parish Council Meeting is scheduled for Thursday 7th February 2013 at 7.30 pm</p> <p>The meeting closed at 9.30 pm</p> <p>Signed Date 7th February 2013 Chairman of Wellington Parish Council</p> <p><i>The Council passed a Resolution to exclude Members of the Public for Agenda Item 17 and 18 due to the Confidential Nature</i></p>	
17.0	<p>To consider Personnel Matters relating to the Clerk</p> <p>Resolved: It was agreed to pay an honorarium to the Clerk to reflect the additional work that she had undertaken in 2012.</p> <p>Resolved: It was agreed to increase the hours for the Clerk to 8 per week with effect from 1st April 2013</p> <p>Resolved: That the rate of pay for the Clerk should be increased by one spinal column point with effect from 1st April 2013, as outlined in her contract of employment</p>	
18.0	<p>To consider Cemetery contract for 2013</p> <p>Resolved: It was agreed, in line with the Financial Regulations, to go out on a single tender for 2013/15.</p>	