

WELLINGTON PARISH COUNCIL

Parish Council Meeting held at the Community Centre
at 7.30pm on Thursday 5th December 2013

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
	<p>Present Parish Cllrs: Mrs J Gowan (Chair); Mr S Crane, Mrs L Langford; Mr J Morrison, Mrs J Shoemsmith, Mr D Wood</p> <p>Also in attendance: Ward Cllr Adrian Blackshaw, Mr Paul Leopold (West Mercia Neighbourhood Watch), Mr G Vaughan and Mr A Drew (Canon Pyon PC), Mr Martin Field (Parish Clerk for Ashperton, Bishop's Frome & Fromes Hill, Ocle Pychard Group and Stretton Grandison Group PC), PC Neil James, PCSO Dean Wall and 23 members of the public.</p> <p>1.0 To Accept Apologies for Absence Mrs Chris Bucknell (Parish Clerk)</p> <p>2.0 To Receive Declarations of Interest</p> <p>2.1 To Consider Requests for Dispensations</p> <p>A dispensation to cover Councillors Gowan, Langford and Wood in relation to setting the Parish Precept was agreed in December 2012 and is effective until May 2015. A new dispensation to cover Cllrs Crane, Morrison and Shoemsmith is requested for agenda item 6.5 on the basis that all members of the Parish Council have discloseable pecuniary interests and it would not be in the public interest to discuss this agenda item without the full council being able to participate. Period of Request: Until May 2015 Relevant Authority: Localism Act 2011 sections 33(1 and 2). Resolved: That Cllrs Morrison, Crane and Shoemsmith are granted a dispensation until May 2015</p> <p>3.0 To adopt the Minutes of the regular meeting of the Parish Council held on Thursday 7th November 2013 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 A Blackshaw</p> <p>4.1.1 Herefordshire Council Statutory Obligations Cllr Blackshaw advised the meeting that he has asked each directorate to provide a list of their priority services and that this would be available imminently to be put onto the Parish website and forwarded to the parishioner making the request.</p> <p>4.1.2 Neighbourhood Watch Cllr Blackshaw, in introducing Paul Leopold, Chairman of the West Mercia Neighbourhood Watch Forum, emphasised the importance of Localism and</p>	

Neighbourhood Watch.

Mr Leopold gave a brief overview of Neighbourhood Watch and its effectiveness and also the use of Smartwater product marking technology. He provided leaflets and stickers and explained the current email system of notification of crimes within the area which has made the work of the main coordinator in an area much easier.

Martin Field is trying to establish a Herefordshire Neighbourhood Watch Forum.

4.2 Local Police Officers:

The November newsletter, containing reported incidents and general updates, had been circulated to all Cllrs and posted on the website. PC James advised the meeting that there had been only one reported crime in Wellington Parish in November – a theft of a battery from a tractor left in a field overnight. He reiterated Mr Leopold's comments on the effectiveness of Neighbourhood Watch. Cllr Blackshaw asked the Council if a main coordinator for Neighbourhood Watch had come forward; this matter to be considered further by the Council and raised at future meetings.

5.0 Open Time

- One resident enquired whether the opening hours of the current shop had changed and was advised that as far as the PC was aware the same hours were being maintained as had been for the last 12/18 months. The Chair reminded the public present that the council was aware of its planning obligations as regards opening hours once the new premises are open.
- A resident questioned the potential for planning applications not to receive due diligence due to applications submitted in the run up to the end of the year. Cllr Blackshaw responded by advising that there is nothing to suggest that this happens and that all parties are fully in the loop as regards applications.

6.0 Financial Matters

Bank balances: Treasurer's Account (as at 22/11/13) £104,374.37 and Business Instant Access (as at 21/06/13) £13,404.87. Cheques to the value of £411.39 still have to be presented. Standing orders for Stocks Barn (£50 per week for the period December 2014 until July 2014) and for Chapel Field Rental (2014 onwards) have been set up as agreed at the November 2013 meeting.

Internet banking to allow more efficient administration of the account has now been approved by Lloyds Bank. The Local Audit and Accountability Bill is moving towards its third reading in Parliament and if adopted this will remove the necessity to have 2 signatories on cheques and will allow bank transfers where appropriate (although there will still be a need for appropriate processes and controls).

Income since November meeting - £101,076.43	Public Works Loan Board - £100,000 less £35 admin fee	£99,965.00
	October rental from Wellington Delights	£433.00
	Interest November	£0.61
	PCC Contribution towards mowing of churchyard (50% of total cost less 5% PC contribution)	£677.82

Resolved: Report noted

6.2 Payments made since the last meeting

Cheque	Expenditure	Amount
777	Rent for Chapel Field Invoice 23/10/13 – 22/10/14. As agreed at November 2013 meeting Item 13.5.1	£360.00
778	Void	
779	GP Thomas. Invoice 4908. Certificate number 1 £16,570 + VAT. As agreed at November 2013 meeting Item 13.5	£19,884.51
780	Beaumonts Solicitors. Invoice RC2013/72 Chapel Fields lease. £650 + VAT. As agreed at November 2013 meeting Item 13.5	£780.00
781	Beaumonts Solicitors. Additional Woodland Davies costs (against invoice 2013.1273). As agreed at November 2013 meeting Item 13.5	£11.00
782	Beaumonts Solicitors. Land Registry Fees. No invoice – paid against completion statement. As agreed at November 2013 meeting Item 13.5	£40.00

Resolved: Payments approved

6.3 To agree payment of outstanding invoices

Cheque	Expenditure	Amount
783	Deaf Direct. Photocopying of 900 Neighbourhood Planning Information sheets. To be put against PC contribution to CLP Grant.	£81.00
784	Jennifer Jarrett. Printing and envelopes for CLP Questionnaire. To come out of CLP grant.	£497.14
785	Deaf Direct, Photocopying of 7 Standing Orders	£9.45

Resolved: Payments approved

6.4 To Consider HALC Membership for 2014/15

HALC has informed the Parish Council that in the absence of any external funding it has been forced to increase its subscription rates. The rates for 2014/15 will be £130 flat fee plus 31p for each elector. This gives membership of HALC and NALC and in the case of Wellington would result in a subscription of around £375 (+ VAT) against the 2012/13 rate of £299.03, an increase of around £76 (exact figure to be confirmed once invoice is received).

Resolved: To renew membership for 2014/15

Resolved: To assess HALC's performance and reconsider for 2015/16

6.5 To consider budget and precept for 2014/15

Cllr Langford had circulated the budget breakdown prior to the meeting and had addressed councillor's individual queries. She explained that with judicious accounting the precept would not need to rise for the coming year and asked that the budget be approved as submitted.

The Chair added that it had been a difficult balancing exercise and that there was no spare money available to fund additional services. Whilst the shop project will not have any increased effect on the precept in future it is more than likely that the precept will need to rise in 2015/16 in order to meet the Parish Council's running costs which are escalating.

Clerk

<p>7.0</p> <p>8.0</p>	<p>Resolved: To approve the budget as submitted and authorise the Clerk to submit it to Herefordshire Council in good time.</p> <p>Standing Orders A hard copy of the amended Standing Orders, as approved at the November meeting, was available for each councillor and a signature to acknowledge receipt was obtained.</p> <p>To Consider Planning Matters</p> <p>8.1 To consider any planning applications</p> <table border="1" data-bbox="268 544 1331 1592"> <thead> <tr> <th data-bbox="268 544 424 622">Ref Number</th> <th data-bbox="424 544 1331 622">Application (PC comments in italics)</th> </tr> </thead> <tbody> <tr> <td data-bbox="268 622 424 689">132853/L</td> <td data-bbox="424 622 1331 689">4 Wellington Court Barns, Wellington. Proposed log burner with external flue. <i>No objections</i></td> </tr> <tr> <td data-bbox="268 689 424 909">132990/FH</td> <td data-bbox="424 689 1331 909">Brick Cottage, Auberrow. 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As agreed at the November Parish Council meeting the Chair would be attending and speaking to represent the Parish Council’s views.</p>	Ref Number	Application (PC comments in italics)	132853/L	4 Wellington Court Barns, Wellington. Proposed log burner with external flue. <i>No objections</i>	132990/FH	Brick Cottage, Auberrow. Demolish garage and build a two storey extension. <i>No objections provided that the boundary of the property is not breached (as the extension comes very close to it), that the adjacent public footpaths remain fully open and are not obstructed by scaffolding and if damaged underfoot due to the building work are returned to appropriate standard.</i>	133020/FH	Tamarisk House, Bridge Lane, Wellington. Proposed two storey extension. <i>No objections. It was noted that the immediate neighbour to the north was making his own comments on access at the side of the property.</i>	133148/FH	South Winds Dinmore. 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8.2 To Note any Decisions/Notifications Received		
Reference Number	Application	Determination
132464/F	Unit C Moreton Business Park. Removal of condition 4 of planning permission DMS/102977/F (New light industrial Unit).	Approved with conditions
132887/K	Tree works – Stock House, Wellington. Remove dead Pear tree and replace with new one, remove 3 Leylandii as tree roots are causing damage and replace with shrubs	Awaiting Decision
132813/K	Tree works – Oakdale, Wellington. Fell 2 silver birch trees, 2 Leylandii and 1 spruce.	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.
131969/0	Land adjacent to Barberry House, The Row, Wellington. Erection of 2 x 4 bedroom houses and 1 x 2 bedroom bungalow with associated landscape works.	Awaiting decision.

8.4 Section 106 and Affordable Housing
The Chair reported that Bell Homes has now paid full funds over to Herefordshire Council and that payment of around £15,000 to the Parish Council was expected soon. This is the first time that 106 funds has come directly into the Parish and is as a result of persistence on behalf of the Parish Council.

The housing association rental properties at Parsonage Farm are now being advertised and let in accordance with Home Point regulations. Advertisements have been placed on notice boards and on the website

9.0 To Consider Highways Issues

9.1 A49 Issues
No minutes of the meeting attended by Parish Councillors, Ward Councillors, Herefordshire Council and the Highways Agency on 23rd October have yet been received nor any advice of action. The Chair would continue to follow this up.

The Chair reported on a presentation by Balfour Beatty : £2billion is required to be spent on Herefordshire Roads with only £20m available in the next two years. Balfour Beatty has confirmed it is initially concentrating on Unclassified and C roads with a 100% inspection promised before the end of the year. Additionally 9 or 10 dedicated locality stewards will be appointed providing Wellington with a direct contact in this area.

Members of the public were urged to continue to report defects via the streets@ email, the dedicated number 01432 261800 or via the HC website map.

9.2 To Receive other Highways Issues

9.2.1 Lengthsman Update and work to be carried out
Currently £1,181 of Lengthsman grant remained, although it was noted that some invoices were still outstanding. Some of this would be used on identified footpath

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	<p>work but Councillors and members of the community were encouraged to report any work for the Lengthsman.</p> <p>Cllr Wood thanked Cllr Crane and the Lengthsman for their efforts and reported additional defects on WG25 and WG1. Cllr Crane is dealing with WG25 which is the responsibility of a home owner and will look at WG1</p> <p>9.2.2 To Consider Signs at Auberrow The Chair reported that speed measuring devices had been in place in three locations on the Auberrow Road and that data was now available, which would be explained in detail at the February meeting. Herefordshire Council are also undertaking installation of a sign warning of people with disabilities and a right turn sign when approaching Auberrow Common from the cross roads.</p> <p>Costs had been received for two signs 'Auberrow please drive carefully' – it was felt that some 'self-help' would be in order given the level of input received from the Traffic Engineering Department and it was confirmed that funds are available from the current year's budget. Resolved: it was agreed to commission two signs at a cost of £500.</p> <p>9.2.3 Compilation of outstanding defects list for Balfour Beatty The Clerk is to compile a new list of defects from photographs supplied and submit to Balfour Beatty before the end of the year.</p> <p>A member of the public reported an overgrown pavement on the A49 in the Wellington Marsh area: Cllr Shoesmith to identify the precise location and the Clerk to report.</p>	<p>SC</p> <p>Clerk</p> <p>JS/Clerk</p>
<p>10.0</p>	<p>Report on Footpaths</p> <p>10.1 Causeway Cllr Crane advised that he is still conducting investigation and research into the possibility of opening The Causeway and will report further in February.</p> <p>10.2 Update on Footpath Maintenance Cllr Crane reported on the work he has done during the month including the fact that WG34 is now clear and walkable. It is his intention to use redundant sand bags to help dry up excessively muddy areas and also has way markers, signposts and gates on order for installation as soon as possible. Bell Homes has agreed to assist with some work. Cllr Wood reported on a meeting with Bell Homes regarding complaints of mud on the Auberrow Road and a large 'pool' of mud at the entrance to the site. The site foreman was extremely cooperative and confirmed the road and drains will be cleaned. Soak aways are now installed on site which will benefit the situation.</p> <p>The Chair thanked Cllr Crane for his efforts commenting to the public present that it is excellent to have such a committed footpaths officer.</p>	<p>SC</p>
<p>11.0</p>	<p>To Consider Community Hub Issues</p> <p>11.1 Report on Progress from Working Group Cllr Wood reported that the work on the Community Hub is progressing very well. Weekly site meetings are held with the architect, building site manager and Cllr Wood, with the full Working Group meeting with the Architect and Building Manger on a monthly basis. Recommendations from these meetings are brought to the full Parish</p>	

Council for discussion and agreement.

11.2 Lease for Stocks Barn

Mr Makin agreed to a six month extension whilst attending the PC meeting on 3rd October and subsequently agreed to a further two months to give some flexibility after the building is finished. The standing order for the rent has been extended to reflect this.

11.3 Public Works Loan Board Application

Cllr Langford explained that given the fact there is no January meeting it is difficult to estimate the exact level of draw down required against the loan to meet both January and February payments.

Resolved: It was agreed that authority be given to draw down up to the maximum amount of the loan as required without further reference.

11.4 Awards for All Funding

11.4.1 To Consider process for purchase of fixtures and fittings

£8,750 of Awards for All funding had been obtained for the Community Hub to support the equipping of the Parish Room and a contribution towards the outside areas of the building.

Resolved: It was agreed that responsibility for the specification and purchase of equipment, fixtures and fittings be devolved to the Shop Working Group.

11.5 Time Capsule

Cllr Crane suggested that the Parish Council might consider a time capsule as part of the shop construction.

Resolved: Cllr Crane to investigate the costs of this and also explore involvement from Wellington School and the History Society.

11.6 To consider any fees due

Cheque	Expenditure	Amount
786	G P Thomas Invoice 4924. Certificate No 2. £21,802.98 + VAT	£26,163.58
787	Hook Mason Invoice C10823. 20% of Staged Fee of £3,600. £720 + VAT)	£864.00

Resolved: Payments approved

Hook Mason have produced an A2 size notice explaining what is being built, with plans showing the front and side elevations as well as logos of our partners. Cllr Wood requested that this be laminated and put up on the Community Hub site at a cost of £12 (inc VAT).

Resolved: This expenditure was approved.

Authority was requested to make a January payment to G P Thomas up to the maximum on their valuation forecast for the build - that is up to a total before 5% retention of £58,000 (excl VAT) less payments to date.

Resolved: Authority was approved to make the January payment to GP Thomas once a VAT invoice was received.

SC

Clerk

<p>12.0</p>	<p>Community Led Planning and Neighbourhood Planning</p> <p>12.1 Update from Working Group The CLP questionnaires have been distributed to every household in the Parish and many collected back, with collection continuing over the coming weeks. Thanks were given to the Steering Group and to the volunteers who had undertaken this considerable task. The answers will be analysed by an external agency, ready for a report to be written in the New Year. An audit trail will be put in place for when the envelopes are opened so that everything is done in accordance with procedure. The Parish Council will not see the returned questionnaires which the Steering Group will keep confidential.</p> <p>12.2 Neighbourhood Planning As agreed, an information sheet was included with the CLP questionnaires together with a question related to whether the residents of Wellington wished to proceed with a Neighbourhood Development Plan. If this produces a yes vote, as agreed at the November PC meeting, the PC will register formally register an interest in Neighbourhood Planning, which will result in notices being put up around the village. A full update will be given at the February meeting.</p>	
<p>13.0</p>	<p>WW1 Centenary Commemoration With modest funding built into the budget, Councillors had been asked to present ideas for a commemoration of WW1. The following had been suggested</p> <ul style="list-style-type: none"> • Cllr Gowan suggested a small oak tree (6-8cm dia) and a plaque which together come to under £200. • Cllr Wood suggested that an ideal location for a tree would be on the 'green triangle' which is owned by the Parish Council. • Cllr Shoemith suggested the creation of a 'pocket park' by obtaining a small piece of land from a landowner. The Causeway was suggested but may not have progressed sufficiently by that time. <p>Resolved: These suggestions to continue to be investigated with an update at the February meeting.</p>	<p>Clerk</p>
<p>14.0</p>	<p>Feral Doves Cllr Morrison outlined the lengths and expense that he personally has had to go to, in order to rid his property of this pest and explained that the problem is quite far reaching in some parts of the village affecting a number of residents. He asked the Parish Council to investigate what can be done. The Chair explained that limited research shows that culling is not a legal option until all deterrent means have been tried and proven to have failed. Resolved: The Clerk to contact Herefordshire Council's Pest Control department for advice.</p>	<p>SC/DW /Clerk</p>
<p>15.0</p>	<p>Facebook and Twitter Cllrs Crane and Wood had attended a seminar on using Facebook and Twitter effectively for organisations such as the Parish Council. Both are enthusiastic about the opportunities presented by these as a means of communication and will prepare a proposal/pilot. The Chair, on behalf of the Clerk, confirmed that the Clerk would be prepared to support and monitor such activity provided content was supplied.</p>	

	<p>The Chair expressed concerns regarding controls especially as regards Twitter and this will need to be taken into account. Resolved: The matter to be investigated further and brought to the February meeting.</p> <p>16.0 Defibrillator This item was deferred to the February meeting.</p> <p>17.0 To Note the Information Sheet Resolved: The Information sheet was noted.</p> <p>18.0 To Raise Items for the next Scheduled Parish Council Meeting Registering Parish Assets;</p> <p>19.0 To Note the Date and Time of the next regular Parish Council Meeting Resolved: The next regular Parish Council Meeting will take place on Thursday 6th February 2014 The meeting closed at 9.45 pm</p> <p>Signed Date 6th February 2014 Chairman of Wellington Parish Council</p>	
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