

WELLINGTON PARISH COUNCIL

Regular Meeting of the Parish Council held at the Community Centre
at 7.30pm on Thursday 1st December 2016

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
	<p>Present Parish Cllrs: Mrs L Langford (Chair), Mr A Campbell, Mr S Crane, Mr B Prince, Mr D Wood Also in attendance: Ward Cllr Pauline Crockett, Mrs Chris Bucknell (Parish Clerk) and 12 members of the public.</p> <p>The Chair welcomed Tony Campbell as a new Parish Councillor, confirming that he had signed his Declaration of Acceptance of Office on 28th November 2016.</p> <p>1.0 To Accept Apologies for Absence – None</p> <p>2.0 To Receive Declarations of Interest - None 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 November 2016 Resolved: The Minutes were confirmed and signed by the Chair</p> <p>4.0 To Receive Brief Reports from 4.1 Ward Cllr Pauline Crockett Cllr Crockett gave a brief report:</p> <ul style="list-style-type: none"> • Cabinet have approved the decision for Herefordshire Council to become a non-constituent member of the WM Combined Authority, who are working together to move power from Whitehall to the West Midlands, giving a wider range of collaborative opportunities than is currently available to local authorities acting on their own. This would cost £25k per year but would give Herefordshire access to a range of regional funding opportunities and the resources to work closer together. • There were now a total of 16 Neighbourhood Development Plans in force. Hope under Dinmore had withdrawn their plan and Burghill was currently undertaking Regulation 14. • Cabinet had voted to accept the budget proposals and there were no budget issues this financial year. • Jo Davidson, Director of Children’s Wellbeing had done an excellent job and was due to leave the council at the end of March 2017. • There will be 30 Syrian refugees welcomed into Hereford and 30 in Ledbury. Consideration was given to 25 asylum seeking children but it was decided these would be better served out of county. • Consultation is currently taking place on the introduction of on-street parking charges. <p>5.0 Communications 5.1 High Speed Broadband Cllr Wood, as requested at the last Parish Council meeting, had written a short article for the Welcome Magazine about whether parishioners needed high speed broadband. He reported that he had received more complaints from individuals but there was no further progress to report. It was agreed to remove High Speed Broadband as a standing agenda item but to keep it under</p>	

review and to bring it back onto the agenda if there was anything to report. Cllr Wood was thanked for all his hard work as Broadband Champion.

5.2 Wellington Primary School

Cllr Crockett reported that this was still ongoing. An email from Marie Thomas, Headteacher, had been sent to Andy Hough (Herefordshire Council) expressing concern and saying that the current state of the boiler was putting pupils at risk. This had been supported by an email from the Parish Council. However, Cllr Crockett had received a response from Andy Hough saying that this had been discussed internally and the current decision still stood; that there was only a need to repair faults rather than to replace the boiler. An independent inspection with property services and representatives from the school was being arranged to agree the next steps.

6.0 Open Time

Cllr Prince said he was disappointed in Herefordshire Council's approach to parking on Remembrance Sunday when parking attendance were out in force in local car parks, saying that Bromyard had waived parking fees for the day.

Two residents living in Watermill (numbers 3 and 4) said they had issues with their windows which were letting in water and cold air, costing them in the region of £50/60 per week in electricity. This had been reported to Kemble Housing whose response, they said, was that it would not affect their quality of life and that they didn't need to see through the windows. Other properties in Watermill were also affected and there were young children living in the properties which were suffering from mould due to the damp environment. Cllr Langford said there was a ruling coming in about rented properties requiring an Energy Performance Certificate of E rating or above and said she would contact Hayley Crane, Housing Development Officer to get advice on the best approach to take.

7.0 Financial Matters

7.1 Bank balances: Treasurer's Account £34,268.90 Business Instant Access £58,408.42.

Income since November meeting – £1,376.40	Wellington Delights November rent	£650.00
	Herefordshire Council Lengthsman and P3 Grant Q1 and Q2	£724.00
	November Interest	£2.40

Payments Awaited: VAT claim 01/04/16 – 30/09/16 - £606.52
Invoice 004/16 (Robert Ruck for 50% of cost of electrical work) - £190.00

7.2 To Agree Payments made since last meeting

Payment	Expenditure	Amount
BACS	Arbortech – invoice dated 12/6/16 for providing report on Ash Tree for CLP Group. To be reclaimed from grant funding	£75.00
BACS	SLCC invoice 121426. Clerk's Attendance at Professional Development Workshop £69 + VAT	£82.80
BACS	Bishop & Smith. Invoice 4901. Community noticeboard. £836 + VAT	£1,003.20

Resolved: Payments Approved

7.3. To agree payment of outstanding invoices

Payment	Expenditure	Amount
BACS	Jane McNeill Invoice 20. Cleaning of Parish Room November	£50.00
BACS	Viking invoice Q29-5083 Paper towels for Community Hub. £19.80 + VAT	£27.70

Resolved: Payments Approved

Resolved: To give authorisation to the Clerk to pay any invoices for regular or approved work in January 2017 (when there was no meeting).

7.4 To Consider Proposals from D C Gardening 2017 and 2018

Proposals were circulated to Councillors in advance of the meeting. The Bus Stop and the Cemetery costs remained the same as 2015/2016 - **£25 per cut** and **£1,550** for the period March – November (14 cuts) respectively.

D C Gardening are proposing some changes to the specification to the Community Hub proposal based on the experience of the past 2 years.

- Mowing/strimming of grassed areas based on 1 visit every fortnight from end March and during the months of April, August, September, October with 1 visit to finish off in early November (weather permitting) = **£30.00 plus VAT per cut**
- It is suggested that due to exceptional grass growth during the growing season based on 1 visit every week during the months of May, June and July = **£25.00 plus VAT per cut**
- Routine Maintenance for the above works to include supply of any chemicals required based on the above works being carried out during the mowing visits between March and October = **£60.00 plus VAT per month**
- Routine Maintenance for the above works during the winter months of November, December, January, February and March = **£60.00 plus VAT per month**

These proposals did not include the Community Orchard and Wildflower area by the Brook which would be contracted separately.

Resolved: To offer the contract for the Bus Stop, Cemetery and Community Hub to D C Gardening based on the above specifications and quotation.

7.5 To Consider Proposal for Community Defibrillator

An application had been put in to the British Heart Foundation for a Community Defibrillator. The result was not yet known. If this application were to be successful the cost of installation would need to be considered and the Parish Council was asked to authorise the expenditure of fixing the equipment to the wall of the Community Hub and connecting to the power supply which was already in place.

Resolved: Expenditure authorised

7.6 To Consider Lengthsman and P3 Grant Application

The Clerk recapped on discussions which had taken place at the November meeting. The grant for Lengthsman had reduced to £30 per Km (from £120 per km) and would finish altogether after 2017/18. The P3 grant remained at £50 per Km and would run an additional year, finishing in 2018/19. There is a mandatory requirement for £60 match funding (per km) for Lengthsman and £15 (per km) for P3. If the full level of grant were applied for this would result in the following position for 2017/18.

Grant entitlement	Parish length - Km	Max grant available		Parish Contribution	
Lengthsman – U & C roads	13.9 Km	@£30/km	£ 417.00	@£60/km	£834.00 (200%)
P3 – PROW	15.9 Km	@£50/km	£795.00	@£15/km	£238.50 (30%)
TOTAL			£1,212.00		£1,072.50

Resolved: To apply for the full level of Lengthsman and P3 Grant for 2017/18.

Clerk

Clerk

8.0	<p>7.7 To Agree 2017/18 Budget and Precept Proposals</p> <p>The budget was discussed at the November meeting and Councillors were asked to consider the proposals with the aim of agreeing the budget and precept at the December meeting. There were no further comments.</p> <p>Resolved: To approve the 2017/18 budget as presented with the accompanying notes outlined in the November minutes with the Precept remaining at £21,500.</p>		Clerk																						
	<p>To Consider Planning Matters</p>			Clerk																					
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	<p>Resolved: To submit comments to Herefordshire Council in line with the recommendation</p> <p>The Parish Council expressed thanks to Jenny Guille for all her hard work over the years and the Clerk was asked to send her a note from the Parish Council expressing their thanks and gratitude.</p>		Clerk																						
	<p>8.2: To Note any Decisions/Notifications Received</p>																								
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<p>8.3: Other Planning Issues</p>																									
<p>163546 – Wellington Community Centre planning application discussed at the November meeting had been submitted and was currently out for consultation.</p>																									
<p>Wellington Cemetery Extension – Jenni Gowan reported that the land had been given to the PCC by the Williams family and planning permission would be sought for change of use from agricultural land to burial land. As the additional land would not be needed for burials in the immediate future a Community Orchard was being considered for the majority of the area. The Parish Council was supportive of this proposal and indicated that it would be happy to be involved in the planning application when it was submitted.</p>																									
<p>Section 106 Monies – The Chair reported that there was in the region of £47k Section 106 monies which was earmarked for transport/highway improvements within the Parish, asking Councillors, the CLP Group and the public to put forward suggestions for how this could be best used. Balfour Beatty would then talk to Herefordshire Council about what was deliverable within the budget available. The following suggestions were received and would be communicated to Yvonne Colman</p>																									

for comment.

- A SID with three base structures, one on the main village street, one on Auberrow Road within the 30mph limit and one on a road known as The Row from Adzor House to the 30mph sign just south of Salerno.
- A dedicated Bus Stop, possibly with a shelter, outside the Vinery where the bus already stops and there is a pull in but this does sometimes have cars parked in it.
- 'Gateways' near the 30mph signs as you enter the Village on Auberrow Road.
- Bus stop/shelter at Vinery Corner.

Chapel House – Councillors' frustration regarding the removal of the trees at Chapel House was noted but this could not be pursued any further. Planning permission for the removal of apple trees was not required and the Planning Enforcement Team considered all conditions had been met.

9.0

To Consider Highways Issues

9.1 A49 Issues

Lorries had been reported turning right out of Haywoods Lane towards Leominster, often blocking the south carriageway while they waited for the northbound carriageway to be clear. The Clerk was asked to ascertain whether the Tarmac Code of Conduct prevented this.

9.1.1 Blocked Footpath at Old Comrade

The Chair had emailed Bill Wiggin MP but had received no response. It was planned to get a surgery appointment to take it forward with him.

9.2 To Receive Other Highways Issues

9.2.1 Flood Report (The Mill)

There was no further update on this. It was agreed to take this off the agenda.

9.2.2 Drainage at The Marsh and Auberrow

CLlr Langford read out an email that she had received from Welsh Water. The key points are noted below:

- An analysis of the sewage pumping stations during the wet weather in early 2014 identified that both Almshouses and Old Comrade were operating as per their design
- Data for both pumping stations during the period of flooding show levels in the wet wells were elevated several metres above usual operating levels.
- The prolonged elevated levels at Almshouses SPS suggest a continuous inflow between 30th January and March 2014. Welsh Water state this is likely to be gross infiltration or overland flow entering the sewer network consistent with the conclusions of their site inspections & CCTV surveys. These have not identified any point-source infiltration or any locations where significant infiltration looks probable during high groundwater conditions and Welsh Water feel it may be that a manhole cover was opened to drain field run-off into the sewer network during the prolonged rainfall.
- Rain-gauge data shows that whilst there was no individual exceptional storm over the period, the overall rainfall quantity was significant. Approximately 400 mm of rainfall fell within an eight-week period between mid-December 2013 and mid-February 2014. The average annual rainfall for Wellington is 727 mm.

Welsh water have commissioned the Met Office to undertake further analysis to understand the significance of this level of continuous rainfall and what level of risk this constitutes. A further report will be given to CLlr Langford in January 2017.

9.2.3 Traffic Issues on North Road

CLlr Langford would discuss this with Phil Pankhurst at their next meeting.

9.2.4 To Consider Installation of Beware of Horses Signs

Despite various communications with Richard Mills this had not yet been progressed. CLlr Langford

Clerk

LL

	would discuss this with the Lengthsman and Phil Pankhurst.	LL
	<p>9.2.5 Parking on the Pavement and Verges</p> <p>This was still happening at various locations throughout the village. It was thought there was little that could be done but to rely on people being courteous and respectful to those using the pavements. It was agreed to continue to monitor the situation, and to put it back onto the agenda if there was a specific issue which needed to be addressed. Cllr Crockett added that if there was particular problem or a regular offender people should ring 101 or talk to the PCSO.</p> <p>9.3 Identification of work to be carried out and any other updates</p> <p>Ford Sign – this had been taken down by the contractors and was now in the Community Centre Car Park. Cllr Langford would discuss this with Phil Pankhurst.</p> <p>Updates from the last meeting</p> <p>Stones by Barberry House – These had now been removed.</p> <p>Tree by the Vinery – Mr Colbatch Clark had been contacted and confirmed he would consider the matter and act accordingly.</p>	LL
10.0	<p>Report on Footpaths</p> <p>10.1 Update on Footpath Maintenance</p> <p>Cllr Crane gave an update on footpath issues. Cars were using 2 of the footpaths for parking including the footpath at Claypits. Cllr Crane was monitoring the situation and if necessary would take this forward. Cllr Prince also reported a similar incident on the footpath at the top of the Dingle.</p> <p>WG10 – a new fence had been erected about a foot in from the boundary leaving debris and the old fence. This needed to be monitored to ensure that it did not encroach onto the footpath.</p> <p>WG11 – There was ongoing issues with debris being left on the footpath. At the field end (from the stile) the Leylandii had been trimmed and left to block the footpath. This needed clearing.</p> <p>Cllr Crane would draft a letter to the residents of The Shrubbery about the Leylandii cuttings and the fence issue and send to the Clerk who would send the signed letter to Cllr Langford who would deliver it.</p> <p>A question was asked about the footpath leading from the new development to RST5 land and Jenni Gowan explained that this was designed to give access to the RST5 land which was designated an open green space. It was noted that the path needed to be adopted which would require a formal application to Mike Mable (Herefordshire Council's Footpath Officer) to get this footpath designated. Cllr Langford said she would investigate the process for this and felt it would be better if Herefordshire Council adopted the pavement rather than the PC being required to maintain it.</p>	LL/ Clerk
11.0	<p>Community Hub</p> <p>11.1 Update from the Working Group</p> <p>Cllr Wood reported that the Working Group had not met since the last Parish Council meeting. The heating controller in the Parish Room had been reset and was now working well. The light in the toilet was not working and the Parish Council did not hold a spare tube. Cllr Wood suggested purchasing a spare light fitting so that one was always held in reserve. This was agreed.</p> <p>11.2 To Confirm Arrangements for Snow and Ice Clearance</p> <p>Rob had signed the Agreed Protocol for Snow / Ice Clearance confirming that he had trained his staff and volunteers to take appropriate action in the event of ice/snow, in advance of the shop opening time of 07.00. It was agreed that it was Rob's responsibility to get his staff and volunteers to sign to indicate that they understood and accepted the requirements made of them and in the event of an incident liability would lie with Rob.</p>	LL

	<p>It was noted that it was the footpath to the left of the main entrance which would be cleared, not the footpath to the right. A notice to this effect had been put up on the telegraph pole by the right-hand path, explicitly stating that this path would not be cleared but that parishioners may use it at their own risk.</p> <p>A sign telling those visiting the shop that there will be no gritting or salting or snow clearance on the car park, which could continue to be used but at the owners' risk, was suggested.</p> <p>It was noted that these actions ensured that the Parish Council complied with its responsibilities, following advice from Came & Co, the insurance company. All Councillors had been circulated with the briefing note "To Grit or Not to Grit" - a copy of which was available at the meeting.</p> <p>Resolved: The above actions were noted and it was agreed that responsibility for carrying out the actions now rested with Rob and his team. Any liability resulting from these actions not taking place would be the responsibility of Rob.</p> <p>11.3 To Consider any Expenditure Batteries - £3.49. This had been paid for by the Clerk who would add this to her expense claim at the end of quarter 3.</p> <p>12.0 Update from the Community Led Planning Groups</p> <p>12.1 Report from the CLP Implementation Group The Implementation Group had not met since the last meeting but Shirley Edgar reported on the progress of the various initiatives.</p> <p>12.2 Playground Initiative The WellPAC group were pleased to report that encouraging progress was being made towards the village play area with some significant funding already in place. It was reported that the group have benefitted from the support and expertise of members of Hereford Council and villagers. It was noted that it was important that the play area met the needs and expectations of Wellington residents and to ensure this a consultation exercise would be carried out in January. Volunteers would deliver a short questionnaire to all Wellington homes and collect them two weeks later. It was also hoped to carry out a separate survey with the children at the Primary School. Once the result of these consultation exercises is known WellPAC could ensure that the finished playground would be of the best quality and suitability for the village. This information will also help with further applications for funding.</p> <p>12.3 Community Orchard It was noted that this project was being led by the PCC with Shirley Edgar liaising between the PCC, the CLP Group and the Parish Council. The CLP Group noted that they were in full support and excited by the initiative.</p> <p>12.4 Bulb Planting Thanks were given for all the donations of bulbs, seeds and plants for the area behind the Church. There had been picture in the Hereford Times of some of the villagers and children involved but many people had donated anonymously and thanks was given to everyone involved. Thanks were also given to the volunteers who had offered their time at different stages of the meadow creation.</p> <p>A competition was being held to name the area and all the school children in the area had been invited to take part.</p> <p>Shirley Edgar reported that on Saturday 19th November an enthusiastic team reduced the amount of ivy and clematis climbing the ash tree which would take some of the weight from the branches and allow further investigation of the health of the tree, there being some concerns since a nearby tree was identified as potentially having ash-die back disease. A tree report had been commissioned which looked optimistic. Bulbs would start to be planted along the verge so that they flower next</p>	DW
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Spring and Dick Makin has kindly agreed to use heavy equipment to remove some of the brambles and nettles so that will be able to level the slopes near the Brook where necessary.

12.5 Flower Meadow Insurance and Public Liability

As discussed at the November meeting the Parish Council Insurers had been contacted regarding the liability for those walking or sitting on the meadow once it has been completed. A response had been received from Came and Company Insurers which indicated that the users of the land would be covered by the Parish Council's public liability insurance but there needed to be some ongoing and formalized management/oversight of the area to ensure that there was no defect which may cause injury to those using the land. The insurers had asked that that the status of the land and the Parish Council's responsibility towards it be clarified in terms of permission given to carry out the project. Phil Pankhurst had confirmed that the issuing of the Bulb Licence was the permission to carry out the project on the highways land and an email had been received from Rev Michael Cluett giving permission from the Church. This was deemed to be sufficient.

There was a need to think about some kind of edge to the Brook – a fence or boundary of some kind to identify where the edge of the meadow sloped down. Shirley Edgar would consider this when carrying out the planning of the project.

12.6 Neighbourhood Watch

The new NHW 'Lite' is being worked on. Cllr Wood was asked to update the website with the new co-ordinator contact details. It was reported that the CLP IMP team and the speed watchers did not feel that speed was a enough of a problem to warrant expenditure on the sign as suggested by Balfour Beatty.

12.7 Other Issues and Updates

Notice board – It was reported that a lot of notices had been placed on the new noticeboard. This was kept locked but anyone who wished to have a notice put up should contact one of the names on the board.

Litter picking – only 4 volunteers turned up on 4th November and only small amounts of litter were picked. No dog poo had been found by the picker in the main street. Thanks were given to Pat Lewis for arranging the day and thanks were given to all those parishioners who picked up litter when they walked through the village.

Access to a Computer - A member of the CLP Implementation team will be available in the Parish room one afternoon a week for a 4-week trial period in January to offer access to computers and the internet to any parishioners who wished to use it. Parishioners will not be able to buy anything over the internet but will be able to print off information. Those wishing to use the service can make an appointment with Tricia during the library open hours on a Wednesday morning or call Jennifer Jarrett directly. More details will be posted on the Community Notice Board.

Parish Map - In the Community Led Plan there was a request for a "parish map". The Implementation Team reminded the Parish that there were two Parish maps available on the Wellington Parish Council Website www.wellingtonparish.org.uk (Local Information). In addition, it was mentioned that John Palmer worked hard to maintain a Parish Directory of house addresses by postal code which is available in the shop. If anyone is interested in helping John to keep this up to date they should contact Jennifer Jarrett.

Cycle routes – there had been no response to the request in Welcome asking for ideas and support of a cycle route through the village but the Implementation Team are continuing their discussions with Mark Edwards (Herefordshire Council) with the aim of identifying a route from Wellington to Hereford.

Risk Assessment and Insurance Cover for Volunteers – The Clerk reminded the CLP Group that in order to benefit from the Parish Council insurance cover for volunteers there needed to be

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	<p>management of the various activities and risk assessments completed and updated where appropriate. Shirley Edgar confirmed that there were risk assessments in place and that all CLP activities were structured and managed by the Implementation Group.</p> <p>Pay Phone Consultation – at the November meeting more information had been requested about how to adopt the phone box once the line had been decommissioned. The Chair reported that it would cost £1 to adopt the phone box and the power could be left on or it could be removed. It was noted that if the Parish Council adopted the phone box it would then be responsible for any vandalism or other maintenance and it was felt that the box, which was not a traditional red box, had limited potential as a community asset. It had therefore been agreed not to adopt the box and to have it removed.</p> <p>13.0 To Note the Information Sheet (December 2016) and any other updates Resolved: The Information sheet was noted.</p> <p>14.0 To Raise Items for the next Scheduled Parish Council Meeting Watermill, Postcode Map Sign.</p> <p>15.0 Public Bodies (Admission to Meetings) Act 1960 Resolved: To Close the meeting to the public and to discuss and minute Item 5 as a confidential item The public part of the meeting closed at 9.15 pm</p> <p>17.0 To Note Date and Time of the next Regular Meeting of the Parish Council Thursday 2nd February 2017 at 7.30pm in the Community Centre. The meeting closed at 9.50 pm</p> <p>Signed Date 2nd February 2017 Chairman of Wellington Parish Council</p>	Clerk
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