

WELLINGTON PARISH COUNCIL

**Parish Council Meeting held at the Community Centre
at 7.30pm on Thursday 6th February 2014**

<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, PC Neil James, Mrs Chris Bucknell (Parish Clerk) and 23 members of the public.</p>	
1.0	To Accept Apologies for Absence – None	
2.0	To Receive Declarations of Interest – None	
	2.1 To Consider Requests for Dispensations - None	
3.0	To adopt the Minutes of the	
	3.1 Regular meeting of the Parish Council held on Thursday 5th December 2013 Resolved: The Minutes were confirmed and signed by the Chair	
	3.2 Extraordinary meeting of the Parish Council held on Thursday 30th January 2014 Resolved: The Minutes were confirmed and signed by the Chair	
4.0	To Receive Brief Reports from	
	4.1 Ward Cllr A Blackshaw Cllr Blackshaw updated the meeting on the current shortfall in funding from central government and how this is affecting services within Herefordshire, with particular reference to sports and leisure facilities. Funding given to HALO and the Courtyard would be reduced to zero within 2 years and Library hours would be reduced. The Council was currently looking at its asset base with a view to selling assets to fund capital projects over the coming years.	
	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.	AB
	4.2 Local Police Officers: The February newsletter, which was in the new format, had been circulated to all Cllrs and posted on the website. The Chief Constable, had decided that the previous Local Policing Newsletter be changed to include less detailed reports and more general community safety messages, which Cllrs felt was a shame as the previous format had been informative and well received. PC James gave an update on crimes within Wellington Parish including the incident at the Ford.	

5.0 Open Time

- One resident mentioned parking outside houses opposite the Pub

6.0 Financial Matters**6.1 To Receive a report from RFO**

Bank balances: Treasurer's Account (as at 23/01/14) £71,353.31 and Business Instant Access (as at 29/01/14) £13,404.87. Cheques to the value of £20 still have to be presented.

A VAT Claim for the period 01/04/13 – 31/10/13 has been made to the value of £2,097.74. This re-claims the full amount of VAT up to the period the Community Hub Construction Work starts. Post this period an apportionment methodology will need to be considered to reflect the split of business and non business activities.

Income since December meeting - £16,096.57	December and January rental from Wellington Delights	£866.00
	Interest November	£0.57
	Section 106 money from Parsonage Farm	£15,230

6.2 Payments made since the last meeting

Cheque	Expenditure	Amount
788	J Gowan. Ink cartridge. To come out of CLP grant	£23.98
789	HMRC Quarter 3 payment. Details on salary sheet	£187.40
790	Richard Mills Lengthsman. Invoice 27765. £262 + VAT Various works	£314.40
791	D Wood. Laminating of Community Hub sign. Approval Agenda Item 11.6 November PC Meeting	£12.00
792	RJI Scott – CLP adult questionnaire prize draw. To come out of CLP Grant	£50.00
793	Gift Token for CLP Youth questionnaire prize draw. To come out of CLP Grant	£20.00
794	G P Thomas Invoice 4947. Architects Certificate No 3. £16,726.50 + VAT. Approval Agenda Item 11.6 December PC Meeting	£20,071.80
795	Hook Mason Invoice Invoice number C10866 Staged fees 2 of 5 £720 + VAT.	£864.00

Resolved: Payments Agreed

6.3 To agree payment of outstanding invoices

Cheque	Expenditure	Amount
796	Clerk's salary October to December 2013. Net amount.	£749.53
797	Clerk's Expenses October to December 2013. Includes cost of printing A2 maps for Extraordinary Meeting. Note - stamps to the value of £23 held	£154.18

Cheque	Expenditure	Amount
798	Lengthsman Invoice 2788. Various Work detailed on worksheet. £435.75 + VAT	£522.90
799	Printing 2 sets of documents for Kingcup Cottage Planning Application. 8 colour copies and 104 black and white copies.	£16.52
800	WCA. Invoice Jan 16. Room Booking for CLP meeting 28/10/13. To be paid out of CLP grant.	£13.00
801	WCA Invoice Jan 11. Room Bookings for PC Meetings Oct/Nov/Dec	£39.00
802	Cllr Wood. Attendance at Communities are Us Digital Workshop 05/12/13	£5.00
803	Cllr Crane. Attendance at Communities are Us Digital Workshop 05/12/13	£5.00
805	VOID	
806	Clerk's Membership of SLCC (50% of Membership fee of £116)	£58.00
807	Lengthsman Invoice 2792. Fitting gate on WG7. £176.25 + VAT	£211.50

Resolved: Payments Agreed

Clerk

6.4 To consider procedures for Internet Banking

Internet banking is currently being used for account administration and checking payments made and received. Revised Financial Regulations, which will take away the requirement for cheques to be signed by two members of the parish council, are expected mid-February.

Resolved: Internet banking to be used only for account administration until new procedures are developed based on the revised Financial Regulations.

6.5 To Consider Review of Financial Standing Orders

These need to be reviewed before the end of the financial year. However as publication by DCLG of the new Financial Regulations is imminent it was agreed to defer this item until the next meeting.

6.6 To Consider donation to Wellington Fun Week

Phil Smith, on behalf of the organising committee for the 2014 Fun Week, has written to request a donation towards the activities.

Resolved: To make a donation of £500 (or purchase items up to that amount) to support the Fun Week.

**JG/
Clerk**

7.0

To Consider Planning Matters

7.1 To consider any planning applications

Reference Number	Application
P132135/L	Church House Farm, Wellington (External and Internal Works). <i>No objections.</i>

Reference Number	Application
P140048/K	Norton House, Wellington (tree works). <i>Referred to Tree Warden who has no objections.</i>
P140028/F	1 Causeway Close, Wellington (Proposed Sun Room to Rear). <i>No objections.</i>
P140106/K	Adzor House, Wellington (Tree Works). <i>Referred to Tree Warden who has no objections</i>
P133537/O	Kingcup Cottage, Wellington. Site for proposed residential development and alteration to vehicular access. See minutes of Extraordinary Meeting. Resolved: <i>To oppose the application based on the considerations discussed at the Extraordinary Meeting.</i>

Resolved: The above comments to be submitted to Hfds Council Planning Team
Resolved: To submit paper outlining perceived factual errors in some of the supporting documentation from the Kingcup Cottage applicant.

Jenny Guille (Tree Warden) was thanked for all her work reviewing the applications.

7.2 Update on Barberrry House Planning
The application has been withdrawn

7.3 To Note any Decisions/Notifications Received

Reference Number	Application	Determination
132887/K	Tree works – Stocks House, Wellington. Remove dead pear tree and replace with new one, remove 3 Leylandii as tree roots are causing damage and replace with shrubs	Approved
132813/K	Tree works – Oakdale, Wellington. Fell 2 silver birch trees, 2 Leylandi and 1 spruce.	Approved
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 Barberrry House, The Row, Wellington. Erection of 2 x 4 bedroom houses and 1 x 2 bedroom bungalow with associated landscape works.	Withdrawn
132853/L	4 Wellington Court Barns, Wellington. Proposed log burner with external flue	Approved with Conditions
132990/FH	Brick Cottage, Auberrow. Demolish garage and build a two storey extension	Awaiting decision
133020/FH	Tamarisk House, Bridge Lane, Wellington. Proposed two storey extension	Approved with Conditions
133148/FH	South Winds Dinmore. Convert roof space into habitable accommodation with dormer windows/rooflights. Flat roofed extension to be demolished and rebuilt with roof accommodation	Approved with Conditions

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Reference Number	Application	Determination
133200/F	Annex at The Beeches, Wellington. Proposed granny annex.	Approved with Conditions
133075/FH	Santana, Wellington. Proposed two storey extension and carport	Refused

7.4 Section 106 and Affordable Housing

£15,230 of 106 money has been received in respect of the Parsonage Farm development and this will be used to support the shop project. The Chair is following up £21,500 from the Church Farm development.

The Chair reported that the four affordable homes at Parsonage Farm are allocated. Festival Housing are conducting home visits and checking Wellington connections for the selected applicants. Following queries from a resident the Chair has been in discussion with Herefordshire Council’s Housing Needs Department and also with Festival Housing and has confirmed that these properties were advertised specifically for families, which is why single people have not been considered. The Chair confirmed that the checks to ensure a Wellington connection are extremely rigorous, ensuring that those with an evidenced local connection are given priority.

The Chair also outlined to Councillors the situation regarding single people needing accommodation and couples wanting to start a family but who do not qualify for a 2 bed property. Changes to housing benefit where there is under occupancy, which has recently been introduced by the Government, means that most of the housing associations are now not allowing under-occupation and are applying this rule even when applicants are not on benefit. Herefordshire Council is working with landlords to try to address this. The Chair has a copy of the Affordable Housing Delivery Agreement if any Cllrs wish to see it and has confirmation that the Housing Needs Officer is asking for a policy review with Festival concerning under occupation, but it would only be allowed for those not reliant on benefits.

The Clerk added that from June 2014 Herefordshire Council were adopting revised guidelines to confirm local connection. More information would be circulated to Cllrs.

The Chair reminded Councillors that their only obligation to applicants was to confirm their local connection, (if known), and that anyone wishing to apply for one of the properties should first register with Homepoint.

The Wellington housing needs survey should be mailed to all households mid-February.

8.0 To Consider Highways Issues

8.1 A49 Issues

Nothing further to report. The minutes of the meeting held in October have now been received. A further meeting is proposed for 2nd April 2014.

8.2 To Receive other Highways Issues

The Chair commented on the heavy lorries which have been seen travelling through the village. The Parish Council has contacted both Tarmac and Wye Valley and both have

Clerk

	<p>responded. In the case of the latter they state they were accessing works in the village but both have reaffirmed their commitment not to use the village streets unless absolutely necessary. The Parish Council will continue to monitor the situation.</p> <p>The Chair has also made enquiries about the possibility of having a weight restriction through the village but these are hard to enforce without having police follow vehicles to make sure they do not have a genuine reason for access.</p> <p>Cllrs Crane and Wood are maintaining their relationship with Bell Homes and will be in touch with them regarding the road edge and verge damage in Auberrow Road.</p> <p>8.2.1 Lengthsman Update and work to be carried out Currently £329.25 of Lengthsman grant remains, with one invoice still to be received.</p> <p>It was reported that the drain at the Vinery was blocked, at the corner of the main street and Millway. This would be reported to Balfour Beatty. It was noted that there was a problem with a pothole off the A49 on the Upper Wellington turn as well as issues of water pooling either side of the recent repair at Vinery Corner.</p> <p>Resolved: The Chair would speak to Tim Ellis and/or Bruce Evans to arrange a walkabout.</p> <p>Resolved: Cllr Blackshaw to liaise with Cllr Gowan</p> <p>Resolved: To ask Lengthsman to check and clear ditches up to the value remaining on the grant</p> <p>8.2.2 Signs at Auberrow These have been ordered and should be fitted end February.</p> <p>8.2.3 Report on Data Collected by Speed Measuring Devices The Chair reported on the recent speed data exercise. Between Nov 21st and Nov 28th three speed indicator devices were fitted on Auberrow Road and average speeds have been advised as follows:</p> <ul style="list-style-type: none"> • The Auberrow North marker – outside the Old Vicarage – the average speed coming into the village at that point was 35mph and leaving the village 38mph • The Auberrow middle marker – on the ‘end of speed limit’ sign – the average speed coming into the village was 47mph and leaving the village, the average speed was 51mph • The Auberrow South marker fixed just before the first bend before Orchard End showed average speeds in both directions of 40mph. <p>The Parish Council application for an extended 30mph limit to include Auberrow remains submitted but the volume of traffic, coupled with the visibility on the stretch of road up the hill makes it fairly unlikely the application would be successful. Balfour Beatty has been asked to look at improving the 30mph signage by replacing the old signs with the new type which are reflective and on a square yellow background. They have also agreed, budget permitting, to consider adding a red warning surface to the road. The local policing team have been advised of the results and the Parish Council will continue to monitor the situation.</p> <p>8.2.4 Ford Signage Following the incident on New Year’s Day night, the Chair has met with Traffic Engineering and it has been agreed to put a modern, reflective sign to replace the one</p>	<p>Clerk</p> <p>JG</p> <p>AB</p> <p>Clerk</p>
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	<p>at the back of Notts Cottage and to put a sign on the empty post when approaching from the Wellington Court direction. There is also the potential to put a sign in the Garden Centre area. Consideration is being given to signage on the main village street and the Chair has asked for depth markers to be investigated, although this may be something the Parish Council has to undertake themselves.</p> <p>8.2.5 Report on Meeting in Bridge Lane A brief meeting was held to discuss the issues of drainage in Bridge Lane as a result of water run off down the Dingle. Tim Ellis from Balfour Beatty met with the Chair and Mr Cobbett of Meadowview Cottage. The issue of storm drains on the Westhope Road are going to be investigated and consideration to a storm drain down the side of the Dingle.</p> <p>9.0 Report on Footpaths Cllr Crane gave a report on the work done to date</p> <ul style="list-style-type: none"> • The new gate had now been fitted to WG7, making it more accessible. • Bell Homes had been very helpful and were arranging for a fully opening steel gate to be installed by the new development • Dinmore Estates was planning to upgrade WG3A by installing a new kissing gate; this had yet to be approved • WG11, which had been the site of fly tipping over the past year, was now adversely affected by falling leaves • Due to a change in the manufacturer the new footpath signposts (which will now be part plastic) have not yet arrived <p>Cllr Crane also reported that due to changes in the boundaries the Footpath Warden for Wellington was now Jonathan Roger.</p> <p>The Clerk reported that the Parish Council would be required to complete an application for the 2014/15 P3 grant. This was approved.</p> <p>There had been a significant increase in dog fouling. Over the past year the Parish Council had put notices up around the village, in the Welcome magazine and on the website. It was suggested that the school could be involved through their Loving Your Locality initiative. Local people were cautioned about approaching anyone they saw allowing their dog to foul the footpath but were encouraged to report the location/day/time to their local Councillor.</p> <p>Resolved: To do a leaflet which would be delivered to every household</p>	
<p>10.0</p>	<p>To Consider Community Hub Issues</p> <p>10.1 Report on Progress from Working Group Cllr Wood reported that work was progressing well despite the weather. The roof tiles are now on so internal work can progress even if the weather does not improve. The weekly site meetings with the architect and building site manager continue.</p> <p>Cllr Wood reported that there had been a concern about a new system, introduced by Welsh Water, which required all builders who are making connections to the main sewers to take out a bond to guarantee against not completing the work. Fortunately this issue has been resolved satisfactorily, saving the project between £400 and £600 in solicitor's fees.</p>	<p>JG/SC</p>

11.0	<p>10.2 Veolia Grant Funding £15,000 had been awarded by the Veolia Environment Trust towards the cost of the outside areas - footpaths and landscaping. The Clerk noted that to date £23,750 in grant funding plus £15,230 Section 106 funding had been obtained for the Community Hub project, significantly reducing the amount of funding needed to be provided by the community. The Clerk was thanked for her input into securing these grants.</p> <p>10.3 To Consider External Signage It is proposed that the external sign reads "Village Shop and Parish Room". This was approved.</p> <p>10.4 PWLB Application Resolved: As agreed at the December meeting a further application would be made to PWLB. Cllr Langford and the Clerk to liaise over submitting the application. It is expected this will be the last drawdown of funding.</p> <p>10.5 Time Capsule Cllr Crane had identified a company who had agreed to supply a professional time capsule at the reduced rate of £115. Arthur J Virgo (Monumental Masons) had agreed to supply a black granite stone free of charge; this could be engraved with simply Wellington Parish 2014 so as not to identify the existence and exact location of the time capsule. It is proposed to bury the time capsule in the grass which was deemed to be safer and less vulnerable. A document detailing location and information regarding content and intended time of opening would be prepared and logged with the lease. The content of the time capsule would be developed with input from the community and from the school, also linking in with the WW1 memorial, and would define the identity of the area.</p>	LL/ Clerk											
	<p>10.6 To consider any fees due</p> <table border="1" data-bbox="272 1167 1323 1420"> <thead> <tr> <th>Cheque</th> <th>Expenditure</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>804</td> <td>Martyn Peters Invoice 6798. Structural Advice. £210 + VAT</td> <td>£252.00</td> </tr> <tr> <td>808</td> <td>Hook Mason Invoice C10905. Staged fees 3 of 5 £720 + VAT</td> <td>£864.00</td> </tr> <tr> <td>809</td> <td>G P Thomas Invoice 4955. Architects certificate 4 £21,485.22 + VAT</td> <td>£25,782.26</td> </tr> </tbody> </table> <p>Resolved: Payments approved</p> <p>Work will begin shortly to draw up the lease for the new shop with Beaumont's solicitors. Their estimated charges for this work are between £400 and £600, plus VAT. Resolved: Expenditure approved.</p> <p>Community Led Planning and Neighbourhood Planning</p> <p>11.1 Update from Working Group 779 adult and 72 youth questionnaires were delivered by a team of 25 volunteers. 599 adult and 53 youth were then collected back. Three have been received after the cut-off point. The process of opening the envelopes, removing any identification and so on was all done in accordance with a strict procedure and an audit trail is in place. Herefordshire Council has awarded an additional £800 to allow the data from the questionnaires to be entered by an external organisation. Members of the Steering Group will then tackle the analysis and produce a report.</p>		Cheque	Expenditure	Amount	804	Martyn Peters Invoice 6798. Structural Advice. £210 + VAT	£252.00	808	Hook Mason Invoice C10905. Staged fees 3 of 5 £720 + VAT	£864.00	809	G P Thomas Invoice 4955. Architects certificate 4 £21,485.22 + VAT
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	<p>A vote of thanks was given to the 25 volunteers who spent many hours walking back and forth knocking on doors to deliver and collect the questionnaires.</p> <p>Resolved: The results of the Planning for Real weekend will be made available on line and in limited hard copy format whilst the analysis is taking place.</p> <p>11.2 Neighbourhood Planning Question 6 in the CLP questionnaire, relating to the Neighbourhood Development Plan, was analysed (in confidence from the Parish Council) in advance of the other questions. 471 parishioners responded yes, 52 no and 25 spoiled or not answered giving a clear mandate to continue with a Neighbourhood Development Plan. On the basis of this the Parish Council have registered Wellington's intention to undertake a Neighbourhood Development Plan and this has resulted in some planning notices appearing around the parish, giving people the chance to object or comment.</p> <p>It was agreed to form a Working Group to take this forward. To date Councillors Shoesmith, Langford and Crane and the Vice Chair of the CLP Steering Group, Mike Lyke, have all expressed an interest in being part of the group, and Cllr Wood has agreed to build a dedicated website which will provide us with a means of communicating progress. Cllr Gowan asked for anyone who would be willing to act as Chair of the group to get in touch so that the project could move forward.</p> <p>12.0 WW1 Centenary Commemoration Suggestions for a memorial were invited. One parishioner had been working on a history of those who lost their lives in WW1, in particular the 16 names on the war memorial and the 2 on the church memorial. An offer was made to provide this information for inclusion in the Time Capsule. The Chair expressed an interest in reviewing the information and research undertaken thus far. Resolved: This and the suggestions made at the December meeting to be investigated with an update at the March meeting.</p> <p>13.0 Feral Doves It had been confirmed that Herefordshire Council Pest Control Department will not deal with the issue of Feral Doves. Jenny Guille had put Cllr Morrison in touch with an independent advisor who had made suggestions as to how the subject could be progressed. It was agreed this was not an issue which could be addressed by the Parish Council.</p> <p>14.0 Facebook and Twitter Accounts An outline proposal had been circulated by Cllr Crane detailing how the use of Social Media could help to engage a greater number of parishioners than was currently the case, particularly younger members of the community. The objective of the project was to share information with and receive feedback from parishioners in an effective and timely manner. Resolved: To set up a task and finish group to look at protocols and procedures and to develop clear guidance on how the account is used by both the Parish Council and the wider community. Resolved: To use the results of the CLP questionnaire to inform the way the project progressed</p>	<p>JG/ Clerk</p> <p>SC/DW /Clerk</p>
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15.0	Defibrillator It was suggested that a defibrillator should be bought and made available in the Parish. Resolved: Cllr Langford would follow this up and report back.	LL
16.0	Community Right to Bid Cllr Shoemith circulated a paper on the Community Right to Bid, suggesting that if the Wellington Inn was listed this may help to retain it if it were ever to go up for sale. The Right to Bid means communities can ask the council to list certain assets as being of value to the community. If an asset is listed and then comes up for sale, the new right will give communities 6 months to put together a bid to buy it and may be taken as a material consideration if change of use were applied for, giving communities an increased chance to save shops, pubs or other local facilities. Parish Councils or local community groups can nominate both privately and publicly owned assets which meet the definition of community value. It should be noted that it is not a right to buy and the landowner still retains the right to sell the property or asset to whomever they wish, this right merely delays the sale to allow the community time to prepare their proposal. It was noted that the Parish Council, being involved with the Shop Project, would not be in a position to purchase the Wellington Inn if it came up for sale and careful thought was needed before an application were made for it to be listed. It would also be necessary to discuss the issue with the current owner. Resolved: Cllr Shoemith to continue to investigate on the basis that the Parish Council could not make a financial commitment at this time.	JS
16.0	To Note the Information Sheet Resolved: The Information sheet was noted.	
17.0	To Raise Items for the next Scheduled Parish Council Meeting Football Club assistance with planning application Complaint about trees at Wellington Marsh	
18.0	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 6 th March 2014 The meeting closed at 9.35 pm Signed Date 6 th March 2014 Chairman of Wellington Parish Council	
