

# WELLINGTON PARISH COUNCIL

Parish Council Meeting held at the Community Centre  
at 7.30pm on Thursday 5<sup>th</sup> February 2015

<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 L Langford, Mr Dan Miller, Mr J Morrison, Mrs J Shoesmith</p> <p><b>Also in attendance:</b> Mrs Chris Bucknell (Parish Clerk) and 15 members of the public.</p> <p><b>1.0 To Accept Apologies for Absence</b> – Cllr D Wood, Cllr A Blackshaw, Local Policing Team</p> <p><b>2.0 To Receive Declarations of Interest</b> - None</p> <p><b>2.1 To Consider Requests for Dispensations</b> – None</p> <p><b>3.0 3.1 To Adopt the Minutes of the Regular Meeting of the Parish Council</b> held on Thursday 4<sup>th</sup> December 2014 <b>Resolved:</b> The Minutes were confirmed and signed by the Chair</p> <p><b>3.2 To Adopt the Minutes of the Extraordinary Meeting of the Parish Council</b> held on Thursday 29<sup>th</sup> January 2015 <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 had given apologies and there was no report.</p> <p><b>4.2 Local Police Officers:</b> The January Newsletter had been circulated to all Councillors. The Local Policing Team had given apologies and the following report submitted by PCSO Ekanite.</p> <p>04/02/2015 - At approx 13:00 a grey transit van, registration number W106VNP, was seen acting suspiciously in the area of Wellington Delights. The male driver was witnessed jumping over a gate to a nearby property. The driver is suspected to use the pretence of doing gardening work.</p> <p>23/01/2015 - Report of suspected poachers on private land. Believed to be poaching for deer. Vehicle reg given to Police for ongoing enquiries.</p> <p>PCSO Ekanite stressed that if any member of the community sees anyone acting suspiciously they should call 101.</p> <p>Mention was also made of the vandalism to the noticeboard at Dernside Close. The Chair noted that the comments in Welcome Magazine were not made on behalf of the Parish Council.</p> <p>A member of the public reported that lead that had been stripped off the roof between the Community Centre and the School. This had been reported to the police.</p> <p><b>5.0 Communication</b></p> <p><b>5.1 To Consider Parish Newsletter</b> It had been agreed at the December Parish Council meeting to produce a newsletter which could be circulated to all residents in advance of the forthcoming election. A draft had been produced</p>	

and circulated to all Cllrs for comment. Cllr Wood had requested additions to the draft in relation to his work on the Community Hub and the website and these would be incorporated. It had been suggested that notice of the first consultation on the Neighbourhood Plan could be included along with a flier to try and identify residents who needed help with everyday issues such as shopping or transport (to support work being done by the CLP group).

The cost of printing 470 copies, enough for every household would be in the region of £200; distribution could be via a group of volunteers or, if it could be co-ordinated with the distribution of Neighbourhood Planning documentation, using postage paid for out of the NP Grant.

**Resolved:** To print the copies of the newsletter and, if information and timescales could be co-ordinated, to mail out using the postage paid for out of the Neighbourhood Planning grant.

## 5.2 To Consider Development of a Facebook Page

Cllr Miller gave a presentation on the benefits of developing a Parish Council Facebook page, with particular reference to engaging with younger members of the electorate. The need for appropriate controls and security was stressed and a policy would be developed to cover this.

**Resolved:** Cllr Miller to move forward with developing a Facebook Page for the Parish Council.

## 6.0 Open Time

A member of the PCC noted that the litter bins in the Cemetery were being used for plastic and other non-green waste, and were overflowing. Since HC changes in the refuse collection cycle D C Gardening could no longer empty and dispose of the waste from the cemetery (which was not part of the contract) and responsibility for this lay with the PCC. It was noted that maybe a notice stressing that bins were for green waste only should be put up, or maybe the PCC should consider a trade bin.

## 7.0 Financial Matters

**7.1 Bank balances:** Treasurer's Account (as at 30/01/15) £8,579.75 and Business Instant Access (as at 30/01/15) £63,404.87. It should be noted that these figures include earmarked reserves and do not represent available funds. £5,000 has been transferred from the Business Account to the Treasurer's Account

<b>Income since December meeting – £2,144.09</b>	December rental from Wellington Delights	£650.00
	Rob – payment for Removal of Planning Condition (reported at Dec meeting)	£97.50
	Final Payment from CLP Grant	£1,068.61
	Final Payment from NP Grant	£257.03
	Payment from Dormington and Mordiford GPC – 50% of cost of ink cartridges. Invoice 112539821. £131 + VAT (paid at Dec meeting)	£65.61
	Interest (Dec and Jan)	£5.34

## 7.2 To agree payments made since the last meeting

Cheque	Expenditure	Amount
BACS	Kirkwells Invoice 192 Neighbourhood Plan Stage 2 £2,500 + VAT	£3,000.00
BACS	Post Office Stamps, envelopes etc Invoice 28369501 £311.87 + VAT	£321.25

Cheque	Expenditure	Amount
BACS	PIP Printing Invoice 58818 Neighbourhood Plan Documents	£60.35
BACS	Post Office Labels etc Invoice 28369095 £74.48 + VAT	£89.38

**Resolved:** Payments Approved

Clerk

### 7.3 To agree payment of outstanding invoices

Cheque	Expenditure	Amount
900	Hereford Diocese – Loneliness Conference. 3 places @ £30.	£90.00
901	WCA Room Booking for CLP Group 09-10-14	£11.25
902	PIP Printing Invoice 58882. Kingcup Planning documents £43.90 + VAT	£52.68
903	Wellington Delights. Inv 08. Milk etc for Parish Room up to and including 14/1/15	£11.59
904	HALC. 2 places on Quality Parish Scheme Training Programme (Cllr Gowan and Clerk). Invoice 4291 £50 + VAT	£60.00
905	G P Thomas Invoice 5141. Fixing Concrete bollards at shop. £475 + VAT	£570.00
906	Chris Hall. Repair of noticeboard	£95.00
907	Clerks expenses October – December 2014	£96.27
908	Renewal of <a href="http://www.wellingtonplan.com">www.wellingtonplan.com</a> (via Cllr Wood)	£86.26
909	Richard Mills. Invoice 2901. P3 Scheme. £212.50+ VAT	£255.00

**Resolved:** Payments Approved

Clerk

**Update on CLP Grant** - In total £1,918.51 grant was awarded. Total expenditure was £2,766.05 (including Clerk's salary allocated to the project). Gross expenditure to the PC was £847.54. Final Report has been submitted and approved and final payment of £1,068.61 made

**Update on NP Grant** - Total Grant awarded was £6,800. Total expended (less VAT) came to £6,467.03. Final Report has been submitted and approved and final payment of £257.03 made

It was agreed to take Item 7.4 as part of Item 9.5

### 7.4 To Agree 2015/16 Lengthsman Grant and Match Funding

Wellington Parish Council has 13.9 km of C and U roads and is eligible for a grant of £1,668 [13.9 km @ £120 per km]; In addition the Parish has 15.9 km of paths which brings in £795 P3 grant [15.9 km @ £50 per km]. An additional Lengthsman grant of up to £100 per km (£1,390) would be available from Herefordshire Council if match funded by the Parish Council. It was noted that the Chair and Clerk were attending a briefing meeting on 10<sup>th</sup> February where additional information may become available.

**Resolved:** To match fund the full amount (£1,390) unless information from the briefing meeting suggested it was preferable to do otherwise.

Clerk

**7.5 To Consider National Pay Award for Parish Clerk**

The Clerk is currently paid for 40 hours per month at SCP 19 (£9.345). The 2014-16 national pay award proposes raising this to £9.551 with effect from 1 January 2015 with a one off payment of £100 to cover back pay.

**Resolved:** To raise the Clerk's salary in line with the NALC recommendations.

**7.6 To Consider Asset Register**

This item was deferred until the March meeting

**7.7 To Consider Standing Orders and Financial Regulations**

This item was deferred until the March meeting

**8.0 To Consider Planning Matters****8.1 To Consider any Planning Applications**

Reference Number	Application
P143689/K	Southbank, Wellington – works to 4 trees. <i>No objection</i>
P143688/K	Jandrell Orchard, Brookside, Wellington - Crown lift and thin Acer Tree. <i>No objection</i>
P143812/K	The Apple House, Wellington – proposed works to holly tree. <i>No objection</i>
P150150/K	The Swallows, Wellington – works to trees.
P150288/K	Tilia, Wellington – works to Tilia Cordata.

The Chair would liaise with Jenny Guille reference Swallows and Tilia.

**Resolved:** To submit the above comments to Herefordshire Council Planning Department

Reference Number	Application
P143792/O	Kingcup Cottage, Wellington, Hereford HR4 8DT

The Chair briefly reported on the resolution made at the Extraordinary Meeting held on 29<sup>th</sup> January 2015 where Councillors had unanimously agreed to request refusal of the application for Kingcup Cottage based on the following issues and concerns

- Dangerous access onto the A49
- Safety for pedestrians and sustainability
- The impact on existing residents of the Marsh (the site equates to a 65% increase)
- Flooding and sewage issues
- Policy RA3 from the emerging local plan which dictates the circumstances where housing can be located away from villages

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

Reference Number	Application	Determination
P143397/FH	Tilia, Wellington HR4 8AT - Proposed garden room to replace existing conservatory, new front entrance porch and alterations to access and parking area	Approved with conditions
P143486/K	The Old Vicarage, Auberrow Road, Wellington HR4 8AU – to fell 40 Leylandii and replace with fencing.	Approved

JG  
Clerk

Reference Number	Application	Determination
P143327/FH	16 Dernside Close, Wellington, Hereford HR4 8BP - Proposed single rear extension to form garden room, with first floor extension	Approved
P143306/FH	Stratford House, Wellington HR4 8AZ - Proposed single and two storey residential extensions	Approved with conditions
P143430/FH	The Bungalow, Bridge Lane, Wellington, Herefordshire HR4 8AY - Proposed single storey extension	Approved with conditions
P143082/K	Owl's Lodge, Wellington. To reduce 1 x cider apple tree in height and reshape. To remove 1 x cider apple tree and replant.	Approved
P142870/K	14 Dernside Close, Wellington. Various Tree works.	Approved
P142080/F	Ravensholt, Wellington. Proposed 3 bedroom dwelling. .	Refused
P140755/F	Walnut House, Wellington, Hereford, Herefordshire HR4 8AZ - Proposed new dwelling and new vehicular access. Note this is an amended application	Awaiting decision
P143552/L	Bridge View, Wellington, HR4 8BA Insertion of UPVC windows and doors (retrospective)	Awaiting decision
P141855/RM	Marsh House Farm, Wellington. Reserved matters for podiatry surgery and office	Awaiting decision
P142966/K	2 Bridge Cottages, Wellington. Tree works	Awaiting decision

### 8.3 Other Housing Issues

The Chair reported that she had been in touch with Herefordshire Council's Housing Allocation Team and with the Housing Association in terms of ensuring that the Church Farm development benefited those with a local connection.

#### 8.3.1 Section 106

There was nothing further to report other than Cllr Crane has raised the issue of early payment of the 106 money for Church Farm with Bell Homes.

## 9.0 To Consider Highways Issues

### 9.1 A49 Issues

The Chair reported that she was to attend a meeting with the Highways Agency on 20<sup>th</sup> February. An update will be given at the March meeting

### 9.2 Community Speed Watch

A speed measuring device had been installed close to the shop (at the bottom of Cherry Trees drive) to assess speed issues before moving forward. The data has been analysed and the Parish Council has had confirmation that it is within the criteria for a Community Speedwatch initiative. Speedwatch can only be carried out where there is a speed limit and therefore Auberrow will not be included. Further work needs to be done with Herefordshire Council and risk assessments have to be prepared. A minimum of 6 volunteers (aged 18 +), a Group Co-ordinator and a Deputy will be required before the initiative can take place. These volunteers will need to be vetted and registered with WM Police. There will be at least three hours training, both roadside and classroom.

The Chair asked if there was a Councillor would be willing to be Group Co-ordinator (who would be involved in the speed monitoring in the street), or who could be the point of contact for expressions of interest, liaising with the police to set the scheme up. There were no Councillors

willing to take on these tasks.

**Resolved:** The Chair and Clerk would co-ordinate the initiative with the police. Cllr Shoesmith offered to assist in this. The Clerk was asked to ascertain how long a commitment the initiative required.

### 9.3 Bell Homes

Cllr Crane reported the following. The name of the new development had been confirmed as St Margaret's Gate. There had been some changes to the original plans and there were now 20 properties comprising of social housing, shared ownership and open market dwellings. The roadways would be put in first and there was also a requirement for a wheel washer, hopefully alleviating some of the issues experienced at Parsonage Fields. Cllr Crane stressed that any members of the public who had concerns about the development or related issues should report them to him or the Clerk. Bell Homes were viewing the development as a flagship project and this may help to support some of the projects coming out of the CLP. Cllr Crane asked that if any of the thematic teams have projects that they feel Bell Homes may be able to contribute towards to contact him.

### 9.4 Update on Bus Services

The Chair updated the meeting on the issues raised concerning the changes to the 492 bus service. As requested all the Parishes along the route had been contacted to ascertain if they had received complaints regarding the lack of stopping/pick up at Shire Hall. Only one responded, Humber, Ford and Stoke Prior who had held a meeting with their Ward Councillor Jeremy Millar and Cllr Paul Rone regarding the 426 bus which is the Hereford – Bodenham - Leominster service (which no longer goes to Leominster). They had no issues concerning the Shire Hall and on that basis the Chair concluded that the Parish Council could not lobby the bus company from any position of strength and the issue would be dropped.

### 9.5 To Receive other Highways Issues

#### 9.5.1 Lengthsman Update

Funding for the Lengthsman Pilot was discussed at this point and is minuted under agenda item 7.4. It was resolved to match fund the full amount (£1,390) unless information from the briefing meeting suggested it was preferable to do otherwise.

It was reported that there was £701 of Lengthsman Grant remaining. It had been planned to get work done on the trench at the end of Mill Lane but there is no material available of the correct gauge.

**Resolved:** To ask the Lengthsman to do a circuit of the village clearing the drains (worksheet to be issued after the Balfour Beatty Update Meeting on 10<sup>th</sup> February in case additional information becomes available).

#### 9.5.2 To Consider Procedure and Responsibilities for Enhanced Lengthsman Scheme

Balfour Beatty were producing guidelines for the new Lengthsman Scheme and it was likely that the Parish Council would need to prepare an annual maintenance plan with enhanced reporting requirements and service level standards to meet. The Chair said she was happy to continue to meet with Phil Pankhurst (Locality Steward) as this liaison had been very successful in the past, but she asked Councillors for a volunteer to be the Enhanced Lengthsman link with Balfour Beatty. Cllr Crane confirmed he was willing to carry out the task for the P3 Scheme. There were no Cllrs who felt able to do this for the Enhanced Lengthsman Scheme. This would be discussed at the March meeting when more information was known about requirements of the Scheme.

#### 9.5.3 Identification of Work to be Carried out and any other Updates

The Chair had met with the Locality Steward and has circulated an up to date list of defects which were the responsibility of Balfour Beatty. The Chair reported that all reported defects have been dealt with including the formation of ice where the road from Wellington Court Barns meets Ford

Clerk

Clerk

Lane (A grit bin has will be supplied to help that situation).

The Chair continued to pursue the Traffic Regulation Order needed for extending the 30mph speed limit to include Auberrow but has been advised that it is likely nothing will be done before 2019

The Chair also reported on the recent closure of Haywards Lane which now had flood gates in place to ensure the road is closed, specifically to address safety on the level crossing.

The following defects were reported

- The trench on the corner by the Vinery was breaking up. This had already been reported and would be followed up.
- The potholes are breaking up on the Upper Wellington turn – opposite Moreton Business Park

The Chair would follow these issues up with the Locality Steward

## 10.0 Report on Footpaths

### 10.1 Presentation on the Causeway

Following a request from a Parishioner, Cllr Crane had carried out extensive research on the Causeway, in terms of ownership, responsibility and level of work required. It had been established that the Causeway was not a public footpath but likely to have been a highway prior to the new road being built. Ownership will sit with the land owner and not the highway authority. Possible owners of the land included Herefordshire Council, the Parish Council, the Church, a private land owner or the land could be Manorial.

The Parish Council could take ownership of, and register, the land if they met certain Adverse Possession criteria. That is if they could take ownership without objection, deny the owner access and/or prove use of the land for 10 years. The issues were cost, liability, the adjoining properties and claims to the land.

Cllr Crane outlined the next steps if the Parish Council wished to take this forward which would be to establish ownership, gauge the views of adjoining property owners and establish a cost for the project (legal fees, liability insurance, site clearance, maintenance costs).

Although the Causeway was of certain historic importance to Wellington a question was raised as to what benefit it would be to take possession and maintain it (over and above providing another footpath for the village) as this would require significant time and money on the part of the Parish Council.

The Chair thanked Cllr Crane for all his research and noted that if a group of volunteers were willing to take it on the work could be done under the auspices of the CLP. It was also noted that the History Society may be willing to take the work on and Mr Fred Plumb agreed to pursue this.

Cllr Crane ended by saying that if any community group wished to take on the first stage of the work, ie having an ownership discussion with the neighbouring properties, they should contact him in the first instance.

### 10.2 Update on Footpath Maintenance

Cllr Crane was currently working on the footpath to Kipperknoll. The Lengthsman had carried out some work on signage and there was more to be done over the coming weeks. It was noted that there was £510.61 of P3 grant remaining.

## 11.0 Community Hub

### 11.1 General Update

The Chair reported that that the Parish Council had allowed use of the Parish Room to groups who would not be in a position to find funds to hire other venues, but noted that care was being taken not to compete with the WCA. The laptop and printer are not set up yet and this matter is being addressed.

The Chair reported that she had been pursuing issues with the heating and the installer of the equipment had agreed it was not fit for purpose and had offered to install a different system, without cost to the PC. The Chair also reiterated the decision made at the December meeting that the car park would not be gritted in icy weather and there were notices explaining this, emphasising that the car park is used at the owners' risk.

### **11.2 Provision and Position of Noticeboards**

Although the provision and position of noticeboards had been discussed at previous meetings, Cllr Crane felt that people visiting the shop may not go down as far as Derside and another noticeboard, positioned outside the shop facing the road, would be of benefit. This would also free up the noticeboard inside the shop for use by community groups. There was £610.75 of the Bell Homes money remaining and Cllr Crane proposed this was used to erect a noticeboard. The Chair noted that this funding had been earmarked for additional plants but if the Parish Council felt an additional noticeboard would be of benefit to the community this could be reconsidered. She also noted that the inside noticeboard would need managing in terms of content.

**Resolved:** In principle the meeting felt an additional noticeboard at the shop would be of benefit. Cllr Crane would research design, costs etc and report back to the March meeting.

### **11.5 To Agree any Expenditure**

There was no expenditure.

## **12.0 Community Led Planning and Neighbourhood Planning**

### **12.1 Community Led Planning Update**

Jennifer Jarrett, Chair of the CLP Steering Group, gave a report on current activity.

*Neighbourhood Watch* - Thanks to the efforts of Peter Manson and his team Neighbourhood Watch is up and running. They held a review meeting on 8<sup>th</sup> January.

*Health & Welbeing* - John Hayward and Cherry Newton are pursuing the Information Signposting to indicate where the services requested within the Questionnaire are already available.

*IT Training* - A meeting has taken place with the training arm of Fastershire and an "Experience Internet" introductory session will be held on Monday 9<sup>th</sup> March in the Community Hall. A further six sessions are planned for those who wish to look at aspects of Internet and E Mail in more depth. The sessions are for those who are new or inexperienced in the use of the Internet.

*Litter Picking* - The litter picking group headed by Pat Lewis have detailed the areas for litter picking. The group has a contact within Balfour Beatty Living Places who may be able to provide the equipment needed. Terms of Reference will be signed by the group leader and a risk assessment carried out prior to work commencing.

*Seats* - John Allender heading up the small action team has received generous donations for a number of seats and will be discussing with Cllr Crane where these should be located.

An update on the actions has been sent for inclusion on Wellingtonplan.org (the PC actions need to be added to this) and articles have been placed in Welcome magazine.

#### **12.1.2 Cultivation Licence**

A meeting has been held with Balfour Beatty Living Places to obtain a Cultivation Licence giving permission to plant on the designated Highway. Terms of Reference will be signed by the group leader and a risk assessment carried out prior to work commencing. Cllr Langford, group leader, did not feel there would be any liability issues but the Clerk was asked to inform the insurers about the work being carried out. The work would take place on specific sites only and there would be discussion and liaison about where and when planting would take place to avoid any conflict with other contractors such as D C Gardening.

SC

Clerk



**12.2 Neighbourhood Planning**

The Chair reported that the Neighbourhood Planning Steering Group had met twice in January and the draft plan was now almost complete. Drafts of graphic panels for an informal public presentation were currently in hand and a decision will be made soon on when the presentation will take place. The Chair reported on the period of 'purdah' from 30<sup>th</sup> March until 7<sup>th</sup> May which will affect the date of the public consultation event.

**12.2.2 To Consider Request for Variation on Site Recommendations**

The Parish Council had agreed at an earlier PC meeting to accept the recommendations made by Kirkwells regarding preferred sites for development. However the Chair noted that one of the new sites put forward by a landowner scored well (based on the site scoring system, using a range of quantifiable issues, applied exactly the same for each site). In theory this site should go forward for recommendation; however the site in question is in Auberrow and access would be required onto the stretch of lane that the Parish Council is on record as deeming to be dangerous and is still campaigning for additional safety measures.

The Chair stated that the Parish Council should not agree to support additional housing which accessed a road believed to be dangerous and asked for approval to include in the NDP that whilst this site might score highly it should not be put forward, noting that this was the only variation to Kirkwell's recommendations. The Chair added that the Parish Council may ultimately be challenged by the landowner, but there would be a clear rationale for why the site had not been put forward for recommendation.

**Resolved:** Not to put the site forward for recommendation based on safety issues.

**12.2.3 Next Steps**

All households will be notified of the consultation exercise which will be held on a Friday possibly from 4pm – 8pm and the following Saturday 11am – 4pm (times to be confirmed).

**13.0 Local Council Award Scheme (Quality Parish Scheme)**

The Quality Parish Scheme has been revised and re-launched as the Local Council Award Scheme. The new scheme would have three levels of accreditation, Foundation, Quality and Quality Gold and all Councillors had been circulated on the requirements of the scheme. The Chair and the Clerk had been to a HALC training course and had some concerns about the scheme as a whole, particularly the amount of work involved and the local accreditation mechanism. It was also noted that a new Parish Council may not wish to move forward with accreditation.

**Resolved:** To begin to gather the evidence required but not to register for the scheme until after the elections.

**14.0 To Note the Information Sheet (January 2015) and any other updates**

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

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

Noticeboards, Cultivation Licence, School Liaison, Website

**16.0 To Note the Date and Time of the next Regular Parish Meeting**

**Resolved:** The next Regular Meeting of the Parish Council will take place on Thursday 5<sup>th</sup> March 2014 at 7.30 pm

**16.1 To Agree Date for Annual Parish Meeting**

**Resolved:** To hold the Annual Parish Meeting on Thursday 30<sup>th</sup> April 2015 (room availability permitting). The meeting will be used to give the CLP a forum to explain what has been completed to date and what actions will be completed before the Steering Group is wound up at the end of May. There will also be a presentation on Neighbourhood Planning. Clarification is being sought

	<p>on purdah issues and these will be reported on at the March meeting.</p> <p>The meeting closed at 9.35 pm</p> <p>Signed ..... Date 5<sup>th</sup> March 2015 Chairman of Wellington Parish Council</p>	
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