

WELLINGTON PARISH COUNCIL

**Parish Council Meeting held at the Community Centre
at 7.30pm on Thursday 5th July 2012**

| <u>Item</u> | <u>Minutes</u> | <u>Action</u> |
|-------------|--|---------------------|
| | <p>Present</p> <p>Parish Cllrs: Mr B Prince (Chairman); Mrs J Gowan (Vice Chair); Mrs L Langford; Mrs K Mayne; Mr JR Makin, Mr F Plumb and Mr D Wood.</p> <p>Also in attendance: PC Neil James and CSO Dean Wall – for item 4.2; Craig Sandman (Community Protection Team) – for item 4.3; Mrs C Bucknell (Parish Clerk); and 9 members of the public.</p> | |
| 1.0 | <p>To Accept Apologies for Absence</p> <p>Parish Cllrs : Mr G Porter Ward Cllr: Mr A Blackshaw</p> | |
| 2.0 | <p>To Receive Declaration of Member's Interest</p> <p>There were no declarations of interest received.</p> | |
| 3.0 | <p>To Adopt Minutes of Thursday 31st May 2012</p> <p>Resolved: The Minutes were confirmed and signed by the Chairman.</p> | |
| 4.0 | <p>To Receive Brief Reports:</p> <p>4.1 Herefordshire Council - Cllr Blackshaw: There was no report. A49 issues were dealt with under 9.1</p> <p>4.2 Local Police Officers: 1 incident involving the theft of 3 terracotta planters was reported. Surgeries were still being held in Wellington Delights but these were not being supported by members of the public and if they were deemed not to be necessary they would be discontinued. The next surgery would take place on 20th July 2012. A request was received from the landlord of the Wellington Inn for the police to consider visiting certain premises, such as those holding an alcohol licence. Resolved: Cllr Gowan to produce some notices publicising the police surgeries.</p> <p>4.2.1 Neighbourhood Watch - There was no further update.</p> <p>4.3 Craig Sandman (Community Protection Team) Craig Sandman gave an overview of the work of the Community Protection Team which covered areas such as dog fouling, graffiti and fly tipping. Dog control orders were in force across Herefordshire and these covered private land as well as public highways, meaning that it was still an offence to allow your dog to foul farming land or other open spaces. Offenders would be issued with an £80 fixed penalty notice. Working dogs were exempt.</p> <p>Dog wardens were out and about and could target areas if details were known about time/locations when offences took place. Craig encouraged the local community to collate information and pass it onto the team. A pilot Community Dog Warden Scheme is operating in Ross on Wye where trained community volunteers are helping to identify offenders. Red dog litter bins cost around £220 plus the cost of emptying. Contact details: 01432 260164 e mail csandman@herefordshire.gov.uk</p> <p>Resolved: Report noted. Cllr Gowan to put up notices and put an article in the next Parish Magazine</p> | <p>JG</p> <p>JG</p> |

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| 5.0 | <p>Open Time</p> <p>The landlord of the Wellington Inn would welcome some brown tourist signs directing people either to specific facilities (eg shop, pub etc) or to the village centre itself. This would be looked into further.</p> <p>A question was raised as to whether the shop could ever be self funding. It was reiterated that the rent from the shop was never going to be sufficient to cover the cost of building the new premises (which would also house community facilities such as the library) but once the loan was paid off the Parish Council would own the asset. It was never proposed to subsidise the shop itself as this had to operate as a commercial concern in its own right.</p> | | | | | | | |
| 6.0 | <p>To Consider the new Code of Conduct</p> <p>The requirement for Parish Councils to sign up to a local Code of Conduct had been brought in as part of the Localism Act 2011. Herefordshire Council had produced a draft code of conduct which was to be adopted at full Council meeting on 20th July 2012. The proposal was that Wellington Council adopt this code as it stands and then, at its September meeting, consider any amendments which came out of the July Council meeting and also any additions which the PC may want to include in its Standing Orders. All Cllrs had been circulated with the draft Code of Conduct in advance of the meeting as well as the relevant sections from the Localism Act. Further copies were available at the meeting.</p> <p>Resolved: to adopt the draft Herefordshire Code of Conduct</p> <p>6.1 Notice of Registrable Interests</p> <p>The Localism Act 2011 required all new and existing Cllrs to sign up to a Notice of Registrable Interests by 1st July 2012. Copies of these forms, plus an outline of the requirement, had been circulated to all Cllrs on 13th June 2012 and copies were available at the meeting. Five completed forms had been returned to Herefordshire Council elections team in advance of the 1st July deadline. It was every Cllr's responsibility to complete the form in line with the legal requirements.</p> <p>Resolved: Requirement noted.</p> | | | | | | | |
| 7.0 | <p>Financial Matters</p> <p>7.1 To Receive a Report from the RFO</p> <p>Bank balances: (22 June 2012) Treasurer's Account £2,816.39 and Business Instant Access £21,755.77. Cheques to the value of £650 are still to be presented.</p> <p>Resolved: Report noted.</p> <p>7.2 To agree payments made since the last meeting</p> <table border="1" data-bbox="240 1579 1348 1724"> <thead> <tr> <th data-bbox="240 1579 368 1617">Cheque</th> <th data-bbox="368 1579 1214 1617">Expenditure</th> <th data-bbox="1214 1579 1348 1617">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 1617 368 1724">669</td> <td data-bbox="368 1617 1214 1724">Cheque re-issued to cover February rental of Stocks Barn, in lieu of cheque 644 (issued 1/3/12) not presented and subsequently cancelled.</td> <td data-bbox="1214 1617 1348 1724">£200.00</td> </tr> </tbody> </table> <p>As agreed at the meeting on 31st May 2012 payments to Makin & Sons are now being made by standing order on the 28th of each month (in arrears). Payments for the first 6 months, starting on 28th June 2012 will be 5 x £217 and 1 x £215 = £1,300.</p> <p>Resolved: Payments approved</p> | Cheque | Expenditure | Amount | 669 | Cheque re-issued to cover February rental of Stocks Barn, in lieu of cheque 644 (issued 1/3/12) not presented and subsequently cancelled. | £200.00 | |
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| <p>7.3 Payment of outstanding invoices</p> <table border="1" data-bbox="263 253 1332 613"> <thead> <tr> <th data-bbox="263 253 384 291">Cheque</th> <th data-bbox="384 253 1169 291">Expenditure</th> <th data-bbox="1169 253 1332 291">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="263 291 384 329">670</td> <td data-bbox="384 291 1169 329">Clerks salary April – June 2012</td> <td data-bbox="1169 291 1332 329">£545.86</td> </tr> <tr> <td data-bbox="263 329 384 367">671</td> <td data-bbox="384 329 1169 367">HMRC Payment Quarter 1 2012</td> <td data-bbox="1169 329 1332 367">£136.40</td> </tr> <tr> <td data-bbox="263 367 384 479">672</td> <td data-bbox="384 367 1169 479">Clerks Expenses April – June 2012 (£71.46 travel, £17.36 postage and £25 gift voucher for internal auditor)</td> <td data-bbox="1169 367 1332 479">£113.82</td> </tr> <tr> <td data-bbox="263 479 384 555">673</td> <td data-bbox="384 479 1169 555">WCA Hire of Community Room April to June 2012 (3 sessions). Invoice JUL009</td> <td data-bbox="1169 479 1332 555">£39.00</td> </tr> <tr> <td data-bbox="263 555 384 613">674</td> <td data-bbox="384 555 1169 613">Shop Printing (Cllr Wood) As agreed at the PC meeting 1/3/12</td> <td data-bbox="1169 555 1332 613">£28.96</td> </tr> </tbody> </table> <p>Resolved: Payments approved</p> <p>7.4 To Consider Poppy Wreath Appeal Resolved: To support the Poppy Wreath Appeal as in previous years. Cllr Makin to find out details of the request and bring back to the next meeting</p> <p>7.5 Other Financial Issues (Personnel) To be deferred to September meeting</p> <p>8.0 Planning Matters</p> <p>8.1 To Consider any Planning Applications N121491/FH - Meadowview Wellington Hereford HR4 8AT (no objections) N121362/FH - Rear of Brick House, Wellington, Hereford, HR4 8AT</p> <p>8.2 To Note any Decisions/Notifications Received None notified</p> <p>9.0 Highway Matters</p> <p>9.1 A 49 Issues A meeting with the Highways Agency had taken place on 19th June 2012. Unfortunately not everyone from the Highways Agency and Herefordshire Council was able to attend. Cllr Graham Powell is now involved together with Bruce Evans from Herefordshire Council and further updates will be given when available.</p> <p>Cllr Gowan has a meeting with Bob Haines (West Mercia Police) on 18th July 2012. Cllr Guthrie and Cllr Miller have also been invited to attend.</p> <p>9.2 To Receive any other Highways Issues</p> <p>9.2.1 20 mph update Funding for a SID may be available from the School Travel Fund Grant. Amey would need to come out and do a speed assessment over 7 days and, if this shows that there is a speeding issue which meets the criteria, a grant could be applied for. Resolved: Cllr Mayne to follow up</p> <p>9.2.2 Parish Noticeboards Resolved: Cllr Plumb to move the poles at the Marsh and to adjust the size of the noticeboard to fit. It was confirmed the Parish Council do want to utilise the noticeboard offered by the Community Association.</p> | Cheque | Expenditure | Amount | 670 | Clerks salary April – June 2012 | £545.86 | 671 | HMRC Payment Quarter 1 2012 | £136.40 | 672 | Clerks Expenses April – June 2012 (£71.46 travel, £17.36 postage and £25 gift voucher for internal auditor) | £113.82 | 673 | WCA Hire of Community Room April to June 2012 (3 sessions). Invoice JUL009 | £39.00 | 674 | Shop Printing (Cllr Wood) As agreed at the PC meeting 1/3/12 | £28.96 | <p>CB</p> <p>DM</p> <p>JG</p> <p>KM</p> <p>FP</p> | |
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| 10. | <p>9.2.3 Any Other Issues Resolved: To write to Tarmac about the aggregate lorries Resolved: The Clerk to report</p> <ul style="list-style-type: none"> • State of road up to Doctor's Corner • Sunken drain outside the Wellington Inn • The clearing out of the drains in Derside Close • Overgrown Hedges in Derside Close <p>10.1 Progress with the Flood Risk Assessment Cllr Wood reported that the confidential Flood Risk Assessment Report had been received and passed to the Environment Agency for their pre-application review. The Environment Agency has a quality indicator to give a response in 20 working days so a response is expected by the end of July 2012.</p> <p>10.2 Progress with appointing and architect and feedback to Hoople Cllr Wood reported that following a comprehensive tendering and evaluation process, the Shop Working Group is now able to unanimously recommend awarding the contract for architect services to the preferred bidder. Because the tender process is still 'live' Cllr Wood was unable to disclose the successful architect until the final letters have gone out informing both the successful and unsuccessful tenderers. Once this had happened details would be made available to all Cllrs and a full update would be given at the September meeting.</p> <p>Following a meeting with John Francis of Hoople and one of Herefordshire Council's Corporate Lawyers on 4th July, a comprehensive contract has been agreed which addresses the points raised by the Shop Working Group as well as ensuring that the Parish Council is in complete compliance with all the relevant legal aspects of the tendering and contracting process.</p> <p>Resolved: To accept the Shop Working Group recommendation to award the contract to the preferred bidder. Resolved: To issue the contract as agreed between Wellington Parish Council Shop Working Group and Hoople Ltd.</p> <p>It was stressed once again what an immense amount of support Hoople Ltd had offered Wellington Parish Council throughout the process. Now the architect selection work has been completed, Cllr Wood would draft an open reference for Hoople Ltd, as initially agreed. This would be circulated to all of the Shop Working Group for comment. Resolved: That a reference be produced for Hoople Ltd following the very successful tendering and contracting process.</p> <p>10.2 Report from Shop Working Group (issues not covered above) The Chair thanked Cllrs Wood, Gowan and Langford for all their hard work in progressing the Shop project and for ensuring that all procedures had been fully compliant and auditable.</p> <p>11.0 Report on Footpaths There has been no progress on the two stiles missing on WG 23A (reported in May to Amey) Resolved: to be followed up</p> | <p>CB CB</p> <p>DW DW</p> <p>DW</p> <p>CB</p> |

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| 12.0 | <p>Wellington Website and Broadband</p> <p>12.1 Progress to Date There had been a great deal of enthusiasm generated from non-commercial organisations and clubs who were to be linked to the website and Cllr Wood thanked Cllr Gowan for all her hard work in getting the copy back, which could now be uploaded. The Clerk offered to support Cllr Wood in getting the copy ready for the website.</p> <p>It was initially planned that the website would go live in September. Cllr Wood had been in touch with the hosting company and it may be possible to bring this forward slightly.</p> <p>12.1 Commercial Organisations and Clubs It was proposed that limited commercial organisations would have pages/links on the website without cost - the shop, pub and the social club - on the basis that they are at the heart of the village and very much part of village life. Discussion followed about the rationale for this and why other organisations such as the Garden Centre and Queenswood Café were not included.</p> <p>Resolved: It was agreed, although not unanimously, to limit access to the shop, pub and the social club in the first instance.</p> <p>Resolved: The Website Working Group would have further discussions about allowing other commercial organisations onto the site in due course.</p> | |
| 13.0 | <p>Jubilee Events and Activities</p> <p>Cllr Prince wished to thank Phil Smith and his team for all their hard work in organising what had been a very successful Jubilee Week. It had been an excellent week and it was noted that the scarecrows and the Party in the Park had been particularly well received.</p> <p>Resolved: The Clerk to send a letter on behalf of the Parish Council to Phil Smith and his team</p> | CB |
| 14.0 | <p>Housing Issues</p> <p>A meeting had taken place between the Chairman, Herefordshire Housing and Cllr Blackshaw to try and resolve the issue of Watermill. The outcome was that if a house was empty but the rent was being maintained and the tenants were responding to letters there was nothing that could be done unless there was proof there was a second residence.</p> | |
| 15.0 | <p>Parish Planning and Neighbourhood Planning</p> <p>Cllr Plumb would issue a commentary on the current Parish Plan together with a brief on the Neighbourhood Planning workshops attended. Local issues needed to be looked at in parallel as some were Parish related and some were Neighbourhood related. Cost was variable and Cllr Plumb felt that costs for Wellington could be in the region of £15k.</p> <p>Resolved: A commentary/discussion paper to be issued early in week commencing 8th July 2012.</p> <p>Resolved: A draft outline plan to be put on the agenda for the September meeting</p> | FP CB |
| 16.0 | <p>To Note the Information Sheet</p> <p>Resolved: The Information sheet, which had been circulated to all Parish Councillors prior to the meeting, was noted.</p> | |

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| 18.0 | <p>To raise items for the next scheduled Parish Council meeting (no discussion)</p> <ul style="list-style-type: none"> • Cllr Makin stated that he intended to retire from the Parish Council following the September meeting and wished to have an item on the agenda • Provision of benches and perch seats (Cllr Plumb) | |
| 19.0 | <p>To Note the Date and Time of next regular Parish Council Meeting</p> <p>Resolved: The next regular Parish Council Meeting is scheduled for Thursday 6th September 2012 at 7.30pm</p> <p>The meeting closed at 9.30 pm</p> <p>Signed Date 6th September 2012 Chairman of Wellington Parish Council</p> | |