

# WELLINGTON PARISH COUNCIL

**Parish Council Meeting held at the Community Centre  
at 7.30pm on Thursday 4<sup>th</sup> July 2013**

| <u>Item</u> | <u>Minutes</u>  | <u>Action</u>        |
|-------------|---|----------------------|
|             | <p><b>Present</b><br/><b>Parish Cllrs:</b> Mr B Prince (Chair); Mrs J Gowan; Mrs L Langford; Mr G Porter, Mr D Wood</p> <p><b>Also in attendance:</b> Mrs C Bucknell (Parish Clerk) and 19 members of the public.</p>   |                      |
| <b>1.0</b>  | <b>To Accept Apologies for Absence</b>  |                      |
| <b>2.0</b>  | <b>To Receive Declarations of Member's Interest</b><br>Cllr Langford declared a non-pecuniary interest in Item 9.2. This was noted  |                      |
|             | <b>2.1 To consider requests for dispensations</b><br>There were no requests for dispensations   |                      |
| <b>3.0</b>  | <b>To adopt the Minutes of Thursday 6<sup>th</sup> June 2013</b><br><b>Resolved:</b> The Minutes were confirmed and signed by the Chair   |                      |
| <b>4.0</b>  | <b>To Receive Brief Reports</b>   |                      |
|             | <b>4.1 Ward Cllr A Blackshaw:</b><br>Cllr Blackshaw was not present   |                      |
|             | <b>4.1.1 Dovecote</b><br><br>This was being progressed and a meeting would be arranged with Robert Walker, Senior Planning Conservation Officer to discuss the options.   | <b>AB/BP<br/>/JG</b> |
|             | <b>4.2 Local Police Officers:</b><br>The June newsletter, containing reported incidents and general updates, had been circulated to all Cllrs and posted on the website. PC James and PCSO Dean Wall updated the public on the current position and addressed comments from the public on speeding issues at Auberrow and parking on the pavement. They requested that local people notify them of times/locations so that resources could be deployed effectively. |                      |
| <b>5.0</b>  | <b>Neighbourhood Planning</b>   |                      |
|             | <b>5.1 Information and Update Session</b><br>Gemma Webster, Senior Planning Officer from Herefordshire Council's Neighbourhood Planning Team gave a short presentation on Neighbourhood Planning, giving some background and explaining the process. She then took  |                      |

| <u>Item</u>                           | <u>Minutes</u>   | <u>Action</u>                         |  |  |  |                                      |      |  |   |        |  |          |       |  |  |        |        |             |        |     |  |       |     |   |        |        |             |        |     |   |         |  |
|---------------------------------------|--|---------------------------------------|--|--|--|--------------------------------------|------|--|---|--------|--|----------|-------|--|--|--------|--------|-------------|--------|-----|--|-------|-----|---|--------|--------|-------------|--------|-----|---|---------|--|
| 6.0                                   | <p>questions from the Parish Council and the public on various issues including the cost of undertaking a Neighbourhood Plan and the relationship of local plans with the LDF and the Core Strategy.</p> <p><b>5.2 Next Steps</b><br/>It was agreed to keep Neighbourhood Planning on the agenda and to discuss it further in September.</p> <p><b>Open Time</b><br/>A resident spoke about a development at the Marsh and invited residents to look at the plans. It was noted that this development not yet reached formal planning stage so could not be commented on by the Parish Council.</p> <p>Residents spoke about speeding at Auberrow (also covered under 4.2 and 9.2.5) and about the street lighting at the Parsonage Farm Development (to be covered under 9.2.1)</p>   |                                       |  |  |  |                                      |      |  |   |        |  |          |       |  |  |        |        |             |        |     |  |       |     |   |        |        |             |        |     |   |         |  |
| 7.0                                   | <p><b>Financial Matters</b></p> <p><b>7.1 To Receive a report from the RFO</b><br/><b>Bank balances:</b> Treasurer's Account (as at 21/06/13) £10,974.41 and Business Instant Access (as at 21/06/13) £13,404.87, a transfer of £15,000 having been made to the Treasurers account.</p> <table border="1" data-bbox="268 1099 1331 1301"> <thead> <tr> <th data-bbox="268 1099 416 1301">Income since June meeting - £2,166.42</th> <th data-bbox="416 1099 1166 1301"></th> <th data-bbox="1166 1099 1331 1301"></th> </tr> </thead> <tbody> <tr> <td data-bbox="268 1099 416 1144"></td> <td data-bbox="416 1099 1166 1144">June rental from Wellington Delights</td> <td data-bbox="1166 1099 1331 1144">£433</td> </tr> <tr> <td data-bbox="268 1144 416 1189"></td> <td data-bbox="416 1144 1166 1189">Final payment from Lengthman Scheme 2012-13</td> <td data-bbox="1166 1144 1331 1189">£58.17</td> </tr> <tr> <td data-bbox="268 1189 416 1234"></td> <td data-bbox="416 1189 1166 1234">Interest</td> <td data-bbox="1166 1189 1331 1234">£1.25</td> </tr> <tr> <td data-bbox="268 1234 416 1301"></td> <td data-bbox="416 1234 1166 1301">First payment for Lengthsman Grant 2013-14 (75%)</td> <td data-bbox="1166 1234 1331 1301">£1,674</td> </tr> </tbody> </table> <p>A Wayleave payment of £3.55 has been received but not yet banked<br/><b>Resolved:</b> Report noted</p> <p><b>7.2 Payments made since the last meeting</b></p> <table border="1" data-bbox="268 1480 1331 1682"> <thead> <tr> <th data-bbox="268 1480 408 1525">Cheque</th> <th data-bbox="408 1480 1161 1525">Expenditure</th> <th data-bbox="1161 1480 1331 1525">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="268 1525 408 1603">733</td> <td data-bbox="408 1525 1161 1603">Printing costs for Community Led Planning Group (to come out of CLP grant)</td> <td data-bbox="1161 1525 1331 1603">£6.75</td> </tr> <tr> <td data-bbox="268 1603 408 1682">737</td> <td data-bbox="408 1603 1161 1682">Display Boards for Planning for Real Event (to come out of CLP grant)</td> <td data-bbox="1161 1603 1331 1682">£18.76</td> </tr> </tbody> </table> <p><b>Resolved:</b> Payments approved</p> <p><b>7.3 To agree payment of outstanding invoices</b></p> <table border="1" data-bbox="268 1827 1331 1982"> <thead> <tr> <th data-bbox="268 1827 408 1872">Cheque</th> <th data-bbox="408 1827 1161 1872">Expenditure</th> <th data-bbox="1161 1827 1331 1872">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="268 1872 408 1982">731</td> <td data-bbox="408 1872 1161 1982">Clerk's salary for April, May and June 2013. Includes Lengthsman admin payment of £157.47 (10% of expended grant)</td> <td data-bbox="1161 1872 1331 1982">£868.04</td> </tr> </tbody> </table> | Income since June meeting - £2,166.42 |  |  |  | June rental from Wellington Delights | £433 |  | Final payment from Lengthman Scheme 2012-13 | £58.17 |  | Interest | £1.25 |  | First payment for Lengthsman Grant 2013-14 (75%) | £1,674 | Cheque | Expenditure | Amount | 733 | Printing costs for Community Led Planning Group (to come out of CLP grant) | £6.75 | 737 | Display Boards for Planning for Real Event (to come out of CLP grant) | £18.76 | Cheque | Expenditure | Amount | 731 | Clerk's salary for April, May and June 2013. Includes Lengthsman admin payment of £157.47 (10% of expended grant) | £868.04 |  |
| Income since June meeting - £2,166.42 |  |                                       |  |  |  |                                      |      |  |   |        |  |          |       |  |  |        |        |             |        |     |  |       |     |   |        |        |             |        |     |   |         |  |
|                                       | June rental from Wellington Delights   | £433                                  |  |  |  |                                      |      |  |   |        |  |          |       |  |  |        |        |             |        |     |  |       |     |   |        |        |             |        |     |   |         |  |
|                                       | Final payment from Lengthman Scheme 2012-13  | £58.17                                |  |  |  |                                      |      |  |   |        |  |          |       |  |  |        |        |             |        |     |  |       |     |   |        |        |             |        |     |   |         |  |
|                                       | Interest   | £1.25                                 |  |  |  |                                      |      |  |   |        |  |          |       |  |  |        |        |             |        |     |  |       |     |   |        |        |             |        |     |   |         |  |
|                                       | First payment for Lengthsman Grant 2013-14 (75%)   | £1,674                                |  |  |  |                                      |      |  |   |        |  |          |       |  |  |        |        |             |        |     |  |       |     |   |        |        |             |        |     |   |         |  |
| Cheque                                | Expenditure  | Amount                                |  |  |  |                                      |      |  |   |        |  |          |       |  |  |        |        |             |        |     |  |       |     |   |        |        |             |        |     |   |         |  |
| 733                                   | Printing costs for Community Led Planning Group (to come out of CLP grant)   | £6.75                                 |  |  |  |                                      |      |  |   |        |  |          |       |  |  |        |        |             |        |     |  |       |     |   |        |        |             |        |     |   |         |  |
| 737                                   | Display Boards for Planning for Real Event (to come out of CLP grant)  | £18.76                                |  |  |  |                                      |      |  |   |        |  |          |       |  |  |        |        |             |        |     |  |       |     |   |        |        |             |        |     |   |         |  |
| Cheque                                | Expenditure  | Amount                                |  |  |  |                                      |      |  |   |        |  |          |       |  |  |        |        |             |        |     |  |       |     |   |        |        |             |        |     |   |         |  |
| 731                                   | Clerk's salary for April, May and June 2013. Includes Lengthsman admin payment of £157.47 (10% of expended grant)  | £868.04                               |  |  |  |                                      |      |  |   |        |  |          |       |  |  |        |        |             |        |     |  |       |     |   |        |        |             |        |     |   |         |  |

| <u>Item</u>   | <u>Minutes</u>   |   |                          | <u>Action</u> |    |  |  |
|---|--|---|--------------------------|---------------|----|--|--|
| 8.0   | <table border="1"> <thead> <tr> <th data-bbox="256 248 405 327">Cheque</th> <th data-bbox="405 248 1161 327">Expenditure</th> <th data-bbox="1161 248 1337 327">Amount</th> </tr> </thead> </table>  | Cheque  | Expenditure              | Amount        |    |  |  |
|   | Cheque   | Expenditure   | Amount                   |               |    |  |  |
|   | 732  | HMRC Payment quarter 1  | £217.00                  |               |    |  |  |
|   | 734  | Clerk's expenses for April, May and June 2013. Note: £41 stamps still held.                                     | £195.96                  |               |    |  |  |
|   | 735  | Attendance at Lottery Funding Workshop (J Gowan and C Bucknell)   | £10.00                   |               |    |  |  |
|   | 738  | Print cartridges for CLP Chair (to come out of CLP grant)   | £21.14                   |               |    |  |  |
|   | 739  | St Michaels Hospice Inv 13 – Printing for Music on the Meadow as agreed at June PC meeting Minute 6.7 £40 + VAT | £48.00                   |               |    |  |  |
|   | <b>Resolved:</b> Payments approved   |   |                          |               | CB |  |  |
|   | <b>7.4 To Agree Payment to Internal Auditor</b>  |   |                          |               |    |  |  |
|   | It was proposed to give a gift voucher to the value of £30 to the Internal Auditor. This would be an increase of £5 over previous years in recognition of the fact the accounts are now more complex, with more income and expenditure payments etc. |   |                          |               |    |  |  |
|   | <b>Resolved:</b> Payment approved  |   |                          |               | CB |  |  |
|   | <b>8.0 To Consider Planning Matters</b>  |   |                          |               |    |  |  |
|   | <b>8.1 To consider any planning applications</b>   |   |                          |               |    |  |  |
|   | Reference Number   | Application   |                          |               |    |  |  |
|   | 131442/F   | Land at Holly House, Wellington. Erection of detached dwelling with integral garage.                            |                          |               |    |  |  |
| <b>Resolved:</b> There were no objections to this application |  |   |                          | CB            |    |  |  |
| <b>8.2 To Note any Decisions/Notifications Received</b>       |  |   |                          |               |    |  |  |
| Reference Number  | Application  |   |                          |               |    |  |  |
| 130674/C  | Church House Farm Wellington. Proposed demolition of old farm buildings  |   | Approved with Conditions |               |    |  |  |
| 130503/O  | Marsh House Farm, Wellington. Proposed new buildings to house existing business located in outbuildings  |   | Approved with Conditions |               |    |  |  |

| <u>Item</u> | <u>Minutes</u>   | <u>Action</u>          |
|-------------|--|------------------------|
| 9.0         | <p><b>8.3 Section 106 and Affordable Housing</b><br/> Cllr Gowan had spoken with Hayley Crane (Herefordshire Council Housing Needs and Development) regarding the Festival Housing properties at Parsonage Farm, Festival Housing being one of Herefordshire Council's preferred providers. Cllr Gowan was assured that the Section 106 agreement was watertight as far as lettings were concerned and that the Wellington connection would have to be established via Homepoint in the same way as previously. The issue of exchanges is a concern in many parishes nothing can be done to close this loophole. A copy of the Section 106 agreement for the Parsonage Farm development will be forwarded to the Parish Council.</p> <p><b>To Consider Highways Issues</b></p> <p><b>9.1 A49 Issues</b><br/> A further meeting has been arranged for September 2013.</p> <p><b>9.2 To Receive other Highways Issues</b></p> <p><b>9.2.1 Section 38 Highways Act - Street Lighting at Parsonage Farm Dev</b><br/> Herefordshire Council had contacted the Parish Council to ask their views on whether there should be street lighting included in the Section 38 agreement (Highway Adoption). A letter had been delivered to all households in the area asking the views of the residents who may be affected. 7 written representations had been received by the Clerk and several members of the public gave their views on the proposal.<br/> <b>Resolved:</b> To notify Herefordshire Council that the Parish Council and local residents were unanimously opposed to including street lighting in the development.</p> <p><b>9.2.2 Overgrown Hedges</b><br/> All the overgrown hedges had now been cut back.</p> <p><b>9.2.3 Lengthsman Update and work to be carried out</b><br/> No further work was identified.</p> <p><b>9.2.4 Dog Fouling</b><br/> The issue of dog fouling was still causing concern, both those who are putting their dog bags into the hedges and those who are not clearing up after their dogs. There was only one dog warden for the county but he had said that if specific times/areas were identified he would increase patrols.</p> <p>Amey can only provide a certain type of dog bin (as governed by HC) – the current cost is £313.26 incl VAT to supply &amp; install. If Amey already empty bins in Wellington they can add this location to their schedule at no extra cost however if they don't empty bins, there will be a weekly/monthly charge, as Focsa (household waste collectors) won't collect dog waste. It is not known how much this charge will be.</p> | <p>BP/JG</p> <p>CB</p> |

| <u>Item</u> | <u>Minutes</u>   | <u>Action</u>  |
|-------------|--|--|
|             | <p>It was felt that a good way forward may be to educate local people on the health and environmental issues related to not clearing up dog fouling in a responsible manner. Cllr Langford supported this view and suggested including the behaviour of dog owners around cattle and in fields.</p> <p><b>Resolved:</b> To consider another publicity campaign and to obtain leaflets from the dog warden. To include the issue in the Planning for Real event.</p> <p><b>9.2.5 Auberrow Speed Issues</b><br/>Cllr Gowan has met with PCSO Wall, Cllr Blackshaw and with concerned residents reference Auberrow. Cllr Gowan is due to meet with Cllr Blackshaw and Highways Department on Friday 5<sup>th</sup> July. It was felt that the new development would also increase traffic and this needed to be addressed.</p> <p><b>9.2.6 Footpath outside Wellington School and Parking Issues</b><br/>It was felt this was better dealt with by the school</p> <p><b>9.2.7 Update on Drain Rodding Timetable</b><br/>Amey's record shows that the drains on the road between the Chapel and the pub were last jetted in April 2011. An update from the Land Drainage Team says drainage investigation work with a jetter has been carried out from the Chapel to the Pub, and further works are required from the Pub to the Church and School, which is to be programmed in when the area supervisor has a machine available.</p> <p><b>9.2.8 Heavy Lorries</b><br/>There was continued concern about Tarmac lorries using the north road to go to and from Leominster.<br/><b>Resolved:</b> Cllr Porter to discuss with Tarmac</p> | <p><b>CB/JG/LL</b></p> <p><b>GP</b></p> <p><b>CB</b></p> |
| <b>10.0</b> | <b>Report on Footpaths</b>   |  |
|             | <b>10.1 Causeway</b>   |  |
|             | Cllr Prince was meeting with Bruce Evans of the Highways Department to ascertain the status of the Causeway. Once this is known the Parish Council can agree a course of action.   |  |
|             | <b>10.2 Stiles</b>   |  |
|             | Amey had been contacted regarding the stiles discussed at the June meeting but wanted a more accurate location before they could take the matter further. This would be provided.  | <b>CB</b>  |
| <b>11.0</b> | <b>Wellington Cemetery</b>   |  |
|             | A member of the public had alleged that mowing the cemetery had caused damage to a headstone. Cllr Prince had spoken to Arthur J Virgo (Stonemason) who had confirmed that, in their view, the damage was a result of the natural aging of the sandstone headstone and had not been caused by the gardening contractor.  |  |

| <u>Item</u> | <u>Minutes</u>  | <u>Action</u> |
|-------------|---|---------------|
| 12.0        | <p><b>Community Resilience and Emergency Planning</b></p> <p>There was no update.</p> <p><b>Resolved:</b> Cllr Prince to meet with Karen Mayne to ascertain the current position and what needs to be taken forward.</p>  | BP            |
| 13.0        | <p><b>To Consider Community Hub Issues</b></p> <p><b>13.1 Report on Progress from Working Group</b></p> <p>Cllr Wood, on behalf of the Shop Working Group reported as follows. Tenders were received from builders on 19 June 2013. Copies have been provided to all Clls and these are currently being evaluated.</p> <p>The final plans for the soft landscaping were given to Hook Mason on 21 June and have been submitted along with all other documents required to the Planners to discharge the Planning Conditions.</p> <p>Building Regulations Permission has been applied for.</p> <p><b>13.2 Leases for Chapel Field and Solicitor</b></p> <p>Four solicitors have been approached for a quotation for the work required to finalise the lease for Chapel Fields (acting on behalf of the Parish Council). The three that quoted all say that they cannot give an exact quotation as they will not know the level of work and dispersements required until they begin the work but all are broadly comparable, estimating in the region of £500 - £700. The Parish Council would be required to pay the Chapel solicitor costs in addition to their own; this has been quoted at £700.</p> <p><b>Resolved:</b> To commission Beaumonts to act on behalf of the Parish Council to finalise the lease for Chapel Field. It was noted that it was important to complete the legalities with the Chapel before the building contract was awarded.</p> <p><b>13.3 Update on Tendering Process</b></p> <p>A meeting of the Community Hub Working Group has been arranged for 8 July to discuss the tenders and to evaluate costs. Cllr Porter has been invited to this meeting as he has specific expertise in this area. Once a proposal has been formulated it will be brought back to the full Parish Council for approval.</p> <p><b>13.4 To consider application for borrowing approval from DCLG</b></p> <p>A draft Business Case has been completed and this will be discussed at the Shop Working Group on the 8<sup>th</sup> July. The documentation has been obtained to apply for borrowing approval from DCLG which has to be done before a loan can be applied for. The overall budget is still within the £280k discussed at the Open Meeting in November 2011.</p> <p><b>Resolved:</b> To progress the submission to DCLG for borrowing approval.</p> <p><b>13.5 To consider any fees due</b></p> <p>There are currently no fees due. The next fees payable will be</p> <p>Hook Mason – Phase 5 £480 inc VAT</p> <p>Solicitors Fees for lease on chapel field (estimate) = £1,300.</p> |               |

| <u>Item</u> | <u>Minutes</u>   | <u>Action</u> |
|-------------|--|---------------|
| <p>14.0</p> | <p>An extraordinary meeting of the Parish Council will be called if any fees are due before the September meeting.</p> <p>In order to ensure inclusivity for those who could not attend the Open Parish Meetings it is proposed to produce and circulate a newsletter to all households in the Parish (around 420 dwellings), outlining progress with the Community Hub project and next steps. This will ensure that all residents are updated on the project and are offered the opportunity to comment if they wish to as the project progresses. Newsletters are to be hand delivered to residents in the village with outlying properties (around 57) being delivered by 2<sup>nd</sup> class post.</p> <p><b>Resolved:</b> To print 420 copies of the newsletter and purchase second class stamps for those which cannot be hand delivered.</p> <p><b>13.6 Update on Reaching Communities Buildings Grant Application</b></p> <p>The Expression of Interest had not been accepted to move forward to Stage 2. However, since the training session attended by Cllr Gowan and the Clerk it is now recognised that the timescale for the Reaching Communities application process (around 10/12 months) would have disadvantaged the project. Further applications to other grant awarding bodies are being progressed.</p> <p><b>Community Led Planning and Neighbourhood Planning</b></p> <p><b>14.1 Update from the Steering Group Meeting</b></p> <p>The Steering Group continues to meet regularly and there has been a lot of background research done in order to ensure that everyone within the parish can input into the process. The Steering Group were commended for their enthusiasm and hard work. The next steps will be the Planning for Real Event which will be followed up by a report to the Parish Council with a questionnaire sent to all households in the Autumn.</p> <p><b>14.2 Planning for Real</b></p> <p>Everyone in the village will have received a leaflet about the forthcoming Planning for Real event which is taking place on 12/13 July 2013 in the Community Centre. This is an opportunity for everyone living in Wellington to have their views noted about what is important to them. There will also be a series of displays about activities which are taking place in and around Wellington and a number of external exhibits and activities (such as the Fire Service and an opportunity to enjoy bowling) for those attending. It was noted that it was important a member of the Parish Council was in attendance at all sessions to answer queries from members of the public.</p> |               |
| <p>15.0</p> | <p><b>Welsh Water Consultation</b></p> <p>Welsh Water is now preparing plans for 2015-21 and is inviting view on the future of services in Hereford and the surrounding area. As part of the consultation, Cllrs are being invited to an event on Monday 15<sup>th</sup> July 2013 at 6pm at the Kindle Centre, Belmont Road, Hereford, HR2 7JE.</p> <p><b>To Note the Information Sheet</b></p>   |               |

| <u>Item</u> | <u>Minutes</u>   | <u>Action</u> |
|-------------|--|---------------|
| 16.0        | <b>Resolved:</b> The Information sheet was noted.  |               |
| 17.0        | <b>To Raise Items for the next Scheduled Parish Council Meeting</b><br>Rules for Bonfires<br>Go-online and Fastershire Grants<br>Dog Fouling and Footpaths   |               |
| 18.0        | <b>To Note the Date and Time of the next regular Parish Council Meeting</b><br><b>Resolved:</b> The next regular Parish Council Meeting will take place on Thursday 5 <sup>th</sup> September 2013 at 7.30 pm. Note there is no regular meeting in August.<br><br>Cllr Prince presented his resignation as Chairman of Wellington Parish Council, with effect from the end of the current meeting (July 2013). Cllr Prince also stated he was withdrawing from the Community Hub Working Group but would remain as a member of the Parish Council. Cllrs thanked Cllr Prince for his long service as Chair of the Council and for all his input over the years.<br><br>The Vice Chair would take over as acting Chair until the position was ratified at the next Parish Council Meeting.<br><br>The meeting closed at 9.45 pm<br><br>Signed ..... Date<br>Chairman of Wellington Parish Council |               |