

# WELLINGTON PARISH COUNCIL

Regular Meeting of the Parish Council held at the Community Centre  
at 7.30pm on Monday 25<sup>th</sup> July 2016

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
<p><b>1.0</b></p> <p><b>2.0</b></p> <p><b>3.0</b></p> <p><b>4.0</b></p> <p><b>5.0</b></p>	<p><b>Present</b> <b>Parish Cllrs:</b> Mrs L Langford (Chair), Mr S Crane, Mr B Prince, Mr D Wood</p> <p><b>Also in attendance:</b> Ward Cllr Crockett, Mrs Chris Bucknell (Parish Clerk) and 26 members of the public.</p> <p><b>To Accept Apologies for Absence – None</b></p> <p><b>To Receive Declarations of Interest</b> Cllr Crane declared a pecuniary interest in Item 8.1 - Land Adjacent to 19 Brookside, Wellington.</p> <p><b>2.1 To Consider Requests for Dispensations</b> There were no requests for dispensation</p> <p><b>To Adopt the Minutes of the Regular Meeting of the Parish Council held on Thursday 2<sup>nd</sup> June 2016</b> <b>Resolved:</b> The Minutes were confirmed and signed by the Chair</p> <p><b>To Receive Brief Reports from</b></p> <p><b>4.1 Ward Cllr Pauline Crockett</b> Cllr Crockett updated the Parish Council on the following</p> <ul style="list-style-type: none"> <li>• The City Link Road from Aylestone Hill to Edgar Street was on schedule.</li> <li>• Plans for the Southern Link Road had been passed and the project was going ahead.</li> <li>• Herefordshire University Project has been allocated £300k out of the assigned budget (it was stressed this was not new money)</li> <li>• A new Fastershire contact has been appointed, Mark Glover, Interim Communications Officer at Herefordshire Council</li> <li>• Andy Hough, Head of Educational Development at Herefordshire Council had told Cllr Crockett that the new boiler at Wellington School had been deemed fit for purpose by the engineer and would now not be considered for replacement until 2017/18. See also item 5.3.</li> <li>• Herefordshire Council and Sam Banks from the Neighbourhood Development Planning Team had been commended for all the hard work which had gone into preparing the Planning Strategy for the county.</li> </ul> <p><b>4.2 Safer Neighbourhood Team Update</b> The latest SNT Newsletter was on the website. There were no further updates.</p> <p><b>Communications</b></p> <p><b>5.1 Update on High Speed Broadband</b> Councillor Wood updated on progress saying that he had now complained to BT on a number of levels about lack of progress, poor service and inept communication. A number of residents in the Parish had now got high speed broadband but this was by no means the case across the Parish with a number of residents experiencing frustrating delays. Cllr Wood will continue to follow this up and is now taking his concerns to BT High Level Complaints Department.</p> <p><b>5.2 Update on Wellington Fun Week</b> This event went very well. The Chair noted that one resident had gone onto social media to say that</p>	<p><b>DW</b></p>

the Parish Council would not let the Tug of War Organisers have sandbags. This was inaccurate as the use of the sandbags was agreed on the condition that they were returned in good useable condition (due to the fact that these were not being supplied free of charge and any replacement would be a cost to the Parishioners). The Chair wanted the community to know that it was the Organisers' decision not to use the sand bags.

### 5.3 Wellington Primary School

See also item 4.1. It was agreed to write to Andy Hough expressing disappointment regarding the decision to delay replacing the school boiler.

### 6.0 Open Time

There were no comments from the public

### 7.0 Financial Matters

**7.1 Bank balances:** Treasurer's Account £35,300.75 Business Instant Access £58,404.87.

It should be noted that these figures include earmarked reserves and do not represent available funds.

<b>Income since June meeting – £714.55</b>	Wellington Delights June rent	£650.00
	Interest (June and July)	£5.04
	Dormington and Mordiford GPC 50% of net cost of ink cartridges	£55.96
	Wayleave	£3.55

Invoice 02/16 to Rob Ruck for 75% of cost of buildings insurance £412.65. Rob had confirmed this had been paid but the amount was not yet showing in the bank balance.

### 7.2 To Agree Payments made since last meeting

<b>BACS</b>	Viking Direct Invoice 252896. Ink cartridges. £114.18 + VAT. 50% reclaimed from DMGPC (see income summary above)	£137.02
<b>BACS</b>	HMRC PAYE Payment Quarter 1 as per salary summary	£246.00
<b>BACS</b>	Viking Direct. Invoice GB20267124B. Paper Towels for Community Hub. £10.73 + VAT	£12.88

**Resolved:** Payments approved

### 7.3. To agree payment of outstanding invoices

Payment	Expenditure	Amount
Chq 994	Jane Mc Neill invoice 17. Cleaning of Parish Room 30/5 and June	£50.00
Chq 995	Jane McNeill invoice (no number). Cleaning of Parish Room July	£40.00
BACS	WCA. Invoice #JUL13. Hire of Hall for PC Meeting April - June	£75.00
BACS	D C Gardening invoice 108. Work on cemetery, bus stop and Community Hub as per works schedule. £450 + VAT	£540.00
BACS	Clerks net salary for period April to June 2016 as per salary summary.	£985.32
BACS	Clerks Expenses for period of April to June 2016 as per Expenses summary	£44.35

**Resolved:** Payments approved

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**7.4 To Agree Payment of Invoices in August**

At the June GPC meeting it was agreed that the Clerk could pay any regular invoices, and any other expenditure that had prior approval in between meetings as at the time it was thought there would be no meeting in July. The Clerk requested that this approval now be extended to August to allow payment of invoices in between meetings.

**Resolved:** The Clerk was given authority to make any regular or approved payments in August.

**7.5 To Consider Gift for Internal Auditor**

**Resolved:** To arrange a gift of £50 to the Internal Auditor in recognition of the work carried out on the accounts.

**7.5 To Consider Wreath for Remembrance Day**

**Resolved:** To make a donation of £25 to include purchase of a £17 wreath.

**7.6 To Adopt Updated Financial Regulations**

At the June PC meeting the Clerk had reported that NALC had produced revised Financial Regulations to take into account some recent legislative changes and recommended that Parish Councils adopt these in order to be as up to date as possible with the requirements set out by central government. Cllr Langford had reviewed these updates and had put forward proposals which were discussed at the meeting.

**Resolved:** To update the draft Financial Regulations with the suggestions agreed at the meeting and to circulate a draft for final approval at the September meeting.

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

Reference No	Application
161737	Land Adjacent to Brookside, Wellington. Proposed site for single persons dwelling

Cllr Crane left the room for this item. The agent, Ron Pritchard, was present and outlined the amended proposals saying that the local authority had an issue with potential flood risk and as a result of this his client had commissioned a report to prove that flooding was not an issue. The agent stated these proposals met an identified need for single persons' dwellings in the area, which was also reflected in the NDP. In response to a query from a member of the public the agent said there was no material difference between this application and the last one. There would be parking on-site but it was noted there was no facility for a vehicle to turn around on the site. A member of the public asked what was the difference between a single persons' dwelling and a one-bedroom house to which the agent replied that if necessary a condition could be attached to the planning approval to ensure one-person occupancy.

Councillors were asked for their views. Cllr Prince felt this was over-development of the site and that there was already a surfeit of rental property in the village that had not been taken up. Cllr Wood echoed a comment made by a member of the public that there were difficulties in parking, with the current proposals only allowing for space for one car off road but in all other ways he supported the application. The Chair asked Councillors to vote whether to support the application. 3 voted in support with one voting against the proposals.

**Resolved:** To comment in favour of the proposals but noting the concerns raised by Councillors.

Cllr Crane re-joined the meeting at this point

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Reference No	Application
161737	Khotla, Wellington. Change of use of ground floor and car park area from commercial to domestic use.

**Resolved:** To submit a comment in support of the application

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Reference No	Application
161344 (Amended)	Walnut House, Wellington. Proposed detached garage.

The application had been amended to take into account concerns raised by local residents and now proposed a single story building with an office on the ground floor, resulting in a lower garage with a larger footprint. Concern was raised about the size of the footprint and whether this would pose a risk of flooding. Also whether this would set a precedent in regard to the size of the garage in proportion to the main building.

**Resolved:** To submit a comment in support of the application but noting the need for a flood risk assessment and for the size of the development to be in proportion to the size of the main building.

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Reference No	Application
P162262	The Shrubbery, Wellington. Proposed conservatory extension which will extend beyond the rear wall of the dwelling house by 5 metres

There were no objections to the proposals. This application had not been notified to the Parish Council and the Clerk was asked to contact the Planning Team to query why this was. *Post Meeting Note: Cllr Crockett confirmed that as this was a Prior Approval application only the Ward Member was consulted.*

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### 8.2: Update on Planning Applications Commented on Between Meetings

Reference No	Application
161773	Long Orchard, Wellington. Proposed Rear and single storey extension. <i>No objections</i>
161250	Gowerlea, Auberrow, Wellington. Proposed single storey side extension. <i>No objections</i>
161865	Meadowview, Wellington. Proposed works to Scots Pine. <i>Referred to Jenny Guille who had no objections</i>

### 8.3: Update on Planning Appeal

Reference No	Application	
3141403	Kingcup Cottage, Wellington Marsh. <i>There will be an Inspectors visit on 27<sup>th</sup> July which the PC will attend.</i>	Appeal Pending
152188	Land Opposite Aylus Cottage, Auberrow. Proposed erection of photovoltaic array.	Appeal Pending

**8.4: To Note any Decisions/Notifications Received**

Reference No	Application	
161773	Long Orchard, Wellington. Proposed Rear and single storey extension.	Approved
161250	Gowerlea, Auberrow, Wellington. Proposed single storey side extension.	Approved
161865	Meadowview, Wellington. Proposed works to Scots Pine.	Approved
161526	Land at the Cemetery, Wellington. Tree works. Propose to remove Lilac tree and stumps of dead Lilacs.	Approved
161211	Avallon, Bridge Lane, Wellington – work to trees	Approved
161031	Notts House, Wellington – Proposed Access Drive off Ford Lane	Approved
161018	Cantona Cottage, Wellington – Proposed enclosure of existing veranda	Approved
161182/4	Land at Stocks Farm, Wellington – Proposed conversion of listed Hay Barn to residential dwelling. Proposed 4 residential units with cycle store	Approved

**Update on Chapel House Concerns**

Concerns voiced at the June meeting regarding the demolition of the original chimney were passed to Simon Withers in Planning Enforcement and the following response received from David Thomas Development Supervisor / Enforcement Officer.

*I have visited the site and met with the owner's father, Mr Anthony. He explained that when they have demolished the main part of the building it was clear that the chimney stack was not going to be able to support itself whilst construction of the timber frame was going on. The stone from the chimney has been removed from the site and will be brought back and the chimney rebuilt when they are able, the foundations for the rebuild have already been poured. Sarah Lowe from conservation has been made aware of the situation by Mr Anthony and she will be offering advice as the rebuild takes place*

**8.5 To Note Requirements for Tree Work in a Conservation Area**

Cllr Langford had established that not all trees were protected by the conservation area and approval was only need for work on a tree where the trunk was more than 3 inches diameter at 5 foot. This would be published in the next Parish newsletter.

9.0

**To Consider Highways Issues****9.1 A49 Issues****9.1.1 Wellington Marsh Bus Stop Pedestrian Safety Issues**

The Chair had contacted Highways England and read out the response received from Alex Wisely, Operations Director for the West Midlands, who had liaised with their Asset Support Contractors reference collision data for 250 metres north and south of the bus stop in question. Alex Wisely felt the data did not highlight Wellington Marsh as a concern, saying that to erect a VRS (Vehicle Restraint System) would mean starting it 42 metres in advance of the bus stop, ending 16.5 metres past the bus stop, in one continuous length. He felt this would impede access to and from the bus stop and in the current circumstances this would not be justified. Highways England suggested that

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a more pragmatic approach would be to relocate the bus stop to a position 100 metres further south, and within the 50 mph speed limit of Wellington Marsh. The Parish Council felt that this was not an option and it was agreed not to pursue this further.

### **9.1.2 Blocked Footpath at Old Comrade**

The Chair had emailed Patrick Thomas but to date had not received a response. It was agreed that Cllr Crockett would pursue this with Cllr Langford and, if no satisfactory reply was received, the MP should be contacted.

## **9.2 To Receive Other Highways Issues**

### **9.2.1 Flood Report (The Mill)**

There had been no further news on this

### **9.2.2 Drainage at The Marsh and Auberrow**

Nick Holt, Flooding Performance Manager at Welsh Water had confirmed that there would be a meeting with Herefordshire Council on 22<sup>nd</sup> August to discuss this issue. He reported that the sewer surveys at Auberrow had been carried out and he was awaiting the report. Welsh Water internal meeting to review the pumping station performance and solution options was scheduled for 26<sup>th</sup> August and feedback would be given following this.

### **9.2.3 Traffic Survey on North Road**

There had been no further information from Lisa Mellings (Wootton Cottage) and the Chair would follow this up before the September PC meeting. A response had been received from Robin Quant, Traffic Engineer from Balfour Beatty which the Chair read out to the meeting. In summary it was felt that this stretch of road was not suitable for signage, with a different traffic survey and possibly introduction of a weight limit suggested. This would require a Traffic Regulation Order (TRO) which would need to be at least part funded by the Parish Council. Further discussion on this would take place once the data from Lisa had been received.

### **9.2.4 Identification of work to be carried out and any other updates**

The poor state of the highway between Ford Lane and the A49 turning was noted. The Chair would discuss this with Phil Pankhurst. It was also noted that cars were parking on the verge outside the new development and bins were blocking the footpath. It was felt that this could be better monitored once the builders had finished and all the residents had moved in. Something would be put in the next Parish Newsletter.

## **9.3 Update on Lengthsman and P3 Grant**

A quotation of £510 + VAT had been received from Richard Mills to complete the work that Balfour Beatty had started in Mill Lane. Cllr Crane said that before committing to this the Parish Council needed to consider what effect the work already carried out had achieved and whether this was sustainable. It was felt that this work should not be carried out as the work recently carried out was slipping already and any further work would not improve the situation.

It was reported that a tree in the field owned by Mr Jay was causing concern with a risk that if it fell down it may affect the overhead wires and block the road.

A resident had reported severely overgrown woodland on road from Dinmore Hill to Bodenham. The area in question is managed by Herefordshire Council but is not part of the public realm contract covered by Balfour Beatty. An early warning has been submitted to the client, which has been accepted and the works were due to commence imminently.

### **9.3.1 Supply of PROW materials to Parishes and Landowner Responsibilities**

Balfour Beatty had now ceased providing materials and countryside furniture (stiles, gates etc) free of charge and an indicative price list had been issued with the intention that these resources were now funded out of P3 grants. Cllr Crane noted that the issue was whether the Parish Council should fund any furniture which had previously been supplied free of charge or should the landowner be

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	<p>asked to fund it, noting that there was a liability issue for landowners if a stile were unsafe and needed replacing. This would be considered more fully at the September meeting.</p> <p><b>9.3.2 Supply of Sandbags</b> Balfour Beatty were no longer supplying filled sandbags but a supply of 150 empty bags could be requested free of charge in 2016/17 with no bags being supplied after March 2017. These could then be filled by parishioners as required, it was agreed that the Parish Council would not be responsible for the storing of sand or filling of sandbags. It was agreed to order 150 bags to be delivered to the shop and then locked up. The situation regarding sandbags would be highlighted in the next Newsletter. It was suggested that the current shed should be enclosed in order to maintain the stocks. This would be kept under review.</p>	Clerk
<p><b>10.0 Report on Footpaths</b> <b>10.1 Update on Footpath Maintenance</b></p>	<p>Cllr Crane reported that due to the recent good weather undergrowth was growing quickly and many paths were becoming overgrown. Several people have been contacted reference cutting back hedges which were fouling the footpaths and there had been a good response to this. Cllr Crane thanked local Parishioners for their help in maintaining the footpaths, particularly in terms of cutting back hedges and undergrowth.</p> <p>A new stile had been installed at Dinmore Manor and the tree at Auberrow which was fouling footpath WG25 had been reported to the owners by Cllr Langford.</p> <p>Dog issues were still problematic with many people not taking control of their dogs whilst out walking and Cllr Crane stressed that it was a requirement that all dogs were on a lead or under close control whilst on a public footpath. This and the Countryside Code would be put into the next Parish Newsletter.</p> <p>It was reported that the footpath at the bottom of Bridge Lane Farm was overgrown and Cllr Crane would look into this. The footpaths off the A49 (MU 7 and MU 8) were uneven and difficult to walk. This was an ongoing issue and had been reported a number of times. These paths were in Moreton Parish and the Clerk was asked to make representations to Moreton Parish Council.</p> <p>Jenni Gowan, on behalf of the WelPAC Group queried the status of the footpath link and gating which gave access to the former RST5 land, as it was hoped some of this land may become available for the playground. A previous Parish Council meeting had agreed that if Bell Homes surfaced it before leaving the site the Parish Council would take on maintenance of the footpath. Cllr Crane would look into this and report back.</p>	<p>SC</p> <p>Clerk</p> <p>SC</p>
<p><b>11.0 Community Hub</b> <b>11.1 Update from the Working Group</b></p>	<p>There had not been a Shop Management meeting but Cllr Wood gave an update on outstanding issues. He had sourced a lockable soap dispenser and it was agreed to purchase this. Cllr Wood also reported on issues with users of the Parish Room who had left the air conditioning unit in an unusable state. Cllr Wood proposed several solutions and following discussion it was agreed that the Community Hub Group would meet to discuss and agree a way forward.</p> <p><b>11.2 To Agree Procedure for Re-assignment of Wellington Delights Lease</b> Cllr Wood confirmed that the lease assigned to Rob on 27<sup>th</sup> May 2014 was for 6 years, meaning that there were under 4 years left to run, not the 10 years offered in the Wellington Delights sales documentation. Cllr Wood clarified that the Tenant could give up the lease but would be required to give the Landlord (Parish Council) not less than twelve months' notice during which time the rent and insurance payment would remain payable and requirements of the lease would need to be maintained.</p>	<p>Clerk</p> <p>Clerk</p>

	<p>Cllr Wood asked if Rob had put his intention to determine the lease in writing. The Clerk said that he had phoned her to state his intentions and she had subsequently emailed a summary of that conversation back to him as confirmation. This email included stating that any change of ownership of Wellington Delights had to have the approval of the Parish Council and the Chapel (as per the lease) and both organisations needed to be involved at an early stage of the process which would include carrying out a number of due diligence checks on whoever wished to take over the lease. The Clerk had also noted that the Post Office needed to be considered and would want to be involved in any selection that took place. Cllr Wood felt Rob's intentions should be in writing (above and beyond what had already been done) and the Clerk was asked to request this from Rob.</p> <p><b>Resolved:</b> Rob could not reassign the lease without the approval of the Parish Council as it was in the interests of both the Parish Council and the Community to ensure the someone suitable took over the running of the business.</p> <p>Cllr Langford had been in touch with Anthony Bush, Parish Council Liaison Officer, who had made several suggestions as to how he could help to find a suitable tenant for the shop, including contacting Ken Parsons of the Rural Shops Alliance. Cllr Langford had obtained a copy of the Sales Literature and the Accounts, guaranteeing to Rob that the accounts would remain confidential between herself and the Clerk.</p> <p><b>Resolved:</b> To arrange a meeting with Rob to discuss all of the above issues and to formalise the process and procedure for reassigning the lease and the involvement of the Parish Council and the Chapel.</p> <p><b>11.3 To Consider Chapel Car Parking Sign</b> There was no further update on this issue</p> <p><b>11.4 To Consider Disposal of Community Hub Noticeboard</b> Cllr Wood confirmed that the Bowls Club were not interested in purchasing the noticeboard. It was suggested this be put on the website with a view to a Community Group benefitting from it.</p> <p><b>11.5 To Consider any Expenditure</b> <b>Resolved:</b> To purchase the soap dispenser as outlined in item 12.1</p> <p><b>12.0 Update from the Community Led Planning Groups</b></p> <p><b>12.1 Report from the CLP Implementation Group</b> The Group was meeting on Wednesday 27<sup>th</sup> July to review progress and update actions.</p> <p><b>12.2 To Agree Expenditure on Community Noticeboard</b> John Hayward had obtained a quotation from Bishop and Smith Stainless Fabrications Ltd for £836.00 plus VAT. <b>Resolved:</b> To purchase the noticeboard to the specifications recommended by John Hayward and to have it installed by D C Gardening as per their quotation of £95 + VAT.</p> <p><b>12.3 Community Speedwatch</b> It was reported that there had been a couple of speed watches carried out over the past month. The process for reporting speeding vehicles has been checked with the PCSO who said that the registration number should be noted and passed on to the police.</p> <p><b>12.4 Update on Playground Initiative</b> The WellPAC team, led by Chris Riches, were thanked for all their hard work. A lot of landowners had now been contacted with a view to identifying possible land for the playground and this would continue.</p> <p><b>12.5 Update on Location of Benches</b> Mr Colbatch Clark had met with Cllr Langford and John Allender and agreed the location of the benches; 2 of which had now been installed alongside the Brook. A lease agreement had been</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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	<p>signed by the Clerk and Cllrs Langford and Wood and returned to Mr Colbatch Clark for his signature. Cllr Langford and John Allender were thanked for all their hard work in achieving this.</p> <p><b>12.6 Bulb Planting</b> Work was being carried out by the ford.</p> <p><b>12.7 Neighbourhood Watch</b> An update would be given in September</p> <p><b>12.8 Other Updates</b> IT – Training had taken place and other courses will be offered, specifically around understanding and using Social Media.</p> <p><b>13.0 Neighbourhood Planning</b></p> <p><b>13.1 Wellington NDP Referendum</b> Jenni Gowan, Chair of the NDP Steering Group confirmed that the Wellington NDP had passed at referendum with 245 (87.2%) voting Yes and 36 (12.8%) voting No. This was a turnout of 32.71%.  Thanks were given to the Jennifer Jarrett and the CLP group who had kick-started the NDP with their questionnaire and to the NDP Steering Group who had worked so hard to ensure the plan met the needs of the community. Thanks were also give to Kirkwells for their excellent advice and support throughout the process.</p> <p><b>13.2 Burghill Regulation 16 Consultation</b> This had been reviewed and there were no comments</p> <p><b>14.0 To Note the Information Sheet (July 2016) and any other updates</b> <b>Resolved:</b> The Information sheet was noted.</p> <p><b>15.0 To Raise Items for the next Scheduled Parish Council Meeting</b> Travellers Site Consultation</p> <p><b>16.0 To Note Date and Time of the Annual Meeting of the Parish Council</b> Thursday 1<sup>st</sup> September 2016 at 7.30pm in the Community Centre. There would be no meeting in August.  The meeting closed at 9.45 pm</p> <p>Signed ..... Date 1<sup>st</sup> September 2016 Chairman of Wellington Parish Council</p>	
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