

WELLINGTON PARISH COUNCIL

**Parish Council Meeting held at the Community Centre
at 7.30pm on Thursday 31st May 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 G Porter and Mr D Wood.</p> <p>Also in attendance: Ward Cllr A Blackshaw; Mrs C Bucknell (Parish Clerk); and 12 members of the public.</p>	
1.0	<p>To Accept Apologies for Absence</p> <p>Parish Cllrs : Mr JR Makin; Mr F Plumb.</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 3rd 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:</p> <p>Cllr Blackshaw updated the Parish Council on the situation regarding his nomination for the Police and Crime Commissioner Role and emphasised the importance of CSOs within rural communities and how this role will be revitalised in the future. Cllr Blackshaw also outlined a number of other initiatives including a new government scheme to increase the number of apprenticeships in the county and the plan to build a new Archive development in Rotherwas.</p> <p>Resolved: Report noted</p> <p>4.2 Local Police Officers:</p> <p>Apologies had been received from the local policing team. There were no reportable incidents.</p> <p>4.2.1 Neighbourhood Watch</p> <p>A message from West Mercia Community Messaging Team had indicated that Neighbourhood Watch was still being supported in some way by West Mercia Police, which was contrary to the report that had been given by PC Neil James at the May PC meeting. CSO Wall was making enquiries and would report back.</p>	
5.0	<p>Open Time</p> <p>The distribution of the recent open letter had reached some areas of the Parish that had hitherto not been covered and it was hoped that this could continue. It was pointed out that not all households within the parish, particularly some in Dinmore, received information or were within a convenient distance of a noticeboard. Councillors emphasised that every effort was made to ensure all parishioners received information and when the website went live this it was hoped that this would make it easier. The Parish Clerk stated that if parishioners wanted to leave their email addresses she would circulate details of PC meetings electronically if this would make it more convenient for parishioners.</p> <p>The recent installations on the A49 (Dinmore Hill) were mentioned and Cllr Prince explained</p>	CB

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	<p>that these were designed to monitor the road conditions; one was currently in the wrong location and would be moved.</p> <p>One parishioner queried whether there would be another open meeting before construction work on the shop began. Cllr Prince confirmed that there would be another open meeting and that information would continue to be distributed through open letters and the Welcome Magazine.</p> <p>There was a request for the grass verges on the A49, (on the central reservation coming past the Garden Centre), to be cut as they were causing a hazard for those turning right. Fly tipping was reported at the top of the Dingle, and there was a request from a resident at Wellington Court Barns to address the poor state of the garden centre road. The Parish Clerk said she would report these.</p> <p>Cllr Blackshaw left the meeting at this point</p> <p>6.0 Financial Matters</p> <p>6.1 To Receive a Report from the RFO Bank balances: (23 May 2012) Treasurer's Account £3,316.51 and Business Instant Access £25,755.77. Cheques to the value of £1,904.32 are still to be presented. Resolved: Report noted.</p> <p>6.2 To present for Approval the Accounts for 2011/12 The RFO read out the report from the Internal Auditor, Gill Bullock. The Internal Auditor reported that she had noticed a continued improvement each year, with processes put in place in 2011/12 which made management and reconciliation of the finances and accounts more robust. Comments were made on two points (internal Control Objective G and D); the internal auditor noted that issues earlier in the year had now been addressed and on this basis she was pleased to sign Section 4 of the Audit Commission Form. Resolved: Report noted. The RFO wished to record her thanks to Gill Bullock for undertaking the internal audit and also to Cllr Langford for her on-going support. Resolved: To devolve responsibility for completion and submission of the annual return and external audit documentation to the RFO, Cllr Prince and Cllr Langford.</p> <p>6.3 Approval of Annual Governance Statement 2011/12 The Governance Statement had been circulated to all Councillors in advance of the meeting and was read out at the meeting. Resolved: The Parish Council acknowledged their responsibility for ensuring that there was a sound system of internal control, including the preparation of the accounting statements and confirmed that, to the best of their knowledge and belief, each of the Governance Statements had been adhered to.</p> <p>6.4 To agree payments made since the last meeting</p> <table border="1" data-bbox="240 1848 1347 1991"> <thead> <tr> <th data-bbox="240 1848 363 1899">Cheque</th> <th data-bbox="363 1848 1214 1899">Expenditure</th> <th data-bbox="1214 1848 1347 1899">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 1899 363 1991">662</td> <td data-bbox="363 1899 1214 1991">Came and Company (Network Broker) for PC insurance 2012/13 (as agreed at May 2012 meeting agenda item 9.3)</td> <td data-bbox="1214 1899 1347 1991">£454.32</td> </tr> </tbody> </table> <p>Resolved: Payment approved</p>	Cheque	Expenditure	Amount	662	Came and Company (Network Broker) for PC insurance 2012/13 (as agreed at May 2012 meeting agenda item 9.3)	£454.32	<p>CB</p> <p>CB/BP/ LL</p>
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	<p>8.2.2 Parish Noticeboards Resolved: Cllr Porter to remove the posts in Auberrow. Resolved: Cllrs Prince and Porter to look at the posts on the A49 and to consider whether they can be modified to support the noticeboard donated by the Community Association.</p> <p>8.2.3 Litter Picking A risk assessment and guidelines for safe litter picking had been produced and given to Lyn Bavin who had volunteered to manage the litter picking activities. The Parish Clerk stressed that this needed to be managed properly in order for the volunteers to be covered by insurance. Resolved: Noted</p> <p>8.2.4 Any Other Issues There were no other issues</p>	<p>GP BP/GP</p>
9.	<p>Village Shop Issues</p> <p>9.1 To consider Shop Lease Cllr Makin had agreed to extend the lease for the shop provided he can get an extension to his planning permission for the land. Cllr Gowan had redrafted the leases in line with agreements made at the PC Meeting on 3rd May 2012. Draft leases had been sent to Rob Ruck (Wellington Delights) and to Cllr Makin and responses were awaited.</p> <p>9.2 To consider payment mechanism for Shop Lease Proposals for both leases (Cllr Makin and Rob Ruck) were</p> <ul style="list-style-type: none"> i. Payment would be by 12 equal monthly payments (ie 52 x weekly rent / 12) ii. Payments would be in arrears iii. Payments would be made by standing order on the 28th of each month (or nearest working day) <p>Resolved: the above payment mechanisms were agreed.</p> <p>The new lease costs for the shop had been fully discussed with Rob Ruck who had agreed to a rise to £75 per month for the period June – November 2012 with a further rise to £100 per week from December 2012 to be discussed. Rob had, unexpectedly, raised concerns in an email (on the 30th May), which needed to be considered further by the Shop Working Group.</p> <p>9.3 Progress with the Flood Risk Assessment Cllr Wood updated the Parish Council on a meeting that had been held with Hydro-Logic and the new agreed timescales for the FRA report. The FRA had been complex and had required of a lot of hard work, both on the part of the PC and by Hydro-Logic but indications were that there was now a positive way forward.</p> <p>Payment for the first phase of the FRA and additional mapping data had been agreed (17/1/12 -3.1; 1/3/12 - 9.2; 31/5/12 – 6.5). Hydro-Logic now needed to carry out additional work using this data and had indicated that this will cost a maximum of £2,700 over and above what had already been paid in order to complete the assessment. Resolved: it was agreed to commission the additional work by Hydro-Logic up to the maximum noted.</p>	<p>JG</p> <p>CB</p> <p>CB</p>

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	<p>9.4 Report from Shop Working Group (issues not covered above) The next stage was to select an architect and in order to progress this, the Shop Working Group were meeting informally with two of the applicants in the next few weeks.</p> <p>10.0 Report on Footpaths There are two stiles missing on WG 23A (this was reported in May to Amey) Resolved: to be followed up</p> <p>11.0 Wellington Website and Broadband Cllr Wood updated the meeting. There had now been nearly a 100% response rate to the template which was sent out and Cllr Wood thanked Cllr Gowan for her hard work in developing and sending this out to partner organisations. Payment needed to be made to the hosting company (as agreed at PC meeting 5/5/12).</p> <p>A decision had been made not to advertise commercial ventures on the website but it was put to the meeting that they may want to reconsider this in relation to the Shop, Public House and Social Club; although a rationale would need to be agreed as to why some commercial enterprises were included and not others. Resolved: to consider the issue of commercial organisations further and bring back to the next meeting.</p> <p>Cllr Wood reported to the meeting that £6.5 million had recently been dedicated to enhancing broadband across Herefordshire. There were indications that this would be increased to £10.1 million.</p> <p>The recent Herefordshire broadband survey had now been completed and had resulted in the following headline results:</p> <ul style="list-style-type: none"> • Over three quarters of survey respondents see broadband as essential to their home life • Over a third of households in Herefordshire have download speeds well below 2 Mbps – the minimum broadband speed the Government says should be available to every UK home or business. Around one in ten households have speeds less than 0.5 Mbps • One in six people use their household internet for school, college or university studies, while over a third use the internet at home for work, either for their employer or to run their own business • More than half of households spend over 20 hours a week on the internet at home (collectively as a household) • Around one in ten households have four or five computers or other devices connected to the internet at home <p>Top three current uses for broadband at home are:</p> <ol style="list-style-type: none"> 1. Searching for goods and services 2. Buying goods and services 3. Paying bills and online banking <p>Top three desired uses for broadband at home (if they had faster broadband) are:</p> <ol style="list-style-type: none"> 1. Watching TV or video 2. Using internet functions on TV 3. Using Skype 	<p>DW/ CB</p> <p>JG/CB</p>

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12.0	<p>Parish Council Powers to Prosecute</p> <p>Cllr Gowan had been investigating the Powers to Prosecute under the Clean Neighbourhoods and Environment Act 2005 and reported back to the Parish Council that although powers were available they were very difficult to obtain and enforce. An enforcement officer would need to be identified and there were significant compliance issues with regard to training etc.</p> <p>Resolved: To ascertain whether there are any dog control orders or byelaws in force in Wellington before taking this forward.</p>	CB
13.0	<p>Jubilee Events and Activities</p> <p>These were all going well and there was nothing further to report.</p>	
14.0	<p>Housing Issues</p> <p>A meeting was due to take place between Herefordshire Housing and Cllr Blackshaw in order to try and resolve the issue of Watermill. Cllr Prince encouraged people to come along to the PC meeting to give their views. An update would be given at the next meeting.</p>	
15.0	<p>Parish Planning and Neighbourhood Planning</p> <p>The discussion paper outlined at the April and May PC meetings had not been forthcoming. It was felt that Parish Planning and Neighbourhood Planning were crucial to the future of Wellington and concern was raised that this issue was not progressing.</p> <p>Resolved: the Chair to write a letter to Cllr Plumb stressing the importance of his role in taking this forward and asking for an update to be given at the next meeting.</p>	BP
16.0	<p>Community Resilience and Emergency Procedures</p> <p>A template produced by Herefordshire Council Emergency Planning Team was circulated and the issue of whether a plan should be developed for Wellington was discussed. It was noted that any plan would also need processes and resources to support it. It was felt that it was people in the village who should take responsibility for the first stage response.</p> <p>Resolved: Ian Baker, Emergency Planning Officer at Herefordshire Council, to be asked to present at a meeting after the summer recess. The issue would be further discussed following this.</p>	CB
17.0	<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. This would be re-issued to reflect updated financial details.</p>	
18.0	<p>To raise items for the next scheduled Parish Council meeting (no discussion)</p> <p>There were no other items other than those raised at the meeting</p>	
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 5th July 2012 at 7.30pm</p> <p>The meeting closed at 9.30 pm</p> <p>Signed Date 5th July 2012 Chairman of Wellington Parish Council</p>	

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	<i>The Council passed a Resolution to exclude Members of the Public for Agenda Item 20 due to the Confidential Nature</i>	
20.0	To Discuss Personnel Issues Resolved: Confidential minutes of this item are to be issued separately	