

WELLINGTON PARISH COUNCIL

**Parish Council Meeting held at the Community Centre
at 7.30pm on Thursday 6th June 2013**

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
	<p>Present Parish Cllrs: Mr B Prince (Chair); Mrs J Gowan; Mrs L Langford; Mr D Wood</p> <p>Also in attendance: Mrs C Bucknell (Parish Clerk) and 8 members of the public.</p>	
1.0	<p>To Accept Apologies for Absence Cllr G Porter</p>	
2.0	<p>To Receive Declarations of Member's Interest There were no declarations of interest</p> <p>2.1 To consider requests for dispensations There were no requests for dispensations</p>	
3.0	<p>To adopt the Minutes of Thursday 2nd May 2013 Resolved: The Minutes were confirmed and signed by the Chair</p>	
4.0	<p>To Receive Brief Reports</p> <p>4.1 Ward Cllr A Blackshaw: Cllr Blackshaw gave an update on the recent full Council meeting which looked at budgets and where savings could be made. £53.3 million needed to be saved up until 2016 out of a total revenue budget of £150 million. Adult social care was the largest part of the budget (50-55% of the total). Cllr Blackshaw confirmed that no cuts were currently planned to library or museum services.</p> <p>4.1.1 Dovecote Cllr Blackshaw had spoken to Robert Walker, Senior Conservation Officer who had carried out a detailed analysis which resulted in 5 possible options, some of which may require grant funding.</p> <p>Resolved: Cllr Blackshaw, Cllr Prince and Cllr Gowan to arrange a meeting to go through the options.</p> <p>4.2 Local Police Officers: The May newsletter, containing reported incidents and general updates, had been circulated to all Cllrs and posted on the website. Cllr James and PCSO Dean Wall updated the public on the new structure which would consist of an additional PCSO with Special Constables providing additional resource in local areas. PCSOs would be given more powers and hours would be extended to allow broader coverage, particularly in the evenings.</p>	AB/BP /JG

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5.0	<p>The police details are incorrect in the Welcome magazine. Resolved: Cllr Gowan to contact Welcome and update</p> <p>Open Time 2 stiles are in need of attention, one on the Church to Bridge Lane, opposite the Wain House is missing the cross piece and the one on the path from Bridge Lane to the Mill is unstable. The foundation of the kissing gate on the other side of Bridge Lane has eroded and needs filling with stones.</p> <p>Resolved: The Clerk would find out the position regarding responsibility for repair and replacement of stiles.</p> <p>A comment was made about the drains needing rodding between the Chapel and the other side of the pub. It was felt these had only recently been done by the Highways Department.</p> <p>Resolved: Clerk to make enquires to find out when these were last jetted and report back to BP before taking further action.</p> <p>There are a lot of notices being placed on lamp-posts around the village.</p> <p>Resolved: Cllr Gowan would put a piece in the Welcome magazine asking organisers to take down notices after events.</p> <p>There are two households where hedges are overhanging the pavement which is making it difficult for people to pass, particularly those with wheelchairs or pushchairs.</p> <p>Resolved: The Clerk to write to the householders to ask them to cut the hedge back.</p> <p>A number of queries relating to the Road and Streets Act 1991, with particular reference to monitoring the quality of street repairs had been raised by one of the Community Led Planning focus groups. It was pointed out that there were 2 types of pothole repairs, emergency and full repair, the former not being covered under the Act. All points were discussed and Cllr Gowan would give feedback to the leader of the group.</p> <p>A question was asked about how accident statistics on A49 could be monitored.</p> <p>Resolved: The Clerk to find out how these can be accessed and give details to Cllr Gowan</p>	<p>JG</p> <p>CB</p> <p>CB</p> <p>JG</p> <p>CB</p> <p>CB</p>
6.0	<p>Financial Matters</p> <p>6.1 To Receive a report from the RFO Bank balances: Treasurer's Account (as at 23/05/13) £4,054.99 and Business Instant Access (as at 23/04/13) £28,404.87. The outstanding amount from the 2012-13 Lengthsman Grant (£58.17) has been approved but not yet received.</p>	<p>CB</p>

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	<p>The Clerk confirmed that Wellington PC has now been registered online with HMRC for Real Time Information (RTI) and submissions for this have been made as per the new requirements. Resolved: Report noted</p> <p>6.2 To agree payments made since the last meeting</p> <table border="1" data-bbox="272 465 1310 667"> <thead> <tr> <th data-bbox="272 465 427 506">Cheque</th> <th data-bbox="427 465 1169 506">Expenditure</th> <th data-bbox="1169 465 1310 506">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 506 427 584">724</td> <td data-bbox="427 506 1169 584">Came and Co renewal of Insurance Policy. As agreed at May meeting agenda item 9.4</td> <td data-bbox="1169 506 1310 584">£444.55</td> </tr> <tr> <td data-bbox="272 584 427 667">725</td> <td data-bbox="427 584 1169 667">Herefordshire Council Building Regulations. As agreed at May meeting agenda item 13.3</td> <td data-bbox="1169 584 1310 667">£1,100</td> </tr> </tbody> </table> <p>Resolved: Payments approved</p> <p>6.3 To agree payment of outstanding invoices</p> <table border="1" data-bbox="272 779 1323 891"> <thead> <tr> <th data-bbox="272 779 427 819">Cheque</th> <th data-bbox="427 779 1169 819">Expenditure</th> <th data-bbox="1169 779 1323 819">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 819 427 891">730</td> <td data-bbox="427 819 1169 891">D C Gardening Invoice 85. Cemetery work April – May</td> <td data-bbox="1169 819 1323 891">£420</td> </tr> </tbody> </table> <p>Resolved: Payment approved</p> <p>6.4 To Receive Report form Internal Auditor Mrs Gill Bullock gave her report as Internal Auditor, confirming Wellington Parish Council’s compliance with the points laid out in the audit documentation. She added that the preparation, presentation and clarity of the accounts documents deserved commendation. The meeting thanked Mrs Bullock for her work in auditing the accounts. Resolved: Internal Auditor report noted.</p> <p>6.5 To Approve the Annual Accounts 2012-13 A copy of the internally audited accounts and Annual Governance statement were circulated to all Cllrs. Resolved: All statements in the Annual Governance Statement had been complied with. Resolved: The accounts were approved for submission to the external auditor and signed by the Chair</p> <p>The Clerk thanked Cllr Langford for all her help and support in preparing the accounts.</p> <p>A summary of 2012-13 budget against end of year actuals and 2013-14 budget (as approved at the December 2012 PC meeting) was circulated to all Cllrs.</p> <p>6.6 To Receive Update on Community Hub Budget A copy of the Community Hub budget was circulated to all Cllrs and Cllr Langford gave the meeting an overview of costs to date and the overall budget predictions. It was hoped that some funding could be accessed from other sources to help minimise the impact on the precept.</p>	Cheque	Expenditure	Amount	724	Came and Co renewal of Insurance Policy. As agreed at May meeting agenda item 9.4	£444.55	725	Herefordshire Council Building Regulations. As agreed at May meeting agenda item 13.3	£1,100	Cheque	Expenditure	Amount	730	D C Gardening Invoice 85. Cemetery work April – May	£420	<p>CB</p> <p>CB</p>
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7.0	<p>6.7 To consider support for Music on the Meadow Resolved: To cover the cost of printing and publicity for the event.</p> <p>To Consider Planning Matters</p> <p>7.1 To consider any planning applications None Received</p> <p>7.2 To Note any Decisions/Notifications Received None Received</p> <p>7.3 Section 106 and Affordable Housing It had been confirmed that Section 106 money would be available to support the Community Hub development. This would be released as soon as a contract has been let on the shop. The exact amount is not yet known. The development on the land adjacent to Parsonage Farm would be managed by Festival Housing.</p> <p>Resolved: To arrange a meeting with Housing Needs and Development Department to reinforce the protocol for housing to be allocated to those with local connections. The issue of those wishing to swap accommodation also needed to be clarified.</p> <p>7.4 Changes to Planning Notification Process Starting from June, residents adjacent to a property that has submitted an application will no longer receive a letter. To replace this there will be a wider use of public notices. There is still a statutory requirement to give publicity to planning applications and notices will continue to be issued through the Hereford Times, and in the planning section of Herefordshire Council's website.</p> <p>To Consider Highways Issues</p> <p>8.1 A49 Issues A meeting had taken place on 15th April between Bruce Evans (Herefordshire Council), Robert Jaffier and Patrick Thomas (Highways Agency), Allan Clewer (Amey), Cllr Barrie Prince (Wellington) and ward Councillors Blackshaw, Millar, Guthrie and Spong. The Chair gave an overview of the meeting, with particular respect to</p> <ul style="list-style-type: none"> • Speeding on Dinmore Hill and on the dual carriageway section of the A49 • Large goods vehicles turning into/out of the quarry causing a hazard • The number of collisions • Grass cutting on the central part of the carriageway near Brookhouse Farm. Robert Jaffier confirmed that this is the responsibility of Amey who aim for one cut per year. <p>The issues raised would be investigated by the Highways Agency and Amey. Further meetings were planned to take place a 6 monthly intervals.</p>	<p>CB</p> <p>JG</p>
8.0		

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	<p>8.2 To Receive other Highways Issues</p> <p>8.2.1 Lengthsman Update The Lengthsman Grant had been confirmed at £2,233. The grass at Auberrow Cross Roads needed cutting (4 corners) It was noted that when the Lengthsman cuts back around the 30 mph signs he should be asked to only clear as much as is necessary to make the sign visible. Cutting should not be too far down so that it compromised the stability and density of the hedge.</p> <p>8.2.2 Dog Fouling The Clerk had been unable to get the costs of installing a waste bin as Amey needed to know the number of times it would require emptying before providing a quotation. Resolved: To get a quote based on emptying twice monthly and to progress from there.</p> <p>8.2.4 Speed outside Wellington School The flasher sign had been reported to Amey and had now been fixed. A resident had enquired whether there could be a footpath installed outside the school but it was felt this may not be possible because of the width of the road and parking outside the school. Resolved: The Chairman to talk to the resident concerned and suggest the issue it taken up with the School.</p>	<p>CB</p> <p>CB</p> <p>BP</p>
<p>9.0</p>	<p>Report on Footpaths</p> <p>9.1 Causeway Although soil had been placed on top of the cobbles the Chair felt the Causeway was still classed as a highway and should be reopened. A resident had put a driveway across it in order to gain access to his property which may make opening it difficult. Resolved: The Chair to seek clarification of the Highways Department</p>	<p>BP</p>
<p>10.0</p>	<p>Community Resilience and Emergency Planning There was no report. Resolved: The Chair to meet with Karen Mayne to ascertain the current position and what needs to be taken forward.</p>	<p>BP</p>
<p>11.0</p>	<p>To Consider Community Hub Issues</p> <p>11.1 Report on Progress from Working Group The Working Group met on 21 May 2013 and finalised the detail of the specification of the work which will be given to the builders invited to tender. The Group evaluated the responses received from three building companies and agreed to invite all to submit a tender. On 28 May tender invitations were given to the three selected companies.</p>	

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12.0	<p>The Group met with Jenny Guille (Tree Warden) on 28 May and discussed the soft landscaping around the site identifying some low cost options for shrubs and ground cover.</p> <p>11.2 Leases for Stocks Barn The lease is now being renewed at 6 monthly intervals as requested by Mr Makin. The June – November lease with Wellington Delights had been signed and returned but the lease from Makin and Sons was still outstanding. Resolved: JG to meet with Mr Makin to progress the issue.</p> <p>11.3 Next Steps Tenders must be returned by noon on 19 June 2013 and will then be evaluated over approximately 4 weeks, for quality and price, including undertaking interviews with potential contractors where appropriate. Contract award date is Friday 12 July. Building Regulations Permission will be applied for while the contracting process is taking place.</p> <p>11.4 To Consider any Fees Due</p> <table border="1" data-bbox="272 920 1318 1361"> <thead> <tr> <th data-bbox="272 920 405 958">Cheque</th> <th data-bbox="405 920 1155 958">Expenditure</th> <th data-bbox="1155 920 1318 958">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 958 405 1070">726</td> <td data-bbox="405 958 1155 1070">JHAI Limited. Code for Sustainable Homes Assessor (SBEM & EPC) Invoice PR 42819/SUS/13/1 £345 + VAT</td> <td data-bbox="1155 958 1318 1070">£414.00</td> </tr> <tr> <td data-bbox="272 1070 405 1216">727</td> <td data-bbox="405 1070 1155 1216">Hook Mason. Stage fee 17.5% (Building Regulations). £2,800 + VAT. Invoice C10532 Hook Mason. 20% (specification and tender). £3,200 + VAT. Invoice C10532</td> <td data-bbox="1155 1070 1318 1216">£7,200.00</td> </tr> <tr> <td data-bbox="272 1216 405 1254">728</td> <td data-bbox="405 1216 1155 1254">Hook Mason. CDM Duties. Invoice C10533. £650 + VAT</td> <td data-bbox="1155 1216 1318 1254">£900.00</td> </tr> <tr> <td data-bbox="272 1254 405 1361">729</td> <td data-bbox="405 1254 1155 1361">Herefordshire Council Discharge of Planning Conditions. Email from Clive Emerson (HM). £48.50 – VAT invoice to follow</td> <td data-bbox="1155 1254 1318 1361">£48.50</td> </tr> </tbody> </table>	Cheque	Expenditure	Amount	726	JHAI Limited. Code for Sustainable Homes Assessor (SBEM & EPC) Invoice PR 42819/SUS/13/1 £345 + VAT	£414.00	727	Hook Mason. Stage fee 17.5% (Building Regulations). £2,800 + VAT. Invoice C10532 Hook Mason. 20% (specification and tender). £3,200 + VAT. Invoice C10532	£7,200.00	728	Hook Mason. CDM Duties. Invoice C10533. £650 + VAT	£900.00	729	Herefordshire Council Discharge of Planning Conditions. Email from Clive Emerson (HM). £48.50 – VAT invoice to follow	£48.50	JG
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	<p>12.1 Update from the Steering Group Meeting Steering Group meetings continue and a considerable amount of work has been done to ensure that views from all sectors of the community are fed into the process. It was noted that there was a lot of enthusiasm from members of the Steering Group and this should be commended.</p> <p>“Planning for Real” dates have been set with an event on Friday 12 July 3.00 to 7.00 and another on Saturday 13 July, 11.00 am to 4.00 pm with the aim of making it accessible to all sectors of the community. It is hoped there will be a range of attractions and displays from the various community groups within the village.</p>																

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	<p>12.2 Neighbourhood Planning Cllr's discussed Neighbourhood Planning and whether it would be advantageous for Wellington to undertake one. It was noted that currently Cllrs were under pressure with the Community Hub project and, with 3 vacancies on the Parish Council, it may not be possible to do a Neighbourhood Plan at this point. Queries were also raised as to whether it would benefit the Parish given that any proposals must follow the Core Strategy.</p> <p>Resolved: To ask Sam Banks (Herefordshire Council Neighbourhood Planning Team) to attend the July meeting so that more information could be obtained before making a decision.</p> <p>Resolved: To invite someone from a Parish which is putting together a NP to come and talk at the July meeting.</p> <p>13.0 To Note the Information Sheet Resolved: The Information sheet was noted.</p> <p>14.0 To Raise Items for the next Scheduled Parish Council Meeting</p> <p>15.0 To Note the Date and Time of the next regular Parish Council Meeting Resolved: The next regular Parish Council Meeting will take place on Thursday 4th July 2013 at 7.30 pm</p> <p>The meeting closed at 9.25 pm</p> <p>Signed Date 4th July 2013 Chairman of Wellington Parish Council</p>	<p>CB</p> <p>CB</p>