

WELLINGTON PARISH COUNCIL

**Parish Council Meeting held at the Community Centre
at 7.30pm on Thursday 5th June 2014**

<u>Item</u>	<u>Minutes</u>	<u>Action</u>									
	<p>Present Parish Cllrs: Mrs J Gowan (Chair); Mr S Crane, Mrs L Langford; Mr J Morrison, Mrs J Shoemith, Mr D Wood</p> <p>Also in attendance: Mrs Chris Bucknell (Parish Clerk) and 20 members of the public.</p> <p>1.0 To Accept Apologies for Absence – Cllr A Blackshaw, Local Policing Team</p> <p>2.0 To Receive Declarations of Interest – None</p> <p>2.1 To Consider Requests for Dispensations - None</p> <p>3.0 To adopt the Minutes of the Annual Meeting of the Parish Council held on Thursday 1st May 2014 Resolved: The Minutes were confirmed and signed by the Chair</p> <p>It was agreed to cover agenda item 6 Financial Matters at this point in the meeting</p> <p>6.0 Financial Matters</p> <p>6.1 To Receive a Report from the RFO Bank balances: Treasurer's Account (as at 23/05/14) £59,578.86 and Business Instant Access (as at 28/04/14) £13,404.87. Cheques to the value of £39 still to be presented. The first payment to Public Works Loan Board of £5,170.02 was paid on 30/04/14.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="4" style="text-align: center; vertical-align: middle;">Income since May meeting – £2,272.13</td> <td>May rental from Wellington Delights</td> <td style="text-align: right;">£433.00</td> </tr> <tr> <td>Interest</td> <td style="text-align: right;">£0.55</td> </tr> <tr> <td>2013-14 Remaining Lengthsman Grant</td> <td style="text-align: right;">£163.83</td> </tr> <tr> <td>2014-15 Lengthsman Grant (75%)</td> <td style="text-align: right;">£1,674.75</td> </tr> </table> <p>6.2 To Receive Report from Internal Auditor Gill Bullock, Internal Auditor, gave her report to the meeting, stating that in her view all financial controls had been met and the accounts had been prepared appropriately with all income and expenditure properly accounted for. She noted in particular the involvement of other Councillors in the financial checks and controls, the countersigning of the cheque stubs, the signing of the banks statements indicating that they had been reviewed and the good practice of entering the minute references on the evidence in the accounting files. On this basis the Internal Auditor readily approved the 2013-14 accounts and thanked the councillors and clerk for their diligence on financial matters throughout the year.</p>	Income since May meeting – £2,272.13	May rental from Wellington Delights	£433.00	Interest	£0.55	2013-14 Remaining Lengthsman Grant	£163.83	2014-15 Lengthsman Grant (75%)	£1,674.75	
Income since May meeting – £2,272.13	May rental from Wellington Delights		£433.00								
	Interest		£0.55								
	2013-14 Remaining Lengthsman Grant		£163.83								
	2014-15 Lengthsman Grant (75%)	£1,674.75									

6.3 To Approve Annual Return 2013-14

The Annual Return and Governance Statements had been circulated to all Councillors in advance of the meeting, together with a document which reflected the differences between 2012-13 and 2013-14 figures, giving an explanation for variances, where required. The Governance Statements were read out and approved at the meeting.

Resolved: To approve the Annual Return and Governance Statements for submission to the External Auditor.

Clerk

6.4 To Agree Payments made since the last meeting

Cheque	Expenditure	Amount
833	Paula's Blinds. Blinds for Parish Room Purchase Order. £338 + VAT	£405.60
Online	Sign-Rite. Signs for Community Hub Invoice INV13122 £67.50 + VAT	£81.00
Online	Viking Direct Invoice 915915 Paper Towels and Dispenser for Community Hub. £42.93 + VAT	£51.52

All online payments were authorised by two signatories in line with the Financial Regulations. A direct debit had been set up to cover £80 annual fee for servicing the hygiene equipment in the Disabled Toilet.

Resolved: All payments agreed

6.5 To agree payment of outstanding invoices

Cheque	Expenditure	Amount
832	Deaf Direct. Printing of 475 fliers for Annual Parish Meeting.	£71.25
835	A J Products. Invoice 060935. Waste Bin for Community Hub £149.00 + VAT	£178.80
836	Brunel Engraving. Invoice BE 031654. Door Signs £18.25 + VAT + postage (Cllr J Gowan)	£27.30
837	Cllr J Gowan. Reimbursement of miscellaneous items purchased for Community Hub in Dunelm. Till receipt provided.	£140.40
838	Cllr J Gowan. Reimbursement of Meeting in Progress Sign purchased for Community Hub from Amazon.	£11.58
839	Cllr J Gowan. Reimbursement of Lockable Noticeboard purchased for Community Hub from Amazon.	£69.95
840	D C Gardening Invoice 52 Cemetery Maintenance April and May.	£356.00
842	Sandling Fireworks Invoice 34464. Purchased for Wellington Fun Week as Agreed at February PC Meeting Minute 6.6. £500+ VAT	£600.00
843	Cllr D Wood. Payment for Memory Sticks for lease background evidence	£14.99

Resolved: All payments agreed

Clerk

	<p>6.6 To Consider Formal Agreement for Contribution towards upkeep of Cemetery The current contract has been awarded for 2013 and 2014 at a total cost of £2,852. 5% of this is paid by the Parish Council in relation to the triangle of land and the remaining figure is split 50/50 between the Parish Council and the PCC, invoiced at the end of each calendar year. With regard to whether this arrangement should continue the Chair pointed out that the burial ground is not exclusively for use of regular Church attendees but is available for anyone in the Parish or having a connection to it. Resolved: To continue to pay 50% of the cost of upkeep of the cemetery</p> <p>The question of liability had been raised at the May Parish Council meeting. This had been referred to the SLCC Legal Advisers who had advised that liability resulting from the work undertaken, eg damage to gravestones or personal injury would be the responsibility of the contractor, who should hold their own insurance. The SLCC did not feel there would be any liability on the part of Wellington Parish Council but advised that the Parish Council Insurers should be notified that the work is being carried out and also advised that confirmation should be obtained from the PCC that they held their own Public Liability Insurance. Resolved: Once the PCC have confirmed Public Liability Insurance to write formally confirming the 50% contribution; stating that Wellington Parish Council does not hold any liability for the churchyard as a result of this arrangement.</p> <p>4.0 To Receive Brief Reports from</p> <p>4.1 Ward Cllr A Blackshaw Cllr Blackshaw had given apologies. There were no further updates on Queenswood Country Park or the Village Warden Scheme. In his absence the Chair wished to record the Parish Council's thanks to Cllr Blackshaw for his help regarding Welsh Water which will be covered under item 10.0.</p> <p>4.2 Local Police Officers: There were no police representatives present. The Chair noted that there had been one incident of a lawnmower stolen from a rear garden.</p> <p>PC Neil James retired as of 3rd June and the Chair asked if a letter of thanks and good wishes be sent to him as he had always been very supportive of Wellington and the community will miss him.</p> <p>5.0 Open Time One member of the public had sent the Parish Council a letter requesting a full breakdown of the costs related to the Community Hub Project including the proposed repayment plan. It was explained that a full report will be presented at the August Meeting when final figures were known.</p> <p>7.0 To Consider Planning Matters</p> <p>7.1 To consider any planning applications</p> <table border="1" data-bbox="264 1765 1334 1912"> <thead> <tr> <th>Reference Number</th> <th>Application</th> </tr> </thead> <tbody> <tr> <td>P141449/K</td> <td>8 Wellington Court Barns, Wellington. Tree Works. Jenny Guille, Tree Warden, had no problem with the proposals</td> </tr> </tbody> </table>	Reference Number	Application	P141449/K	8 Wellington Court Barns, Wellington. Tree Works. Jenny Guille, Tree Warden, had no problem with the proposals	<p>Clerk</p> <p>Clerk</p>
Reference Number	Application					
P141449/K	8 Wellington Court Barns, Wellington. Tree Works. Jenny Guille, Tree Warden, had no problem with the proposals					

Reference Number	Application		Clerk
P141427/K	Claremont, Wellington. Tree Works. Jenny Guille, Tree Warden, had no problem with the proposals		
P141294/K	St Margaret's Church, Wellington. Tree Works. Fell one Leylandii. Jenny Guille, Tree Warden, had no problem with the proposals		
P140981/F	Stone House Scotland, Wellington. Erection of stable complex.		
Resolved: The Parish Council had no objections to the above applications			
Reference Number	Application		
132990/FH	Brick Cottage, Auberrow – Demolish garage and build two storey extension. Revised application with inclusion of the boundary line and a reduction in depth and width to the extension.		
Resolved: To resubmit previous comments (December 2013) which it was felt were still valid, noting changes in the application.			
Reference Number	Application		
P141253/F	Land Adjacent to Church Farm. Construction of 20 two storey dwellings. An extension to the consultation date (up until 12 June) has been agreed for the Parish Council only.		
The Parish Council discussed this application noting the letter sent by the WCA expressing concern regarding boundaries. The comments from English Heritage were also noted and the suggestion that a geological survey was needed relative to sand and gravel. There were also comments regarding access, surface water, road safety, parking and footpath links.			JG/ Clerk
Resolved: To put together a submission to Herefordshire Council including concerns to ensure RST5 land is retained at the rear of the site, that there is no connection to the public sewerage system, that site vehicles are not parked elsewhere than on the site and speed of traffic on the main street			
7.2 To Note any Decisions/Notifications Received			
Reference Number	Application	Determination	
P140755/F	Walnut House, Wellington. Proposed new dwelling and new vehicular access	Awaiting decision	
P140290/O	Land adjacent to Barberrry House, The Row, Wellington. Erection of 2 x 4 bedroom houses and 1 x 2 bedroom bungalow with associated landscape works.	Refused	
P133537/O	Kingcup Cottage, Wellington. Site for proposed residential development and alteration to vehicular access.	Awaiting decision (since withdrawn)	
130385/F	Wellington Crossing Cottage, Marden. Change of use of land to form extended residential curtilage to include area for business use.	Awaiting decision	
132990/FH	Brick Cottage, Auberrow. Demolish garage and build a two storey extension	Awaiting decision	

<p>8.0</p>	<p>7.3 Other Housing Issues A member of the public noted concerns about site safety and discourteous parking at the Parsonage Farm site, hoping this wasn't going to be replicated at Church Farm. Cllr Crane assured the meeting that he had raised the issues with Keith Bell of Bell Homes and they had agreed to work together to manage the project at Church Farm.</p> <p>7.3.1 Section 106 and Affordable Housing Housing Needs Survey – The Chair gave an update on the results of the recent survey. Only those people with a need to move within the next three years were asked to answer all the questions and 26 households responded. Of these 15 want to remain in Wellington, 5 want to move from the parish, 2 did not state location and 4 were excluded from the analysis for reasons unknown. Of the 15 who want to remain in Wellington only 3 have need of affordable (rental from a housing association), 5 are looking for an open market home, 2 looking for private rental, 3 could fall into more than one category of need and it was not possible to determine need from the other two. The Chair stated that although much has been made of the need for affordable rental homes in Wellington the survey shows that the immediate need is not there. A full report with a comparison with the 2007 survey would be given at the August meeting.</p> <p>To Consider Highways Issues</p> <p>8.1 A49 Issues The Chair updated the meeting on the A49 issues saying she has requested further information following the recent meeting held with Ward Councillors and representatives of the Highways Agency. Grass cutting has now taken place and visibility is much improved. The obstructed footpath by a crash barrier outside Old Comrade House continues to be discussed between the Highways Agency and Herefordshire Council, with the Highways Agency confirming that, in their view, there is still a need for the barrier to stay in position. Cllr Shoesmith will be following this item up.</p> <p>8.2 To Receive other Highways Issues The Chair reported that there had been extensive pothole work done in the last week, from Auberrow cross roads out to the Canon Pylon Road, down the Row and along the main street. It had also been confirmed that work tickets have been issued for Brookside, Bridge Lane and the Mill. The Chair will be reviewing the area later in June with the Locality Stewards. Drainage issues at the Marsh continue to be followed up and the Chair has been assured this work will take place within the next 7 days. Cllr Shoesmith to notify the Chair when this work takes place.</p> <p>8.2.1 Lengthsman Update The Chair updated on the Pilot Lengthsman Scheme. The next stage was to meet with the Lengthsman and the Locality Steward who will be supervising the area to establish exactly which potholes are to be filled as part of the trial and which are still the responsibility of BBLP. Resolved: To ring-fence £875 of the 2014-15 Lengthsman Grant for work on potholes</p> <p>The Chair also asked that the Clerk's time be covered from the PC budget as it now cannot be paid out of the Lengthsman Grant.</p>	<p>JG Clerk</p> <p>JS</p> <p>JS</p>
-------------------	--	--

<p>9.0</p>	<p>8.2.2 Identification of Work to be Carried Out</p> <ul style="list-style-type: none"> • Water from the pumping station was pooling on the pavement. • A member of the public felt the “bobble” paving was serving no purpose. It was felt nothing could be done about this. • Repairs carried out in the Marsh have disintegrated the raised iron work again. • As you turn into Brookside the left hand side pavement (outside the Old Shambles) has dropped significantly. • At the end of the dual carriageway, on the turn to Canon Pyon, vehicles are parking on the pull in limiting visibility for other road users. JG to ask PCSO Wall for advice. <p>Report on Footpaths</p> <p>9.1 Update on Footpath Maintenance</p> <p>Cllr Crane updated the meeting about the latest work that had been done on footpaths around the Parish making particular reference to complaints that had been received about obstructed footpaths.</p> <p>9.2 P3 Scheme</p> <p>£768 had been awarded for the P3 Grant 2014-15. In order to make the best use of the money there was a need to ascertain how much each job cost. Cllr Crane also said that he would be carrying out some of the smaller work himself.</p> <p>Cllr Crane commended the work that Bell Homes had carried out on the footpath at the side of Parsonage Farm. New gates were about to be fitted and the surface was being relayed.</p> <p>The white bridge on the footpath to Moreton was due to be replaced and Cllr Crane would discuss this with Cllr Shoesmith.</p> <p>There had been two reports of overgrown hedges causing difficult for pedestrians, particularly for those with pushchairs or with mobility issues. It was agreed to write to the occupants asking them to cut their hedges back; offered to commission the work from the Lengthsman and recharge it if this is more convenient for the resident.</p> <p>Cllr Crane encouraged the community to walk the footpaths in order to help keep them under control and to report any work that needed doing.</p> <p>9.3 Fly Tipping</p> <p>Garden rubbish was being tipped on the lane in front of Cllr Crane’s house, as well as in the Dingle and at the junction of Canon Pyon Road, by Adzor House.</p> <p>Resolved: Cllr Gowan, Cllr Crane and the Clerk would get together to work out what could be done to alleviate this.</p> <p>9.4 Dog Fouling</p> <p>It had been noted there had been an upturn of dog fouling on the Main Street but on the positive side Cllr Crane reported an increase in the number of people cleaning up after their dogs. Cllr Crane encouraged anyone seeking dog fouling to report it, not to tackle the person themselves.</p> <p>10.0</p> <p>To Consider Community Hub Issues</p> <p>10.1 Update from Community Hub Management Group</p> <p>Cllr Wood updated the Parish Council on a range of issues. The shop had opened for business on Sunday 25th May 2014 and Cllr Wood commended the hard work that Rob and his team had put into setting up the new premises and moving from Stocks Farm.</p>	<p>JG</p> <p>Clerk</p> <p>Clerk</p> <p>JG</p> <p>SC</p> <p>SC/JS</p> <p>Clerk</p> <p>JG/SC/ Clerk</p>
------------	--	---

	<p>There are still issues with the Welsh Water connection and work has not yet been completed although toilets in the shop can now be used.</p> <p>Keys have been distributed to those who need them with spare keys being kept securely in the safe. Although Rob has a key in case of emergency, the Parish Room remains locked unless booked for use. Alarm fobs have been distributed to those who need them. Rob is the only one who can disarm the shop and post office alarm.</p> <p>The Community Library service was not interrupted and continues to operate from the new premises.</p> <p>All bookings for the Parish Room will be entered into a book which is kept in the shop. It was never intended for this facility to be used instead of the Community Centre although Cllr Wood added that small groups of parishioners may find this a useful resource. It will be the responsibility of the Building Manager or a Parish Councillor to unlock the room and put on the heating, if appropriate, as well as lock up afterwards. If this is after the shop has closed that person will also have to set the alarm and lock the front door.</p> <p>CCTV Cameras have been installed both inside and outside the building.</p> <p>The Parish Council notice board has been moved to the parish room and a new lockable notice board put up in the foyer. A noticeboard for use by the community is being installed by Rob.</p> <p>New Fences - A quote has been obtained to install 6 foot high hit and miss fencing along the 45m boundary with the Social Club to meet the fence at the rear of the site. This is £2,449.00 (Ex Vat). A Discharge of Condition planning application has been submitted and a response is awaited from the Planning Team. Additionally a quote has been obtained for a post and wire fencing from the rear fence to the back of the building by the secure store area. This is to prevent children cycling around the building. This is £300.00 (Ex Vat).</p> <p>Resolved: To place an order for the fencing.</p> <p>Grass Cutting – D C Gardening have quoted £25 to carry out a fortnightly cut of the grass to the rear of the site. Once all the work has been completed a further quotation will be obtained to maintain all of the grassed areas and the beds (as appropriate).</p> <p>Air Source Heat Pump – There have been significant issues with the pump not being able to maintain an even temperature, especially overnight. Temporary additional air conditioning units have been installed and the existing system will be upgraded. It was confirmed that there will be no cost to the Parish Council for Rob's damaged stock or for the change/upgrade in the air conditioning system.</p> <p>Clean Electricity Supply - Although clearly written into the contract that a clean electricity supply was essential for the Post Office, one was not provided by the electrician. This was remedied by the Post Office electrician running a cable back to the fuse board. It was confirmed that there will be no cost to the Parish Council for this work.</p> <p>Paving slabs - A number paving slabs have been broken by delivery vehicles. These would be replaced and the cost charged back to the delivery companies concerned. It was confirmed that there would be no cost to the Parish Council.</p> <p>Parking – Rob has undertaken to manage parking on the site.</p>	
--	--	--

	<p>Defibrillator – there had been no interest from the community and no response from volunteers so this will now be removed from the agenda.</p> <p>Cllr Wood went on to outline outstanding works.</p> <p>Cllr Gowan proposed that formal letters of thanks were sent to Dick and Neil Makin, Hook Mason, GP Thomas and the Social Club – the latter for allowing the random parking that has had to take place during the project.</p> <p>10.2 Terms of Reference for Management Group Terms of Reference for the Community Hub Management Group had been circulated to all Cllrs for comment. Resolved: To adopt the Terms of Reference with the amendment that it is called a Working Group not a Task and Finish or a Steering Group.</p> <p>10.3 Lease for Shop and Post Office This was signed on 13 May 2014 and it stored with Beaumont’s Solicitors. To provide comprehensive detail of the state of the building on handover (Schedule of Condition) photos have been taken and stored on memory sticks which are logged with copies of the lease. It was suggested that it would be beneficial to store these in an alternative format to safeguard against deterioration over the years. Cllr Wood would consider this.</p> <p>10.4 To Consider Insurance Cover for Subsidence To add cover from loss or damage due to subsidence, heave or landslip on the Community Hub building based on a sum insured of £210,000 will increase the annual premium by £111.30. A £1,000 excess will apply to any one claim. Resolved: To add subsidence to the insurance cover Resolved: Not to recharge Rob for the additional premium for subsidence cover</p> <p>10.5 Update on Opening Event The formal opening event will be at 3.30 for 4.00 on 27th June, giving the Parish Council the chance to invite and thank everyone who has helped during the whole process. Rob has agreed to provide soft drinks, nibbles and sweets for the children at no cost to the Parish Council.</p> <p>10.6 Time Capsule Cllr Crane is carrying out a series of meetings to agree the content. Resolved: The larger Time Capsule to be ordered at a cost of £240 + VAT.</p> <p>10.7 Update on Grants There was no further update.</p> <p>10.8 To consider any fees due</p> <table border="1" data-bbox="276 1621 1321 1805"> <thead> <tr> <th>Cheque</th> <th>Expenditure</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>834</td> <td>G P Thomas. Invoice 4991. Architects Certificate 7. £32,542.15 + VAT</td> <td>£39,050.58</td> </tr> <tr> <td>841</td> <td>Beaumonts Solicitors. Invoice RC/2014/7. Lease for Shop. £820 + VAT</td> <td>£984.00</td> </tr> </tbody> </table> <p>Resolved: Payments approved</p>	Cheque	Expenditure	Amount	834	G P Thomas. Invoice 4991. Architects Certificate 7. £32,542.15 + VAT	£39,050.58	841	Beaumonts Solicitors. Invoice RC/2014/7. Lease for Shop. £820 + VAT	£984.00	<p>Clerk</p> <p>DW</p> <p>Clerk</p> <p>Clerk</p>
Cheque	Expenditure	Amount									
834	G P Thomas. Invoice 4991. Architects Certificate 7. £32,542.15 + VAT	£39,050.58									
841	Beaumonts Solicitors. Invoice RC/2014/7. Lease for Shop. £820 + VAT	£984.00									

<p>11.0</p> <p>11.1</p> <p>11.2</p> <p>11.2.1</p> <p>11.2.2</p> <p>11.2.3</p> <p>11.2.4</p> <p>12.0</p> <p>13.0</p> <p>14.0</p> <p>15.0</p>	<p>Community Led Planning and Neighbourhood Planning</p> <p>11.1 Update from CLP Working Group The outline report from the questionnaire analysis has been completed and made public at the Annual Parish Meeting on 29th May 2014. The next step is for the Chair, Vice-Chair and Secretary of the CLP Working Group to meet with Parish Councillors to formulate a plan for action – whether it be Community led, Parish Council led or a joint effort. Any actions will be subject to ratification by the full Parish Council.</p> <p>11.2 Neighbourhood Planning</p> <p>11.2.1 Update from the Annual Parish Meeting At the Annual Parish Meeting the Chair had given a presentation on Neighbourhood Development Planning, explaining the difference between that and the Community Led Plan and explaining the process more fully. Three Steering Group volunteers came forward as a result of that meeting Mrs Holt and Mrs Lafrenais plus Mr Cooper who is a retired architect and shortly to move into Parsonage Fields. Electronic copies of the presentations can be made available to anyone who wants them.</p> <p>11.2.2 To Consider Terms of Reference for the Steering Group A draft Constitution, based on the same principles as the CLP Terms of Reference, had been prepared by the Chair and circulated to all Councillors prior to the meeting for comment. Resolved: To adopt the Constitution for the NP Steering Group</p> <p>11.2.3 DCLG Grant A Neighbourhood Planning Grant of £6,900 had been awarded from the DLCG.</p> <p>11.2.4 Next Steps The Steering Group is meeting with Kirkwells, the Planning Consultant, on Tuesday 10th June 2014 to agree an approach and timescale.</p> <p>WW1 Centenary Commemoration Bell Homes had given a donation of £1,500 to support the WW1 Commemorations. A further update would be given at the August meeting.</p> <p>To Note the Information Sheet Resolved: The Information sheet was noted.</p> <p>To Raise Items for the next Scheduled Parish Council Meeting None other than those covered at the meeting</p> <p>To Note the Date and Time of the Annual Parish Meeting Resolved: The Annual Parish Meeting will take place on Thursday 7th August 2014 at 7.30 pm. Note there would be no meeting in July</p> <p>The meeting closed at 9.40 pm</p> <p>Signed Date 7th August 2014 Chairman of Wellington Parish Council</p>	
--	--	--