

WELLINGTON PARISH COUNCIL

Regular Meeting of the Parish Council held at the Community Centre
at 7.30pm on Thursday 4th June 2015

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
	<p>Present Parish Cllrs: Mrs J Gowan (Chair); Mrs L Langford, Mr Dan Miller, Mr B Prince, Mrs J Shoesmith</p> <p>Also in attendance: Ward Cllr Pauline Crockett, Mrs Gill Bullock (Internal Auditor), Mrs Chris Bucknell (Parish Clerk) and 21 members of the public.</p> <p>1.0 To Accept Apologies for Absence – Cllr D Wood, Cllr S Crane</p> <p>2.0 To Receive Declarations of Interest - None 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 14th May 2015 Resolved: The Minutes were confirmed and signed by the Chair</p> <p>Agenda item 7.2 was taken at this point (minuted below).</p> <p>4.0 To Receive Brief Reports from 4.1 Ward Councillor The Chair welcomed Councillor Pauline Crockett, the new Ward Councillor for Queenswood Ward and asked her to outline how she saw her role developing with Herefordshire Council and how she would work with Wellington community. Cllr Crockett said that, working in the NHS, she had a specific interest in Health and Social Care Issues alongside an interest in Planning and was a member of both Committees. She stressed that if anyone had concerns to contact her. Cllr Crockett was congratulated by a member of the public on her election.</p> <p>4.2 Local Police Officers: There were no Police Officers present. The Local Policing Newsletter for June had been circulated to Cllrs. The Chair noted that PCSO John Mackie had been appointed to work with PCSO Elena Ekanite. The Chair reported on two incidents.</p> <ul style="list-style-type: none"> • 13th May. Sometime between 2200 hrs and 0900 hrs, offender(s) entered a large open-fronted barn set on a farmyard and damaged the joystick control on a telescopic handler used to shift large bales around. • 21st May. Police received a report of an intruder seen inside a property at approx 11:45. Search of village and property carried out by police at the time and there were no visible signs of a search or disturbance. <p>5.0 Communications 5.1 Parish Facebook Page Cllr Miller reported that there were now 18 followers of the Parish Council Facebook page with between 11 and 30 people reading the posts that had been put on there. The page would continue to be developed.</p> <p>6.0 Open Time There were no issues raised</p>	

7.0 Financial Matters**7.1 To Receive a Report from the RFO**

Bank balances: Treasurer's Account (as at 03/06/15) £14,729.30 (cheque 929 -£16.26) still to be presented and Business Instant Access (as at 29/05/15) £58,404.87. It should be noted that these figures include earmarked reserves and do not represent available funds

Income since April meeting – £1,330.38	Interest (May)	£2.56
	PCC Contribution for 2014 Cemetery Maintenance Inv 004/14	£677.82
	Wellington Delights (May Rent).	£650.00

The Clerk reported that the rental for Wellington Delights has been paid twice, once on 30th May and once on 1st June, making a total of £1,300 (only one payment has been included in income figures). There is an outstanding invoice for Wellington Delight's contribution to the building insurance costs (£375.72) which, Rob has agreed, will be netted off against this overpayment. See item 7.5.

A VAT claim for the period September 2014 to March 2015 is due to be completed – a report will be given at the July meeting.

7.2 To Receive Report from Internal Auditor

Gill Bullock, the Internal Auditor, gave a short report, saying it had been her pleasure to audit the Wellington Parish accounts for the fifth time, outlining what the process involved and the checks that she was required to make. She reported that the accounts were presented in logical and easily readable format, which enhanced their transparency, making the task in hand more straightforward. In particular the Internal Auditor highlighted the value of the fixed assets, which now included the Community Hub building, as well as the bus shelter, bringing the value to well over £200K. Gill Bullock concluded by saying that having done all of the reviews and checks she was happy to sign that Wellington Parish Council complied with the procedures and controls for the financial year ending 31st March 2015. The Internal Auditor was thanked for all her hard work and commitment and left the meeting.

7.3 To Approve Annual Governance Statement and Annual Return

The Annual Governance Statement and Annual Return had been circulated to all Cllrs in advance of the meeting. Cllr Langford had also verified the accounts and approved the figures on the Annual Return.

Resolved: The Annual Governance Statement was approved and signed by the Chair

Resolved: The Annual Return was approved and signed by the Chair.

Resolved: To Submit the Annual Return to Grant Thornton for External Audit.

7.4 To Agree Payments made since last meeting

The Clerk reported that a letter had been received from HMRC had saying they had not received the Quarter 4 payment for 2014-15. The Clerk confirmed that cheque 919 for £249.20 had been raised in April and posted to HMRC. A copy of this and the remittance slip was in the accounts but the cheque had not been cashed. In order to avoid the fine the Clerk had paid the outstanding amount via her personal debit card and had arranged a BACS payment from the accounts. The Clerk requested that the Parish Council approve all future HMRC payments to be made by BACS in order to maintain a robust audit trail, thus avoiding similar issues.

Resolved: To pay all future HMRC payments by BACS

7.5. To agree payment of outstanding invoices

Cheque	Expenditure	Amount
925	P Hudson & Sons Invoice 16167. Wiring and fitting socket and projector. Callout following reports of fire alarm. £185 + VAT	£222.00

Clerk

Cheque	Expenditure	Amount
933	Aspire Living Ltd. Invoice SINO12224. Printing of Standing Orders and Codes of Conduct.	£6.60
DD	Annual charge for the Hygiene bin at Wellington Delights. £122.30 + VAT	£146.76
934	Wellington Delights. Overpayment on rent (£650) less invoice 001/15 relating to 75% insurance Contribution on community Hub.	£274.28
935	D C Gardening. Invoice 79. Work in Cemetery April and May £380 + VAT	£456.00
936	D C Gardening. Invoice 80. Work at Community Hub 1 routine visit and 2 mowing/strimming visits in May. £100 + VAT	£120.00

Resolved: All payments approved

The Parish Council were asked to approve their customary payment to the Internal Auditor. It was noted that Gill Bullock was undertaking a charity cycle race in aid of local charities.

Resolved: To donate £50 to the charity. The Chair would check how Gill Bullock wanted this paid.

Clerk

JG

8.0

To Consider Planning Matters

8.1 To Consider any Planning Applications

The following planning applications were discussed. There were no agents or applicants present.

Ref Number	Application
150977	Westfield Farm, Auberrow, Wellington. Removal of portal frame buildings; change of use and conversion of existing barns.

A member of the public commented on this application regarding the 40% enhancement which was a condition of sale on the original planning application (the land was originally owned by Herefordshire Council). It was felt that this was not relevant in the context of the PC's decision on the application. It was noted that this location comprised of one single residential curtilage which had been the subject of two separate planning applications and if planning approval were granted there would be three separate dwellings. It was felt that should there be a decision to sell either of the two barn conversions individually, the appropriate permission to split the curtilage must be applied for. Following discussions the Chair noted that this application did not meet the desires of the Neighbourhood Development Plan, but as this was not sufficiently advanced it would not have a bearing on the application.

Resolved: The Chair to draft a response and circulate to Councillors for approval

JG

Ref Number	Application
151530	Festive Farm, Wellington. Erection of single storey sun room. There were no objections to this application.
151460	Ravensholt, Wellington. Proposed works to various trees. <i>Referred to Jenny Guille who had no objections. Cllr Gowan had visited this site with Cllr Wood (as a resident) who has asked for some additional work to be included in the application on trees which affect his property. This had been discussed with Jenny Guille who supports the work proposed.</i>
151409	Orchard View, Wellington. Proposed works to various trees. <i>Referred to Jenny Guille who had no objections although it was noted that some of the work had already taken place and this should not have occurred before permission was given.</i>

Resolved: The Clerk to submit comments on the above applications.

Clerk

8.2 To Note and Decisions/Notifications Received

Ref Number	Application	Determination
150826	Orchard View Wellington. Proposed demolition of single skin brick store room. Two storey extension to rear of property. Replacement of front porch with oak frame porch. Removal of two windows on side of property to make way for French doors, increasing window from single opening to double opening on side of property.	Approved with Conditions
151232	The Bungalow Bridge Lane, Wellington. Proposed work to apple tree.	Awaiting decision
151231	Mandolin, Wellington. Proposed works to Willow tree and two Ash trees.	Awaiting decision
150608	Land Adjacent to Haywood Industrial Estate. Proposal for erection of a 750KW anaerobic digestion plant. <i>See note below.</i>	Awaiting decision
150929	Stocks Farm, Wellington. Proposed installation of a 1MW solar photovoltaic farm and ancillary infrastructure. <i>See note below.</i>	Awaiting decision
132970	Khotia, Wellington. Change of use and proposed double garage	Awaiting decision
P143792/O	Kingcup Cottage, Wellington, Hereford. Residential development	Awaiting decision

150608 – Anaerobic Digester. The Chair advised she had spoken with the Planning Officer who indicated that this application may be refused due to the presence of minerals on site – sand and gravel which are in scarce supply not only in Herefordshire but Worcestershire. The Chair said it was possible that the quarry may have a lease on the land for further expansion of their extraction rights but that has not been confirmed.

150929 – Solar Photovoltaic Farm. The Chair had been advised that the recent advertisement in the Hereford Times regarding land ownership is as a result of an incorrect certificate being issued by the applicant. The Officer has indicated that a decision may be made earlier than the 30th June target date.

8.3 Other Housing Issues

8.3.1 Bell Homes

In the absence of Cllr Crane the Chair reported that Bell Homes Chairman, Keith Bell apologised for the confusion over the road closure and the considerable work it had created for the Parish Council, noting that Bell Homes was keen to maintain a good relationship with the Parish Council and parishioners. The Chair reported that she had been seeking an explanation of why the site is being connected to the public sewer when it had been previously noted that the system was overloaded and no new properties could be added. She had been informed that in March 2015 the Planning Officer, in consultation with the Land Drainage Officer, had been satisfied that the requirements of the conditions placed on the planning had been met and removed the need for discharge of conditions 14 and 15. The background behind this decision was unknown.

8.3.2 SNN Consultation

The proposed name for the new development, St Margaret's Gate, had been rejected by Herefordshire Council as it was thought to be too similar to St Margaret's Close, and could lead to confusion. The Parish Council had been given a chance to put forward further alternatives and Church Court, Church Close and Belfry Close had been suggested. These were put to the public and

9.0	<p>to the Councillors for approval and a vote was taken. Church Close came out a clear winner with 11 votes.</p> <p>Resolved: To submit Church Close to Herefordshire Council for consideration.</p> <p>8.3.3 Section 106 – nothing further to report.</p> <p>To Consider Highways Issues</p> <p>9.1 A49 Issues</p> <p>The Chair had followed up with Highways England (Highways Agency as was) the three outstanding issues following the meeting on 20th February: the obstructed footway at Old Comrade, speed and enforcement signage. No further information was available at this time.</p> <p>Some grass cutting had been carried out on the A49 and the team was scheduled to come back on 8th June to complete this. It was noted that the grass cutting on the central splays of the A49 dual carriageway and at Upper Wellington turn needed doing more often as this was a safety issue.</p> <p>9.2 Update on Community Speed Watch</p> <p>There was no further update</p> <p>9.3 To Receive any other Highway Issues</p> <p>The Chair updated the meeting about the work being done by Welsh Water at the new development, noting that the current work would continue to 12th June and work on the gas main (from Cartway to Causeway House) would take place from 8th- 18th June. The Chair had established a contact at Welsh Water who had confirmed that during June there will be surveys done in Wellington to develop a solution to the sewer flooding issues, particularly at the Marsh following the new land drain system installed at the end of 2014.</p> <p>9.3.1 Flooding at The Mill and Mill Lane</p> <p>Cllr Prince voiced concern about the ongoing flooding issues with particular reference to residents in social housing properties who could not get insurance because of frequent flooding. Cllr Prince also noted that this was a main bus route. The Chair confirmed that the Lengthsman had been commissioned to undertake a significant amount of work at Mill Lane to push back the banks and clear the blocked drains. Cllr Prince did not feel this work would solve the issue and the Clerk asked if Cllr Prince wanted the work to be cancelled as it would take up a considerable amount of the Lengthsman Grant. Cllr Prince confirmed that he wanted the work to go ahead. The Chair said that there was a need to get the land drainage team out to look at the issue to put forward options.</p> <p>Resolved: Cllr Gowan would arrange a meeting with the Senior Land Drainage Engineer and Cllr Prince.</p> <p>9.3.2 Bus Shelter</p> <p>Cllr Prince said that the bus shelter on the A49 needed attention, grass was high and there was no litter bin. Seats were also needed. Cllr Prince compared the bus shelter to the one at Moreton which he said was well kept and maintained. It was noted that the Lengthsman could not carry out work on the Highways and volunteers would not be covered by the Parish Council's Public Liability Insurance.</p> <p>Resolved: The Clerk would contact the Moreton Parish Clerk to ascertain how their bus shelter was managed. DC Gardening would also be approached to see if they could strim around the bus shelter at the same time as carrying out work at the Cemetery.</p> <p>Resolved: The Chair would check out the position with Highways England.</p> <p>9.3.3 Update on Lengthsman Scheme</p> <p>The contract between Wellington Parish Council and Herefordshire Council had been completed and submitted. Hourly rates for the Lengthsman had been received and a contract between Richard Mills and Wellington Parish Council would be sent to him.</p> <p>Materials for the pothole work to be carried out on the trench at the bottom of Mill Lane at Vinery</p>	<p>Clerk</p> <p>JG</p> <p>Clerk</p> <p>JG</p>
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	<p>Corner have been ordered and this work will be progressed with Phil Pankhurst.</p> <p>9.3.4 Identification of work to be carried out and any other updates</p> <ul style="list-style-type: none"> • The bridge over The Brook has a crack in it. JG would discuss this with Phil Pankhurst. • Lugg Drainage and the Marsh. Cllr Shoemith reported that culverts to the east of the A49 at the Marsh are blocked and questioned why they had not been cleared. The Chair said she would look into this. • The pavement between the school and the cemetery needs its customary strimming and spraying. Timing for this will be dependent on the Bell Homes work being finished. <p>10.0 Report on Footpaths</p> <p>10.1 Update on Footpath Maintenance</p> <p>In Cllr Crane's absence Cllr Miller gave an update on the Footpaths saying that there was nothing to report with regard to stiles and gates. Thanks were given to Mr Fred Plumb for his work on clearing the footpath in Bridge Lane. Particular issues of concern was sheep worrying by dogs not on leads and walkers not keeping to the legal footpath line. It was noted that sheep are prone to shock and this can cause death. There was currently no 'Right to Roam' in the Parish and all walkers were asked to keep to the designated footpaths. Cllr Gowan would contact Cllr Crane and put up notices to this effect.</p> <p>A Parishioner noted that the Footpath from the village to the Garden Centre was overgrown and needed attention. This would be reported to Highways England.</p> <p>10.2 Dog Fouling</p> <p>There had been no further reports.</p> <p>11.0 Community Hub</p> <p>11.1 General Update</p> <p>Cllr Wood had provided an update report which was read out. A snagging meeting has been arranged for 8th June to sort out any outstanding issues before final payment is made to the architect (Hook Mason) and the builder (GP Thomas). It was noted that there may be some additional work which needed doing (over and above snagging) for which there will be a cost. Details will be brought back to the Parish Council meeting for approval.</p> <p>Resolved: To bring the final invoice(s) back to the July PC meeting for approval once all the snagging work had been satisfactorily carried out.</p> <p>Cllr Wood also reported on the landscaping issues. Weeds were now coming through and the grass needed strimming. Some of the existing plants were making good growth, but there was a need for more plants, particularly to deter people walking or riding their bicycles through the gravel. There was also a need to review the nature and frequency of the maintenance visits.</p> <p>Resolved: To ask D C Gardening for advice on types of plants and comments on current maintenance visit schedule.</p> <p>11.2 To Consider Provision and Position of Noticeboards</p> <p>There was nothing further to report.</p> <p>11.3 To Agree any Expenditure</p> <p>Resolved: To agree a budget of £500 (to include plants, materials and labour) which could be allocated once advice from D C Gardening had been obtained. The responsibility for commissioning this would be devolved to the Shop Management Group.</p> <p>12.0 Update from the Community Led Planning Groups</p> <p>12.1 Playground Initiative</p> <p>Cllr Miller reported that a group had been formed led by Lucy Garner and supported by Rosalind Hesbrook. The group were currently looking at possible sites and an update would be given at the</p>	<p>JG</p> <p>JG</p> <p>Clerk</p> <p>JG/SC</p> <p>JG</p> <p>Clerk</p>
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	<p>July meeting.</p> <p>12.2 Identify Councillor to lead on Cycle Routes Cllr Prince reported that he was meeting with Liz Bullar to progress this initiative.</p> <p>13.0 Neighbourhood Planning</p> <p>13.1 Update on Regulation 14 The Chair reported that the dates for the Regulation 14 consultation were reliant on the grant approval being received and processed but it was hoped that the 6 week consultation will begin around the third week in June so residents receive information prior to the school holidays starting. The Steering Group has everything up to date and all that remained was for the website to be updated once the documents were finalised. The Chair stressed that comments could only be accepted on the official forms that will be sent to every household - each property would receive two forms and more can be obtained on line or from NDP group members. No comments would be considered that are made anonymously. Councillors were reminded that they could comment as members of the public but not as councillors.</p> <p>13.2 Next Steps – as above</p> <p>13.3 Update on NP Grant Grant approval documentation was awaited. Once this had been received it would be processed and returned. Expenditure could not be committed until this process was completed. It was noted that with Phase 1 (£6,467) and with this latest award (£2,605) the Neighbourhood Plan had been completed at no cost to the community.</p> <p>13.4 To Agree any Expenditure There was no expenditure</p> <p>14.0 Local Council Award Scheme (formally Quality Parish Scheme) The Chair outlined that there were three levels of award and ideally the top award (Gold) would be the one to aspire to. However, she noted that the requirements and the amount of work involved would be prohibitive at the present time. The Chair proposed that Wellington Parish Council consider Foundation Level, where most of the requirements are either already in place or can be met, and then move forward from there. Judging of the applications rests with HALC and no one has yet been through the procedure so there is a lack of information about how this will work in practice. Resolved: To work towards Foundation Level with a view to submitting the application in the Autumn.</p> <p>15.0 Code of Conduct and Planning Training Sessions Herefordshire Council were offering free training sessions for Councillors on the Code of Conduct and Powers of Parish Councils. Wellington had been identified as an example of good practice and had been asked to talk at the sessions on how the shop project had been achieved. Cllr Wood was to present at the session on 23rd June and Cllr Gowan on the 9th July. All Councillors were encouraged to attend these sessions as training on the Code of Conduct was a requirement of the Standing Orders. Cllrs Gowan, Wood, Shoemith, Miller and Langford had already booked a place. Cllr Prince said he was unavailable and an alternative would be put in place (<i>post meeting note: Cllr Prince will now attend the session on the 23rd June</i>). A training session on Planning would be put on in September.</p> <p>16.0 To Note the Information Sheet (June 2015) and any other updates Resolved: The Information sheet was noted.</p>	
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<p>17.0</p>	<p>To Raise Items for the next Scheduled Parish Council Meeting Website Review, Update on Broadband</p> <p>To Note Date and Time of the next Regular Meeting of the Parish Council Thursday 2nd July 2015 at 7.30 pm.</p> <p>The meeting closed at 9.00 pm</p> <p>Signed Date 2nd July 2015 Chairman of Wellington Parish Council</p>	
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