

WELLINGTON PARISH COUNCIL

Regular Meeting of the Parish Council held at the Community Centre
at 7.30pm on Thursday 2nd June 2016

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
	<p>Present Parish Cllrs: Mrs L Langford (Chair), Mr S Crane, Mr B Prince, Mr D Wood</p> <p>Also in attendance: Ward Cllr Crockett, Mrs Chris Bucknell (Parish Clerk) and 21 members of the public.</p>	
1.0	To Accept Apologies for Absence – None	
2.0	To Receive Declarations of Interest There were no declarations of interest	
	<p>2.1 To Consider Requests for Dispensations There were no requests for dispensation</p>	
3.0	To Adopt the Minutes of the Annual Meeting of the Parish Council held on Thursday 12th May 2016 Resolved: The Minutes were confirmed and signed by the Chair	
4.0	To Receive Brief Reports from	
	<p>4.1 Ward Cllr Pauline Crockett Cllr Crockett updated the Parish Council on the following</p> <ul style="list-style-type: none"> • The Local Transport Plan had been unanimously adopted and was now on the Herefordshire Council website. • A planning meeting on Monday 6th June would consider the Southern Link Road • Herefordshire Council Customer Services was to move to Blueschool House which they will share with the Department of Work and Pensions. The Planning Team will go to Plough Lane as asbestos has been found in Elgar House and this needed to be removed before anyone could move there. • A meeting with Highways England had been arranged for week commencing 6th June and the footpath at the Old Comrade will be brought up. The Chair of the Parish Council will attend this meeting in place of Cllr Crockett who was unable to attend 	
	<p>4.2 Safer Neighbourhood Team Update The latest SNT Newsletter was on the website. There were no further updates.</p>	
5.0	Communications	
	<p>5.1 Update on High Speed Broadband Cllr Wood had been in touch with Dean McDonald, the Executive Level Technical Complaints Officer but little progress had been made. Cllr Wood had ascertained that the current status was that over 300 properties now had access to high speed broadband but BT accepts there are issues with contracting with providers. Parsonage Fields and Church Close are outside the current deployment as they were built following Herefordshire Council agreeing the project and this needed to be addressed. Cllr Wood showed a slide which outlined the Fastershire Strategy for the county. Cllr Wood would continue to follow this up. It was also noted that the existing service was beginning to deteriorate and the community were encouraged to complain to their provider about this.</p>	DW

5.2 Update on Website Administration

Cllr Wood and the Clerk would meet in the next couple of weeks to take this forward.

5.3 Wellington Primary School

Cllr Langford had emailed the Headteacher to see if she had received any further information on the replacement of the boiler or whether there were any further issues. There had been no response to date.

6.0 Open Time

A member of the public asked whether there had been any further progress on the Section 106 funding from Church Close and the Chair reiterated the decision made at the May meeting to wait and see what happened to interest rates before making a decision. The same member of the public also asked if there was any flexibility in terms of the wording used for the Neighbourhood Plan Referendum. The Clerk confirmed this was decided nationally and there was no opportunity to change it.

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

Bank Balances: Treasurer's Account (as at 01/06/16) £35,000.41 Business Instant Access £58,404.87. It should be noted that these figures included earmarked reserves and did not represent available funds. There had been no income since the last meeting. It was noted that the May rent from Wellington Delights had not yet been received and this would be followed up.

The following invoices have been issued but not yet paid

- 02/16 Rob Ruck – 75% of cost of buildings insurance ££412.65 (dated 23/05/16)

7.2 To Agree Payments made since last meeting

Payment	Expenditure	Amount
BACS	Payment for Printing of New Residents Letters (via Clerk) as agreed at May meeting	£17.40

Resolved: Payment Approved

7.3. To agree payment of outstanding invoices

Payment	Expenditure	Amount
Chq 993	Jane Mc Neill invoice 16. Cleaning of Parish Room April and May	£80.00
BACS	Invoice 64 from D C Gardening covering work at the Cemetery, Community Hub and Bus Stop (as per schedule) £365+ VAT	£438.00
DD	Direct 365 invoice 543376 Hygiene services at Community Hub 2016/17. £122.30 + VAT.	£146.76

Resolved: Payments Approved

7.4 To Agree Payment of Invoices in July

As there was to be no meeting in July Councillors were asked to authorise the Clerk to pay any regular invoices, and any other expenditure that had prior approval, in between meetings.

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

7.5 To Confirm Cheque Signatories

Cheque Signatories were confirmed as Cllr Wood, Cllr Crane and the Clerk. Cllr Gowan had been removed from the mandate.

Resolved: The above signatories were approved. It was felt there was no need for further signatories at this stage.

DW/
Clerk

Clerk

Clerk

7.6 To Adopt Updated Finance Regulations

The Clerk 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. The Clerk had updated Wellington Parish Council Financial Regulations and these were currently with Cllr Langford for review and comment. The final version would be circulated and brought to the August meeting for adoption.

7.7 To Confirm Annual Governance Statement

The Annual Governance Statement covered all the controls that Parish Councils are expected to adhere to and the Parish Council was required to confirm compliance with this. The Annual Governance Statement had been circulated to all Councillors in advance of the meeting.

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

7.8 To Receive Report from Internal Auditor

Gill Bullock had completed the Internal Audit of the Parish Council accounts and introduced herself to the meeting, giving her credentials for being able to carry out the audit which she had done for the past 5/6 years before presenting her report. The key points are noted below.

The accounts were well presented with excellent clarity and order in the paperwork. This was important as it helped with transparency and traceability. There was good evidence backing up each payment which could be easily identified, with all categories of expenditure recorded. The Internal Auditor felt the accounts were robust and demonstrated sound financial management. A budget for income and expenditure was prepared in advance of the financial year and reviewed against actuals after the year was completed. It was felt the Treasurers Account and Deposit Account were well managed and the assets of the Parish were easily identified. The PWLB repayments for the Community Hub go out twice a year and are made on time. VAT is clearly recorded and reclaimed where appropriate. Salary and PAYE are processed quarterly. Gill Bullock summarised by saying that she was pleased to be able to give the accounts her approval as Internal Auditor and commended the Clerk and the Councillors for their diligence.

The Chair thanked Gill Bullock for carrying out the Internal Audit.

7.9 To Approve the Annual Accounting Statement

The Annual Accounting Statement had been reviewed by the Chair and circulated to all Councillors in advance of the meeting.

Resolved: The Annual Accounting Statement was approved and signed by the Chair. This, together with the required attachments, would now be submitted to the External Auditor.

The Clerk briefly outlined the period of Electors Rights which would run from 8th June.

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

Reference Number	Application
161526	Land at the Cemetery, Wellington. Tree works. Propose to remove Lilac tree and stumps of dead Lilacs.

Jenny Guille had been to see the proposed tree works and approved the removal of the tree and the stumps, recommending that the trees be replaced elsewhere.

Resolved: To submit the above comments to the Planning Department

Clerk

Clerk

Reference Number	Application
161344	Walnut House, Wellington. Proposed detached garage.

The applicant was present at the meeting. He noted that the proposal was for a one storey building with a room in the roof (rather than a two storey building). The applicant also noted that there had been a garage on this site before.

A letter of objection from Dawn Yeomans of Old Pear Tree Cottage had been logged with the Parish Council and this was read out at the meeting.

The application was considered by the Parish Council and the following points noted:

The footprint and height of the proposed double garage and second floor office was felt to be out of proportion to the main building, being almost equivalent in size. These proposals resulting in a building of some 19 feet in height at the apex (22ft from the ground level at Pear Tree Cottage)

Access to the second floor was by an external staircase, which would directly overlook the bungalow called Cutsthorn which lie to the west of the proposed building, although the applicant said that there had been consideration given to screening this in some way. A window in the second floor room faced south and directly overlooked Old Peartree Cottage, the applicant said this was so that he could see who was approaching the house when he was working on his garage.

Resolved: It was agreed to object to the application and to submit a comment which reflected the above points. Cllr Wood would draft the response and circulate for comment

A member of the public noted that the location of the proposed building was partly in flood zone 3 and, without proper measures to provide compensation, the size of the footprint could adversely affect the ability of water to drain or escape from the site in the event of a flood, potentially affecting other properties alongside the brook.

The Clerk reported that there was a considerable delay from submitting responses to planning applications and those responses appearing on the website, leading residents to doubt whether the Parish Council had commented. The Clerk asked Cllr Crockett if she could help with this. Cllr Crockett admitted there was a significant problem with staff resource on the Planning Unit and promised to feed the concerns of the Parish Council back to the Management Team.

8.2: Update on Planning Appeal

Reference Number	Application	
3141403	Kingcup Cottage, Wellington Marsh	Appeal Pending

Correspondence received by the Chair confirmed that the appeal was to be determined on the basis of the 26 house application, rather than the 6 house application which had been suggested before.

8.3 To Note any Decisions/Notifications Received

Reference Number	Application	
161211	Avallon, Bridge Lane, Wellington – work to trees	Awaiting Decision

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Clerk

Reference Number	Application	
161031	Notts House, Wellington – Proposed Access Drive off Ford Lane	Awaiting Decision
161018	Cantona Cottage, Wellington – Proposed enclosure of existing veranda	Awaiting Decision
161115/6	Ognal Cottage, Bridge Lane, Wellington – Proposed conversion of existing garage	Approved
161122	Ognal Cottage, Bridge Lane, Wellington. Tree Works	Approved
161182/4	Land at Stocks Farm, Wellington – Proposed conversion of listed Hay Barn to residential dwelling. Proposed 4 residential units with cycle store	Awaiting Decision

Concern was raised about the work that had been carried out on Chapel House (ref 153369). A large tree had been cut down when the application stated there were no trees or bushes on site. Also planning was approved on the basis that the original chimney was to be retained but this had been taken down. It was suggested that the original bricks may be being used to rebuild it but this was unconfirmed. The Clerk was asked to make a comment to the Planning Officer.

Clerk

8.4 Procedure for Reporting Unauthorised Tree Work

Cllr Wood had reported that the conditions attached to the planning approval at land adjacent to Ravensholt were not being complied with, in particular the issue of tree removal. Cllr Wood reported that a number of trees had been taken down to clear the land for the new building but this did not include the ones that were agreed between himself and the applicant - a dead silver birch and a single Leylandii Cypress. Other trees, for which there had not been approval, had been felled. The Clerk had reported this to the Planning Enforcement Team who had come back to say that there had been an application for the two trees that had been taken down but as it was never processed the rule was that after 6 weeks approval is assumed and work can go ahead.

9.0 To Consider Highways Issues

9.1 A49 Issues

Following the May meeting the Chair had drafted a letter to Bill Wiggin MP and had circulated this to Councillors for approval.

Resolved: The letter was approved but it was felt prudent not to send it before the proposed meeting with the Highways Agency as the issue may be resolved.

It was noted that the central reservation had not been cut and this was also on the agenda for the meeting with the Highways Agency.

Cllr Prince noted that there had recently been an accident on the A49 which, had it been a few meters further on, may have hit the bus shelter. He felt there was a risk to those waiting in the bus shelter and asked whether there could be a barrier erected to protect the bus shelter. The Chair would bring it up at her next meeting with Phil Pankhurst.

LL

9.2 To Receive Other Highways Issues

9.2.1 Flood Report (The Mill)

As agreed at the May meeting the Chair had emailed Mark Watkins pointing out that the blocked drain on the opposite corner to The Vinery had not been considered in the Balfour Beatty Report and should be part of the proposed package. There had been no response yet.

9.2.2 Tarmac Lorries (North Road)

The Chair had contacted Neil Forsyth at Tarmac who has said that their transport department would investigate. It was noted that not all the lorries were from Tarmac and there was a need to identify other companies whose lorries may be causing concern. The Chair said she would contact the resident at Wootton Cottage to see if there was any more information available.

LL

In terms of advisory signs, the Chair had followed up previous correspondence with Ian Connolly, Traffic Management Advisor at the Safer Roads Team, who said that Balfour Beatty considered that a survey had to be done to determine if there was an excessive amount of HGV traffic using the road before they would erect any signs. There was an expectation that the Parish Council would fund this survey. It was agreed not to progress this until there had been a response from Tarmac and also to investigate whether an informal survey could be conducted by concerned residents to ascertain the extent of the problem before committing to the expense of a traffic survey.

9.2.3 Drainage at The Marsh and Auberrow

There was no further information. The Chair would follow this up.

LL

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

The Chair reported that Phil Pankhurst, Balfour Beatty Locality Steward, had been out to look at Mill Lane and, subsequent to that visit, both sides of the road had been cut back and cleared and 2 potholes have been repaired. The Clerk was asked to write to Phil Pankhurst thanking him and Balfour Beatty for their excellent work. It was agreed to ask the Lengthsman for a quote to finish the work that Balfour Beatty had started so that the whole stretch of road would be cleared.

Clerk

9.3 Update on Lengthsman and P3 Grant

The Clerk noted that the signed contract had now been received from Herefordshire Council with The following grant being available for 2016/17.

Allocated P3 grant	Allocated Lengthsman grant	Additional grant from HC	Total Grant from HC	Match fund from Parish precept	Total budget available
£795	£1,668	£1,390	£3,853	£1,390	£5,243

10.0 Report on Footpaths**10.1 Update on Footpath Maintenance**

Cllr Crane reported that it was still not clear what was happening with WG34 (off Haywards Lane) and he was following this up with Phil Pankhurst. Cllr Crane had carried out his annual survey of the footpaths in the parish, noting that the paths were getting walked more and getting overgrown. A derelict stile at Kipperknoll and a derelict barrier on the path into Queenswood had been identified. Cllr Crane was currently talking to Tim Kaye, who was the new site manager at Queenswood about changing all the stiles for gates to make the paths more accessible. Cllr Crane asked member of the public to let him know if they find stiles or barriers that were breaking down. The sign at Parsonage Fields was to be replaced.

11.0 Community Hub**11.1 Update from the Working Group**

There had not been a Shop Management meeting but Cllr Wood reported that he had been trying to contact Shaun Hudson about the faulty computer screen in the Parish Room, noting that the job had now been outstanding for over a year. As computer training was now being done in the Parish Room this had become even more urgent. Cllr Wood would continue to follow it up. The new noticeboard had now been installed and the old filing cabinet moved out of the Parish Room into the kitchen area.

DW

12.0	<p>11.2 To Consider Chapel Car Parking Sign Wellington Chapel wished to erect a sign on the lamp post opposite the village shop saying Chapel Car Park. This is to help people who do not know the area where to park instead of on the road. The Chair would contact Phil Pankhurst to ascertain whether planning permission was required but in principle the Parish Council were happy to progress it and commit to the expenditure.</p> <p>11.3 To Consider Disposal of Community Hub Noticeboard The small noticeboard which had been removed from the Community Hub was no longer required and was available to any community group who would find it useful. The Clerk noted that the original noticeboard had been purchased in July 2014 for £69.95 and she felt that as public money was involved there should be some consideration given to gaining a donation from whoever wanted to use it. Cllr Wood said the Bowls Club may be interested and would investigate.</p> <p>It was felt there should be a sign on the inside of the new noticeboard to say that it was a Parish Council board in order to differentiate it from the new Community noticeboard. The Chair and Cllr Wood would organise this.</p> <p>11.4 To Consider any Expenditure The Chair had a receipt for cleaning materials which she would forward to the Clerk.</p> <p>Update from the Community Led Planning Groups</p> <p>12.1 Report from the CLP Implementation Group There had been no further meeting.</p> <p>12.2 To Agree Expenditure on Community Noticeboard There was no further update on the Community Noticeboard and this would be reported on at the August meeting.</p> <p>12.3 Community Speedwatch Jennifer Jarrett, Chair of the CLP Implementation Group, reported that two further sessions were planned for June. Dave Willis was contacting Ian Connolly (West Mercia police) for his views on the possibility of a Speedwatch site in The Row.</p> <p>12.4 Update on Playground Initiative The group held their first meeting at the beginning of May and were aware of the availability of Section 106 money from Herefordshire Council. Whilst the group were aware of the land allocated as open space in the NDP they were also writing to all landowners to identify any alternative land which may become available. It was reported that due to pressure of work Lee Farrell had stood down but thanks were given to Chris Riches for remaining the Chair and also to Alison Ovenden who had agreed to be Vice Chair.</p> <p>12.5 Update on Location of Benches Mr Colbatch Clark had agreed to hold a site visit with Cllr Langford and John Allender and, following this, permission was given to place three benches on his land. Two along the side of the brook and the third on the path behind Wotton Farm. This is subject to a formal licence agreement between the Parish Council and Mr Colebatch Clark.</p> <p>Resolved: The lease would be in the name of Wellington Parish Council. Cllrs Langford and Wood would be the names contacts, which was a stipulation requested by Mr Colbatch Clark.</p> <p>An additional bench was planned for an area behind the church by the brook to make the space more accessible for families and the disabled. Shirley Edgar was working with John Allender on a grant bid to Hereford Council.</p> <p>The benches would be covered by the Parish Council's insurance but the Chair would follow up on any requirement for the benches to also be covered by the landowner's public liability.</p>	<p>LL</p> <p>DW</p> <p>LL/DW</p> <p>LL</p> <p>LL</p> <p>LL</p>
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	<p>12.6 Other Updates</p> <p>Bulb Planting – The grant of £500 from Tarmac was to be used for planting and benches. It was reported that there were two possible sites for big planters, one on the concrete by the telephone box outside Ashley House, the other outside Walnut House, tucked into the alcove at the end of the wall on the pavement. The Parish Council agreed in principle to these locations. The Chair would ask Phil Pankhurst about any restrictions on the telephone box site.</p> <p>IT - There were 2 remaining sessions of the second round of Computing for Beginners which would take place in the Parish Room in order to continue to have access to WiFi. The 7 people who had taken up this course appear to have had a good learning experience.</p> <p>Neighbourhood Watch - Discussions were taking place between Dave Willis (CLP Implementation Team) and Rob (Wellington Delights). More information will be provided at next PC meeting.</p> <p>13.0 Neighbourhood Planning</p> <p>The Referendum would take place on Thursday 7th July 2016. The Clerk was asked to ascertain how long after this before the result was published. The Clerk was asked to write to Claire at Kirkwells thanking her for all her help.</p> <p>14.0 Community Governance Review</p> <p>Herefordshire Council's Audit and Governance Committee had considered the potential for conducting a county-wide Community Governance Review at its meeting on 14 April. This was following exploratory discussions with Parish Councils who had been asked to put forward any anomalies they may have with their Parish boundaries etc. In general it was felt that there were not enough issues put forward to carry out the review. It was recommended that individual reviews would be carried out on priority areas where there was greatest concern. This would not affect Wellington Parish.</p> <p>15.0 To Note the Information Sheet (June 2016) and any other updates</p> <p>Resolved: The Information sheet was noted.</p> <p>16.0 To Raise Items for the next Scheduled Parish Council Meeting</p> <p>Development at Hayward Lane Industrial Estate</p> <p>17.0 To Note Date and Time of the Annual Meeting of the Parish Council</p> <p>Thursday 4th August 2016 at 7.30 pm. There would be no meeting in July. The Clerk noted that she would not be able to attend the August meeting but would be available to do all of the work before and after the meeting.</p> <p>The meeting closed at 9.30 pm</p> <p>Signed Date 4th August 2016 Chairman of Wellington Parish Council</p>	LL
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