

# WELLINGTON PARISH COUNCIL

**Parish Council Meeting held at the Community Centre  
at 7.30pm on Thursday 7<sup>th</sup> March 2013**

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
	<p><b>Present</b> <b>Parish Cllrs:</b> Mr B Prince (Chair); Mrs L Langford; Mrs K Mayne; Mr G Porter; Mr D Wood</p> <p><b>Also in attendance:</b> Mrs C Bucknell (Parish Clerk) and 12 members of the public.</p>	
<b>1.0</b>	<p><b>To Accept Apologies for Absence</b> Cllr Mrs J Gowan, Ward Cllr Adrian Blackshaw</p>	
<b>2.0</b>	<p><b>To Receive Declarations of Member's Interest</b> There were no declarations of interest</p> <p><b>2.1 To consider requests for dispensations</b> There were no requests for dispensations</p>	
<b>3.0</b>	<p><b>To adopt the Minutes of Thursday 7<sup>th</sup> February 2013</b> <b>Resolved:</b> The Minutes were confirmed and signed by the Chair</p>	
<b>4.0</b>	<p><b>To Receive Brief Reports</b></p> <p><b>4.1 Herefordshire Council - Cllr Blackshaw:</b> There was no report</p> <p><b>4.2 Local Police Officers:</b> A newsletter from PC Neil James, containing reported incidents and general updates, had been circulated to all Cllrs.</p>	
<b>5.0</b>	<p><b>Open Time</b> The condition of Bridge Lane was mentioned. This was also covered under Item 8.2.3.</p> <p>The drain by the Mill was causing concern. The Chair would discuss the matter with Bruce Evans, Senior Area Engineer (Development Control), Herefordshire Council.</p>	<b>BP</b>

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6.0	<p data-bbox="272 297 504 327"><b>Financial Matters</b></p> <p data-bbox="272 371 778 400"><b>6.1 To Receive a report from the RFO</b></p> <p data-bbox="272 409 1270 479"><b>Bank balances:</b> Treasurer's Account (as at 22/02/13) £1,845.14 and Business Instant Access (as at 22/02/13) £21,804.87.</p> <table border="1" data-bbox="272 495 1326 674"> <tr> <td data-bbox="272 495 432 674">Income since February meeting - £325.96</td> <td data-bbox="432 495 1182 566">Interest</td> <td data-bbox="1182 495 1326 566">£0.96</td> </tr> <tr> <td data-bbox="272 566 432 674"></td> <td data-bbox="432 566 1182 674">January rental from Wellington Delights (this is still the June – November rate as agreed at February PC meeting).</td> <td data-bbox="1182 566 1326 674">£325</td> </tr> </table> <p data-bbox="272 680 592 710"><b>Resolved:</b> Report noted</p> <p data-bbox="272 759 1007 788"><b>6.2 To agree payments made since the last meeting</b></p> <p data-bbox="376 797 448 826">None</p> <p data-bbox="272 887 807 916"><b>6.3 Payment of outstanding invoices</b></p> <table border="1" data-bbox="272 920 1318 1137"> <thead> <tr> <th data-bbox="272 920 432 949">Cheque</th> <th data-bbox="432 920 1174 949">Expenditure</th> <th data-bbox="1174 920 1318 949">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 949 432 992">713</td> <td data-bbox="432 949 1174 992">Cllr Gowan. Refreshments for CLP Open Meeting</td> <td data-bbox="1174 949 1318 992">£9.72</td> </tr> <tr> <td data-bbox="272 992 432 1137">714</td> <td data-bbox="432 992 1174 1137">Lengthsman. Digging out silted drains in Auberrow Lane to Maple Cottage. Maple Cottage to crossroads, turn right to Burghill and to parish boundary Invoice 2700 £686.50 + VAT</td> <td data-bbox="1174 992 1318 1137">£825.00</td> </tr> </tbody> </table> <p data-bbox="272 1144 679 1173"><b>Resolved:</b> Payments approved</p> <p data-bbox="272 1218 991 1247"><b>6.4 To consider donation to Music on the Meadow</b></p> <p data-bbox="272 1256 1270 1368">The Parish Council felt that to make a donation would be difficult because of budget limitations and also because of setting a precedent with other fundraising activities taking place within the village.</p> <p data-bbox="272 1375 1302 1487"><b>Resolved:</b> The Clerk to write to the organiser to ascertain what the donation is required for and, if required for set-up costs, what the individual items were together with the cost.</p> <p data-bbox="272 1532 1238 1561"><b>6.5 To Consider Parish Council commitment to Community Led Planning</b></p> <p data-bbox="272 1570 1318 1986">As agreed at the February 2013 Parish Council meeting a grant application had been submitted to help support the development of the Community Led Plan. The Herefordshire Council grant would cover up to £1,800 (60%) of costs although the full amount may not be allocated depending on demand. There was an expectation that the Parish Council would match fund expenditure and, having worked out estimated costs, this contribution would be in the region of £978, over two years, some of this being the hours the Clerk spent on administering the financial aspects of the grant (estimated at 2 hours per month). There had also been expenditure incurred while the Steering Group was being set up (room hire and consumables) which wouldn't be covered by the grant. It was confirmed that £500 has being held in reserves to cover CLP in</p>	Income since February meeting - £325.96	Interest	£0.96		January rental from Wellington Delights (this is still the June – November rate as agreed at February PC meeting).	£325	Cheque	Expenditure	Amount	713	Cllr Gowan. Refreshments for CLP Open Meeting	£9.72	714	Lengthsman. Digging out silted drains in Auberrow Lane to Maple Cottage. Maple Cottage to crossroads, turn right to Burghill and to parish boundary Invoice 2700 £686.50 + VAT	£825.00	<p data-bbox="1382 1077 1422 1106">CB</p> <p data-bbox="1382 1352 1422 1382">CB</p>
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7.0	2013/14. <b>Resolved:</b> To commit a maximum of £1,000 in total over the 2 years to include the Clerk's time and any expenditure incurred before the grant is approved. <b>Resolved:</b> The grant would be managed through the Parish Council bank account (itemised separately on the accounts) and the Parish Clerk would monitor and approve all expenditure in advance to ensure compliance with the grant and with the PC Financial Regulations.	CB						
	<b>6.6 To Consider adopting a Grant Awarding Policy</b> Letters requesting financial support had been received from the Citizen's Advice Bureau, Leominster Shop Mobility and Spinal Injuries Association. It is expected that with the reduction level of public sector support more such requests will be received over the coming months. In order to ensure a clear and impartial process for dealing with these requests the Clerk proposed that the Parish Council should consider adopting a Grant Awarding Policy which laid out clearly what kind of activity will be considered for support, together with a standard application form where information could be gathered and evaluated on a like for like basis.	CB						
	<b>Resolved:</b> To consider the draft policy and application form (previously circulated) and give comments back to the Clerk in preparation for the April meeting.							
	<b>To Consider Planning Matters</b>							
	<b>7.1 To consider any planning applications</b>							
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	<b>Resolved:</b> The Parish council confirmed they had no objections to the developments at Sacred Heart Cottage.							
<b>Resolved:</b> The Parish Council confirmed that the decision made by the nominated Tree Warden on proposed tree works would be supported.	CB							
<b>7.2 To Note any Decisions/Notifications Received</b>								
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8.0	<p><b>7.3 Section 106 and Affordable Housing</b></p> <p><b>7.3.1 Assessment of Rural Housing Needs Workshop – 16<sup>th</sup> April 2013</b> Details had been circulated to all Cllrs. Anyone wishing to attend to notify the Clerk. Limited to 2 places per Parish Council.</p> <p>A consultation document on the new Community Infrastructure Levy had been received. This had been circulated to all Cllrs. <b>Resolved:</b> Cllr Gowan to review the document and put forward proposals for agreement at the April PC meeting.</p> <p><b>To Consider Highways Issues</b></p> <p><b>8.1 A49 Issues</b> There were no further updates. A date for the meeting with Robert Jaffier, Asset Manager for this area, and Cllr Prince was awaited.</p> <p><b>8.2 To Receive other Highways Issues</b></p> <p><b>8.2.1 Lengthsman Update</b> Report on the work the Lengthsman had currently carried out was included in the March Information Sheet. It was noted that there was an error on the information sheet, the latest drain clearing work had been carried out as per the financial information in item 6.3. Currently £547.80 of grant remained. It was suggested that the Lengthsman could clear out the drains in Bridge Lane provided that the work did not come to more than the remaining grant. The Clerk would arrange this.</p> <p><b>8.2.2 Dog Fouling</b> Following the intervention of the Community Protection Team and subsequent improvement in the situation, there were, once again, issues with dog fouling in the village. <b>Resolved:</b> To contact Craig Sandman to request that the dog warden increase patrols in the village. <b>Resolved:</b> Notices to be placed around the village and on the website.</p> <p><b>8.2.3 Road Surface Defects</b> The situation had not improved. There was a large pothole opposite the old shop and the general condition of the road surface on the main street from the Pub to the top of the village was poor. A trench had dropped on Doctors Corner and there were issues with surface condition in Bridge Lane. <b>Resolved:</b> The Chair to discuss with Bruce Evans <b>Resolved:</b> The Clerk to report the defects to Amey</p> <p><b>8.2.5 20 mph zone at Wellington School</b> The work had begun and would be reported on at the next meeting.</p>	<p>ALL</p> <p>JG</p> <p>CB</p> <p>CB JG/DW</p> <p>BP CB</p>

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<p><b>9.0</b></p>	<p><b>Community Resilience and Emergency Planning</b> Cllr Mayne gave the meeting an update on progress; the first meeting had taken place and skills, expertise and resources were being mapped. Wellington was the first parish in Herefordshire to develop a Community Resilience Team. It was stressed that the role of the team was to support the emergency services who, if the plan were initiated, would be involved first with tasks then cascaded down to local Emergency Resilience Teams as appropriate. The allocation of financial resources to support this work in the event of an emergency would be discussed at the next Parish Council meeting.</p>	<p><b>CB</b></p>
<p><b>10.0</b></p>	<p><b>To Consider Community Hub Issues</b></p> <p><b>10.1 Report on Progress from Working Group</b> The Working Group met on the 15 January 2013 and have completed as much of the preparatory work as possible at this stage.</p> <p><b>10.2 Planning Application</b> The consultation period closed on 2<sup>nd</sup> January with the 9<sup>th</sup> January 2013 given as a target date for a decision. Herefordshire Council has commissioned a survey and report for Natural England on the potential impact on the phosphate levels in the brook (as reported at the February meeting). Natural England have reviewed the report and concluded that the development will have no impact on this issue. The Planning Department are currently considering all the comments received during the consultation period and a decision is expected shortly.</p> <p><b>10.3 Next Steps</b> Once planning permission has been granted the next steps will be to</p> <ol style="list-style-type: none"> <li>1) Produce Working Drawings</li> <li>2) Apply for Building Regulations</li> <li>3) Apply for Grants</li> <li>4) Advertise for Builders to express interest in tendering</li> </ol> <p><b>10.4 To consider any professional fees due</b> There are no fees due.</p> <p><b>10.5 To consider submission of loan application and grant funding</b> To be deferred until a decision on planning permission is known</p>	
<p><b>11.0</b></p>	<p><b>Report on Footpaths</b> There are no issues to report</p> <p><b>11.1 P3 Scheme</b> All Cllrs had received an outline of the P3 scheme. <b>Resolved:</b> Not to progress the P3 scheme</p>	

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12.0	<p><b>Community Led Planning</b></p> <p><b>12.1 Update from the Steering Group Meeting</b> Cllr Gowan had circulated a comprehensive report to all Cllrs. The inaugural Steering Group meeting was held on 18<sup>th</sup> February, attended by 16 parishioners who had indicated a willingness to be involved. A Chair (Jennifer Jarrett) and Secretary (Liz Bullar) were appointed. Cllr Gowan would be the Parish Council Liaison and Publicity Officer, supported by Cllr Wood. A second meeting of the Steering Group was held on Monday 4<sup>th</sup> March 2013 where groups and individuals were identified to address specific topics (sectoral, geographic and demographic).</p> <p>The report stressed that once the Community Led Plan had been developed there was a responsibility on the Parish Council to support implementation of the identified actions. It was noted that there was a need to manage expectations in this respect.</p> <p><b>Resolved:</b> that the Steering Group would operate as a Task and Finish Working Group of the Parish Council and that all minutes would be circulated to all Cllrs (once approved).</p> <p><b>12.2 To Consider Working Group Constitution</b> This would be circulated and Cllrs were asked to send comments back to the Clerk. The constitution would be ratified by the Parish Council at the April meeting.</p> <p><b>12.3 CLP Timetable and Next Steps</b> A draft timetable had been circulated to all Cllrs and this would be updated once the Steering Group had started the process</p> <p><b>12.4 To consider grant application and management of funding</b> Covered under Agenda Item 6.5.</p> <p><b>12.5 Core Strategy Event – 6<sup>th</sup>/20<sup>th</sup> March 2013</b> Herefordshire Council was consulting on its Core Strategy and a comprehensive document had been circulated to all Parish Clerks, together with the consultation response document. <b>Resolved:</b> Cllr Gowan and Cllr Langford to go through the document and formulate initial comments on issues which would affect Wellington. <b>Resolved:</b> If necessary to hold a working group meeting to discuss a response to the consultation which would then be agreed at the April PC meeting</p> <p><b>12.6 Neighbourhood Planning Event – 25<sup>th</sup> April 2013</b> Details had been circulated to all Cllrs. Anyone wishing to attend should inform the Clerk. Places are limited to 3 per council.</p>	<p>ALL</p> <p>JG/LL</p> <p>ALL</p>

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13.0	<p><b>To Consider Cllr Vacancies</b> This was deferred until the April meeting</p>	
14.0	<p><b>To Note the Information Sheet</b> In particular the Clerk drew the attention of the meeting to the NALC document Council Powers to Discharge their Functions, which outlined how powers and decisions should be discharged. <b>Resolved:</b> The Information sheet, and the NALC document, which had been circulated to all Parish Councillors prior to the meeting, was noted.</p>	
15.0	<p><b>To Raise Items for the next Scheduled Parish Council Meeting</b> Dovecote (Cllr Blackshaw), Broadband funding</p>	
16.0	<p><b>To Note the Date and Time of next regular Parish Council Meeting</b> <b>Resolved:</b> The next regular Parish Council Meeting is scheduled for Thursday 4<sup>th</sup> April 2013 at 7.30 pm  The meeting closed at 8.40 pm  Signed ..... Date 4<sup>th</sup> April 2013 Chairman of Wellington Parish Council</p>	