

WELLINGTON PARISH COUNCIL

**Parish Council Meeting held at the Community Centre
at 7.30pm on Thursday 6th March 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, Mr D Wood</p> <p>Also in attendance: Ward Cllr Adrian Blackshaw, PCSO Elena Ekanite, Mrs Chris Bucknell (Parish Clerk) and 27 members of the public.</p>	
1.0	To Accept Apologies for Absence – Cllr J Shoesmith	
2.0	To Receive Declarations of Interest – None	
	2.1 To Consider Requests for Dispensations - None	
3.0	To adopt the Minutes of the Regular meeting of the Parish Council held on Thursday 6th February 2014 Resolved: The Minutes were confirmed and signed by the Chair	
4.0	<p>To Receive Brief Reports from 4.1 Ward Cllr A Blackshaw Cllr Blackshaw updated the meeting on a number of topics including: Schools – there recent OFSTED inspections had resulted in some outstanding results for several of the county's schools. Car Parking – the Cabinet decision regarding proposed car parking increases had been deferred in order to evaluate any impact the Old Cattle Market development would have. Balfour Beatty – the organisation was currently going through a restructure. Locality Officers would be appointed who would work closely with Parish Councils. Pilot Lengthsman Scheme – the pilot would give the Lengthsman enhanced duties, including the repair of potholes and other defects. A meeting was taking place on 19th March where details would be discussed. It was not known if Parish Councils would need to fund the additional work themselves or whether there would be a grant to cover this. Core Strategy – this will go to the inspectors in April in preparation for sign off by the Secretary of State in the Autumn. Neighbourhood Plans would define development in individual localities. Local Authority Budget Shortfall – A cross party working group was currently looking at the priorities coming out of the recent consultation. Old Cattle Market – this was due to open at the end of April and was being seen as the best example of urban regeneration in the county. Link Road between Commercial Street and Edgar Street would generate 800 houses Rotherwas had been 1 of 7 areas in the country awarded Enterprise Zone status.</p>	

<p>5.0</p>	<p>Cllr Langford asked Cllr Blackshaw about the proposed disposal of Queenswood, making the point that the woodland should be protected for the community.</p> <p>4.2 Local Police Officers: The March newsletter had been circulated to all Cllrs and posted on the website. PCSO Elena Ekanite gave an update on the one crime reported within Wellington Parish. Cllr Blackshaw queried what involvement the local policing team had with the newly appointed Community Ambassadors but PCSO Ekanite had not heard of this scheme.</p> <p>Open Time</p> <ul style="list-style-type: none"> Thanks were given to Balfour Beatty for clearing the footpath near the Garden Centre. The movement of the boundary of the development adjacent to the school was mentioned as having taken around 6ft of land from the car park. Action: Cllr Crane would discuss this with Bell Homes A resident queried where the Section 106 funding from the Parsonage Farm Development was being used. It was confirmed, as had been discussed in previous meetings, that it had been used to offset the debt on the Community Hub development. A resident of the Mill asked if it were possible for the road to be closed in the event of a flood to stop wash from buses and large vehicles exacerbating the situation. Action: the Clerk to contact Balfour Beatty. 	<p>SC</p>																			
<p>6.0</p>	<p>Financial Matters</p> <p>6.1 To Receive a report from RFO Bank balances: Treasurer's Account (as at 23/02/14) £44,137.27 and Business Instant Access (as at 29/01/14) £13,404.87. Cheques to the value of £26.52 still have to be presented.</p> <table border="1" data-bbox="268 1227 1329 1384"> <tr> <td rowspan="3">Income since February meeting - £2,531.33</td> <td>February rental from Wellington Delights</td> <td>£433.00</td> </tr> <tr> <td>Interest</td> <td>£0.59</td> </tr> <tr> <td>VAT Claim for the period 01/04/13 – 31/10/13</td> <td>£2,097.74</td> </tr> </table> <p>Report noted</p> <p>6.2 To agree payment of outstanding invoices</p> <table border="1" data-bbox="268 1489 1329 1780"> <thead> <tr> <th>Cheque</th> <th>Expenditure</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>810</td> <td>VOID – cheque required by PWLB for submission with application</td> <td></td> </tr> <tr> <td>811</td> <td>HALC Membership 2014/15 £375.83 + VAT (includes 2 free places for Cllrs on evening training events).</td> <td>£451.00</td> </tr> <tr> <td>812</td> <td>Various Printing: Planning for Real reports (40 colour), evidence for Veolia Environmental Trust (78 black and white and 20 colour), planning documents (8 colour and 6 x A3 colour), dog fouling leaflets (175 black and white).</td> <td>£36.70</td> </tr> </tbody> </table> <p>Resolved: Payments agreed</p> <p>The Time Capsule has been ordered but invoice has yet to be received. Agreement is requested to make payment on receipt of invoice £115 + VAT (if applicable)</p> <p>Resolved: Payment agreed</p>	Income since February meeting - £2,531.33	February rental from Wellington Delights	£433.00	Interest	£0.59	VAT Claim for the period 01/04/13 – 31/10/13	£2,097.74	Cheque	Expenditure	Amount	810	VOID – cheque required by PWLB for submission with application		811	HALC Membership 2014/15 £375.83 + VAT (includes 2 free places for Cllrs on evening training events).	£451.00	812	Various Printing: Planning for Real reports (40 colour), evidence for Veolia Environmental Trust (78 black and white and 20 colour), planning documents (8 colour and 6 x A3 colour), dog fouling leaflets (175 black and white).	£36.70	<p>Clerk</p>
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6.3 Financial Standing Orders

New DCLG Regulations on the Safeguarding of Public Money were issued on 21st February. Wellington Financial regulations will be updated and presented at the April meeting.

6.4 Football Club request for assistance with planning application

The Football Club is planning an extended pavilion and has asked the Parish Council to consider submitting the planning application on their behalf, in order to benefit from the reduced fee. Advice has been sought from SLCC and from Herefordshire Council on the appropriateness of third party planning applications. Advice was that in order to benefit from the reduced fee the application would have to be made by the Parish Council on 'land owned or maintained' by them. It would, technically, be a Parish Council application and the Parish Council would therefore be involved in any enforcement action that ever arose in the future.

Resolved: Not to submit the application on behalf of the Football Club.

7.0**To Consider Planning Matters****7.1 To consider any planning applications**

Reference Number	Application
P140290/O	Land adjacent to Barberry House, The Row, Wellington. Erection of 2 x 4 bedroom houses and 1 x 2 bedroom bungalow with associated landscape works.

Neither the applicant nor his agent was present to speak about this application.

The Chair outlined the application and summarised the differences between the original application (submitted in August 2013 and subsequently withdrawn) and the current application which included

- The repositioning of the house on the south side of the site
- The slight change to the site boundary

Other changes (as stated by the applicant) were summarised on the proposed master plan which was projected for the benefit of the public

- Retaining wall and vegetated bank to maintain vision splay and natural appearance
- Visibility splay meets national highway standard
- Dwelling set back from road
- Foot access along shared driveway with handrail
- Shared community spaces to include soft landscaping
- Soft planted natural boundary to enhance local character and setting
- Natural buffer zone retained to sustain and enhance open landscape beyond.

The Chair invited members of the public to speak, limiting representations to 5 minutes each. 4 members of the public spoke opposing the application on many issues including

- The application was incomplete and issues raised in relation to the previous application had not been addressed

- The development is outside of the village settlement boundary
- The two story properties were inappropriate and would dominate the landscape
- Access and visibility splays
- The development was not in line with the current UDP which remains in place until the Core Strategy is approved

Following a comment from a resident, Cllr Blackshaw stated that in every case where an elected member makes a planning application this must go to full Committee where there will be an opportunity for the community, the Parish Council and the Ward Member to put forward their views.

The Chair summed up the discussions, reading out sections from the current Core Strategy, specifically the requirement for early engagement and the need for community support, neither, it was felt, had taken place with this application. Cllr Gowan reminded Cllrs that the Parish Council's response needed to reflect whether the revised application had addressed the concerns raised in 2013 as well as taking into account the views of the residents.

Resolved: All Councillors unanimously opposed the application, supporting the views of the residents and putting forward key points of their own.

Resolved: To put together a submission for Herefordshire Council opposing the application

JG/
Clerk

7.2 To Note any Decisions/Notifications Received

Ref Number	Application	Determination
P140106/K	Adzor House, Wellington (Tree Works).	Agreed
P140048/K	Norton House, Wellington (tree works).	Agreed
P133537/O	Kingcup Cottage, Wellington. Site for proposed residential development and alteration to vehicular access. <i>The Chair gave an update on this application</i>	Awaiting decision
P140028/FH	1 Causeway Close, Wellington (Proposed Sun Room to Rear).	Awaiting decision
P132135/L	Church House Farm, Wellington (External and Internal Works).	Awaiting decision
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

7.3 Section 106 and Affordable Housing

7.3.1 Changes to Homepoint Allocation procedures

The Parish Council have been notified of changes to the way that Homepoint allocation procedures will work from June 2014 and notices have been posted on the three notice boards and on the website – all people registered with Homepoint will be notified individually and may be required to complete an additional form.

8.0	7.3.2 Other Housing Issues		Clerk JG	
	The Chair gave the following update on the Parsonage Fields development, saying she was confident that the housing allocation had been done appropriately and robustly, taking into account local connection.			
	App 16017 3 Bed	28 applicants bid		Match approved to a tenant living in the village but overcrowded
	App 16016 3 Bed	35 applicants bid		Match approved to an applicant with family local connection
	App 16015 2 Bed	22 applicants bid		Match approved to an applicant with family local connection
App 16014 2 Bed	22 applicants bid	Not yet allocated		
The Housing needs survey has now been delivered and the analysed report is anticipated in June.				
Trees at Wellington Marsh				
Cllr Shoemith had been notified of an issue with potentially dangerous branches on trees in the garden of a Hereford Housing property at Wellington Marsh. The latest information is that this has now been resolved.				
8.0 To Consider Highways Issues				
8.1 A49 Issues				
A meeting is due to take place on 2 nd April regarding the long standing safety issues. The Highways Agency and Balfour Beatty have been asked to look at the culverts under the A49 to ensure they are not blocked with debris following the recent high water. The Chair has been notified that this work will be carried out by the end of March.				
8.2 To Receive other Highways Issues				
Cllr Blackshaw, Cllr Gowan and Bruce Evans toured the village on 27 th February to ensure that concerns over road surfaces have been noted. Specific note was made of the condition of the road at the Upper Wellington turn from the A49. No commitment can be made as to when the work will be carried out.				
8.2.1 Lengthsman Update and work to be carried out				
Nothing further to report on this. Once the final invoices have been received a claim will be made for the outstanding grant. See also Cllr Blackshaw's report on the pilot Lengthsman Scheme (minute 4.1).				
A tree has fallen across the brook behind Chapel Fields.				
Action: The Chair to report to River Lugg Drainage Board				
8.2.2 Signs at Auberrow				
Progress has been delayed due to the recent bad weather. Delivery and fitting is expected by the end of the month.				
8.2.3 Ford Signage				
There will be signs on Ford Lane and the main street and also depth markers. These have been ordered and delivery and fitting is expected by the end of the month.				

<p>9.0</p> <p>10.0</p>	<p>8.2.4 Parking on Village Street At the February meeting a parishioner cited problems with parking on the main village street opposite the pub. This has been looked into but the cars belong to residents who are parking outside their homes and it is felt not appropriate for the Parish Council to intervene unless the vehicles are causing an obstruction or hazard.</p> <p>To Consider Flood Resilience Issues</p> <p>9.1 Sandbags Complaints had been made to the Chair, to Cllr Blackshaw and to the Director of Services at Herefordshire Council that the Parish Council were not doing enough to help residents during the bad weather, specifically those living in Auberrow Common. The Chair reinforced that everything that could have been done was done in the bad weather; an unprecedented number of sandbags being taken within the space of a day. Balfour Beatty was under immense pressure, replacing them as soon as possible.</p> <p>A request has been made for a stock of sandbags to be kept at Auberrow. The Parish Council are waiting for the resident who made the request to confirm that a storage facility is available and will then arrange to have them delivered.</p> <p>9.2 Resilience Flood Group In 2012 work was done on a Community Resilience Plan which would have included flooding. This did not get followed through as it was generally felt that Wellington would help itself in the event of an emergency.</p> <p>It was noted that the self-help schemes in Wellington Marsh and at the Mill worked well during the recent bad weather and it was felt that there was no need for further groups. A resident of Auberrow added that once the drains had been cleared of debris the water quickly receded and it was felt the issue had been overstated by the complainant.</p> <p>The Chair added that as a result of the Parish Council's intervention with Herefordshire Council's Environmental Officer, there is a meeting on 14th March between that Department and the Environment Agency to discuss issues at Wellington Marsh. Cllr Shoemith has been active in Marsh Lane gathering evidence and a comprehensive report on those affected has been submitted for the meeting.</p> <p>Report on Footpaths</p> <p>10.1 Update on Public Rights of Way Issues Cllr Crane updated the meeting about current Footpath issues. There had been complaints about WG13 (Auberrow Road to the Marsh), specifically the gate across the watercourse. Cllr Crane noted that the bridge was not part of the footpath, which was 20 foot to the right of the bridge. Balfour Beatty had committed to constructing a bridge over the watercourse, in the correct position, and this would be completed in due course. Cllr Crane thanked the resident who had cleared the footpath which comes out by the new shop.</p> <p>10.2 Dog Fouling As agreed at the February meeting, leaflets had been delivered to all households in the main part of the village. Many positive comments had been received and it was agreed</p>	<p>Clerk</p>
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<p>11.0</p>	<p>it was time to move the initiative to the next stage, which was to contact those who had been reported as allowing their dogs to foul the footpaths. One report had been received and a letter had been put together asking the resident concerned to be considerate, reminding the person that it is an offence to allow dog fouling and stating that the offence will be reported if it continues.</p> <p>The issue of whether it is an offence to allow dogs to foul private land has been checked with Herefordshire Council. The rules on private land are the same as for public land (i.e. it is an offence to allow a dog to foul on public or private land) the difference is that if an offence is committed on private land it is the land owners responsibility to report it to the council.</p> <p>Action: Clerk to send the letter to the person who has been reported</p> <p>Action: Cllr Crane to put together an article for the Welcome magazine</p> <p>To Consider Community Hub Issues</p> <p>11.1 Report on Progress from Working Group</p> <p>Cllr Wood reported that work continues to progress very well and, despite the bad weather, the project remains on target for handover of the building on 25th April. The weekly site meetings with the architect and building site manager continue, as well as the monthly Working Group meetings.</p> <p>Work has begun on drawing up the lease for the new shop with the Parish Council solicitors, Beaumont's. They have estimated costs at between three and four hours of time, that is equivalent to £650 to £820 plus VAT (approval for this is covered under minute 11.5)</p> <p>Meetings and discussions are taking place with the Post Office, Romec the alarm specialists and Rob Ruck, the shopkeeper in order to plan the move into the new shop which is due to take place at the beginning of May.</p> <p>Cllr Gowan stated that she would like to place on record the situation regarding the rent that Rob (or any successor) will be paying. It has been possible to offer the current shop premises at a non-commercial rate due in the main to the generosity of the Makin family. However, from the outset of his tenancy it has been made clear to Rob that when the new shop was built the rent would have to become more commercially viable to help offset the loan and give best value to the community who are supporting it through their precept.</p> <p>The Parish Council has always made it clear that the new rent will be £150 a week once the shop is established in the new premises and in order to facilitate an easier transition for Rob it has been agreed – without him asking – to hold the rent at its current level without any increase until July 2014, allowing him a few months to settle into the new premises. The Parish Council feel that this approach is fair both to Rob and to the local community.</p> <p>11.2 PWLB Application</p> <p>A second application for £80k has been made to PWLB, making £180k overall. The next drawdown of funding will be the final one.</p>	<p>Clerk</p> <p>SC</p>
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12.0	<p>11.3 To Consider Opening Event The potential for an ‘official launch’ has been discussed with Rob Ruck, giving the opportunity to showcase the shop to those who have helped make the project a success – including the Chapel, Anthony Bush, the Planning Department, grant sponsors and so on, as well as making an event for the local community. The current proposal is to hold the opening late afternoon on Friday 27th June which is convenient for Rob – this will be the Friday before fun week starts so can effectively be the ‘launch event’ and if it takes place late afternoon we should be able to attract people in the village as well as our professional colleagues.</p> <p>11.4 Time Capsule The engraved stone donated from Arthur J Virgo (Monumental Masons) was now ready and the Time Capsule had been ordered. The Clerk was asked to write a letter to Tony Whiting at Virgos to thank them for their generosity. The next stage was to develop the contents which would need to be on acid free paper in order to ensure the contents were preserved over the years. It was agreed that this paper, and any other specialist materials, be purchased.</p> <p>The content of the time capsule would be developed with input from local people and in particular it was hoped that young people would get involved. Cllr Crane invited ideas from the local community on what should be included in the capsule. Cllr Crane would put together an article for Welcome magazine encouraging engagement by the local community.</p>	Clerk											
	<p>11.5 To consider any fees due</p> <table border="1" data-bbox="272 1059 1321 1391"> <thead> <tr> <th>Cheque</th> <th>Expenditure</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>813</td> <td>Hook Mason Invoice C10933. Staged fees 4 of 5 £720 + VAT</td> <td>£864.00</td> </tr> <tr> <td>814</td> <td>Gresswell Invoice 3677762. Shelving for Community Library (to come out of Awards for All Grant) £1,129.25 + VAT <i>Note: Gresswell have requested payment in advance of delivery. This was agreed.</i></td> <td>£1,355.10</td> </tr> <tr> <td>815</td> <td>G P Thomas Invoice 4965 Architects Certificate 5. £36,940.44 + VAT</td> <td>£44,328.53</td> </tr> </tbody> </table> <p>Resolved: Payments approved</p> <p>Approval is requested for the cost of drawing up the lease for the new shop (see also minute 11.1), which will cost between £650 and £820 +VAT).</p> <p>Resolved: Expenditure approved.</p> <p>Community Led Planning and Neighbourhood Planning</p> <p>12.1 Update from CLP Working Group The data entry from the CLP questionnaires continues ready for the group to analyse the responses and on 10th March there is a meeting to discuss the next stage of the process.</p> <p>12.2 Neighbourhood Planning The consultation period expired on 20th February and as there had been no objections the application was approved. The Task and Finish group comprising Cllrs Gowan, Langford, Crane and Shoesmith, plus Mr Lyke and the Clerk, has met with an external</p>	Cheque	Expenditure	Amount	813	Hook Mason Invoice C10933. Staged fees 4 of 5 £720 + VAT	£864.00	814	Gresswell Invoice 3677762. Shelving for Community Library (to come out of Awards for All Grant) £1,129.25 + VAT <i>Note: Gresswell have requested payment in advance of delivery. This was agreed.</i>	£1,355.10	815	G P Thomas Invoice 4965 Architects Certificate 5. £36,940.44 + VAT	£44,328.53
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	<p>consultant and have an indication of scope and budget for the work required. The indicative cost of support will be in the region of £6,000 which should be fully covered by grant funding.</p> <p>The group have also had an initial meeting with Wellington's lead planner at Herefordshire Council and have signed the Service Level Agreement.</p> <p>Cllr Gowan pointed out that currently only one non-councillor volunteer is on the group – Mr Lyke – with Chris Botwright and Jennifer Jarrett offering their support on an ad hoc basis as appropriate. It is important that the group is as representative as possible and if the Neighbourhood Plan is to be fully inclusive a wider group is needed. The Chair encouraged others to put their names forward to join the group; representation was particularly welcomed from those with young families.</p> <p>The next stage is to engage the planning consultant and to investigate grant support. Cllr Gowan proposed that when the budget for Neighbourhood Planning is developed an allocation is made to cover the Clerk's time over and above her core hours. This was agreed.</p>	
13.0	<p>WW1 Centenary Commemoration This item was deferred</p>	
14.0	<p>Facebook and Twitter Accounts This item is deferred until the results of the CLP questionnaire are known</p>	
15.0	<p>Defibrillator Cllr Langford had looked into whether a Defibrillator could be installed outside of the new shop premises. The cost would be in the region of £2,000, plus ongoing maintenance. If the equipment were to be placed outside it would need to be in a cabinet with a power supply which would allow temperature regulation. Grants may be available to offset these costs.</p> <p>Community Defibrillators were relatively rare and as such there is limited information about how they would work in a rural setting. The Ambulance Service recommends that parishioners are informed of the location and code for the defibrillator.</p> <p>This would be brought back to the April meeting.</p>	
16.0	<p>Community Right to Bid This item was deferred</p>	
17.0	<p>To Note the Information Sheet Resolved: The Information sheet was noted.</p>	
18.0	<p>To Raise Items for the next Scheduled Parish Council Meeting Bell Homes, Queenswood Country Park</p>	

<p>19.0</p>	<p>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 3rd April 2014 The meeting closed at 9.40 pm</p> <p>Signed Date 3rd April 2014 Chairman of Wellington Parish Council</p>	
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