

WELLINGTON PARISH COUNCIL

Parish Council Meeting held at the Community Centre
at 7.30pm on Thursday 5th March 2015

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
<p>1.0</p> <p>2.0</p> <p>3.0</p> <p>4.0</p>	<p>Present Parish Cllrs: Mrs J Gowan (Chair); Mr S Crane, Mrs L Langford, Mr Dan Miller, Mr J Morrison, Mrs J Shoesmith, Mr D Wood</p> <p>Also in attendance: Cllr A Blackshaw (for agenda item 4), Mrs Chris Bucknell (Parish Clerk) and 13 members of the public.</p> <p>The Chair introduced Mr Christian Dangerfield, a prospective candidate for Ward Councillor and who had come to observe the meeting.</p> <p>To Accept Apologies for Absence – None</p> <p>To Receive Declarations of Interest - None</p> <p>2.1 To Consider Requests for Dispensations – None</p> <p>To Adopt the Minutes of the Regular Meeting of the Parish Council held on Thursday 5th February 2015 Resolved: The Minutes were confirmed and signed by the Chair</p> <p>To Receive Brief Reports from</p> <p>4.1 Ward Cllr A Blackshaw It was agreed to cover item 9.1 A49 under this item.</p> <p>A49 – There had been a meeting between Ward Cllrs, Parish Cllrs and representatives from the Highways Agency; called to discuss long standing issues with the A49. The lack of any central zone at the entrance to Queenswood was discussed and the Highways Agency agreed to progress provision of a central refuge to their Value Management Meeting in June. If agreed at that meeting the project would go forward for funding but no timescale was given. Cllr Blackshaw had asked the Highways Agency to review their budget strategy. Speed up and down Dinmore Hill was a major concern with the A417 and A49 junction at Hope under Dinmore causing problems; a long term objective was to create a roundabout. There had been a number of incidents around the entrance to Moreton on Lugg Business Park and this was being looked into with particular reference to the speed at the start of the dual carriageway and the turning to Wellington where there was a lack of clarity regarding the priorities.</p> <p>Cllr Blackshaw congratulated the Parish Council on their recent newsletter, which he said indicated all the excellent work that had been done over the past 2 years.</p> <p>Cllr Blackshaw went on to clarify the level of Herefordshire Council’s borrowing. The gross figure was around £160 million but this was reduced by Government Assisted Borrowing of £116 million making the true (net) figure around £44 million.</p> <p>Cllr Blackshaw gave an update on the rollout of Broadband to rural areas saying that by logging onto the website www.fastershire.com residents could get information on the programme and, by entering their postcode, could get an estimate of roll-out dates in their area.</p>	

Cllr Wood expressed frustration that little information was coming from Fastershire to the Broadband Champions and the fact that the target dates for roll-out into rural areas was consistently being missed.

Independent Living Fund – Cllr Blackshaw reported on the central government fund which could help people with disabilities or learning difficulties live independently within their community. The fund will be transferred to the local authority in July with around £1.2 million being available annually. The Clerk was asked to let the Health and Wellbeing Group know about this fund.

4.2 Local Police Officers:

There were no Police Officers present. The Local Policing Newsletter for March had just been received and would be circulated to Cllrs.

Cllr Blackshaw left the meeting at this point

5.0 Communication

5.1 Update on Parish Newsletter

The Parish Newsletter, information on the NDP and a flier for the Health and Wellbeing Volunteers had now been mailed to all households in the Parish using funding from the NDP grant. Initial feedback on the Newsletter was that it was well received.

5.2 Parish Website

As there was an unavoidable problem with the projector this item was deferred until April.

5.3 Update on Parish Facebook Page

5.3.1 To Consider Social Media Policy

Cllr Miller presented a draft policy which had been circulated to all Cllrs for comment.

Resolved: To adopt the policy and to progress development of the Facebook Page.

5.4 School Liaison

As agreed Cllr Langford had been in touch with the school secretary who had emailed the Chair of Governors and the Headteacher regarding communication links with the Parish Council. No response had yet been received but this would be followed up.

6.0 Open Time

A resident asked about rules and regulations related to Bird Scarers, time of operation and noise levels. This would be looked into.

7.0 Financial Matters

Item 7: Financial Matters

7.1 Bank balances: Treasurer's Account (as at 27/02/15) £8,052.24 and Business Instant Access (as at 27/02/15) £63,404.87. Cheques to the value of £192.85 are still to be presented. It should be noted that these figures include earmarked reserves and do not represent available funds

Precept – this has been confirmed as £21,500 with £952 coming from the Council Tax Support Grant, making a net parish precept of £20,548 (equivalent of £49.18 per Band D property).

Income since February meeting £652.69	January rental from Wellington Delights	£650.00
	Interest (Feb)	£2.69

Clerk

DM

LL

Clerk

7.2 To agree payments made since the last meeting

Cheque	Expenditure	Amount
910	WCA Invoice Jan 12 Room Hire October, November, December	£45.00

Resolved: Payment Agreed

7.3 To agree payment of outstanding invoices

Cheque	Expenditure	Amount
911	Printing of Draft 4 Neighbourhood Plan (J Gowan)	£32.70
912	PIP Printing Invoice 59122 Newsletter and fliers	£217.42
913	PIP Printing Invoice 59132 NP Consultation invitations	£22.72
914	Richard Mills P3 work Invoice 2910 £227.50 + VAT	£273.00
915	Hosting of wellingtonplan.com. Cllr D Wood	£16.99

Resolved: Payments Agreed

Annual Audit – approval of the Internal Auditor and scope of Internal Audit 2014-15 will be required but information has not yet been received from the External Auditor and there may be additional requirements due to the high turnover in 2014-15. The Clerk therefore proposed that this will be addressed at the April meeting when all the information has been received.

7.4 To Consider Asset Register

The Asset Register had now been completed. Cllr Langford confirmed that values of all assets for insurers and auditors would be at purchase price for this year. The only items on the auditors asset register would be the Community Hub building and the Bus Shelter. It is uncertain why the insurance company has requested a current valuation for all items and this would be queried with them.

7.5 To Consider Standing Orders and Financial Regulations

These had been circulated to Cllrs in advance of the meeting for review and comment.

Resolved: Standing Orders and Financial Regulations and Risk Assessment were approved and signed by the Chair. Hard Copies would be circulated to Cllrs.

8.0

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

Reference Number	Application
150373	The Laurels, Wellington. Proposed one and half storey extension. No objections
150495	Flambards, Auberrow Road, Wellington. Works to Trees. <i>Referred to Jenny Guile who has no objections</i>
132970	Khotla, Wellington. Change of use and proposed double garage. No objections

Resolved: The Clerk to submit comments to Herefordshire Council

Clerk

Clerk

Clerk

Clerk

8.2 To Note any Decisions/Notifications Received

Reference Number	Application	Determination
P140755/F	Walnut House, Wellington, Hereford, Herefordshire HR4 8AZ - Proposed new dwelling and new vehicular access.	Approved with Conditions
P143552/L	Bridge View, Wellington, HR4 8BA Insertion of UPVC windows and doors (retrospective)	Awaiting decision
P141855/RM	Marsh House Farm, Wellington. Reserved matters for podiatry surgery and office	Awaiting decision
P142966/K	2 Bridge Cottages, Wellington. Tree works	Approved
P143792/O	Kingcup Cottage, Wellington, Hereford. Residential development	Awaiting decision
P150288/K	Tilia, Wellington – works to Tilia Cordata	Awaiting decision
P150150/K	The Swallows, Wellington – works to trees	Awaiting decision
P143689/K	Southbank, Wellington – works to 4 trees.	Approved
P143688/K	Jandrell Orchard, Brookside, Wellington - Crown lift and thin Acer Tree.	Approved
P143812/K	The Apple House, Wellington – proposed works to holly tree	Approved

8.3 Other Housing Issues**8.3.1 Section 106**

The Chair confirmed that the affordable homes at the Church Farm development all had a 106 agreement to ensure a Wellington connection in the first instance. Anyone wishing to be considered for one of these new properties must be registered with Home Point. The Chair stated that Parish Councillors were unable to give recommendations or references for applicants.

9.0 To Consider Highways Issues**9.1 A49 Issues**

This item was dealt with under item 4.1.

9.2 Community Speed Watch

To date no volunteers have come forward to support this scheme. The Chair confirmed that if no volunteers could be found the scheme would not take place. Jennifer Jarret, Chair of the CLP Steering Group was concerned that this scheme should not be dropped and was going to encourage members of the CLP to volunteer.

Resolved: If volunteers could not be identified within 2 weeks the scheme would be abandoned.

A member of the public asked about the SID Scheme and it was agreed to find out current prices and report back at the next meeting.

9.3 To Receive Other Highway Issues**9.3.1 To Consider Procedure and Requirements for the New Lengthsman Scheme**

The Chair and Clerk had attended an information session on the new Lengthsman Scheme which covered the requirement to produce an Annual Maintenance Plan. The Chair and Clerk would be meeting with Phil Pankhurst, Locality Steward on 11th March to go through the requirements of the Plan. The Chair asked for Councillors to assist in producing and submitting this Plan, which would include Lengthsman and P3 work.

Resolved: Cllrs Gowan, Langford, Wood and Shoemith would meet to develop and agree the plan.

Clerk

JG/LL/
DW/JS

	<p>9.3.2 Identification of Work to be Carried out and any other Updates</p> <p>The Chair will be meeting with the Locality Steward shortly to go through outstanding issues. As agreed at the February meeting the Lengthsman had been asked to clear drains and gulleys and to carry out other routine maintenance up to a value of £700.</p> <p>The drain opposite the Vinery was still causing problems and Cllr Crane asked that this work be prioritised. The Chair would discuss this with Balfour Beatty.</p>	JG
10.0	<p>Report on Footpaths</p> <p>10.1 Update on Footpath Maintenance</p> <p>Cllr Crane gave an update on recent work. There were two new stiles waiting to be installed and maintenance work was continuing at Kipperknoll where the paths were being cleared. Cllr Crane was continuing discussions with Dinmore Manor to ensure that paths were clearly marked. The issue of Dog Fouling was raised again with a report that bags of dog excrement were being dropped into the drains. It was also noted that there was a growing amount of litter along Claypits lane. Cllr Crane encouraged anyone seeing this behaviour to report it.</p> <p>A resident reported that the Footpath Sign at the Knapp (left hand side leaving the village) had broken off. Cllr Crane would look into this.</p> <p>Mr Makin reported that there was an issue with the footpath at the Marsh. A new bridge had been installed but the gate/stile had been moved 5 meters away. Cllr Crane confirmed that according to the Footpath map the bridge was in the correct position but the gate was wrongly placed. Cllr Crane stated that it was a requirement that the Footpaths were in the right place and followed the Legal Line. It was not felt there was a need to follow this up. Mr Makin confirmed he would remove the old posts.</p> <p>It was noted that there was £283.11 of P3 grant remaining.</p>	SC
11.0	<p>Community Hub</p> <p>11.1 General Update</p> <p>Cllr Wood gave an update on work that had been done in the Parish Room. The projector screen had now been installed along with a wireless printer/scanner/copier machine and a laptop.</p> <p>A new heating system had been installed as the old system was slow to respond and ineffective. This had been done at no cost to the Parish Council.</p> <p>Cllr Wood stated that the new equipment was under guarantee for the first year but it would be prudent to have arrangements in place in case of failure. It was proposed that a stock of spare light bulbs was purchased and a list maintained of properly qualified and accredited local tradesmen who could be called on as required.</p> <p>The need for an Annual Fire Certificate and a Fire Alarm Contract is being investigated and Portable appliance testing will be undertaken when necessary. Clarification was being sought as to liability issues in the event that any equipment in the shop caused a fire.</p> <p>Cllr Wood confirmed that equipment in the shop and the shop area was Rob's responsibility and it will be for him to make whatever arrangements he saw fit.</p> <p>11.2 To consider costs related to Parish Room heating and maintenance of outside areas</p> <p>When the Shop first opened there was no indication how frequently the parish room would be used and how much electricity it would cost to heat it. Equally the Parish Council had little knowledge about how much it would cost to maintain the car park and external areas, once the landscaping work had been done.</p> <p>In order to be fair to Rob and to the precept payers the Parish Council agreed with Rob that he would cover the cost of electricity in the Parish Room in return for the Parish Council being</p>	

12.0	<p>responsible for the maintenance of the adjoining car park and external areas. It was further agreed that this arrangement would be reviewed after a sufficient period of time had elapsed. This agreement was incorporated into a side letter to the lease.</p> <p>Rob has raised concerns about the running costs of the heating in the Parish Room and the Parish Council had responded to this by reviewing the position. The new heating system had a capacity of 11 KW and at current rates would cost a maximum of £1.30 per hour. A quotation for £380 had been received for the installation of a sub-meter in the Parish Room, which would enable accurate monitoring of the electricity usage. The Hub Management Group proposed that this quotation be accepted and the meter be installed. This was agreed - see item 11.4.</p> <p>In order to address Rob's concerns it is proposed that the Parish Council would cover the cost of the electricity units used in the Parish Room and would reimburse Rob for these (not the standing charge). In return Rob would cover 75% of the cost of the upkeep of the grounds and outside area. Resolved: To accept these proposals and to discuss them with Rob in order to alleviate his concerns about electricity costs.</p> <p>The Chair noted that there had been concern expressed about the planting scheme around the Community Hub. In response to these comments the Parish Council wished to advise all concerned residents that there were no spring bulbs planted as there is a heavy-duty weed suppressant membrane under the gravel to keep maintenance costs to a minimum. Bulbs would pierce this and allow weeds to grow. More planting is planned when funds allow and when winter damage to the existing plants can be assessed. The Chair also asked for everyone's co-operation in making sure that no-one walks/ cycles or pushes buggies through the gravel as this will damage the plants. A notice would be put up to this effect.</p> <p>11.3 To Consider Provision and Position of Noticeboards Cllr Crane reported that the price of the noticeboards would depend on size, mounting and position. The Parish Council were undecided about the benefit of an exterior noticeboard although it was accepted that the one inside the foyer was only accessible during shop opening hours. It was suggested that another noticeboard inside the foyer could be installed and Cllr Crane would look into this and report back to the April meeting. It was agreed that any noticeboards installed should be exclusively for the use of the Parish Council.</p> <p>11.4 To Agree any Expenditure Resolved: To have the electricity sub-meter installed as per the quotation (£380). Resolved: To purchase spare bulbs and other consumables as required.</p> <p>12.0 Community Led Planning and Neighbourhood Planning</p> <p>12.1 Community Led Planning Update The Chair voiced concern that there had been no terms of reference or risk assessments signed by any of the CLP volunteer groups. This meant that neither the volunteers themselves, nor any third party affected by the actions of the volunteers would be covered by Parish Council insurance. It was clearly stated that the CLP Steering Group must ensure risk assessments were completed and returned to the Parish Council if insurance cover was required. The Chair added that even without the issue of insurance cover, there was a need for the Parish Council to be sure that the volunteers understood the basis on which they are working, which was the aim of the TOR. The Chair would follow this up with Jennifer Jarrett, Chair of the CLP Steering Group and Link Cllrs were also asked to be aware of the requirement.</p> <p>12.1.1 Cultivation Licence There was no further update on the Cultivation License. Resolved: That Cllr Langford would be delegated the authority to sign the License on behalf of the Parish Council.</p>	<p>JG/DW/ LL</p> <p>DW</p> <p>JG</p>
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12.2 Neighbourhood Planning**12.2.1 Update from the NP Steering Group****12.2.2 Draft Neighbourhood Plan and Consultation Event**

An invitation has been sent to every parishioner to come to an information and consultation meeting at the Chapel where they will be able to see and comment on the latest draft of the Neighbourhood Plan. This is taking place on Friday 13th March from 4pm - 8pm and Saturday 14th March from 11am - 4pm.

Copies of the plan and associated documents will be available to see at the event as well as on line. There will be graphic panels to illustrate the main points and these will also be on line. The Chair stressed how important it was to have a high level of public participation in these events and encouraged everyone to come along.

12.2.3 Next Steps

Once the responses from the Consultation Event had been assessed the Neighbourhood Plan would be finalised. A six week formal consultation would take place after the Election and after the new Parish Council met on 14th May.

13.0 To Note the Information Sheet (March 2015) and any other updates

Resolved: The Information sheet was noted.

14.0 To Raise Items for the next Scheduled Parish Council Meeting

Broadband update, Bell Homes (to be a standing item), Website

15.0 To Note the Date and Time of the next Regular Parish Meeting

Resolved: The next Regular Meeting of the Parish Council will take place on Thursday 2nd April 2015 at 7.30 pm.

The Annual Parish Meeting would take place on Thursday 30th April 2015

The Clerk updated the meeting on "purdah" issues. It was perfectly in order to hold a Parish Council meeting during purdah but care must be taken not to take decisions which would disproportionately benefit certain areas of the electorate. The Annual Parish Meeting was not a Parish Council meeting but a meeting of the community facilitated by the Parish Council and as such was not affected by purdah although care should be taken not include any consultation activities.

The meeting closed at 9.30 pm

Signed Date 2nd April 2015
Chairman of Wellington Parish Council