

WELLINGTON PARISH COUNCIL

Regular Meeting of the Parish Council held at the Community Centre
at 7.30pm on Thursday 3rd March 2016

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
	<p>Present Parish Cllrs: Mrs J Gowan (Chair), Mrs J Shoesmith, Mr D Wood</p> <p>Also in attendance: Ward Cllr Crockett, Mrs Chris Bucknell (Parish Clerk) and 15 members of the public.</p> <p>1.0 To Accept Apologies for Absence – Cllrs Mr S Crane, Mrs L Langford, Mr B Prince The Clerk confirmed that that meeting was quorate with 3 Parish Councillors in attendance.</p> <p>2.0 To Receive Declarations of Interest There were no declarations of interest</p> <p>2.1 To Consider Requests for Dispensations There were no requests for dispensation</p> <p>3.0 To Adopt the Minutes of the Regular Meeting of the Parish Council held on Thursday 4th February 2016 (Open and Closed Session). Resolved: The Minutes were confirmed and signed by the Chair</p> <p>4.0 High Speed Broadband Cllr Wood introduced Matt Lloyd, BT Project Manager for the Wellington High Speed Broadband Project. Matt thanked those who had contacted BT about their concerns and also apologised for the fact that the promised target of completion by the end of 2015 had not been met. Engineering work had now been completed, bringing fibre from the exchange to the premise boundary and BT were now ready to commission the network and make the service available. He explained that BT wished to reduce the amount that householders would pay for connection to their house, saying that sometimes the cost for end-users was higher than the average £49 depending on whether the manifold was near to the premises or whether extra work was needed. This may mean that some houses, for example those with long driveways, may need some additional work but Matt stressed that these were in a minority and the majority of households should start to see services come live by the end of March 2016. If householders wanted to know when their particular dwelling would be ready to receive the service they should give their addresses, email address (if they have one) and telephone number to the Clerk or to Cllr Wood who would pass them onto BT. Either Matt or a member of his team would then contact the person concerned to give them an exact date when their service would begin. It was stressed that nothing would change unless the householder entered into a contract for the service (either from BT or another provider).</p> <p>5.0 To Receive Brief Reports from 5.1 Ward Councillor Ward Councillor Crockett gave the following update, saying that all Committee and Cabinet Meeting Decisions could be found on the Herefordshire Council website.</p> <ul style="list-style-type: none"> • An increase in the Council Tax to 3.9% had been recommended, mainly to protect services for vulnerable children and Adult Social Care. • The Corporate Property Strategy, which would consolidate Council Services, had recommended that Elgar House be leased for 10 years at a cost of £87k per year. Other properties owned by 	

Herefordshire Council would be sold to offset the cost. The Franklin Barnes building may be sold but this raised the question of where the Customer Service Drop-In Centre would be located.

- The sale of Smallholdings was being discussed again following petitions aimed at stopping the sale.
- Queenswood has not yet been signed over to the Herefordshire Nature Trust and New Leaf although parking charges and other changes had now been implemented.
- £5 million had been commissioned to open up a new ADDACTION Centre which would help those addicted to drugs and alcohol.
- Belmont Library was staying open for additional hours proving there was still a need for libraries and the services they offered.
- Hereford Racecourse is to re-open in October with the possible inclusion of a cycle track.

5.2 Safer Neighbourhood Team:

A resident noted that Neighbourhood Watch did not operate effectively in Wellington. This was nothing to do with the Parish Council and John Hayward would take it back to the CLP Implementation Team. The Chair reported a burglary which took place where money and jewellery was stolen. She also noted that Rob has asked permission for the police to put a poster on the shop door with a photograph of someone who acted suspiciously in the shop and was caught on CCTV. As posters were prohibited under normal circumstances Councillors were asked for their views and it was agreed that in this instance the poster could be put up. The Chair also reported that the second round of the village focus days had taken place and there had been a heightened police presence in the area.

6.0 Communications

6.1 Website Administration

Cllr Wood reported that following approval at the February meeting he had purchased a copy of Dreamweaver, which would be loaded onto the Parish Council laptop. The Clerk would then be instructed on how to upload documents to the websites. Cllr Wood also reported that the www.wellingtonplan.com domain name and hosting service had been renewed. The Chair noted that with the NDP now going to referendum an update on the site will be needed.

6.2 Facebook

The Clerk reported that 66 people were now following the page. It was felt this item could now be removed from the agenda and only reported on when necessary.

6.3 Wellington Primary School

In the absence of Cllr Langford the Chair reported on the recent meeting with the Headteacher who was concerned about the state of the boiler which was over 30 years old. There had been an undertaking from Herefordshire Council that a new boiler would be funded but it has now been stated that there are no plans to replace it and this is becoming an issue of serious concern. The Chair noted that there was education money in the Section 106 contribution and felt that the Parish Council should lobby on behalf of the school to get this funding. The Chair would email the details to Ward Councillor Crockett who would take the issue up with the relevant Cabinet Member.

There was nothing further to report on the issues of siblings using school buses, raised at the February meeting. Cllr Prince was going to clarify matters further with the resident who complained.

Following the point raised at the February meeting about advertising for out of area schools, it was now known that the school in question will close at the end of the summer term so that particular issue will not occur again.

6.4 Newsletter

The Chair gave a brief update on the newsletter which will be ready at the end of the month, asking for volunteers from the Parish Council and the community to help deliver it.

JG

BP

6.5 Letter to New Residents

CLlr Crane was re-drafting this and in his absence this item would be deferred until the April meeting.

SC

6.6 To Agree Appointment of Tree Warden

The Chair reported that Shirley Edgar had expressed an interest in becoming a Tree Warden, providing valuable support to Mrs Guille. This was approved and Shirley thanked for her commitment.

7.0 Open Time

A resident asked for a reminder to be put in to the Newsletter requesting that those who are tending graves in the cemetery take their rubbish home with them.

JG

A question was raised about who was responsible for the rubbish bin outside of the shop. The Chair noted that it was Balfour Beatty who were responsible for emptying the bin every 2 weeks. This would be followed up.

JG

It was noted there was an overgrowth of briars coming from the Social Club corner, fouling the waste bin outside the Community Hub. The Clerk was asked to bring this up with D C Gardening.

Clerk

8.0 Financial Matters

8.1 Bank balances: Treasurer's Account £8,644.35 Business Instant Access £58,404.87.

Income since February meeting – £711.32	Interest (February)	£2.32
	Contribution from D&M GPC towards SLCC Membership for Clerk	£59.00
	Wellington Delights (February Rent)	£650.00

Invoice 05/15 PCC Contribution to Cemetery Maintenance Costs £736.25 (dated 14/11/15) has now been paid, and thanks were given to Keith Brimley for his help. The cheque has still to be banked and was not included in the above figures.

The following invoices have been issued but not yet paid – these are still being followed up on a regular basis

- 04/15 Lengthsman invoice Quarter 1 and Quarter 2 £1,601.50 (dated 03/11/15)
- 06/15 Lengthsman invoice Quarter 3 £1,106.37 (dated 20/01/16) 05/15

Precept – confirmation of 2016/17 precept has been received - £21,500. There will be no Council Tax Support Grant as this has been withdrawn so the amount per Band D equivalent is £425.93 (as opposed to £417.80 in 2015/16)

8.2 To Agree Payments made since last meeting

No payments made

8.3. To agree payment of outstanding invoices

Payment	Expenditure	Amount
BACS	EAF Supply Chain. Invoice 4719629. Universal cable for projector (requested by CLlr Wood) £26.00 + £4.50 P&P VAT	£36.60
Chq 983	CANCELLED	
Chq 984	Purchase of copy of Dreamweaver for website administration (as agreed at February meeting)	£120.00

Payment	Expenditure	Amount
BACS	Herefordshire Council. Costs relating to uncontested election May 2015	£52.40
Chq 985	Jane McNeill Invoice 13. Cleaning of Parish Room February	£40.00
Chq 986	Richard Mills Invoice 3016. Installing gates on WG3 and putting down stone. £203 + VAT	£243.60
Chq 987	CLLr Wood. 2 year Renewal of wellington plan.com (£33.98). Annual hosting charge for wellingtonplan.com (£186.48)	£220.46

Resolved: All Payments Approved

The Clerk asked Councillors to approve the payment of any invoices received in March 2016 so that the accounts can be finalised as of the end of the financial year.

Resolved: To approve the payment of March invoices in advance of the April meeting

9.0

To Consider Planning Matters

The Chair confirmed that the concern raised at the February meeting regarding the fencing around the gas governor at Church Close was reported to the Planning Officer and passed to the Planning Enforcement Team. It was felt there would be no further feedback.

The Chair reported that there was an unacceptable delay in comments showing on Herefordshire Council planning website, noting specifically that the comments made on Chapel House, made following the Extraordinary Meeting in December 2015 were still not showing. This would be followed up.

9.1 To Consider any Planning Applications

Reference Number	Application
160391	5-7 Brookside, Wellington. Proposal to fell 2 x Ash Trees. <i>Referred to Jenny Guille who has no objection but recommends trees are planted in the place of those felled in order to preserve the bank.</i>
160297	Seadrift Bridge Lane, Wellington. Proposal to fell walnut tree. <i>Referred to Jenny Guille who has no objection to the proposed work.</i>
160634	The Harbour, Wellington. Tree Works – to remove a Copper Beech Tree. <i>This application was referred to Jenny Guille and it was agreed to comment in line with her recommendations.</i>

Resolved: To submit the above comments to the Planning Officer

Reference Number	Application
160309	Orchard View, Wellington. Resubmission of P150826/F to incorporate flat roof.

The Planning Documents for the above application did not identify the flat roof being proposed and it was felt that without these details the application could not be discussed. The applicant was not present to there was no further information available as to the proposals.

Resolved: The Chair would contact the Planning Officer to ask for more information.

Clerk

JG

Clerk

JG

9.2 Update on Planning Appeal P150929/F Stocks House Farm

There was no further information.

9.3 To Note any Decisions/Notifications Received

Reference Number	Application	Determination
153714	Dernside, Bridge Lane, Wellington – proposed work to Norway Spruce Tree and Conifer Tree.	Approved
152461	Land adjacent to 19 Brookside, Wellington - Proposed site for single persons dwelling	Awaiting decision
160089	Bridge Farm, Wellington - Proposed replacement of existing double doors with new 3 light window. Insertion of new glazed single doorway with associated steps and railings to south elevation	Approved with Conditions
160101	The Vinery, Wellington - Proposed removal of outbuildings previously used for coal and wood storage	Awaiting decision
160220	Leander, Bridge Lane, Wellington – Work to Willow Tree.	Awaiting decision
152770	Land Adjacent to The Grange, Upper Buskwood Farm, Hope under Dinmore – Proposed change of use of pastureland to holiday caravan park, consisting of 42 units, together with associated access road, car park, sewage disposal plant and caravan sales area.	Awaiting decision
153369	Chapel House, Wellington - Proposed demolition of existing dwelling. Replacement dwelling incorporating original chimney stack. Detached garage and parking for two vehicles.	Awaiting decision
<p>Note: Applications for tree works are deemed to have been approved 6 weeks after the application is received. The planning website has not been updated to reflect the approved applications. Those which extend past this 6 week approval window have now been removed from this list.</p>		

9.4 Other Housing Issues**9.4.1 Bell Homes and Section 106**

The Chair had been in touch with the Section 106 Officer and reported that there was £21,500 earmarked for the Community Hub project which would be payable on the 10th occupancy of the open market properties. The Chair had been advised by Bell Homes that there were currently five occupancies and two reservations. This would be kept under review. It was noted that the new development was being advertised as St Margaret's Gate, not the approved Church Close. The Chair would follow this up.

JG

JG

10.0 To Consider Highways Issues**10.1 A49 Issues**

There was nothing new to report other than Cllr Guthrie, whose ward covered Moreton, had requested that the regular round table meetings with Highways England recommence.

Cllr Crockett had taken up the issue of the blocked footpath at the Old Comrade and was expecting a response.

10.2 To Receive Other Highways Issues

A member of the public brought up the issue of the poor road surface turning into Wellington from the A49 up to the end of the new development. This has been of concern for some time but with the Bell Homes development going on it had not been seen as worth tackling until the excavations

were complete. The excavations had now been patched but the A49 end of the road was in a particularly bad state of repair. The Chair had discussed this with Phil Pankhurst who had said this stretch of road was not on the current resurfacing work programme and was unlikely to be so as it was not deemed to be a risk. There had been a suggestion that the work could be done if the Parish were prepared to pay. Cllr Crockett will take this forward and report back.

10.2.1 Mill Lane Parking

Parking at Mill Lane/Mill Way had been dealt with again by the police as there were still issues. The Chair had been in touch with Kemble Housing who are creating a specific car parking space for the resident who has no drive. In order to get the layby designated as a bus stop a Traffic Regulation Order will need to be put in place which could take up to two years to be approved. Cllr Crockett is actioning the request on behalf of the Parish Council.

10.2.2 Speed Issues on U93400 (The Lane)

Concerns had been raised by several residents about heavy vehicles and the speed of traffic on the Lane. The Chair noted that there were two possible avenues of investigation. A Traffic Regulation Order could be applied for but this would take some time and/or a Traffic Survey could be carried out. Both would be at the expense of the Parish Council. Ward Cllr Crockett and the Chair had attended a meeting with Ian Connolly of Safer Roads Partnership whose suggestion was that the Parish Council investigate advisory rather than statutory signs which he understood did not need a TRO. This has been brought up with Balfour Beatty who still imply that a TRO would be required. If advisory signs were allowed they would need to be at both ends of the Lane and signage at the Wellington end would require Highways England input due to the A49. Ian Connolly had committed to clarifying the issue with Balfour Beatty and once more information was received this would be brought back to a Parish Council meeting.

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

The Chair gave an update of her meeting with the Locality Steward saying that a full report had been sent to all Councillors. She noted in particular that litter bins on the A49 were being phased out and not installed and the mixture of new LED and residual orange lighting on wooden poles, raised at the last meeting would remain.

10.3 Update on Lengthsman and P3 Grant

The Clerk reported that there was £1,116.85 Lengthsman Grant remaining (50% from Herefordshire Council and 50% match funding from the PC). The Lengthsman had been asked for a quotation to fill some potholes identified by the Chair and Locality Steward and if sufficient funds remain this work will be commissioned.

The Chair gave an update on the phasing out of the Lengthsman and P3 Grant. Parishes not already in the scheme were now unable to join. In 2017/18 the grant would be reduced by 25% and a mandatory match funding contribution would be required from Parish Councils. The Lengthsman Grant and P3 Grant will then be phased out completely over the next 2 years, meaning that any work will need to be fully funded through the precept.

10.3.1 To Approve 2016/17 Annual Plan for Submission

The proposed Annual Plan, informed by the 2015/16 Plan and the actual work commissioned over the past year, had been circulated to all Councillors for comment. Unfortunately it had not been possible to get input from Cllr Crane on the P3 requirements but it was hoped that enough flexibility had been built into the proposals to allow work on the footpaths to continue to the same standard as previously.

Resolved: To submit the Annual Plan to Balfour Beatty.

11.0 Report on Footpaths

11.1 Update on Footpath Maintenance

The Chair gave an update on the path behind Parsonage Fields, where the fence is leaning onto the

Clerk

	<p>path. Following on from the February meeting Cllr Langford had identified which of the properties in Derside it related to and this had been passed back to Cllr Crane to take forward.</p> <p>In the absence of Cllr Crane any further discussion on this item was deferred.</p> <p>12.0 Community Hub</p> <p>12.1 Update on Landlord's Inspection As agreed at the Hub Management Meeting, Cllr Wood and Cllr Langford had carried out an inspection of the Community Hub on Monday 15th February 2016, using the lease as a basis for the inspection. Cllr Wood had constructed a spreadsheet which identified all the things that should and should not be done, providing a record of the 2016 inspection and a template for future inspections. All the points noted had been discussed with Rob Ruck.</p> <p>A Summary of Findings had been produced, which Cllr Wood and Cllr Langford would sign and the Clerk would send to Rob Ruck. Cllr Wood read out the main points, noting that with a few exceptions everything was up to date and maintained as per the requirements of the lease.</p> <p>Cllr Wood also reported that Shaun Hudson had finally managed to get access to the Parish Room to finish the outstanding electrical work, which he will complete in the next few days.</p> <p>12.2 To Agree Process for Rent Review Cllr Wood reported that having compared similar premises and obtained advice, taking into account the size of shop, quality of premises and out of town location, the Shop Management Group concluded that the present rent is fair and equitable and therefore proposed that the rent for the shop remained at its present level (£650 per month) for the next two financial years, the next review taking place in May 2018. Resolved: The proposal was accepted.</p> <p>12.3 To Consider Internal Noticeboard Cllr Wood proposed that the present Parish Council notice board on the wall of the foyer, facing people as they enter the Community Hub, be replaced by one of approximately double the size. Cllr Wood felt that this would give space for more notices and would be seen by everyone passing through the main door. Cllr Wood noted that he would take responsibility for managing the content of the noticeboard. Cllr Wood proposed a lockable 1500 x 1200 aluminum double door tamperproof notice board with a clear polycarbonate cover and a blue felt background. With the delivery and mounting kit this would cost £175.44 (inc VAT). Resolved: To purchase the noticeboard as per Cllr Wood's proposal.</p> <p>13.0 Update from the Community Led Planning Groups</p> <p>13.1 To Agree Expenditure on Community Noticeboard John Hayward presented a proposal for a Community Noticeboard to be situated outside of the Community Hub. This proposal had been circulated to all Councillors in advance of the meeting. The recommendation was for a noticeboard, similar to one recently installed at Bartestree, provided by Bishop & Smith of Rotherwas at a cost of around £700 + VAT. June Willis had agreed to lead the volunteers to manage the notices. Resolved: John Hayward to confirm cost of the noticeboard with any required modifications. Resolved: The Clerk to ask the Lengthsman for a quote for installation These costs would then be brought back to the April meeting for approval.</p> <p>13.2 Community Speedwatch Two sessions were planned for March 2016.</p> <p>13.3 To Agree a way forward with Playground Initiative Dan Miller had stood down as Chair of the Playground Initiative but agreed to remain as a member of the team, with Jennifer Jarrett in her role of Chair of the CLP Implementation Team taking the</p>	<p>SC</p> <p>DW/LL /Clerk</p> <p>DW/ Clerk</p> <p>Clerk</p>
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Chair as a temporary measure. Cllr Crane had been approached to take over this role but had felt he could not commit to it. Cllr Gowan would be covering the role until mid-April but, if the initiative did not mover over to the WCA, there would be a need for someone to take over the role. It was agreed to keep the situation under review.

It was agreed that the Playground Committee needed a majority of parents to be part of it and a marketing campaign was agreed to raise the profile of the group and its aims. Leaflets had been distributed at the school and Busy Bees Nursery with discussions taking place at the Mum's group at the Chapel, on Facebook, and at 2 drop in sessions. The Implementation Team felt that if there was no support a decision needed to be taken whether to take the action forward. A presentation was due to be made to the WCA at their meeting on 11th April 2016.

The Chair followed up by talking about an approach to the owners of the previously designated RST5 land at the back of the new development, seeking a decision whether it could be released and secured as a site for a playground. It was noted that they had been approached some time ago but at that time were not interested. The Chair noted that since then the NDP had sought to protect the RST5 land, a proposal which met with the approval of the Examiner. The Chair asked for PC permission to approach the agent regarding the land again, proposing that the initial approach should come from the Parish Council rather than the WCA. The WCA might make a decision on this at their next meeting on 11th April and an early response would inform those discussions.

Resolved: Cllr Gowan to draft a letter to the landowners to be circulated to all Cllrs for approval.

13.4 Cycle Routes

In Cllr Prince's absence this item was deferred.

13.5 Other Updates

Litter Picking - A 3 day event is planned for 1st, 2nd and 3rd April. Notices will go up around the village.

IT - The Computing for Beginners course is going ahead with 8 attendees. The "Understanding Internet" course did not have sufficient support and was cancelled. Fastershire, who were supporting this free course, has said that funds remain available and courses will be able to run in the future if there is demand.

Benches – Despite several phone calls and emails there has still been no response from Mr Colebatch Clark regarding the proposed benches on his land. This will continue to be followed up.

Neighbourhood Watch - Dave Willis is awaiting details of the existing NHW Web scheme and will follow this up.

13.6 Liaison Councillor for Implementation Team

Cllr Prince had agreed to take over the role of liaison between the Implementation Team and the Parish Council and the Chair thanked him, in his absence, for taking this role on.

14.0 Neighbourhood Planning

14.1 Update on Examination Process

The Chair reported that the Parish Council now had the final Examiner's Report and, apart from some minor modifications, had been approved to progress to referendum. The report and modified plan would be published on the website and a hard copy available in the library. The Chair added that one or two things that the Parish Council had wanted to include, such as phasing, had not been allowed, but in the main the NDP remained as it had been submitted. The date of the referendum was as yet unknown but the Chair stressed that a yes vote would enable Wellington to grow in the way that the community wanted, a No vote would mean Wellington would not have a Neighbourhood Development Plan in place and would be at risk of rapacious developers who may be able to persuade landowners to release their land for large developments.

JG

Clerk

15.0	Community Defibrillator In Cllr Langford's absence this item was deferred.	
16.0	Update on Leominster Town Council Meeting In Cllr Langford's absence this item was deferred.	
17.0	To Note the Information Sheet (March 2016) and any other updates Resolved: The Information sheet was noted. Cllr Gowan reported that work had begun on restoring the Dovecote, funded by Mr Makin.	
18.0	To Raise Items for the next Scheduled Parish Council Meeting Nothing was raised	
19.0	Public Bodies (Admission to Meetings) Act 1960 Resolved: To Close the meeting to the public and to discuss and minute Item 20 as a confidential item	
21.0	To Note Date and Time of the next Regular Meeting of the Parish Council Thursday 7 th April 2016 at 7.30 pm. The public meeting closed at 9.30 pm	
	Signed	
	Chairman of Wellington Parish Council	Date 7 th April 2016