

WELLINGTON PARISH COUNCIL

Regular Meeting of the Parish Council held at the Community Centre
at 7.30pm on Thursday 2nd March 2017

| <u>Item</u> | <u>Minutes</u> | <u>Action</u> |
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| | <p>Present Parish Cllrs: Mrs L Langford (Chair), Mr A Campbell, Mr C Crane, Mr B Prince, Mr D Wood Also in attendance: Ward Cllr Pauline Crockett, Mrs Chris Bucknell (Parish Clerk) and 19 members of the public.</p> | |
| 1.0 | <p>To Accept Apologies for Absence – None</p> | |
| 2.0 | <p>To Receive Declarations of Interest - None</p> | |
| | <p>2.1 To Consider Requests for Dispensations There were no requests for dispensation</p> | |
| 3.0 | <p>To Adopt the Minutes of the Regular Meeting of the Parish Council held on Thursday 2nd February 2017 Resolved: The Minutes were confirmed and signed by the Chair</p> | |
| 4.0 | <p>To Consider Co-option of Jenni Gowan onto the Parish Council Resolved: It was unanimously agreed to Co-opt Jenni Gowan onto the Parish Council. The Clerk would arrange to meet with her to sign the Acceptance of Office form as soon as possible.</p> | Clerk |
| 5.0 | <p>To Receive Brief Reports from 5.1 Police Update The March edition of the SNT Newsletter had been circulated to all Councillors. There were no incidents to report.</p> <p>5.2 Ward Cllr Pauline Crockett Cllr Crockett gave her report:</p> <ul style="list-style-type: none"> • The Full Council had voted on the proposal to raise the Council Tax by 3.9% and this had been passed for 2017 and 2018. The additional money raised being needed to cover the rising costs of Social Services. • Cllr Crockett noted that she had given in her notice at the Hospital to be able to dedicate more time to her duties as a Ward Councillor. She was on the Health and Social Care Committee for Children and Young People and was currently assisting in the Mental Health Services review. <p>Cllr Crockett encouraged residents with any issues or concerns to contact her.</p> | |
| 6.0 | <p>Communications and Updates (not requiring decision) 6.1 Wellington Primary School There was currently nothing more to report</p> <p>6.2 Community Defibrillator The Chair noted that Wellington had been successful in its bid to the British Heart Foundation and it was expected that the Defibrillator would be delivered in the near future. There was a requirement to put on training sessions and a pack to support this had been provided, which included a DVD which could be used by community groups. The Chair asked if anyone was interested in looking at</p> | |

the pack and organising training sessions, saying she would look into it and clarify what was needed with Heartstart. Thanks were given to Richard and Lyn Bavin who had offered to monitor and check the defibrillator once it had been installed.

6.2 Parish Newsletter

This would include something on Dog Fouling, pavement parking, a CLP update and a report from the Tree Wardens on the care of trees and hedges. It was proposed to get the Newsletter completed and brought to the April meeting for distribution

7.0 Open Time

A resident commented on the Footpath by the Brook just off Bridge Lane, saying that brambles and branches were growing over the wall and over the footpath. Cllr Crane would visit it and let the Clerk know if there was any action needed.

A resident asked if the Village Shop was still for sale, Cllr Wood confirmed that it was but as far as he knew there had been no progress in finding a new owner.

Cllr Crane mentioned that the trench at Doctors Corner was needing attention. The Chair said the issue was that once a segment of the trench was repaired this displaced water which damaged the next section and that the drain itself needed attention. The Chair would talk to Phil Pankhurst.

There were several potholes causing concern, some bad ones on the Upper Wellington Turn. It was also thought that the section of road by the new development was to be resurfaced once Bells had completed their work, this would be clarified.

8.0 Financial Matters

8.1 Bank balances: Treasurer's Account £34, 814.34 Business Instant Access £59,144.67.

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| Income since February meeting – £2,160.67 | Wellington Delights January and February rent | £1,300.00 |
| | 50% contribution from Dormington and Mordiford Parish Council for Clerks SLCC Membership | £60.50 |
| | 50% contribution from Dormington and Mordiford Parish Council for Viking Ink Cartridge Order | £61.44 |
| | Invoice 006/16 (PCC share of Cemetery Maintenance) | £736.25 |
| | February Interest | £2.48 |

Payments Awaited: Invoice 004/16 (Robert Ruck for 50% of cost of electrical work) - £190.00
This invoice was now considerably overdue, Rob has been contacted several times about this but no response has been received. Cllrs suggested that the next move should be to consider action via the Small Claims Court.

8.2 To Agree Payments made since last meeting

No payments had been made

8.3. To agree payment of outstanding invoices

| Payment | Expenditure | Amount |
|----------|---|---------|
| BACS | Jane McNeill Invoice 23 Cleaning Parish Room 30/1/17 and February | £50.00 |
| Chq 1005 | Richard Mills, invoice 3134. Erecting post on WG33. Renewing Wellington signposts and clearing drains in village. £464.40 + VAT | £557.28 |

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Clerk

| Payment | Expenditure | Amount |
|----------|---|---------|
| Chq 1006 | Reimbursement to Cllr Wood. Hosting of Websites 07/03/17 – 03/07/18 | £186.48 |

Resolved: Payments Approved

The Clerk asked for approval to make the following payments towards the end of March in order to complete them before the end of the financial year

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| BACS | Clerks Net Salary January - March 2017 as per salary sheet. | £994.76 |
| BACS | HMRC Payment for Clerks Salary January – March as per salary sheet | £248.80 |
| BACS | Clerks Expenses January – March 2017 | £26.14 |
| | Any Lengthsman and P3 invoices for work carried out before the end of March in line with Balfour Beatty requirements for the 2016/17 contract. | |

Resolved: Approval was given to pay the above and any other regular invoices that were presented before the end of March 2017. Approval was also give for 2 cheques to be signed in advance by one signatory to facilitate these payments.

8.4 To Consider Expenditure on Ford Meadow Opening Event

The CLP Sub-Committee had put forward a proposal for the Picnic Party Opening Event with costs for hire of the Community Hall, food, entertainment and Decoration.

Resolved: To allocate up to £350 to cover the cost of the event.

8.5 To Consider Additional Cheque Signatories

Currently the Clerk, Cllr Wood and Cllr Crane were cheque signatories and it would be necessary to consider whether additional signatories were required following Cllr Woods resignation. This would be considered at the April meeting

9.0 To Consider Planning Matters

9.1 To Consider any Planning Applications

The following application had been received with a deadline for comments which was in advance of the March PC Meeting. It was referred to Shirley Edgar who inspected the trees but the owner had not moved in (at that stage). Shirley gave agreement for the work but suggested professional tree reduction and a new maple replanted if the current one could not be made upright. A comment was submitted to this effect.

| Ref | Application |
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| 170394 | Maple View, Wellington – Replace Maple Tree, reduce walnut, oak and apple trees. |

| Ref | Application |
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| 170545 | Clearmont, Wellington – Fell Fir Tree, <i>This had been referred to Shirley Edgar who had no issues with the proposals.</i> |
| 164009 | Moreton Business Park – variation/removal of conditions (amended application). <i>Cllrs had no issues with these proposals.</i> |

Resolved: To submit comments to Herefordshire Council based on these discussions

Clerk

9.2: To Note any Decisions/Notifications Received

| Ref | Application | |
|--------|---|---------|
| 164009 | Moreton Business Park – variation/removal of conditions | See 9.1 |

9.3: Other Planning Issues

The Clerk reported that a recommendation from a recent Neighbourhood Planning workshop was that Parishes with an adopted NDP should include reference to the relevant policy when commenting on an application.

Pre-application discussions on land south of Church Close

Jenni Gowan, on the request of the Chair of the Parish Council, had attended a site visit with the developers, Barry Cobbett from the WCA and Principal Planning Officer, Kelly Gibbons. The subject of the site visit was to discuss pre-planning advice for the land identified in the UDP as RST5 land and its potential for use for a playground. It was noted that the designation RST5 was now not relevant, with the only protection being via the NDP, preventing the land being built on.

The application was for 10 houses and included in the proposal was an area of land adjacent which could provide car parking for the burial ground, although access to this needed further discussion. The Parish Council felt that more information was needed on the parking area before a decision could be made as there were liability and maintenance issues which needed to be considered.

Jenni Gowan reported that the Williams family would not allow the protected green space to be transferred, sold or rented at any time for a play area now or in the future, which was disappointing. This meant that the footpath which had been discussed at the February Parish Council meeting now did not lead anywhere and there was no real benefit to the Parish Council in adopting it. It was agreed not to confirm this with Bells until further information was known.

The WCA confirmed that it would continue to work with the WellPAC group and the Parish Council strongly supported an alternative piece of land being identified so that the Playground project could continue. Credit was paid to Chris Riches and the WellPAC group for all their hard work.

Section 106 monies

Jenni Gowan also reported that she and Barry Cobbett had met with Ruth Jackson, Principal Leisure and Countryside Recreation Officer, regarding the Section 106 monies, explaining that currently Section 106 money was allocated jointly to sport and play (in the future this would be recorded separately) and there was around £66,500 allocated to sport and play in Wellington, coming from 106 contributions from Church Farm and Parsonage Fields, the official split being around £51,000 for play and around £16,000 for sport. The Tennis Club urgently needed to resurface their courts and the Football Club used the surface in winter for practice, so it was genuinely an all-round facility which benefitted both sports. The cost of resurfacing had been quoted as around £43,000 of which approximately £29,000 had been secured by the Tennis Club through grants, their own funds and some loan support from the WCA. The sports 'pot' from Parsonage Fields was just over £5,000 and it was proposed that this was allocated to the Tennis Club – it had originally been earmarked for the Football Club towards provision of spectator toilets, but as the Football Club would benefit from the tennis surface the 106 Team felt this was a better use of funds.

The Tennis Club were asking the Parish Council to approve the use of £10,629 (being the sports 'pot' in the 106 money from Church Farm), to go towards the re-surfacing, making a total of £15,854. It was noted this still left almost £51,000 in the pot for the play area when that came to fruition and this could be increased by grant funding if necessary.

Some members of the Parish Council felt that the Football Club should be contributing towards the cost of the re-surfacing as they were equal beneficiaries and asked that more information was circulated before a decision was made. The Clerk asked if the Parish Council wished to make the

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| <p>10.0</p> | <p>decision between meetings but it was agreed to bring the decision back to the April meeting.</p> <p>To Consider Highways Issues</p> <p>10.1 A49 Issues</p> <p>10.2 Blocked Footpath at Old Comrade The Clerk said that following the last meeting a letter had been sent to Mr & Mrs Sutton who had subsequently rung to explain the background to the blocked footpath, saying that they were in favour of it being removed and the agreement with the Highways Agency was that they would carry out the work if Mr & Mrs Sutton amended the access to the area which had been the car park to the building when it was a public house. This had been done but nothing further had been heard from the Highways Agency since a site visit in 2015 by Patrick Thomas.</p> <p>The Chair read out a letter which had been sent by Highways England to Bill Wiggin MP (in response to a letter written in December 2016) saying that the footpath fell under the jurisdiction of Herefordshire Council with the rail belonging to the owners of the Old Comrade; which had not been the previous understanding. Highways England said in the letter that removal of the handrail would leave a very narrow footpath and steps which were deemed unsafe and unsuitable for pedestrians, suggesting that their intention was to apply for funding to put up signs advising pedestrians to cross over to the other side of the A49 where the where it was felt the footway was safer. Highways England would also provide a dropped crossing to the north of the narrow footway so pedestrians travelling south could cross the A49 and use the footway on the opposite side, crossing back over the A49 at the existing dropped crossing near the bus stop.</p> <p>There was a need to establish responsibility for the footpath as Highways England were now saying that it was the responsibility of the landowner and Herefordshire Council. The Chair, Ward Cllr Crockett would arrange a meeting with Herefordshire Council to take this forward.</p> <p>10.3 Report on Lorries Turning Right out of Haywards Lane No response had yet been received.</p> <p>10.4 To Receive Other Highways Issues</p> <p>10.4.1 Drainage at The Marsh and Auberrow No further update</p> <p>10.4.2 Traffic Issues on North Road To be taken with item 10.4.3</p> <p>10.4.3 To Consider Installation of Beware of Horses Signs The Chair had written to Mr Colbatch Clarke who had requested a full specification for the work proposed including the size, colour and location of the signs. This had been sent but there had been no response to date. The Chair noted that there were two potential accesses from the A49 and it was felt that just past Holland House (to the west) was an ideal location for one of the proposed signs but a high hedge and a deep ditch may make installation problematic. Cllr Prince suggested opposite the gate which belonged to the Manor. It was noted that it was difficult to judge how much traffic used each of these access roads but a sign at both location may be beneficial. The chair would write to the landowner of the second field west of Holland House to ask permission to place the sign in this location, adding that if Mr Colbatch Clarke did not give permission then the other signage may need to be erected further out of the Parish.</p> <p>10.4.4 Stoning of Lane in Auberrow There was concern that if the lane were stoned with compacted Tarmac chippings this may cause more water run-off. Phil Pankhurst had suggestion an attenuation ditch but the Chair stressed that permission for this would not be forthcoming. It was suggested that a walking track could be put on one side of the path which may be beneficial and Cllr Crane was asked to look into this. It was agreed that the work was unlikely to be done this year and to prioritise the remaining Lengthsman</p> | <p>LL</p> <p>LL</p> <p>SC</p> |
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grant on pothole work.

10.4.5 Pavement Parking

It was reported that there had been parking on the pavements in parts of the village but it was noted that this was not against the law and all that could be done was to appeal to motorists to be considerate. An article would be put in the Newsletter.

10.4.6 Parking in Watermill

Cllr Prince outlined the issues with parking in Millway where cars were parked all along the front of the properties leaving only 1 lane for vehicles, saying the car park at the rear of the properties was full. It was agreed that this was not something that could be pursued by the Parish Council but that an article would be put in the Newsletter asking residents to be considerate to other road users and to pedestrians.

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

Cllr Prince queried why refuse could not be picked up from Church Close as it was from Watermill which was also not adopted. Cllr Langford would look into this and report back.

Fly Tipping at the Causeway – a resident has reported fly tipping on the Causeway, providing photographs of the waste and also of a shed which she says has been built on the footpath. This had been referred to the Community Protection Team who would not act as there was no clear indication of whether the ground in question was public or privately owned. Phil Pankhurst had now taken this up with Herefordshire Councils Refuse Team.

Proposed Bridleway – A letter from British Horse Society re proposed Bridleway at Burghope Wood had been received and circulated to Councillors.

11.0 Report on Footpaths

11.1 Update on Footpath Maintenance

Cllr Crane reported that the post had now been erected on WG33 at Holland Lane. It was noted that there were hedges and overhanging trees that needed to be cut back and Cllr Crane would continue to address this. Cllr Crane said that in the next 12/18 months it was likely that existing signage needed to be replaced.

11.2 Adoption of Footpath in Church Close

It had been decided not to adopt this until further information was known - See agenda item 9.3

11.3 Dog Fouling

Phil Pankhurst had confirmed that dog excrement could be placed in the Council waste bins but it should not be placed in the bin by the shop which Rob had to empty.

Jenni Gowan had produced a poster which would be laminated and put up at either end of Claypits Lane. The Clerk was asked to produce another 20 copies which would be laminated and put up at locations around the Parish. An article would be placed in the Newsletter.

12.0 Community Hub

12.1 Update from the Working Group

Cllr Wood reported that the Working Group had not met since the last Parish Council meeting. The issue of the unpaid invoice was discussed again with the suggestion that the Clerk write to Rob saying that the Parish Council were considering the Small Claims Court but would rather not take this route.

It was noted that when Cllr Wood left the Parish Council in April another Shop Manager and Booking Clerk would be required. This did not need to be a Parish Councillor.

12.2 Rural Oscars Award

Rob was congratulated on winning a West Midlands Rural Heroes Award. The Shop had not won the

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Rural Oscars Award, which had gone to a shop in Warwickshire, but it was felt that winning the Rural Heroes Award was a huge credit to Rob, who would be one of 12 going to the House of Lords to receive his award.

12.3 Postcode Map Sign

Various options for letting people know where they could pick up the map had been looked into and it was noted that the CLP group were happy to help in conjunction with the Parish Council. The Parish Council asked the IMP Team to put together some suggestions about how this could be achieved, deliveries being a particular problem.

12.4 To Consider any Expenditure

There was no expenditure.

13.0 Update from the Community Led Planning Groups

13.1 Report from the CLP Implementation Group

The group had not met since the last Parish Council Meeting.

13.2 Playground Initiative

Update on the RST5 land minuted under agenda item 9.3. The questionnaire to understand what level of support there was for this initiative and what equipment was needed had been delivered to every household in the Parish and was currently being collected.

13.3 Ford Meadow

Ford Meadow now had seats in situ thanks to John Allender and his team. The grand opening was planned for Sunday 2nd July and there would be an open invitation to all volunteers who had contributed to the CLP and its many actions over the last 3 years. It was anticipated that approximately 100 people would attend.

13.4 Parish Map

This was covered under agenda item 12.3.

13.5 Other Issues and Updates

Welcome Pack - The Parish Council asked the IMP Team to put together some suggestions for what should be included and this will be considered along with proposals for the Parish Map.

IT – Access to the Internet had been provided for a period of 4 Wednesday afternoons but there was little take up. (3 people over the 4 week period). The Group are proposing to mention it in the Welcome Magazine, suggesting that if anyone needed access to the Internet they should contact Jennifer Jarrett.

13.6 To Consider any Expenditure

The cost of printing the Welcome Pack would be considered once more was known on the content of the pack.

14.0 To Note the Information Sheet (March 2017) and any other updates

Resolved: The Information sheet was noted.

15.0 To Raise Items for the next Scheduled Parish Council Meeting

Website

16.0 To Note Date and Time of the next Regular Meeting of the Parish Council

Thursday 6th April 2017 at 7.30pm in the Community Centre.

The meeting closed at 9.25 pm

Signed Date 6th April 2017
Chairman of Wellington Parish Council