

WELLINGTON PARISH COUNCIL

**Parish Council Meeting held at the Community Centre
at 7.45pm on Thursday 3rd May 2012**

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
	<p>Present : Parish Cllrs: Mr B Prince (Chairman); Mrs J Gowan (Vice Chair); Mrs L Langford; Mrs K Mayne; Mr F Plumb; Mr G Porter and Mr D Wood.</p> <p>Also in attendance: Ward Cllr A Blackshaw; Mrs C Bucknell (Parish Clerk); and 15 members of the public.</p>	
1.0	<p>To Elect a Chairman and Sign Declaration of Acceptance of Office Cllr Gowan, as Vice Chair, took the Chair and invited proposals for the role of Chairman. Cllr Prince was proposed by Cllr Langford and seconded by Cllr Gowan. All being in favour Cllr Prince was elected Chairman and signed the Declaration of Acceptance of Office which was countersigned by the Parish Clerk.</p>	
2.0	<p>To Elect a Vice Chairman Cllr Prince invited nominations for the role of Vice Chairman. Cllr Gowan was proposed by Cllr Wood and seconded by Cllr Langford. All being in favour Cllr Gowan was elected Vice Chairman.</p>	
3.0	<p>To receive Apologies for Absence There were no apologies for absence. Cllr R Makin was not in attendance</p>	
4.0	<p>To Receive Declarations of Interest There were no declarations of interest</p> <p>It was agreed to take agenda item 7 next</p>	
7.0	<p>To Receive Brief Reports from 7.1 Herefordshire Council - Cllr Blackshaw Cllr Blackshaw updated the meeting about the extended consultation period for the LDF and the fact that the Local Transport Plan has now been de-coupled from the LDF, allowing it to move forward.</p> <p>The Amey contract ends in 2013 and is currently being renegotiated. The winter maintenance programme was in the region of £1.3 million and Cllr Blackshaw said that discussions were now underway to set aside £20,000 of this for Parish Councils who wanted to undertake some of the work themselves (self-help). There were currently 25 Parish Councils involved in the Lengthsman Scheme and deliberations were taking place about whether this programme could be enhanced with an additional budget being made available to support additional work.</p> <p>A new Highways Team had been appointed and the long awaited A49 meeting would now take place.</p> <p>Resolved: Report noted Action: Suggested dates for the A49 meeting to be sent to Cllr Blackshaw Cllr Blackshaw left the meeting at this point.</p>	BP

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5.0	<p>7.2 Local Police Officers The local policing team were not present and no report had been received</p> <p>To Elect other Officers, Committees and Working Groups</p> <p>5.1 Finance Working Group The Chairman, Cllrs Langford and Parish Clerk</p> <p>5.2 Shop Working Group Chairman, Cllrs Gowan, Langford, Wood and Parish Clerk</p> <p>5.3 Website Working Group Cllrs Gowan, Wood and Parish Clerk</p> <p>5.4 Parish Plan/Neighbourhood Plan Working Group Cllr Plumb with the option to co-opt others</p> <p>5.5 Emergency Co-ordinator Chairman, Cllrs Makin and Mayne</p> <p>5.6 Footpath and Public Right of Way Officer Cllr G Porter</p> <p>5.7 Representative on the Wellington Community Association Cllr Wood</p> <p>Resolved: All of the above officers and working groups were agreed</p>	
6.0	<p>To adopt the Minutes of Thursday 12th April 2012 Resolved: The Minutes were confirmed and signed by the Chairman.</p>	
8.0	<p>Open Time There was concern from a local resident regarding the notice which had been posted about dog fouling. He felt it was divisive and should have been posted on Parish headed paper with an acknowledgement of who had posted it. This was noted.</p> <p>A question was raised about the potential for the shop to be sited in the Social Club, which had been done successfully in other areas of the country. Cllr Gowan pointed out that these were community shops with limited opening hours and that the Wellington Shop, with 12 hours opening per day, could not run concurrently with the Social Club activities. The question was asked whether the shop would be sustainable in its current format, to which Cllrs responded that it would.</p>	
9.0	<p>Financial Matters</p> <p>9.1 To Receive a Report from the RFO Bank balances: (23/04/12) Treasurer's Account £664.25 and Business Instant Access £17,920.77. Payments received 79p interest. £3,000 had been transferred to the Treasurer's account. Resolved: Report noted.</p> <p>9.2 To Agree Payments made since last meeting: HALC Membership (655) (Approved Item 6.5 Meeting 12/4/12 - 03-2012/13), Resolved: Payment approved</p>	

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	<p>9.3 To agree Payment of Outstanding Invoices</p> <table border="1" data-bbox="244 264 1326 434"> <thead> <tr> <th data-bbox="244 264 363 297">Cheque</th> <th data-bbox="363 264 1059 297">Expenditure</th> <th data-bbox="1059 264 1326 297">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="244 297 363 331">658</td> <td data-bbox="363 297 1059 331">Rental of Stocks Barn April 2012 (5 weeks x £50)</td> <td data-bbox="1059 297 1326 331">£250</td> </tr> <tr> <td data-bbox="244 331 363 365">659</td> <td data-bbox="363 331 1059 365">Living Villages Conference Fee (Cllr Wood)</td> <td data-bbox="1059 331 1326 365">£16</td> </tr> <tr> <td data-bbox="244 365 363 398">660</td> <td data-bbox="363 365 1059 398">SLCC VAT Training Event (agreed Item 6.6 12/4/12)</td> <td data-bbox="1059 365 1326 398">£90 + Vat (£114)</td> </tr> <tr> <td data-bbox="244 398 363 434">661</td> <td data-bbox="363 398 1059 434">Donation to Jubilee Event (agreed Item 12.1 01/03/12)</td> <td data-bbox="1059 398 1326 434">£1,000</td> </tr> </tbody> </table> <p>Resolved: Payment of outstanding invoices approved.</p> <p>An invoice for £1,600 + £320 VAT (£1,920) had been received from Hydro-Logic. Due to concerns about the scope and timescale of the FRA it was agreed not to pay this invoice and to review it once the meeting with Hydrologic had taken place.</p> <p>Resolved: To consider payment of the Hydro-Logic invoice at the next meeting</p> <p>The Parish Council had been notified that its insurance policy with Aviva was due for renewal on the 1st June 2012. The renewal premium would be £478.23, including 6% insurance premium tax. The policy excess remains at £250 for each and every claim. Came and Co (the Insurance Broker) was offering to discount the premium to £454.32 inclusive of 6% insurance premium tax, if the Parish Council signed a 3-year binding agreement with Aviva (31st May 2015). If the Council signed up to the 3 year agreement the commitment was that premiums would remain static, only increasing in line with the index linking of the council's assets.</p> <p>Resolved: To sign up to the 3 year agreement with Aviva.</p> <p>Resolved: The Information Sheet to be updated and reissued to show the Jubilee Payment and to note the Hydro-Logic invoice and insurance renewal.</p>	Cheque	Expenditure	Amount	658	Rental of Stocks Barn April 2012 (5 weeks x £50)	£250	659	Living Villages Conference Fee (Cllr Wood)	£16	660	SLCC VAT Training Event (agreed Item 6.6 12/4/12)	£90 + Vat (£114)	661	Donation to Jubilee Event (agreed Item 12.1 01/03/12)	£1,000	CB
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10.0	<p>Planning Matters</p> <p>10.1 To Consider any Planning Applications There were no new planning applications</p> <p>10.2 To Note any Decisions/Notifications Received There were no outstanding applications</p> <p>Downloading the planning applications had proved problematic.</p> <p>Resolved: To go back to the Planning Department and request to remain on the paper based system until such time as the issues with download are resolved.</p>	CB CB															
11.0	<p>Highway Matters</p> <p>11.1 A 49 Issues The meeting with Clive Halls and the Highways Agency had not yet taken place. This needs to be followed up with dates given to Cllr Blackshaw (see item 7)</p> <p>11.2 To Receive any other Highways Issues</p> <p>11.2.1 20 mph update Resolved: Cllr Mayne would communicate with the school and, if necessary, set up a meeting</p> <p>11.2.2 Parish Noticeboards Resolved: Cllr Porter to remove the posts at Auberrow Resolved: The clerk to find out costs for a new noticeboard (approx 2'6")</p>	CB GP CB															

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12.0	<p>11.2.3 Any Other Issues Confirmation had been received that the Lengthsman allowance from Amey was to be £2,233. The Lengthsman (Richard Mills) had been contacted and all that was now required was to contract with him. Resolved: The Chairman to sign the Lengthsman contract and, once this had been signed by Richard Mills, to move forward with commissioning the work.</p> <p>Village Shop Issues</p> <p>12.1 Progress with the flood risk assessment (FRA) Cllr Wood updated the meeting on the progress of the FRA which had been taking far longer than planned. There have been a number of issues that needed to be overcome:</p> <ul style="list-style-type: none"> • spoil had to be removed from the site, • a new topographical modelling had to be done • flood storage compensation had to be found by the Parish Council <p>To try to progress the project the Shop Working Group had a meeting on 11 April 2012 with Hydro-Logic to clarify what was causing the delay. The Working Group then met again on 17 April to agree the way forward and to identify a number of options for flood storage compensation as requested by Hydro-Logic.</p> <p>A very successful meeting was held with the Local Planning Authority on 23 April 2012, which clarified a number of matters, including their acceptance of Beam and Block as a method of building construction; vastly reducing the requirement to find flood storage compensation.</p> <p>On 27 April 2012 the Working Group met with Chris Nugent from Hydro-Logic, provided him with the work on flood storage compensation options and agreed a timetable for his report. On 30 April the order was placed with Invar Mapping to survey the field heights; needed to help develop plans for flood storage compensation, again, as requested by Hydro-Logic.</p> <p>12.2 To consider the Shop Lease The current lease between Wellington Delights and the Parish Council was coming to an end on 31 May 2012. Cllr Makin had agreed that the shop could continue to occupy the current site whilst the building project was taking place and this necessitated the preparation and signing of new leases, both between Wellington Delights and the Parish Council (sub lease) and the Parish Council and Cllr Makin (head lease). The new leases would cover the period 1 June 2012 to 31 May 2013. If the building work was completed in advance of that a new lease would be negotiated.</p> <p>There was a need to tie up the terms between the sub lease and head lease to ensure that it was completely clear where responsibilities lie between the three parties and that all areas were covered by insurance etc. There was also a need to incrementally move towards Wellington Delights paying a commercial level of rent.</p> <p>Resolved: It was agreed to move forward with a new lease. Cllr Gowan agreed to prepare this and, following discussions with Rob Ruck (Wellington Delights) and Cllr Makin regarding terms, conditions and liabilities, to bring it to the next Parish Council meeting for agreement.</p>	<p>CB</p> <p>JG</p>

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	<p>12.3 Report from Shop Working Group (issues not covered above) It has been brought to the attention of the Parish Council that, despite posting notices around the village and putting articles in the Welcome Magazine, some people do not recognise the huge amount of work going on behind the scenes to progress the shop project. As the residents have been so supportive the Parish Council wanted to ensure that everyone was up to date on developments. It was proposed is to post a letter through every house in the village to update residents regarding progress on the shop project. A sample letter had been circulated to all Parish Councillors in advance of the meeting for comment.</p> <p>Resolved: Parish Councillors agreed the content of the letter. Resolved: To have the letter printed at HALC (at a cost of £17.50) and to distribute to all households in the Parish.</p>	CB ALL
13.0	<p>Report on Footpaths There were no issues to report</p>	
14.0	<p>To consider Parish Council Powers to Prosecute under Clean Neighbourhoods and Environment Act 2005</p> <p>Resolved: Cllr Gowan to consider the contents of the Act and report back to the next meeting.</p>	JG
15.0	<p>Jubilee Events and Activities The programme was circulated.</p>	
16.0	<p>Parish Plan and Neighbourhood Planning Cllr Plumb apologised for not getting the discussion document out in the timescale promised. Further work was required and it would be circulated week commencing 7th May 2012.</p> <p>Neighbourhood Planning Events were taking place across the county</p> <ul style="list-style-type: none"> • Cllr Plumb to attend 23rd May 2012 at Kimbolton Village Hall • Cllr Gowan to attend 18th June at Weobley Village Hall • Cllr Plumb and Parish Clerk to attend on 20th June at Hereford Sixth Form College 	FP
17.0	<p>Wellington Website and Broadband</p> <p>17.1 Update from Website Working Group A presentation had been given at the Annual Parish Meeting which preceded the Parish Council meeting. Cllr Wood reiterated that every Community Organisation in the village has been sent an email or letter inviting them to take a page on the website and a template to complete if they do. The closing date for return of templates is 1st June and the site is planned to be fully live 1st September.</p> <p>17.2 To Consider Hosting Charges Further options for hosting the website had been investigated and Cllr Wood recommended the Parish Council purchase a three year contract at £1.99 per month from iPage. Total cost including VAT £85.98. Once this introductory period is over the price goes up to £4.95 per month.</p>	DW

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	<p>Resolved: to purchase a three year contract with iPage.</p> <p>The update on Broadband would be deferred to the next meeting.</p>	CB
18.0	<p>Community Resilience and Emergency Procedures The Chairman, Cllrs Makin and Mayne had been elected. There was a need to find out the current position regarding meetings for Parish Councils.</p> <p>Resolved: Parish Clerk to contact the Emergency Planning Co-ordinator to clarify.</p>	CB
19.0	<p>To Consider Play Area The Chairman had been approached with a request for a children’s play area. Following discussion it was felt that there were other organisations who were better placed to take this project on but the Parish Council would consider and support any developments. The issue of a play area also needed to be taken forward through the Parish Plan.</p>	
20.0	<p>To Note the Information Sheet</p> <p>Resolved: The Information sheet, which had been circulated to all Parish Councillors prior to the meeting, was noted.</p>	
21.0	<p>To raise items for the next scheduled Parish Council meeting (no discussion)</p> <ol style="list-style-type: none"> 1. Approval of accounts 2. Broadband 	
22.0	<p>To Note the Date and Time of next regular Parish Council Meeting</p> <p>Resolved: Due to the Jubilee celebrations the next regular Parish Council Meeting is scheduled for Thursday 14th June 2012 at 7.30 pm.</p> <p>NOTE: due to the unavailability of the Community Room this was subsequently changed to Thursday 31st May 2012.</p> <p>Meeting Closed at 9.15pm</p> <p>Signed Date 31st May 2012 Chairman of Wellington Parish Council</p> <p><i>The Council passed a Resolution to exclude Members of the Public for Agenda Items 23.0 and 24.0 due to the Confidential Nature</i></p>	
23.0	<p>To Discuss Personnel Issues</p>	
24.0	<p>To Discuss Issues Relating to the Shop Finances</p>	