

# WELLINGTON PARISH COUNCIL

**Parish Council Meeting held at the Community Centre  
at 7.45 pm on Thursday 2<sup>nd</sup> May 2013**

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
	<p><b>Present</b> <b>Parish Cllrs:</b> Mr B Prince (Chair); Mrs L Langford; Mr G Porter; Mr D Wood</p> <p><b>Also in attendance:</b> Mrs C Bucknell (Parish Clerk) and 15 members of the public.</p>	
<b>1.0</b>	<p><b>To Elect a Chairman and Sign Declaration of Acceptance of Office</b> Cllr Prince invited proposals for the role of Chairman. Cllr Prince was proposed by Cllr Langford and seconded by Cllr Wood. 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>	
<b>2.0</b>	<p><b>To Elect a Vice Chairman</b> Cllr Prince invited nominations for the role of Vice Chairman. Cllr Gowan was proposed by Cllr Langford and seconded by Cllr Wood. All being in favour Cllr Gowan was elected Vice Chairman.</p>	
<b>3.0</b>	<p><b>To Receive Apologies for Absence</b> Cllr Mrs Jenni Gowan</p> <p><b>3.1 To Note resignation from Cllr K Mayne</b> The Clerk was asked to write a letter to Cllr Mayne thanking her for her contribution over the time she had been a Parish Councillor, particularly in respect of developing the Emergency Resilience Plan.</p>	CB
<b>4.0</b>	<p><b>To Receive Declarations of Member's Interest</b> There were no declarations of interest</p> <p><b>4.1 To consider requests for dispensations</b> There were no requests for dispensations</p>	
<b>5.0</b>	<p><b>To Elect other Officers, Committees and Working Groups</b></p> <p><b>5.1 Finance Working Group</b> The Chairman, Cllrs Langford and Parish Clerk</p> <p><b>5.2 Shop Working Group</b> Chairman, Cllrs Gowan, Langford, Wood and Parish Clerk</p> <p><b>5.3 Website Working Group</b> Cllrs Gowan, Wood and Parish Clerk</p>	

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
	<p><b>5.4 Community Led Planning/Neighbourhood Plan Working Group</b> Cllr Gowan, Cllr Wood</p> <p><b>5.5 Emergency Co-ordinator</b> Chairman (Cllrs Makin and Mayne having resigned)</p> <p><b>5.6 Footpath and Public Right of Way Officer</b> Chairman and Cllr G Porter</p> <p><b>5.7 Representative on the Wellington Community Association</b> Cllr Wood</p> <p><b>Resolved:</b> All of the above officers and working groups were agreed</p> <p><b>Resolved:</b> The Chairman would liaise with Karen Mayne to establish the current position of the Community Resilience Plan and what now needs to be put in place in order to continue to develop the plan.</p> <p><b>6.0 To adopt the Minutes of Thursday 4<sup>th</sup> April 2013</b> <b>Resolved:</b> The Minutes were confirmed and signed by the Chair</p> <p><b>7.0 To Receive Brief Reports</b></p> <p><b>7.1 Ward Cllr A Blackshaw:</b> Cllr Blackshaw outlined the increasing financial pressure that Herefordshire Council was facing due to ongoing cuts from central government. He said that by 2015 the funding coming to Herefordshire would be 33% less than in 2011 and a structured action plan was being put in place to reduce and/or cease service delivery in some areas, focusing only on statutory provision. A priority was to protect the vulnerable in the community, looking at maintaining vital services wherever possible. Cllr Blackshaw said it was essential that Herefordshire Council consulted over these reductions in services and urged local residents to let Herefordshire Council know what they felt was important within Wellington.</p> <p>A question was raised about what constituted statutory services and Cllr Blackshaw agreed that this should be communicated to local people in order to aid the decision making process.</p> <p><b>7.2 Local Police Officers:</b> There was no report. A newsletter from PC Neil James, containing reported incidents and general updates, had been received and would be circulated to all Cllrs and posted on the website</p> <p><b>Resolved:</b> The Clerk to write to Superintendent Ivan Powell, expressing disappointment that there has been no local policing representative at recent Parish Council meetings.</p>	<p><b>BP</b></p> <p><b>CB</b></p>

<u>Item</u>	<u>Minutes</u>	<u>Action</u>																								
8.0	<p><b>Open Time</b> A question was raised about the budget for the Community Hub in terms of how much funding had already been committed and what were the overall estimated costs. Cllr Langford replied that the project was still working on the £280k budget that was presented at the 2011 Open Meeting. A budget position to date would be provided at the June meeting.</p>																									
9.0	<p><b>Financial Matters</b></p> <p><b>9.1 To Receive a report from the RFO</b> <b>Bank balances:</b> Treasurer's Account (as at 23/04/13) £4,809.83 and Business Instant Access (as at 23/04/13) £28,404.87.</p> <table border="1" data-bbox="277 723 1321 1008"> <tbody> <tr> <td data-bbox="277 723 448 792" rowspan="4"><b>Income since April meeting - £12,033.83</b></td> <td data-bbox="448 723 1157 792">Interest</td> <td data-bbox="1157 723 1321 792">£0.83</td> </tr> <tr> <td data-bbox="448 792 1157 869">February rental from Wellington Delights (at the new rate).</td> <td data-bbox="1157 792 1321 869">£433</td> </tr> <tr> <td data-bbox="448 869 1157 943">50% of Community Led Planning Grant</td> <td data-bbox="1157 869 1321 943">£850</td> </tr> <tr> <td data-bbox="448 943 1157 1008">First stage precept payment</td> <td data-bbox="1157 943 1321 1008">£10,750</td> </tr> </tbody> </table> <p>Cllr Mayne was a cheque signatory and a letter to the bank has been prepared to request her removal from the mandate. An additional cheque signatory will be required. The RFO also noted that in Cllr Gowan's absence she would need to sign any cheques agreed in 9.3 and asked that the Parish Council note this deviation from the usual protocol. <b>Resolved:</b> Report noted</p> <p><b>9.2 To agree payments made since the last meeting</b> None</p> <p><b>9.3 To agree payment of outstanding invoices</b></p> <table border="1" data-bbox="271 1494 1311 1870"> <thead> <tr> <th data-bbox="271 1494 426 1536">Cheque</th> <th data-bbox="426 1494 1149 1536">Expenditure</th> <th data-bbox="1149 1494 1311 1536">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="271 1536 426 1644">720</td> <td data-bbox="426 1536 1149 1644">Newsquest Hereford Times. Advertisement for Expressions of Interest for Community Hub project. 18<sup>th</sup> April 2013 (£84.43 + £16.89 VAT)</td> <td data-bbox="1149 1536 1311 1644">£101.32</td> </tr> <tr> <td data-bbox="271 1644 426 1727">721</td> <td data-bbox="426 1644 1149 1727">Richard Mills, Lengthsman. Invoice 2722. Work in Bridge Lane (£112.50 + VAT)</td> <td data-bbox="1149 1644 1311 1727">£135.00</td> </tr> <tr> <td data-bbox="271 1727 426 1800">722</td> <td data-bbox="426 1727 1149 1800">Richard Mills Farm Services Invoice 2720. Repair to bus shelter. (£222.50 + £44.50 VAT)</td> <td data-bbox="1149 1727 1311 1800">£267.00</td> </tr> <tr> <td data-bbox="271 1800 426 1870">723</td> <td data-bbox="426 1800 1149 1870">WCA Invoice May014 – 2 room bookings for CLP Working Group</td> <td data-bbox="1149 1800 1311 1870">£24.00</td> </tr> </tbody> </table> <p><b>Resolved:</b> Payments approved</p>	<b>Income since April meeting - £12,033.83</b>	Interest	£0.83	February rental from Wellington Delights (at the new rate).	£433	50% of Community Led Planning Grant	£850	First stage precept payment	£10,750	Cheque	Expenditure	Amount	720	Newsquest Hereford Times. Advertisement for Expressions of Interest for Community Hub project. 18 <sup>th</sup> April 2013 (£84.43 + £16.89 VAT)	£101.32	721	Richard Mills, Lengthsman. Invoice 2722. Work in Bridge Lane (£112.50 + VAT)	£135.00	722	Richard Mills Farm Services Invoice 2720. Repair to bus shelter. (£222.50 + £44.50 VAT)	£267.00	723	WCA Invoice May014 – 2 room bookings for CLP Working Group	£24.00	CB
<b>Income since April meeting - £12,033.83</b>	Interest		£0.83																							
	February rental from Wellington Delights (at the new rate).		£433																							
	50% of Community Led Planning Grant		£850																							
	First stage precept payment	£10,750																								
Cheque	Expenditure	Amount																								
720	Newsquest Hereford Times. Advertisement for Expressions of Interest for Community Hub project. 18 <sup>th</sup> April 2013 (£84.43 + £16.89 VAT)	£101.32																								
721	Richard Mills, Lengthsman. Invoice 2722. Work in Bridge Lane (£112.50 + VAT)	£135.00																								
722	Richard Mills Farm Services Invoice 2720. Repair to bus shelter. (£222.50 + £44.50 VAT)	£267.00																								
723	WCA Invoice May014 – 2 room bookings for CLP Working Group	£24.00																								

<u>Item</u>	<u>Minutes</u>	<u>Action</u>						
10.0	<p><b>9.4 To Consider renewal of Insurance Policy</b>            The insurance policy is due for renewal on 1<sup>st</sup> June 2013. The premium will be £444.55, including 6% insurance premium tax. This is a reduction of £9.77 over the previous year, reflecting the long term agreement that was entered into last year. The Policy excess remains at £250 for each and every claim and covers a wide range of liabilities. Came and Company has been very responsive to requests for information and advice over the past year and the Clerk recommended that this policy be renewed.  <b>Resolved:</b> To renew the insurance policy for 2013/14 at a cost of £444.55</p> <p><b>9.5 To note process for Internal and External Audit</b>            The Parish Council accounts will be internally audited during May and presented to the Parish Council for approval at their June Parish Council meeting with the Annual Return required to be submitted to the external auditor (Grant Thornton) by 30<sup>th</sup> June 2013. In this period there will be a two week period when the public can, by appointment, inspect the accounts; details of Electors Rights will be displayed on the noticeboard and on the website.  <b>Resolved:</b> Process and Timescale noted</p> <p><b>10.0 To Consider Planning Matters</b></p> <p><b>10.1 To consider any planning applications</b>            None Received</p> <p><b>10.2 To Note any Decisions/Notifications Received</b></p> <table border="1" data-bbox="272 1234 1321 1469"> <thead> <tr> <th data-bbox="272 1234 408 1312">Ref Number</th> <th data-bbox="408 1234 1145 1312">Application</th> <th data-bbox="1145 1234 1321 1312">Decision</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 1312 408 1469">123023/L</td> <td data-bbox="408 1312 1145 1469">1 Bridge Cottages, Bridge Lane, Wellington. Removal of false front door and extend mid rail, repair wooden mid rail and centre post. Add brick infill panels and extend metal soleplate.</td> <td data-bbox="1145 1312 1321 1469">Approved with conditions</td> </tr> </tbody> </table> <p><b>10.3 Land adjacent to Parsonage Farm – removal of trees</b>            A complaint had been received from Jenny Guille, Tree Warden, that trees had been removed from the site. A Conservation Officer from Herefordshire Council had come out to approve what had been done and was satisfied that this did not contravene the terms of the planning approval. It was felt that if planning had been granted in a Conservation Area it was expected that some removal of trees was inevitable. A condition of the planning was that the landscaping should be maintained for a period of 5 years to include replacement of trees where appropriate.  <b>Resolved:</b> No further action was necessary</p>	Ref Number	Application	Decision	123023/L	1 Bridge Cottages, Bridge Lane, Wellington. Removal of false front door and extend mid rail, repair wooden mid rail and centre post. Add brick infill panels and extend metal soleplate.	Approved with conditions	CB
Ref Number	Application	Decision						
123023/L	1 Bridge Cottages, Bridge Lane, Wellington. Removal of false front door and extend mid rail, repair wooden mid rail and centre post. Add brick infill panels and extend metal soleplate.	Approved with conditions						

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
11.0	<p><b>10.4 Section 106 and Affordable Housing</b></p> <p>The Chair reported that 2 houses had become vacant in Watermill, one 2 bedroom and one 3 bedroom dwelling. Both have subsequently been let to couples within the village. The Chair was concerned that there was no standardisation between Housing Associations with regard to allocation criteria and had been assured that this would be looked into.</p> <p><b>To Consider Highways Issues</b></p> <p><b>11.1 A49 Issues</b></p> <p>Cllr Blackshaw and other Ward Cllrs had recently attended a meeting with the Highways Agency regarding safety on the A49. It was felt that now a contact had been established these issues could be progressed.</p> <p><b>11.2 To Receive other Highways Issues</b></p> <p><b>11.2.1 Lengthsman Update</b></p> <p>The Clerk updated the meeting about the Lengthsman Grant. At the end of 2012/13 £500.83 remained unspent and could not be carried over. Notification has been received that the Lengthsman Grant for 2013/14 will be £2,233.</p> <p><b>11.2.2 Dog Fouling</b></p> <p>The Clerk had been contacted by a parishioner who carried out voluntary litter picking. He was concerned about the amount of dog excrement that was put into plastic bags and then deposited in the hedge. The issue was particularly bad around the Derndale turn as there were no bins where the bags could be deposited.</p> <p><b>Resolved:</b> The Clerk to make enquiries about the cost of purchase and on-going servicing of dog bins</p> <p><b>11.2.3 Road Surface Defects</b></p> <p>A trench had collapsed at Doctor's Turn and was causing a hazard to motorists and to buses which used that route.</p> <p><b>Resolved:</b> The Clerk to discuss with Bruce Evans, Senior Area Engineer</p> <p><b>Resolved:</b> The Clerk to report the defects to Amey</p>	CB CB CB
12.0	<p><b>Community Resilience and Emergency Planning</b></p> <p><b>12.1 Community Resilience Team Update</b></p> <p><b>Resolved:</b> The Chair would talk to Karen Mayne about the current position and what resources and actions need to be put in place to ensure the plan continues to be developed. A report to be given at the next meeting.</p>	BP

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
13.0	<p><b>To Consider Community Hub Issues</b></p> <p><b>13.1 Report on Progress from Working Group</b>  The Steering Group met on 10th April 2013 and made significant progress adding detail to the specification of the work which will be given to the builders invited to tender. Items discussed included paint finishes, floor surfaces, location of electrical points, security, materials for windows and doors, heating and air conditioning</p> <p>The Group also discussed the soft landscaping around the site and Cllr Wood thanked Jenny Guile for her help in developing a plan for the site. It is recognised that there is a wide range of skills and resources within the community and it is hoped that these can be used to minimize the costs to parishioners through a programme of community involvement in the site.</p> <p><b>13.2 Next Steps</b></p> <ol style="list-style-type: none"> <li>1. The Advertisement for Expressions of Interest from Builders was put in the Hereford Times on 18 April with a closing date of 26 April. Those expressing an interest were sent a PQQ which had to be completed and returned to Hook Mason by 10<sup>th</sup> May 2013.</li> <li>2. Evaluate PQQ responses and select companies to Invite to Tender by 24 May</li> <li>3. Complete the detailed specification of the works.</li> <li>4. Complete the Production of Working Drawings</li> <li>5. Concurrently - apply for Building Regulations Permission</li> <li>6. Invite selected companies to tender on 27 May</li> </ol> <p><b>13.3 To consider any fees due</b>  The following fee is due</p> <ul style="list-style-type: none"> <li>• Herefordshire Council – Building Regulations Fee - £1,100 (inc VAT)</li> </ul> <p><b>Resolved:</b> Payment approved</p> <p>The following activities need to be commissioned over the coming month</p> <ul style="list-style-type: none"> <li>• <b>SBEM and Energy Performance Certificate.</b> Quotations have been received and it is recommended that JHAI are appointed to provide this service at a cost of £354 + VAT = £414</li> <li>• <b>Structural Engineer</b> – it is recommended that Martyn Peters be commissioned at a cost of £360 + VAT = £432</li> <li>• <b>Discharge of Planning Conditions</b> – an application will need to be made to Herefordshire Council at a cost of £85 (inc VAT).</li> </ul> <p><b>Resolved:</b> All financial commitments approved</p>	CB

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
14.0	<p><b>Community Led Planning</b></p> <p><b>14.1 Update from the Steering Group Meeting</b>  Cllr Wood reported back on the Steering Group Meeting held on the 29th April 2013. Sophie Pryce of Community First attended to share good practice from other groups. Steering Group contacts are going out to speak to demographic groups and the issues that they raise will be reported back at the next Steering Group meeting due to be held on 2nd June 2013.</p> <p>“Planning for Real” dates have been set with an event targeted at children and mums due to take place on Friday 12 July, 3.00 to 7.00. Other events will also take place across the weekend 13/14 July. More details on those events will be available in due course. A comment was made that lessons needed to be learnt from the previous round of Planning for Real events and that they needed monitoring and focusing if they were to be a valuable part of the consultation process.</p> <p><b>14.2 Neighbourhood Planning Event</b>  Cllr Wood reported back on the Neighbourhood Planning Event that he and the Parish Clerk attended on 25<sup>th</sup> April 2013. Three Groups reported on progress they had made towards completing a Neighbourhood Plan - Leominster, Eardisley and Lyonshall. Cllr Wood felt there was much to be gained by parishes producing a Neighbourhood Plan – including enshrining the plan in law as well as benefiting from an increased Community Infrastructure Levy (from 15% to 25%) on new developments.</p>	
15.0	<p><b>To Note the Information Sheet</b>  <b>Resolved:</b> The Information sheet was noted.</p>	
16.0	<p><b>To Raise Items for the next Scheduled Parish Council Meeting</b>  None other than those raised at this meeting.</p>	
17.0	<p><b>To Note the Date and Time of next regular Parish Council Meeting</b>  <b>Resolved:</b> The next regular Parish Council Meeting is scheduled for Thursday 6<sup>th</sup> June 2013 at 7.30pm</p> <p>The meeting closed at 9.15 pm</p> <p>Signed ..... Date 6<sup>th</sup> June 2013  Chairman of Wellington Parish Council</p>	

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
18.0	<p><b>Public Bodies Admission to Meetings) Act 1960</b> The Council passed a Resolution to exclude Members of the Public for Agenda Item 18 due to the Confidential Nature</p> <p><b>Personnel Issues</b></p> <p><b>18.1 Process and protocol for email communication</b> <b>Resolved:</b> It was agreed to consider a protocol for email communication</p> <p>The meeting closed at 9.35 pm</p>	