

# WELLINGTON PARISH COUNCIL

Annual Meeting of the Parish Council held at the Community Centre  
at 7.30pm on Thursday 1<sup>st</sup> May 2014

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
	<p><b>Present</b>  <b>Parish Cllrs:</b> Mrs J Gowan (Chair); Mr S Crane, Mrs L Langford; Mr D Wood</p> <p><b>Also in attendance:</b> Ward Cllr Adrian Blackshaw, Mrs Chris Bucknell (Parish Clerk) and 18 members of the public.</p> <p><b>1.0 To Elect a Chairman and Sign Declaration of Acceptance of Office</b>  Cllr Langford invited proposals for the role of Chairman. Cllr Gowan was proposed by Cllr Wood and seconded by Cllr Crane. All being in favour Cllr Gowan was elected Chairman and signed the Declaration of Acceptance of Office which was countersigned by the Parish Clerk.</p> <p><b>2.0 To Elect a Vice Chairman</b>  Cllr Gowan invited nominations for the role of Vice Chairman. Cllr Langford was proposed by Cllr Gowan and seconded by Cllr Crane. All being in favour Cllr Langford was elected Vice Chairman.</p> <p><b>3.0 To Receive Apologies for Absence</b>  Apologies were received from Cllr Morrison and Cllr Shoesmith and from the Local Policing Team.</p> <p><b>4.0 To Receive Declarations of Interest</b>  Cllr Crane submitted his updated Declaration of Registrable Interests which will be sent to the Monitoring Officer at Herefordshire Council.</p> <p><b>4.1 To consider requests for dispensations</b> There were no requests for dispensations</p> <p><b>5.0 To Elect other Officers, Committees and Working Groups</b>  <b>Resolved:</b> The following nominations were agreed</p> <p><b>5.1 Finance Working Group</b>  Cllrs Gowan, Langford and Parish Clerk</p> <p><b>5.2 Shop Working Group</b>  <b>Resolved:</b> This group to become <b>Community Hub Management Group</b>  Cllrs Gowan, Langford, Wood and Parish Clerk, with Cllr Wood acting as Building Manager to provide a single point of contact for all users</p> <p><b>5.3 Website Working Group</b>  Cllrs Gowan, Wood and Parish Clerk</p> <p><b>5.4 Community Led Plan/Neighbourhood Plan Working Group</b>  <b>Community Led Plan Parish Council Liaison:</b> Cllr J Gowan</p>	<p>Clerk</p>

	<p><b>Neighbourhood Plan Working Group</b> Cllrs Gowan, Langford, Shoesmith and the Parish Clerk</p> <p><b>5.5 Emergency Co-ordinator</b> <b>Resolved:</b> Not to appoint to this position</p> <p><b>5.6 Footpath and Rights of Way Officer</b> Cllr Crane</p> <p><b>5.7 Representative on Wellington Community Association</b> Cllr Gowan</p> <p><b>6.0 To adopt the Minutes of the Regular meeting of the Parish Council held on Thursday 3<sup>rd</sup> April 2014</b> <b>Resolved:</b> The Minutes were confirmed and signed by the Chair</p> <p><b>7.0 To Receive Brief Reports from</b></p> <p><b>7.1 Ward Cllr A Blackshaw</b> Cllr Blackshaw proposed a vote of thanks to Cllrs Gowan, Langford, Wood and the Parish Council as a whole for all their hard work on making the Shop Project such a success. This was echoed by members of the community present.</p> <p>Cllr Blackshaw updated the meeting on a number of topics including:</p> <p><b>Lengthsman Pilot</b> – this scheme was designed to address minor road defects, specifically potholes up to 5cm (approx. 2”) in depth. Materials would be provided by Balfour Beatty and Herefordshire Council would cover the cost of training. The work would be carried out by the Lengthsman, using money from the Lengthsman Grant. The pilot would run between June and September 2014. Cllr Blackshaw was asked to pursue whether there would be an enhanced Lengthsman Grant to cover the cost of hours during the pilot phase. A question was raised about how the Lengthsman got the information about the defects and the Clerk voiced concern that if this wasn’t done through the Parish Council management and prioritisation of the grant would be problematic.</p> <p><b>Kingcup Planning Application</b> – The Highways Agency had issued a holding objection and the applicant needed to commission further work if the application is to proceed. The issue of the agricultural tie still has to be resolved and the additional work needed for the Highways Agency will take the application beyond the 26 week target date for determination. The advice from the Planning Department is to withdraw the application.</p> <p><b>Village Warden Scheme</b> – The Chair asked a question regarding Cllr Blackshaw’s April update when he stated that Land Rover was making a contribution to re-establish the Village Warden scheme. The Red Cross have stated that whilst Land Rover is making a contribution this will not be used to resurrect the Village Warden scheme. Cllr Blackshaw said he would follow this up and report back.</p> <p><b>7.1.1 Queenswood County Park</b> There was no further update on whether New Leaf would take over management of Queenswood Country Park. Cllr Blackshaw stressed that whatever the outcome the ethos of Queenswood being an asset to the people of Herefordshire would be maintained.</p>	
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<p><b>8.0</b></p>	<p><b>7.2 Local Police Officers:</b> There were no police representatives present. The April Newsletter had been circulated and the Chair updated on an incident where there had been damage to plants and pots in the cemetery.</p> <p><b>Open Time</b> A member of the public raised the issue about whether there could be a Parish Map Board showing places of interest in the Parish. Cllr Crane stated that he had spoken to the Footpath Warden and Balfour Beatty would be supplying footpath signs free of charge. Cllr Crane would check whether BB was able to provide footpath maps. It was noted that there had been a lot of interest coming out of the Community Led Plan and this would be pursued.</p> <p>The Chair commented on the recent car boot sale which was held on the field off the A49 saying Herefordshire Council does not license car boot sales and as long as the landowner had given permission there was no need for the Parish Council to be consulted. This would be monitored.</p>	<p><b>SC</b></p>																												
<p><b>9.0</b></p>	<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 28/04/14) £65,273.76 and Business Instant Access (as at 28/04/14) £13,404.87. Cheques to the value of £3 still to be presented. The first payment to Public Works Loan Board of £5,170.02 is due to be paid on 30/04/14. The 2013/14 Accounts have been prepared and are currently with the Internal Auditor</p> <table border="1" data-bbox="268 1086 1326 1234"> <tr> <td rowspan="3"><b>Income since April meeting – £11,118.55</b></td> <td>April rental from Wellington Delights</td> <td>£433.00</td> </tr> <tr> <td>Interest</td> <td>£0.55</td> </tr> <tr> <td>Precept Part 1</td> <td>£10,750</td> </tr> </table> <p><b>9.2 To agree payments made since the last meeting</b></p> <table border="1" data-bbox="276 1305 1326 1525"> <thead> <tr> <th>Cheque</th> <th>Expenditure</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>826</td> <td>Okea(Stock 2 U) – Furniture for Parish Room. Invoice SIN017101 £1202.52 + VAT</td> <td>£1,443.05</td> </tr> <tr> <td>827</td> <td>Came and Company Additional Premium for Community Hub Cover 24/4/14 – 31/5/14. As agreed at April meeting Minute 11.3</td> <td>£45.24</td> </tr> </tbody> </table> <p><b>Resolved:</b> All payments agreed</p> <p><b>9.3 To agree payment of outstanding invoices</b></p> <table border="1" data-bbox="276 1630 1326 1921"> <thead> <tr> <th>Cheque</th> <th>Expenditure</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>828</td> <td>Wellington Community Association Inv APR 13. Booking for CLP Steering Group 10/3/14. To be paid out of CLP Grant.</td> <td>£13.00</td> </tr> <tr> <td>829</td> <td>Wellington Community Association Inv APR 10. Booking for Parish Council Meetings 30/1/14 and 6/2/14.</td> <td>£26.00</td> </tr> <tr> <td>830</td> <td>Data Orchard CIC Invoice 9. Data Entry for CLP questionnaires. To be paid out of CLP grant.</td> <td>£909.00</td> </tr> </tbody> </table> <p><b>Resolved:</b> All payments agreed</p>		<b>Income since April meeting – £11,118.55</b>	April rental from Wellington Delights	£433.00	Interest	£0.55	Precept Part 1	£10,750	Cheque	Expenditure	Amount	826	Okea(Stock 2 U) – Furniture for Parish Room. Invoice SIN017101 £1202.52 + VAT	£1,443.05	827	Came and Company Additional Premium for Community Hub Cover 24/4/14 – 31/5/14. As agreed at April meeting Minute 11.3	£45.24	Cheque	Expenditure	Amount	828	Wellington Community Association Inv APR 13. Booking for CLP Steering Group 10/3/14. To be paid out of CLP Grant.	£13.00	829	Wellington Community Association Inv APR 10. Booking for Parish Council Meetings 30/1/14 and 6/2/14.	£26.00	830	Data Orchard CIC Invoice 9. Data Entry for CLP questionnaires. To be paid out of CLP grant.	£909.00
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10.0	<p><b>9.4 To consider Renewal of Insurance Policy</b>  The insurance policy is due for renewal on 1st June 2014 with Came and Company. The premium quoted is £871.65, including 6% insurance premium tax, which encompasses cover for the Community Hub building (£210k), contents of Parish Room and outside areas (£10k). Confirmation has been received that this policy includes flood risk cover. Information regarding the cost for including subsistence cover has been requested.  <b>Resolved:</b> To renew the insurance policy</p>	Clerk						
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	<p><b>Resolved:</b> To discuss subsistence cover at the June PC Meeting</p> <p><b>9.5 To Consider Request from PCC to fund cost of tree removal at cemetery</b>  The Parish Council currently covers 50% of the cost of maintenance of the cemetery which includes cutting grass and hedges and occasional pruning of the trees. This appeared to be a historical arrangement with no formal agreement in place. The PCC has requested that the Parish Council considers contributing towards the removal of a tree in the cemetery, which is deemed to be unsafe. The PCC has had two quotes for the work one from Arbortech for £380 and one from Round Oak Tree Surgery for £450. It was felt that the Parish Council should not set any precedent for meeting the costs of work which were not their responsibility as this may lead to requests to fund work elsewhere in the Parish. It was also felt that the current arrangement with the PCC needed formalising and liability issues needed clarifying.  <b>Resolved:</b> Not to contribute towards the cost of the tree removal  <b>Resolved:</b> To consider the existing contribution with a view to putting in place a formal agreement with the PCC  <b>Resolved:</b> To investigate the Parish Council liability with regard to the cemetery.</p>	JG  Clerk						
	<p><b>To Consider Planning Matters</b></p> <p><b>10.1 To consider any planning applications</b></p> <table border="1"> <thead> <tr> <th data-bbox="264 1384 435 1458">Reference Number</th> <th data-bbox="435 1384 1331 1458">Application</th> </tr> </thead> <tbody> <tr> <td data-bbox="264 1458 435 1603">P140290/O</td> <td data-bbox="435 1458 1331 1603">Land adjacent to Barberrry House, The Row, Wellington. Erection of 2 x 4 bedroom houses and 1 x 2 bedroom bungalow with associated landscape works. Amended Application. <i>A revised response date of 8<sup>th</sup> May had been agreed with the Planning Officer.</i></td> </tr> <tr> <td data-bbox="264 1603 435 1709">P140525/CU</td> <td data-bbox="435 1603 1331 1709">Upper Buskwood Farm, Hope under Dinmore. Change of Use – Prior Approval Determination. New legislation does not require the Parish Council to respond to this application</td> </tr> </tbody> </table> <p>The Barberrry House amended application was discussed including projecting new drawings of the site masterplan, new visibility splays and site levels (to address concerns about the gradients on site). It was noted that if the Transport Manager approved the visibility splays it would remove much of the argument against the site. A street scene was shown to support concerns about access and safety and the Chair read out associated information and correspondence. The application was going to Planning Committee on 14<sup>th</sup> May 2014 and the Parish Council would be represented.</p>	Reference Number	Application	P140290/O	Land adjacent to Barberrry House, The Row, Wellington. Erection of 2 x 4 bedroom houses and 1 x 2 bedroom bungalow with associated landscape works. Amended Application. <i>A revised response date of 8<sup>th</sup> May had been agreed with the Planning Officer.</i>	P140525/CU	Upper Buskwood Farm, Hope under Dinmore. Change of Use – Prior Approval Determination. New legislation does not require the Parish Council to respond to this application	
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<p><b>11.0</b></p>	<p>The Public were invited to speak and put forward objections regarding access, ecological issues and gradient.</p>		<p><b>JG/ Clerk</b></p>	
	<p><b>Resolved:</b> The Parish Council would put together a response opposing the amended application and the Chair would speak at the Planning Committee on 14<sup>th</sup> May 2014.</p>			
	<p><b>10.2 To Note any Decisions/Notifications Received</b></p>			
	<p><b>Reference Number</b></p>	<p><b>Application</b></p>		<p><b>Determination</b></p>
	<p>P132135/L</p>	<p>Church House Farm, Wellington (External and Internal Works).</p>		<p>Approved with Conditions</p>
	<p>P140755/F</p>	<p>Walnut House, Wellington. Proposed new dwelling and new vehicular access</p>		<p>Awaiting decision</p>
	<p>P140290/O</p>	<p>Land adjacent to Barberry House, The Row, Wellington. Erection of 2 x 4 bedroom houses and 1 x 2 bedroom bungalow with associated landscape works.</p>		<p>Awaiting decision</p>
	<p>P133537/O</p>	<p>Kingcup Cottage, Wellington. Site for proposed residential development and alteration to vehicular access.</p>		<p>Awaiting decision</p>
<p>130385/F</p>	<p>Wellington Crossing Cottage, Marden. Change of use of land to form extended residential curtilage to include area for business use.</p>	<p>Awaiting decision</p>		
<p>132990/FH</p>	<p>Brick Cottage, Auberrow. Demolish garage and build a two storey extension</p>	<p>Awaiting decision</p>		
<p>Update on Walnut House: The Planning Office had written to the agent asking that more detailed flood risk work be done, transportation want more information on access/visibility and the conservation officer has concerns about the effect on the frontage of Walnut House itself. There has been a response from the agent on all points and more work is being done on the land levels as regards flood risk. This will continue to be monitored</p>				
<p>Update on Kingcup Cottage. See Minute 7.1</p>				
<p><b>10.3 Other Housing Issues</b></p>				
<p><b>10.3.1 Section 106 and Affordable Housing</b></p>				
<p>Following on from the complaint about a number of dogs being kept in a garden of one of the Kemble Housing properties in Millway the property had been visited by Kemble Housing who confirmed that the dogs are secure and well cared for with a good quality kennel. The owner has been made aware that there has been a complaint and Kemble does not intend to take any further action at this stage.</p>				
<p><b>To Consider Highways Issues</b></p>				
<p><b>11.1 A49 Issues</b></p>				
<p>The issue of the obstructed footpath at Old Comrade House has been followed up and the Highways Agency has advised that it is still under review. All the culverts under the A49 have been cleared.</p>				

An updated response is awaited from the Highways Agency regarding priorities on the A49/Wellington turn.

**11.2.1 Pilot Lengthsman Scheme** (see also minute 7.1)

Wellington has been awarded a Lengthsman Grant of £2,233, the same as in 2013/14. It was noted that the 2014/15 Lengthsman Grant could no longer be used to pay administration costs. Depending on the result of the pilot programme, and the level of grant available, an amount may need to be added to the Precept in future years to cover Lengthsman work. Confirmation was needed that once the pilot scheme was finished and evaluated the Parish Council would have the opportunity to opt out with no further commitment.

**Resolved:** To sign the contract to join the pilot Lengthsman Scheme (once confirmation had been received regarding any opt out conditions).

**Resolved:** To pay the Clerk to undertake the Lengthsman Administration in 2014/15 (hitherto covered in the grant).

**11.2.2 To Identify Work to be Carried Out**

The splays have been cut on the Upper Wellington Turn but by much less than previously, and this has affected the ability to see traffic coming from the right.

**Resolved:** Cllr Gowan would discuss with Mike Gill (Locality Steward)

A pothole at Upper Wellington was reported.

**Resolved:** Cllr Gowan to discuss with Mike Gill (Locality Steward)

Cllr Gowan had received confirmation that the 30mph signs at the bottom of Auberrow Road coming into the village are on the list along with the depth markers by the Ford. Cllr Gowan is meeting with Mike Gill to deal with drainage issues at Bridge View and there is some small progress regarding issues at Wellington Marsh that are being followed up.

The repair work to the garden centre road is now moving along and thanks was given to Mr Lewis of Wellington Court Barns who had intervened on this issue and who has offered to follow the project through on behalf of the Parish Council.

**11.2.3 Balfour Beatty Update**

The Chair had met with Mike Gill who is likely to be the Locality Steward for Wellington (positions are still to be ratified). It was felt to be a good, positive meeting and many of the Category 2 potholes have been located by GPS, photographed and reported directly into the Balfour Beatty system. Some Category 1 potholes outside Auberrow House were reported in with a promise of a 24 hour turn round and have now been filled.

The Chair will continue to liaise with Mike Gill and it is felt that his appointment will be beneficial to Wellington.

The Chair reported on a proposal for major works throughout the county on A B C and Unclassified roads. There is no provision in the plan as it currently stands for any major work in Wellington although an assurance has been received that C and U roads are being prioritised for work, and Cllr Blackshaw had been lobbied for some resurfacing on the main street and Bridge Lane. It was noted that around £100 million was needing to be spent on the road network and, even with the additional Government funding and the £20 million loan taken out by Herefordshire Council there is still insufficient funding available. There will be a reduction in planting schemes, road sweeping, amenity grass cutting and ditch clearing other than on main highways will fall back to landowners of adjacent land.

<p><b>12.0</b></p>	<p><b>Report on Footpaths</b></p> <p><b>12.1 Update on Public Rights of Way Issues</b></p> <p>Cllr Crane updated the meeting about the latest work that had been done on footpaths around the Parish.</p> <p>There were to be stiles installed on WG13 and as this had been agreed prior to any P3 Grant being awarded Balfour Beatty would provide these.</p> <p>Cllr Crane had met with the developers at Parsonage Farm; signage and a gate were being installed and the footpath made good. This would continue to be monitored.</p> <p>A member of the public asked if there could be more signage for footpaths and Cllr Crane agreed to action this.</p> <p>Car parking at Gelerts Brow was being looked into.</p> <p>There had been 2 complaints about horse riding, one at the Dingle and one at Claypits Lane, with the former being considered particularly unsafe. Cllr Crane confirmed that there were no Bridle Ways in Wellington; the Parish Council did not support the riding of horses on Public Rights of Way and it was at the riders own risk if they continued.</p> <p>Cllr Crane stated that if landowners agree to horses crossing their land then they must take responsibility for safety issues. Alternatively, if the landowner chose to put something to stop horses/motorbikes crossing their land they were at liberty to do that provided that it did not obstruct the walkers.</p> <p><b>12.2 Dog Fouling</b></p> <p>This continued to be monitored.</p>	<p><b>SC</b></p>
<p><b>13.0</b></p>	<p><b>To Consider Community Hub Issues</b></p> <p><b>13.1 Report on Progress from Working Group</b></p> <p>Cllr Wood gave a detailed update on progress. The building was handed over to the Parish Council on 25 April 2014 but there remained significant issues with BT and Welsh Water which were outside of the control of the Parish Council. Cllr Wood outlined the details of discussions that had taken place with BT, resulting in two phone lines, one for the Post Office and one for the Shop being installed on 30 April. He also updated the Parish Council regarding issues that had been encountered with Welsh Water, which were still unresolved and which threatened to delay the completion of the project and the opening of the Shop.</p> <p>The Shop Working Group held an emergency meeting on Tuesday 29 April, at which it was agreed to delay the shop move to the new premises until after the end of May Bank Holiday. This will give time for the outstanding tasks to have been completed and for Rob to plan and complete the erection of his shelves and movement of his stock.</p> <p>A quote has been obtained to install 6 foot high hit and miss fencing along the 45m boundary with the Social Club to meet the fence at the rear of the site. This is £2,449.00 (Excl Vat)</p> <p><b>Resolved:</b> Cllr Wood to enquire if there were any rules relating to the Conservation Area which need to be taken into account when installing hit and miss fencing.</p> <p>Additionally a quote has been obtained for a post and wire fencing from the rear fence to the back of the building by the secure store area. This is to prevent children cycling around the building. This is £300.00 (Excl Vat).</p> <p><b>Resolved:</b> If there are no Conservation Issues the fencing to be commissioned at the price quoted.</p>	<p><b>DW</b></p> <p><b>DW</b></p>

	<p><b>13.2 Lease for Shop and Post Office</b> The first draft of the sub lease was produced on 17/3/14 and has still not been agreed by Rob Ruck, despite meetings with the Shop Working Party and extensive discussions. <b>Resolved:</b> Rob should not be given access to the building until the lease is agreed and signed. Once the lease is signed Rob can be issued with keys so that he can start installing equipment and shelving.</p> <p><b>13.3 To Consider Level and Scope of Insurance Cover</b> Covered under minute 9.4.</p> <p><b>13.4 Update on Opening Event</b> The formal opening event will be on Friday 27<sup>th</sup> June at 4.30 pm. It has been agreed that this event will launch Wellington Fun Week and has been put into the programme. This will be a ‘formal’ launch, as the shop will already be open, and will give the Parish Council the chance to invite and thank everyone who has helped during the whole process including people from other parishes keen to see what community engagement really can achieve.</p> <p>The Parish Council wanted to acknowledge the generosity of the Chapel, without whose land there would be no shop and it is therefore proposed that Ed McMillan perform the official ribbon cutting ceremony aided by his young daughter Lizzie, indicating that the project will bring benefit across the generations.</p> <p>A further update on the Opening Event will be given at the June meeting.</p> <p><b>13.5 Time Capsule</b> Cllr Crane reported on a meeting with the school who are keen to be involved with the Time Capsule Project. It is still to be confirmed but it is likely that the project will be managed and led by the school. No further contact has been received from the company who were to provide the Time Capsule so an alternative supplier will be followed up.</p> <p><b>13.6 To consider any fees due</b> There no fees to be paid in May 2014.</p>	<b>Clerk</b>
<b>14.0</b>	<p><b>Community Led Planning and Neighbourhood Planning</b></p> <p><b>14.1 Update of Presentation of Data at Annual Parish Meeting</b> <b>14.2 Update on Current Position and Presentation at Annual Parish Meeting</b> The Annual Parish Meeting will take place on 29<sup>th</sup> May and, following the formalities, there will be two presentations; one by the CLP Steering Group chair who will give an outline of the analysis to the questionnaire responses followed by a presentation by the Parish Council on how this interfaces with Neighbourhood Development Planning and progress to date.</p> <p>It is the intention to distribute a flyer to every house in the parish to promote the event. The Chair stressed that if the Neighbourhood Development Plan were to be a success more volunteers were needed and she encouraged anyone interested to get in touch.</p>	
<b>15.0</b>	<p><b>WW1 Centenary Commemoration</b> <b>Resolved:</b> Cllr Crane to talk to Bell Homes about the potential to site a tree on the new development. <b>Resolved:</b> Cllrs Crane and Wood to discuss the potential to plant something in the</p>	<b>SC</b> <b>SC/DW</b>

	<p>Community Hub grounds.</p> <p><b>16.0 Defibrillator</b>          Cllr Langford outlined how the Community Defibrillator Scheme works and the vital role volunteers play in the process. It was felt that before the project could go ahead a number of committed volunteers were needed.  <b>Resolved:</b> To explore this further through the CLP process.</p> <p><b>17.0 To Note the Information Sheet</b>  <b>Resolved:</b> The Information sheet was noted.</p> <p><b>18.0 To Raise Items for the next Scheduled Parish Council Meeting</b>          No items were raised other than those covered at the meeting</p> <p><b>19.0 To Note the Date and Time of the Annual Parish Meeting</b>  <b>Resolved:</b> The Annual Parish Meeting will take place on Thursday 29<sup>th</sup> May 2014 at 7.30 pm.          To Note Date and time of the next Regular Parish Council Meeting  <b>Resolved:</b> The next regular Parish Council Meeting will take place on Thursday 5<sup>th</sup> June 2014          The meeting closed at 9.40 pm</p> <p>Signed ..... Date 5<sup>th</sup> June 2014          Chairman of Wellington Parish Council</p>	
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