

# WELLINGTON PARISH COUNCIL

Annual Meeting of the Parish Council held at the Community Centre  
at 7.30pm on Thursday 14<sup>th</sup> May 2015

Item	Minutes	Action																														
	<p><b>Present</b>  <b>Parish Cllrs:</b> Mrs J Gowan (Chair); Mr S Crane, Mrs L Langford, Mr Dan Miller, Mr B Prince, Mrs J Shoesmith</p> <p><b>Also in attendance:</b> Mrs Chris Bucknell (Parish Clerk) and 21 members of the public.</p> <p>Before the meeting all Cllrs signed their Declaration of Office and were reminded that they had 28 days to complete the Register of Discloseable Interests.</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 Shoesmith and seconded by Cllr Crane. A vote was taken, 5 Cllrs were in favour and there was one abstention. There being a clear majority 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 Miller. All being in favour Cllr Langford was elected Vice Chairman.</p> <p><b>3.0 To Accept Apologies for Absence – Cllr D Wood</b></p> <p><b>4.0 To Receive Declarations of Interest - None</b>  <b>4.1 To Consider Requests for Dispensations – None</b>  <b>4.2 To Adopt Standing Orders and Code of Conduct</b>  All Cllrs were circulated with hard copies of the Standing Orders, Code of Conduct, Financial Regulations and Financial Risk Assessment, which had been reviewed in March 2015. The Clerk outlined that the decision making power of the Parish Council lay with the Council as a whole and not with individual Cllrs, stressing that all issues must be brought back to the Parish Council for discussion and decision.  <b>Resolved:</b> The Parish Council confirmed their adoption of the Code of Conduct and Standing Orders</p> <p><b>5.0 To Elect other Officers, Committees and Working Groups</b></p> <table border="1" data-bbox="196 1541 1401 1975"> <tbody> <tr> <td>5.1</td> <td>Finance Working Group</td> <td>Cllrs Gowan, Langford and Parish Clerk</td> </tr> <tr> <td>5.2.1</td> <td>Community Hub Management Group</td> <td>Cllrs Langford, Prince, Wood</td> </tr> <tr> <td>5.2.2</td> <td>Community Hub Manager</td> <td>Cllr Wood</td> </tr> <tr> <td>5.3.1</td> <td>Webmaster</td> <td>Cllr Wood</td> </tr> <tr> <td>5.3.2</td> <td>Social Media Co-ordinator</td> <td>Cllr Miller (supported by Parish Clerk)</td> </tr> <tr> <td>5.4</td> <td>Neighbourhood Plan Working Group</td> <td>Cllrs Gowan, Langford, Prince, Shoesmith</td> </tr> <tr> <td>5.5</td> <td>Emergency Co-ordinator</td> <td>It was agreed not to appoint to this position</td> </tr> <tr> <td>5.6</td> <td>Footpath &amp; PROW Officer</td> <td>Cllr Crane (supported by Cllr Miller)</td> </tr> <tr> <td>5.7</td> <td>Balfour Beatty &amp; Lengthsman Liaison</td> <td>Cllrs Gowan (supported by Cllr Prince)</td> </tr> <tr> <td>5.8</td> <td>Representative on the Wellington Community Association</td> <td>Cllr Gowan</td> </tr> </tbody> </table>	5.1	Finance Working Group	Cllrs Gowan, Langford and Parish Clerk	5.2.1	Community Hub Management Group	Cllrs Langford, Prince, Wood	5.2.2	Community Hub Manager	Cllr Wood	5.3.1	Webmaster	Cllr Wood	5.3.2	Social Media Co-ordinator	Cllr Miller (supported by Parish Clerk)	5.4	Neighbourhood Plan Working Group	Cllrs Gowan, Langford, Prince, Shoesmith	5.5	Emergency Co-ordinator	It was agreed not to appoint to this position	5.6	Footpath & PROW Officer	Cllr Crane (supported by Cllr Miller)	5.7	Balfour Beatty & Lengthsman Liaison	Cllrs Gowan (supported by Cllr Prince)	5.8	Representative on the Wellington Community Association	Cllr Gowan	
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**Resolved:** To appoint Officers, Committees and Working Groups as above.

**6.0 To Adopt the Minutes of the Regular Meeting of the Parish Council** held on Thursday 2<sup>nd</sup> April 2015

**Resolved:** The Minutes were confirmed and signed by the Chair

**To Adopt the Minutes of the Extraordinary Meeting of the Parish Council** held on Tuesday 21<sup>st</sup> April 2015

**Resolved:** The Minutes were confirmed and signed by the Chair

**7.0 To Receive Brief Reports from**

**7.1 Ward Cllr**

The Chair reported that Councillor Pauline Crockett, an Independent, had won the seat in Queenswood Ward. Cllr Crockett has confirmed that she will be attending the June meeting and has been asked to outline how she sees her role with Herefordshire Council developing, what she sees as the main issues facing Wellington and how she will work with the Parish Council and the Community. The Chair added that she would be briefing Cllr Crockett regarding ongoing issues such as planning and the A49.

**7.2 Local Police Officers:**

There were no Police Officers present. The Local Policing Newsletter for May had been circulated to Cllrs. The Chair noted that PSCO Wall was now training to become a Police Officer. The Chair wished to record the Parish Council's thanks to Dean for all his support in the past. For now PCSO Ekanite would continue to support Wellington. The Chair updated the meeting on the following incidents.

Reported on 15<sup>th</sup> April. Between 6<sup>th</sup> and 7<sup>th</sup> April offender(s) have stolen by means unknown a Cambridge Roll 10ft x 2ft, 1 ton in weight colour blue which was parked in a field at the front of victims house in a rural location. No evidence of it being towed away.

**8.0 Open Time**

There were no issues raised

**9.0 Financial Matters**

**9.1 To Receive a Report from the RFO**

**Bank balances:** Treasurer's Account (as at 09/05/15) £14,825.36 and Business Instant Access (as at 09/05/15) £58,404.87. It should be noted that these figures include earmarked reserves and do not represent available funds

<b>Income since April meeting – £12,113.10</b>	March and April rental from Wellington Delights	£1,300
	Interest (April)	£2.60
	Precept Part 1	£10,750
	Payment from Dormington and Mordiford PC for Clerk's Ink (50%) – as per agreed at April PC meeting	£60.50

A payment of £7,428.11 had been made to the PWLB reference the April instalment for the loan on the Community Hub.

**9.2 To Accredite Wellington Parish Council with the General Power of Competence (GPC)**

The Clerk outlined that to be eligible for the GPC, which allows a Parish Council to spend money on anything that an individual can, provided it is legal and does not contravene other specific legislation, there must be 2/3 of the Parish Councillors who have been elected and a qualified Clerk. Wellington currently has 7 elected Parish Councillors with one vacant seat and the Clerk holds the

CILCA qualification. Wellington Parish Council therefore meets this qualifying criteria.  
**Resolved:** To Accredit Wellington Parish Council with the General Power of Competence

### 9.3 To Confirm Cheque Signatories

Cheque signatories were confirmed at Cllrs Gowan, Wood and Crane. This was approved by the Parish Council.

### 9.4 To Agree payment of Outstanding Invoices

Cheque	Expenditure	Amount
927	PIP Printing. Printing Planning application documents for AD application and Solar Farm Invoice 59398 £67.54 + £0.29 VAT	£67.83
928	D C Gardening Invoice 36. Work undertaken at Community Hub in April, £125 + VAT	£150.00
929	Wellington Delights Invoice 19. Refreshments for NP Consultation Event and general meetings in Parish Room	£16.26

**Resolved:** Payments approved

### 9.5 To Consider Renewal of Insurance Policy

Total Cost for Renewal of the Insurance policy for 2015/16 was £1,009.19. Came and Company have confirmed that the Community Hub Building is insured for £216,300 the premium proportion being £527.33 including insurance premium tax (IPT). 75% of the cost of the buildings insurance is invoiced back to Wellington Delights. WPC has currently come to the end of a three year long term agreement. If a further 3 year agreement is entered into the premium will reduce to £959.41 - a reduction of £50.50 (5%).

**Resolved:** To enter into another 3 year long term agreement with Came and Company.

Cheque	Expenditure	Amount
932	Came and Company (The Broker Network) Policy 24414511 01-06-15 to 31-05-16	£959.41

### 9.6 To Consider HALC Membership 2015/16

Renewal of HALC Membership will cost £426 + VAT = £512.36. This is comprised of a one off affiliation fee of £150 and a HALC/NALC subscription of £0.365 per elector (based on 778 electors). The Clerk confirmed that she was able to get legal and procedural advice from the SLCC. Following discussion it was felt that membership of HALC did not bring significant benefits but this needed to be kept under review, particularly with the forthcoming Local Council Award Scheme (Quality Council as was).

**Resolved:** Not to renew membership of HALC for 2015/16 but to keep it under review.

### 9.7 Update on Internal and External Audit

The Clerk confirmed that the accounts were with the Internal Auditor with the aim of addressing any queries in time to approve the Annual Return at the June meeting. Date for submission of the Annual Return to Grant Thornton (External Auditors) is 15<sup>th</sup> June 2015.

## 10.0 To Consider Planning Matters

### 10.1 To Consider any Planning Applications

The Chair had been in touch with the Planning Officer requesting an update on the two applications which were discussed at the Extraordinary Meeting but to date had not received a response.

#### Update on application 150608 – Proposed erection of a 750\Kw anaerobic digester plant

As far as the Chair could establish the applicant had not responded to the requests for additional information regarding the footpath diversion, archaeological study and the traffic movement and air plume data. The Chair also reported that there were only three objections lodged from Wellington and none from Marden and on this basis it was not known whether the application would go to

Clerk

Clerk

Committee.

Cllr Shoesmith confirmed that the archaeological investigation was well underway.

**Update on application 150929 – Proposed installation of a 1 MW solar photovoltaic farm**

The Chair reported that to date there had been 25 public objections to the application logged on the website. She noted there was a response from the Landscape Officer which indicated he did not support the application.

**The following new applications were discussed**

Reference Number	Application
150826	Orchard View Wellington. Proposed demolition of single skin brick store room. Two storey extension to rear of property. Replacement of front porch with oak frame porch. Removal of two windows on side of property to make way for French doors, increasing window from single opening to double opening on side of property.

The applicants for this application were present and indicated they did not wish to speak but would be happy to answer questions.

It was noted that work had already begun on the window in bedroom 3 which had doubled in size. The proposals were causing concern to a close neighbour regarding privacy issues and loss of light in the afternoon. It was noted that amended plans partly addressed the privacy issues but it was also noted that a large tree, which had been taken down without permission, had afforded some privacy and it was felt unfortunate that work had begun on the development without planning permission and without any discussion with neighbouring residents.

The Chair noted that loss of light and privacy were material planning issues. Following discussion the Parish Council voted on the application. 3 Cllrs had no objection, 2 objected and there was one abstention.

**Resolved:** Cllr Gowan would put together a response to be circulated to Cllrs indicating that whilst the Parish Council did not object to the proposals the point was made that the resident should have consulted with neighbours first and also should not have started work.

Reference Number	Application
151232	The Bungalow Bridge Lane, Wellington. Proposed work to apple tree. <i>Jenny Guille, Tree Warden, has no objections to this proposal</i>
151231	Mandolin, Wellington. Proposed works to Willow tree and two Ash trees. <i>Jenny Guille, Tree Warden, has no objections to this proposal</i>

**Resolved:** To submit comments to Herefordshire Council ref the above applications.

The Chair reported on application 151110 for two caravan pitches for Romany Gypsies at the site of the old Three Shires Nursery near to the junction of Wellington Lane and the Canon Pyon Road, noting that this application was not in Wellington Parish and was for information only. Burghill PC had objected to the plans and had asked that the application be refused on the basis that the site was prone to flooding, the distance to the school/facilities and safety issues regarding access, ie the narrow lane and the junction with the Canon Pyon Road.

JG/  
Clerk

Clerk

**10.2 To Note any Decisions/Notifications Received**

Reference Number	Application	Determination
150608	Land Adjacent to Haywood Industrial Estate. Proposal for erection of a 750KW anaerobic digestion plant	Awaiting decision
150929	Stocks Farm, Wellington. Proposed installation of a 1MW solar photovoltaic farm and ancillary infrastructure.	Awaiting decision
150495	Flambards, Auberrow Road, Wellington. Works to Trees.	Approved
132970	Khotia, Wellington. Change of use and proposed double garage	Awaiting decision
P143552/L	Bridge View, Wellington, HR4 8BA Insertion of UPVC windows and doors (retrospective)	Approved with Conditions
P143792/O	Kingcup Cottage, Wellington, Hereford. Residential development	Awaiting decision

**10.3 Other Housing Issues****10.3.1 Bell Homes**

It was noted that on a recent newsletter, circulated by Bell Homes, the diversion route for the forthcoming road closure was incorrect. Despite several attempts to contact Bell Homes Cllr Crane had been unable to obtain further information. Balfour Beatty were now involved and Cllr Crane had been given assurances by Keith Bell that the issues with the diversion would be corrected and that there would be clear signage to show the diversion. Keith Bell stated that he had looked at alternatives to a diversion eg traffic lights, but for reasons of safety, and possible delay to the development, these had been rejected. The Chair noted that the diversion also affected the bus route, which Bell Homes hadn't recognised. The Chair had spoken to Balfour Beatty and a diversion for the bus route would be decided. Once it was known Cllrs would be informed and notices put up to let residents know of the route changes.

It had been mentioned by a resident that there was to be additional houses in the southern corner of the site. The Parish Council knew nothing of this and the Chair would look into it.

The issue of a Play Area was raised. This was not included in the Bell Homes proposals but there was some RST5 land at the rear of the development which the Parish Council, through the Neighbourhood Development Plan, was seeking to protect for possible playground use.

**10.3.2 Section 106**

The Chair noted that the situation regarding the affordable homes would be monitored closely and as soon as the first properties were available the Housing Association would let the Parish Council know so they advertise the procedure locally.

Cllr Prince expressed concern about the issues surrounding allocation of houses to those with a local connection. The Chair noted that at the March meeting changes to the Home Point system had been clarified. The Chair reported that she had it in writing that anyone with a Wellington connection would take priority over anyone who was homeless (without a local connection). It was noted that exchanges could still take place due to a loophole in the legislation and this was unavoidable. The Chair added that there was a lot of misinformation concerning the lettings policy and encouraged anyone who was confused or needed advice to contact her.

**11.0 To Consider Highways Issues****11.1 A49 Issues**

The Chair reported that the minutes of the meeting held on 20<sup>th</sup> February meeting had finally been received after a delay of 2 months. The Chair gave a brief resume of the issues covered.

SC/JG  
JG

On the question of the speed and whether the 50mph could be extended, Highways England (Highways Agency as was) were tasked with getting a view on this from the Safer Roads Partnership. Highways England were also asked to discuss enforcement signing at the junction. The Chair also noted that she had been told by Bruce Evans that the blocked footpath at the Old Comrade is now back in the hands of Highways England, however, they deny this. This would be followed up.

### **11.2 Update on Community Speed Watch**

Jennifer Jarrett who is leading on this initiative was not present at the meeting. The Chair noted that there were now 9 volunteers who were in the process of being checked and trained. An update will be given at the June meeting.

### **11.3 To Receive any other Highway Issues**

The Chair reported a resident's complaint regarding a large number of cement lorries, travelling at speed along the north lane. The Clerk had spoken to Hope Construction who were very helpful and explained that they were handling a big job. The drivers were going to be spoken to about the speed and there were no further complaints.

The Chair had also received, via Rob, a complaint about the footpath which runs from the shop to the Chapel. The Chair noted that this was a historical issue that was not the responsibility of the Parish Council. The Chair had referred the issue to the Chapel and asked they liaise with Rob directly.

#### **11.3.1 To Consider Lengthsman Contract**

The Clerk outlined the new process for the Lengthsman Contract and stressed that because the process for claiming the grant was now in arrears considerably more evidence of work carried out would be needed and it was particularly important that all requests for work were formalised on worksheets. There were new contracts to be signed between the Parish Council and the Lengthsman and also between the Parish Council and Herefordshire Council.

**Resolved:** To devolve responsibility for completing the contracts to the Clerk.

#### **11.3.2 Identification of Work to be carried out and any other updates**

The Give Way sign at Doctor's Corner had now been installed but there is a 'no road marking sign' that needs investigation as well as road defects that need addressing. The Chair would follow this up with the Locality Steward.

The Chair reported that at a meeting with the Locality Steward on 21<sup>st</sup> April had outstanding issues had been reviewed including the surface at the entrance to the village and the drain at Vinery corner. Councillors have a list of outstanding work and the Chair will continue to follow this up.

It was noted that the Lengthsman has been instructed to do some significant work in Mill Lane to push back the banks. No timescale for this work was yet known.

The Chair reported that she continued to follow up outstanding work to the pumping station at the Marsh and now has a contact at Balfour Beatty who is a Senior Drainage Engineer. Welsh Water report that their assessment report has been completed, and recommends further infiltration surveys at Wellington itself. Once funding has been secured Welsh Water will carry out further investigations.

## **12.0 Report on Footpaths**

### **12.1 Update on Footpath Maintenance**

Cllr Crane reported that there had been a lot of reports of overgrown hedges and other footpath issues which were being addressed. WG11 had a lot of issues and the Parish Council were relying on the goodwill of the landowner to address these. Cllr Crane noted that the work done by the Chair and Phil Pankhurst, Balfour Beatty Locality Steward, had made things much easier.

Clerk

JG

JG

Cllr Crane reported that there was an overhanging tree restricting the path opposite the Mill behind the Vinery. The tree appeared not to be in the garden but on the edge of the pavement. Cllr Prince noted that it belonged to the house on the corner of Watermill and is outside of the wooden fence. Cllr Crane would follow this up.

The footpath in Claypits Lane runs down to the entrance to the field where the Solar Farm is to be located. It was noted that water builds up there and this needed to be dealt with as part of the planning application. It was suggested that the Parish Council should wait to see if the application for the Solar Farm progressed before following this up. Cllr Crane would monitor the situation and report back at the July meeting.

A parishioner at the meeting questioned the footpath at Parsonage Farm only being accessible at one end. Cllr Crane responded by saying that the requirement is to provide access by stiles but where possible gates have been installed to give greater access. However, this is not possible where there are cattle on the field as there is the potential for the cattle to escape if the gate is left open.

### **12.2 Dog Fouling**

There have recently been 3 reports of dog fouling and letters have been sent to those identified. The Chair encouraged everyone to continue to report incidences, stressing that the complainants details will remain completely confidential.

## **13.0 Community Hub**

### **13.1 General Update**

The work to install a separate meter for the Parish Room, which was reported on in April, is still outstanding. Rob has been asked to co-ordinate the work with Shaun Hudson. There have been issues with the all-access WC, and Rob has kindly agreed to meet the cost of the work. The issue of the bollards being knocked down is still on-going. There would be costs for moving the two by the staff parking spaces. A site meeting will be arranged in order to agree the way forward.

### **13.3 To Consider Provision and Position of Noticeboards**

Cllr Crane was identifying costs for noticeboards and a lectern for a footpath map and these would be brought to the June meeting for a decision. The Chair stated that if the question of notice boards could not be resolved the remaining Bell Homes donation could be spent on additional plants to ensure that people and dogs do not walk through the gravel.

### **13.4 To Agree any Expenditure**

There was no expenditure

## **14.0 Community Led Planning and Neighbourhood Planning**

### **14.1 Community Led Planning Update**

The Steering Group's responsibilities were now at an end with three of the group keeping a watching brief over activities for a further year. There was a need to consider how the volunteer groups were going to be monitored and to ensure that any new groups sign their terms of reference and carry out risk assessments. Jennifer Jarrett has indicated that for actions planned or already started she will liaise with the Parish Council. Any new groups starting up will need to be addressed and allocated to a lead Cllr.

#### **14.1.2 Identify Councillor to lead on Cycle Routes**

**Resolved:** Cllr Prince would take on this role.

### **14.2 Neighbourhood Planning**

#### **14.2.1 Update from the NP Steering Group**

The Chair reported that the draft has now been finalised, additional photographs taken for specific parts of the Plan and a timetable of future actions agreed.

**14.2.2 To Approve Final Draft of Neighbourhood Plan**

The Chair outlined the most fundamental revisions that had been made to the Draft Neighbourhood Plan since the informal consultation.

- Some appendices had been added including a report of the informal consultation with all the comments recorded
- One or two of the policies have been re-worded to strengthen up the commitment to self-build
- The section on the target numbers has been revised due to a change of policy by Herefordshire Council. Wellington's expected 18% growth is now based on the number of properties in the whole parish rather than the core of the village. This has resulted in 77 houses being needed in the plan period. The Chair added that this requirement would be fulfilled by planning approvals since 2011 and the 31 dwellings proposed in the plan and there was no need to identify additional sites.
- To ensure organic growth, the phasing of the sites has been revised.

**Resolved:** A majority of Cllrs agreed to formally adopt the Neighbourhood Plan and to consider it finalised with no further amendments.

Cllr Prince wished it to be noted that he did not agree with some sites being put forward, but this decision had already been approved at previous Parish Council meetings.

**14.2.3 To Approve taking the NDP to Regulation 14**

The Regulation 14 stage is the Parish Council's formal consultation for a six week period. Every household will be notified of this and where they can see the Plan both electronically and in hard copy. It was noted it was a formal procedure and comments have to be sent in on formal representation forms and cannot be anonymous.

**Resolved:** To take the final draft of the Neighbourhood Plan to the Regulation 14 stage.

**14.2.4 Update on NP Grant Phase 2**

The Clerk confirmed that a second stage application for a Neighbourhood Planning Grant had been submitted for £2,604.60 which would cover consultant's fees for the next stage and also the cost of printing hard copies of the Neighbourhood Plan and mailing out to all households. The Clerk expected that a result of the application would be known within a fortnight.

**14.2.2 Next Steps**

There was nothing further to report

**15.0 To Note the Information Sheet (May 2015) and any other updates**

**Resolved:** The Information sheet was noted.

**16.0 To Raise Items for the next Scheduled Parish Council Meeting**

Update on Facebook, Playground Initiative, Local Council Award Scheme, Bus Shelter, Flooding at The Mill and Mill Lane.

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

Thursday 4<sup>th</sup> June 2015 at 7.30 pm.

The meeting closed at 9.30 pm

Signed ..... Date 14<sup>th</sup> May 2015  
Chairman of Wellington Parish Council