

WELLINGTON PARISH COUNCIL

Annual Meeting of the Parish Council held at the Community Centre
at 7.30pm on Thursday 12th May 2016

Item	Minutes	Action														
	<p>Present Parish Cllrs: Mrs L Langford (Vice Chair), Mr S Crane, Mr B Prince, Mr D Wood Also in attendance: Ward Cllr Crockett, Mrs Chris Bucknell (Parish Clerk) and 18 members of the public.</p> <p>1.0 To Elect A Chairman/Sign Declaration of Office Cllr Langford was proposed by Cllr Prince and seconded by Cllr Wood. All were in favour. Cllr Langford was thus elected Chairman of Wellington Parish Council and signed the Declaration of Office.</p> <p>2.0 To Elect A Vice Chairman/Sign Declaration of Office Cllr Wood was proposed by Cllr Langford and seconded by Cllr Crane. All were in favour. Cllr Wood was thus elected Vice Chairman of Wellington Parish Council and signed the Declaration of Office.</p> <p>3.0 To Accept Apologies for Absence – None</p> <p>4.0 To Receive Declarations of Interest There were no declarations of interest</p> <p>4.1 To Consider Requests for Dispensations There were no requests for dispensation</p> <p>4.2 To Adopt Standing Orders and Code of Conduct All Cllrs were circulated with copies of the Standing Orders and Code of Conduct. 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 with all activities being carried out in line with the Standing Orders and Code of Conduct. Resolved: The Parish Council confirmed their adoption of the Code of Conduct and Standing Orders</p> <p>5.0 To Elect other Officers, Committees and Working Groups</p> <table border="1" data-bbox="185 1525 1361 1933"> <tbody> <tr> <td data-bbox="185 1525 770 1615">Finance Working Group</td> <td data-bbox="770 1525 1361 1615">Cllrs Langford and Parish Clerk (others to be co-opted as appropriate)</td> </tr> <tr> <td data-bbox="185 1615 770 1666">Community Hub Management Group</td> <td data-bbox="770 1615 1361 1666">Cllrs Langford, Prince, Wood</td> </tr> <tr> <td data-bbox="185 1666 770 1718">Community Hub Manager</td> <td data-bbox="770 1666 1361 1718">Cllr Wood</td> </tr> <tr> <td data-bbox="185 1718 770 1769">Webmaster</td> <td data-bbox="770 1718 1361 1769">Cllr Wood</td> </tr> <tr> <td data-bbox="185 1769 770 1821">Social Media Co-ordinator</td> <td data-bbox="770 1769 1361 1821">Parish Clerk</td> </tr> <tr> <td data-bbox="185 1821 770 1872">Neighbourhood Plan Working Group</td> <td data-bbox="770 1821 1361 1872">Cllrs Langford, Prince and Jenni Gowan</td> </tr> <tr> <td data-bbox="185 1872 770 1933">Emergency Co-ordinator</td> <td data-bbox="770 1872 1361 1933">None appointed</td> </tr> </tbody> </table>	Finance Working Group	Cllrs Langford and Parish Clerk (others to be co-opted as appropriate)	Community Hub Management Group	Cllrs Langford, Prince, Wood	Community Hub Manager	Cllr Wood	Webmaster	Cllr Wood	Social Media Co-ordinator	Parish Clerk	Neighbourhood Plan Working Group	Cllrs Langford, Prince and Jenni Gowan	Emergency Co-ordinator	None appointed	
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Emergency Co-ordinator	None appointed															

Footpath & PROW Officer	Cllr Crane
Balfour Beatty & Lengthsman Liaison	Cllr Langford, supported by Cllr Prince
Representative on Wellington Community Association	Cllr Wood
CLP Implementation Group Liaison	Cllr Prince and Parish Clerk

Resolved: To appoint Officers and Working Groups as above.

6.0 To Adopt the Minutes of the Regular Meeting of the Parish Council held on Thursday 7th April 2016

Resolved: The Minutes were confirmed and signed by the Chair

7.0 To Receive Brief Reports from

7.1 Ward Cllr Pauline Crockett

- Herefordshire Council's proposed sale of smallholdings was still underway with an agent having been appointed to oversee the sale. The project had been referred to the Ombudsman due to an alleged failure to follow due process and nothing would progress until the outcome of this is known.
- The decision to withdraw funding from SHYPP (Sheltered Housing for Young People Project) has been upheld despite objections from Cllr Crockett and others.
- 1 Ledbury Road is having problems with staffing and it may be that at the end of the 12 month period it will be forced to close. The recommendations and options are being reviewed
- A project to repair and restore the suspended ceiling in the Shirehall has been approved at a cost of £125k
- An assessment of Elgar House and Nelson House has been carried out. This will include a significant refit so that a number of HC Teams can move up there.
- Cllr Crockett thanked Wellington Parish Council for all their support, saying that in her time in office she had dealt with 110 planning applications with 22 still outstanding.

7.2 Safer Neighbourhood Team Update

The SNT May Newsletter had been circulated to all Cllrs. The Clerk had followed up Mr Makin's comment at the last meeting regarding incidents on his land not being reported in the newsletter. PCSO Ekanite had confirmed that the incidents had been followed up and documented in the March issue of the SNT Newsletter. This had been communicated to Mr Makin.

8.0 Communications

8.1 Update on Website Administration

Cllr Wood confirmed that Dreamweaver had been loaded onto the Parish laptop but there had not yet been an opportunity to train the Clerk in its use. This would be carried out as soon as possible. Apologies were given to the public that the website was not up to date.

8.2 Wellington Primary School

There was no further update.

8.3 Letter to New Residents

The proposed letter gave an update on the NDP and CLP and had been circulated to all Cllrs for comment. The letter would be delivered to the new development and to other houses where it was known that there were new residents who may not be informed about the latest initiatives.

11.0	<p>To Consider Planning Matters</p> <p>Item 11.1 To Consider any Planning Applications</p> <table border="1"> <thead> <tr> <th>Ref Number</th> <th>Application</th> </tr> </thead> <tbody> <tr> <td>161211</td> <td>Avallon, Bridge Lane, Wellington – work to trees</td> </tr> </tbody> </table> <p>The applicant had been out of the country and Jenny Guille, Tree Warden, had been unable to visit the property. Cllr Wood said that he had been told by a parishioner that the works had already been carried out but it was not known if this work referred to previous applications. The pruning appeared not to have been done well but Jenny Guille confirmed that the tree would grow back over time. It was agreed to submit a comment saying that the Parish Council had no problem with the proposal to fell the ash trees but that the conifers should either be left up or if taken down, replanted.</p> <table border="1"> <thead> <tr> <th>Ref Number</th> <th>Application</th> </tr> </thead> <tbody> <tr> <td>161031</td> <td>Notts House, Wellington – Proposed Access Drive off Ford Lane</td> </tr> </tbody> </table> <p>It was noted that this was retrospective permission for a drive which already existed. There were no objections</p> <table border="1"> <thead> <tr> <th>Ref Number</th> <th>Application</th> </tr> </thead> <tbody> <tr> <td>161018</td> <td>Cantona Cottage, Wellington – Proposed enclosure of existing veranda</td> </tr> </tbody> </table> <p>There were no objections</p> <table border="1"> <thead> <tr> <th>Ref Number</th> <th>Application</th> </tr> </thead> <tbody> <tr> <td>161115/6</td> <td>Ognal Cottage, Bridge Lane, Wellington – Proposed conversion of existing garage</td> </tr> </tbody> </table> <p>The Parish Council welcomed the proposals. It was noted that the trees had already been removed and Councillors would like to see at least one tree of an appropriate type replanted on the site.</p> <table border="1"> <thead> <tr> <th>Ref Number</th> <th>Application</th> </tr> </thead> <tbody> <tr> <td>161182/4</td> <td>Land at Stocks Farm, Wellington – Proposed conversion of listed Hay Barn to residential dwelling. Proposed 4 residential units with cycle store</td> </tr> </tbody> </table> <p>It was noted this was within the village development envelope and had been granted planning permission before; development was postponed because the village shop was temporarily housed there whilst the Community Hub project was being developed. The resident of East Cottage requested more details as this development would overlook their property. It was also noted that there was potentially a safety issue as the road and pavement were narrow and construction traffic needed to have conditions imposed to ensure that children walking to and from school were protected. Cllr Wood said he was pleased to see smaller and potentially affordable development being undertaken in the village. It was agreed that Cllr Langford would write a response based on support of the application, but noting the points made above about safety issues. This would be circulated for Cllr comment before submission.</p> <p>Resolved: To submit comments to the Planning Department based on the above observations.</p>	Ref Number	Application	161211	Avallon, Bridge Lane, Wellington – work to trees	Ref Number	Application	161031	Notts House, Wellington – Proposed Access Drive off Ford Lane	Ref Number	Application	161018	Cantona Cottage, Wellington – Proposed enclosure of existing veranda	Ref Number	Application	161115/6	Ognal Cottage, Bridge Lane, Wellington – Proposed conversion of existing garage	Ref Number	Application	161182/4	Land at Stocks Farm, Wellington – Proposed conversion of listed Hay Barn to residential dwelling. Proposed 4 residential units with cycle store	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>LL / Clerk</p>
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Item 11.2 Update on Planning Appeals

Reference	Application
P150929/F	Stocks House Farm, Land West of C1109 Upper Wellington. Proposed installation of an 1 MW solar photovoltaic (PV) farm and ancillary infrastructure.

This appeal had been dismissed

Reference	Application
3141403	Kingcup Cottage, Wellington Marsh

The appeal on Kingcup Cottage was ongoing. The Planning Officer involved had been asked by the applicant's agent to consider giving an agreement in principle for self-build units but had refused. He was also tacking the Planning Inspectorate as the appellants were allowed to make comments outside of the consultation period.

Reference	Application
P143769/F	Proposed construction of six poultry houses, feed bins, ancillary works, erection of biomass boiler building and single storey ancillary building.

CLlr Crockett noted that the Appeal on the on the above application had been granted so this development would be going ahead.

Item 11.3 To Note any Decisions/Notifications Received

Reference	Application	Determination
P160634/K	The Harbour, Wellington. Proposed works to remove a copper beech tree that has outgrown part of an existing copper beech hedge.	Approved

Item 11.4 Other Housing Issues**11.4.1 Bell Homes and Section 106**

There was no further update. It was agreed to remove this item from the agenda.

12.0 To Consider Highways Issues**12.1 A49 Issues**

The Chair had been following up on the issue of the blocked footpath at The Old Comrade. Chris Tabram, Principle Partnership Engineer at Kier was suggesting, despite communications with Kier in the past, that the best course of action would be to go through the Highways Agency. It was understood that the latest situation relating the to the A49 Old Comrade was that a scheme to provide 'pedestrians use other footway' signs on the footway on the same side as the Old Comrade together with the installation of an uncontrolled crossing location north of the Old Comrade, was currently being considered although he had also indicated that this would not be a quick process as the scheme would have to be evaluated and the Highways Agency budget was already heavily committed.

The Chair felt that if a resolution to this issue was to be achieved there needed to be pressure from higher up and suggested that Bill Wiggin MP were contacted to see if he could add his support.

Resolved: The Chair would draft a letter to Bill Wiggin which would be sent around Cllrs for approval.

LL

It was also noted that Cllr Pauline Crockett was following up on the issue and Cllr Kema Guthrie had requested that the regular meetings with the Highways Agency were resurrected.

12.2 To Receive Other Highways Issues

12.2.1 Flood Report (The Mill)

The Wellington Flood Event Report, which had come out of a meeting with Balfour Beatty in the Autumn, had been circulated to all Councillors.

The options recommended for flood alleviation were:

- The stock fencing at the watering hole to be repositioned to prevent the build-up of debris that may cause water to spill out of the bank
- To lower the kerb and pathway on the downstream side of the road at the brook crossing creating a clear path for the water to reach the brook. Statutory utilities crossing through the footway may cause some issues with this option.
- To provide property level protection for The Mill properties such as fitted flood boards at thresholds.

Conclusion of the Report - Spillway improvements to be considered as a potential highway drainage scheme. This would be reliant on funding being available.

Cllr Crane noted that water collecting on Vinery Corner, due to a blocked drain, was dangerous and causing problems. The Chair said she would go back and ask for this issue to be included in the report.

The recommendations and conclusion of this report would continue to be followed up.

LL

12.2.2 Tarmac Lorries (North Road)

At the April PC meeting it had been agreed to write a letter to Neil Forsyth, the community contact at Tarmac, reiterating the informal agreement that Tarmac lorries would not go through the village. It was agreed to ask Tarmac to make sure their lorries only used the village if it is the most direct route and to ensure that speed is considered at all times. It was also noted that this was an informal agreement and the lorries, unless speeding, were not breaking the law. It was also noted that not all the lorries were from Tarmac or their subcontractors.

Resolved: The Chair to draft a letter and circulate to Cllrs for comment

LL

It was suggested that advisory signs 'Road Not Suitable for HGVs' could be considered. The Chair would follow this up.

LL

12.2.3 Drainage at The Marsh and Auberrow

The Chair had received an email from Nick Holt, Flooding Performance Manager at Welsh Water who was confident that the flooding at Wellington Marsh had been caused by groundwater infiltration to the sewer network during a winter of persistent heavy rainfall (2013-14). Nick had gone on to say that analysis of the Almshouses pumping station showed consistently high levels during the flooding period, which had not occurred since, concluding that the only inflow that could have caused these high levels was groundwater infiltration, or a connection from a ditch or similar, although Welsh Water had found no such connections.

Welsh Water surveys in Wellington Village had not identified any significant sources of infiltration upstream of Almshouses, even during wet weather. There was known infiltration at Auberrow, which would have more direct impact on the Old Comrade SPS and Welsh Water will progress works to remove this.

The Chair would be kept informed throughout and would report back.

LL

	<p>12.2.4 Bus Stop at Mill Lane Cllr Prince noted that he was unwilling to take pictures of the issue as this may involve children.</p> <p>Resolved: It was agreed not to progress this without the necessary evidence and the item would be taken off the agenda.</p> <p>12.2.5 Procedure for Reporting Unauthorised Tree Work The Clerk had reported contravention issues related to 151954 - Land adjacent to Ravensholt to the Planning Enforcement Team and to the Planning Officer but it was noted that when this had been done previously there had been no response.</p> <p>12.2.6 Identification of work to be carried out and any other updates Cllr Prince reported that cars from Watermill were parking in Mill Way. Cllr Prince also reported that the road surface in Mill Lane had deteriorated badly in places. Dead trees have also been thrown onto the bank. The Chair would look into this with Phil Pankhurst.</p> <p>12.3 Update on Lengthsman and P3 Grant There have been updates and changes regarding materials supplied for Public Rights of Way maintenance and Balfour Beatty are requesting that all P3 materials be pre-ordered. Cllr Crane noted that this was difficult to do as much of the work was reactive. See also item 13.1.</p>	LL
13.0	<p>Report on Footpaths</p> <p>13.1 Update on Footpath Maintenance Cllr Crane and the Chair had reported a car parked on Claypits Lane, which does not have vehicular access. The police had issued an incident number and suggested putting a note on the windscreen saying that there was no parking allowed and if it happened again the car would be reported. This had been done and the car had not been back since.</p> <p>The current PROW furniture was in good order and Cllr Crane was looking at replacing stiles with more accessible stiles or gates, accepting that this was not possible in all areas. Cllr Crane proposed carrying out a survey of all the furniture and putting a plan into Balfour Beatty for anything that needed changing or repairing.</p> <p>WG34 was blocked from A49 across the field. There is a big bund where the digester was to be stationed. It was agreed the Clerk would report that WG34 was blocked at Haywoods Lane end by a high earth bund. (<i>Ref No: CAS-576846-X3C7F4</i>)</p> <p>Some new residents had commented that the signage was confusing on WG11 as it leaves Parsonage Fields and enters agricultural land. It was agreed to put an A3 footpath map on the noticeboard and to include a map in the pack for new residents. It was noted it may also be useful to put a sign at the other end of the footpath in question.</p>	SC Clerk
14.0	<p>Community Hub</p> <p>14.1 Update from the Working Group Cllr Wood reported that a concrete bollard outside the Community Hub had been knocked down and had now been reinstated at no cost to the Parish Council.</p> <p>The new notice board has been delivered and was awaiting installation</p> <p>Two hand soap pump dispensers had been stolen from the public toilet. Rob had proposed the Parish Council consider buying a wall mounted soap dispenser. This was agreed and Cllr Wood would get the details and forward to the Clerk who would purchase the dispenser.</p> <p>Computer Courses for Beginners were currently taking place in the Community Room but Allpay were withdrawing their internet access which will make delivering the course impossible in the short term. Cllr Wood noted that it had always been agreed that the Parish Room would not take away business from the Community Association but in this instance he asked the Parish Council to</p>	DW/ Clerk

<p>15.0</p> <p>16.0</p>	<p>approve the use of the Parish Room for delivery of the IT course for 6th June and 13th June 2016. This was agreed. Once an alternative internet provider had been found the course would return to the Community Room.</p> <p>14.2 To Consider any Expenditure The purchase of a soap dispenser was agreed as noted in 14.1</p> <p>Update from the Community Led Planning Groups</p> <p>15.1 Report from the CLP Implementation Group The Implementation Team had met on 27th April 2016. All projects had been reviewed and actions agreed. The group thanked Cllr Prince for his input into the meeting.</p> <p>15.2 To Agree Expenditure on Community Noticeboard John Hayward reported that the company who had been chosen to supply the noticeboard were not currently in a position to progress it. This would be brought back to the June meeting for approval.</p> <p>15.3 Community Speedwatch Following the request to review the speed in The Row, Ian Connolly (West Mercia Police) had surveyed that area but could not find a place deemed safe enough for the speed watchers to operate. He had been asked to review this. Meanwhile 2 further sessions were planned.</p> <p>15.4 Update on Playground Initiative At a presentation to the WCA on 11th April it had been agreed that WellPAC should be included under the umbrella of the Community Association and the CLP Team thanked the members of the WCA. Following two drop in sessions (one at the school and one in Parish Room) where the plans for WellPAC were on display a meeting was held on 25th April which was attended by 7 new interested parties all of whom had children. 2 had agreed to be trustees on WCA (Jo Duncan and Alison Ovenden) and Chris Riches and Lee Farnell agreed to lead the WellPAC group. The group noted that there were very pleased to have parents involved. They would be supported by the CLP Implementation Team with regular updates being given to the Parish Council.</p> <p>15.5 Update on location of Benches The Clerk reported that Mr Colbatch Clark had finally responded to the many phone calls and emails and had offered to meet with the Chair of the Parish Council and with John Allender on a date still to be agreed.</p> <p>15.6 Cycle Routes There had been no further meetings.</p> <p>15.7 Other Updates IT - The Computing for Beginners course went ahead with 10 attendees. A further 5 sessions were now in place starting 9th May and this would be a continuing theme for future courses. Neighbourhood Watch – It was not clear whether all aspects were being run effectively since John Taylor left. Dave Willis was investigating the way forward for local information with Rob and would talk to the PCSO. A further report will be given at the next Parish Council Meeting</p> <p>Neighbourhood Planning The Referendum would take place on 7th July. It was noted that some members of the community were unaware of the NDP and had a general lack of understanding about the Referendum. It was reported that the referendum would be run by the Elections Team at Herefordshire Council, following all the processes and protocols used for mainstream elections, the Parish Council having no role in its organisation or execution. There would be formal voting cards and postal votes for those who are registered.</p>	
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