

WELLINGTON PARISH COUNCIL

Annual Meeting of the Parish Council held at the Community Centre
at 7.30pm on Thursday 4th May 2017

Item	Minutes	Action																		
	<p>Present Parish Cllrs: Mrs L Langford (Chair), Mrs J Gowan, Mr B Prince, Mr S Crane Also in attendance: Mrs Chris Bucknell (Parish Clerk) and 21 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 Gowan. 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 Gowan was proposed by Cllr Langford and seconded by Cllr Crane. All were in favour. Cllr Gowan was thus elected Vice Chairman of Wellington Parish Council and signed the Declaration of Office.</p> <p>3.0 To Accept Apologies for Absence – Cllr Campbell and Ward Cllr Crockett</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="197 1550 1401 1989"> <tbody> <tr> <td data-bbox="197 1550 865 1659">Finance Working Group</td> <td data-bbox="865 1550 1401 1659">Cllr Langford, Cllr Gowan and Parish Clerk Cllr Langford would continue to carry out in-year financial scrutiny</td> </tr> <tr> <td data-bbox="197 1659 865 1693">Community Hub Manager</td> <td data-bbox="865 1659 1401 1693">Cllr Campbell</td> </tr> <tr> <td data-bbox="197 1693 865 1767">Community Hub Management Group</td> <td data-bbox="865 1693 1401 1767">Cllr Campbell, Cllr Gowan, Cllr Langford and Cllr Prince</td> </tr> <tr> <td data-bbox="197 1767 865 1800">Website and Social Media Co-ordinator</td> <td data-bbox="865 1767 1401 1800">Postponed pending planning meeting</td> </tr> <tr> <td data-bbox="197 1800 865 1834">Emergency Co-ordinator</td> <td data-bbox="865 1800 1401 1834">Not filled</td> </tr> <tr> <td data-bbox="197 1834 865 1868">Footpaths and Public Rights of Way Officer</td> <td data-bbox="865 1834 1401 1868">Cllr Crane</td> </tr> <tr> <td data-bbox="197 1868 865 1901">Balfour Beatty and Lengthsman Liaison</td> <td data-bbox="865 1868 1401 1901">Cllr Langford supported by Cllr Prince</td> </tr> <tr> <td data-bbox="197 1901 865 1935">Representative on WCA</td> <td data-bbox="865 1901 1401 1935">Cllr Gowan</td> </tr> <tr> <td data-bbox="197 1935 865 1989">Community Led Plan Implementation Group Liaison</td> <td data-bbox="865 1935 1401 1989">Cllr Prince and Parish Clerk</td> </tr> </tbody> </table> <p>Resolved: To Appoint Officers and Working Groups as above</p>	Finance Working Group	Cllr Langford, Cllr Gowan and Parish Clerk Cllr Langford would continue to carry out in-year financial scrutiny	Community Hub Manager	Cllr Campbell	Community Hub Management Group	Cllr Campbell, Cllr Gowan, Cllr Langford and Cllr Prince	Website and Social Media Co-ordinator	Postponed pending planning meeting	Emergency Co-ordinator	Not filled	Footpaths and Public Rights of Way Officer	Cllr Crane	Balfour Beatty and Lengthsman Liaison	Cllr Langford supported by Cllr Prince	Representative on WCA	Cllr Gowan	Community Led Plan Implementation Group Liaison	Cllr Prince and Parish Clerk	
Finance Working Group	Cllr Langford, Cllr Gowan and Parish Clerk Cllr Langford would continue to carry out in-year financial scrutiny																			
Community Hub Manager	Cllr Campbell																			
Community Hub Management Group	Cllr Campbell, Cllr Gowan, Cllr Langford and Cllr Prince																			
Website and Social Media Co-ordinator	Postponed pending planning meeting																			
Emergency Co-ordinator	Not filled																			
Footpaths and Public Rights of Way Officer	Cllr Crane																			
Balfour Beatty and Lengthsman Liaison	Cllr Langford supported by Cllr Prince																			
Representative on WCA	Cllr Gowan																			
Community Led Plan Implementation Group Liaison	Cllr Prince and Parish Clerk																			

6.0 To Adopt the Minutes of the Regular Meeting of the Parish Council held on Thursday 6th April 2017
Resolved: The Minutes were confirmed and signed by the Chair

7.0 To Receive Brief Reports from

7.1 Police Update

The Safer Neighbourhood Team Newsletter had been circulated to all Councillors. There were no local incidents reported.

7.2 Ward Cllr Pauline Crockett

Cllr Crockett was not in attendance

8.0 Communications and Updates (not requiring decision)

8.1 Wellington Primary School

Cllr Langford had emailed the Headteacher who reported that Herefordshire Council had visited and confirmed that the boiler would be replaced. There had been no official notification of the start date of this work but it was hoped it would be carried out over the summer break.

9.0 Open Time

The condition of the road on the entrance to the village was discussed. Cllr Langford reported that this was not a priority for Balfour Beatty as there were many other roads in a worse state and it was not deemed to be a risk. Cllr Langford would continue to follow this up.

Cllr Prince reported that the doors and windows at Watermill had now all been replaced and residents reported that following this work it was much quieter and warmer in their houses. The residents wished to thank the Parish Council for their intervention which had resulted in this work being carried out.

A resident asked about whether an additional rubbish bin could be installed in the village as there was not one past the Vinery and one was needed at the bottom of Millway. Cllr Langford said she would follow it up with Phil Pankhurst. *Post Meeting Note: Phil Pankhurst had replied to say that Balfour Beatty did not have the resource to maintain extra bins and if these were required then they would have to be installed by, and maintained in full by, the Parish Council. The emptying could be carried out by the Lengthsman but there would be waste transfer legislation to consider.*

Cllr Prince was concerned about children making dens in the banks of Millway and pulling branches down from the hedges, leaving them in the road. Cllr Langford would talk to Phil Pankhurst. It was suggested that this was put into the next Newsletter and that the Headteacher of the School be contacted to see if this could be reinforced with the pupils. *Post Meeting Note: Phil Pankhurst confirmed that it was an offence under the Highways act to deposit anything on the highway, saying that normally the Landowner had a general responsibility but in these circumstances the depositing was being carried out by a third party without the knowledge of the owner.*

10.0 Financial Matters

10.1 Bank balances: Treasurer's Account £33,823.54 Business Instant Access £59,144.67.

Income since April meeting – £12,125.49	Herefordshire Council Green Spaces Grant	£312.90
	WCA Payment for Installation of Sports Field Sign	£60.00
	April Interest	£2.59
	Herefordshire Council Precept Part 1	£10,750
	Deposit from Carol Lloyd to be held pending conclusion of lease transfer	£1,000

LL

LL

Other financial issues

- The April rent from Wellington Delights had not yet been received and the Clerk had written to Rob Ruck to confirm that this remained his responsibility until the lease was transferred.
- Invoice 008/16 issued to Robert Ruck for repair of Post Office till £750.70 (now overdue)
- Invoice 02/17 – issued to Herefordshire Council for Quarter 3 and 4 Lengthsman and P3 Grant £2,479.47
- PWLB Loan Payment taken out of the bank on 2/5/17 - £7,428.11

10.2 To Agree Payments made since last meeting

Payment	Expenditure	Amount
BACS	Global Locking invoice 149038. Keys for Parish Room £32 + VAT	£38.40

Resolved: Payment Approved

10.3. To agree payment of outstanding invoices

Payment	Expenditure	Amount
BACS	Jane McNeill Invoice 25. Cleaning of Parish Room April 2017	£40.00
Chq 1010	Richard Mills Invoice 3155. Pothole Repairs. £215 + VAT	£258.00
BACS	D C Gardening Invoice 33-1718 Work at Community Hub, Cemetery and Bus Stop April 2017. £360 + VAT	£432.00
BACS	Viking Invoice 137844 Ink cartridges. 50% of net cost to be reclaimed from DMGPC. £71.84 + VAT	£86.21

Resolved: Payments Approved

10.5 To Agree Budget Consideration of Reserves

The Clerk explained that Wellington had been chosen to be part of a 5% sample to undergo an Intermediate Audit for which the Auditors required to know the current Reserves Position. Cllr Langford had prepared a document and circulated to all Cllrs in advance of the meeting. Cllr Langford went through the level of reserves against each category and explained why these were needed. Cllr Langford also outlined why interest rates needed to rise before it would be in the public interest to pay off some of the outstanding loan and she was keeping this under review.

Resolved: Reserves position approved

10.6 To Consider How Section 106 Monies would be Managed and Allocated

It was suggested that Section 106 be placed on the agenda for the July meeting and thereafter every 6 months so that the position could be kept under review. This was agreed

10.7 To Consider Renewal of Insurance Policy

The Clerk reported that the Insurance Policy became due for renewal on 1st June 2017. Renewal cost was £1,044.33 (£1,001 in 2016/17). 75% of the cost of the Community Hub building was invoiced back to the shop keeper. In 2016/17 this was £412.65 – the exact figure for the coming year was currently being confirmed. The Clerk noted that Came and Company had always been very responsive to requests for information and recommended that the policy was renewed for the coming year.

Resolved: To renew the Insurance Policy with Came and Company

Payment	Expenditure	Amount
BACS	Came and Company Policy No 24414511 CHC	£1,044.33

10.8 To Confirm Lengthsman and P3 Grant funding for 2017/18.

The Clerk reported that following receipt of all invoices related to work in 2016/17 the total grant accessed was £3,203.47 against a total grant available from Herefordshire Council of £3,853, leaving £649.53 grant unspent which would have had to have been matched by the Parish Council.

The grant and match funding for 2017/18 had been confirmed as

	Total	Parish contribution	Herefordshire Council
Lengthsman	£1,251.00	£834.00	£417.00
P3	£1,033.50	£238.50	£795.00
Total	£2,284.50	£1,072.50	£1,212.00

11.0 To Consider Planning Matters

11.1 To Consider any Planning Applications

Ref Number	Application
171273	Lonicera, Wellington, Hereford. Works to Various Trees. <i>The Tree Warden was supportive of these proposals</i>

Resolved: To submit comments to Hereford Council based on this recommendation

11.2: To Note any Decisions/Notifications Received

Reference Number	Application	
P171032/ XA2	Khotla, Wellington - Application for approval of details reserved by condition 3 attached to planning permission 161262 (bricks and tiles).	Approved
161611	Brick House, Wellington – site for dwelling	Withdrawn
170796	Stocks House Farm, Wellington – Tree Works.	Awaiting Decision
171013	Land near The Beeches, Wellington – Tree Works.	Approved
171122	The Ridges, The Row, Wellington – Tree Works	Awaiting Decision

Reference Number	Application
170323	Westfield Farm House, Auberrow. This application was no longer on the planning website and this would be followed up.

Post Meeting Note: Application 170323 was deemed by the Planning Team to be invalid due to the applicant not notifying the highways department prior to submitting the application. The application also did not include the change of use from agriculture to residential.

11.3 To Consider Other Planning Issues

Cemetery Parking – There had been no further response from the planners. The Clerk had confirmed that there would be no additional insurance premium to cover the proposed land in terms of public liability but if there were assets to cover against loss or damage (fences, gates etc) there would be an additional cost.

12.0 To Consider Highways Issues

12.1 A49 Issues

Cllr Prince voiced concern about vehicles crossing the A49 entering and leaving the village. Cllr Langford confirmed that vehicles coming out of the village had right of way. This had been followed up on many occasions and it was felt it could not be progressed any further.

12.2 Blocked Footpath at Old Comrade

Cllr Langford and Cllr Crockett had met with a representative from the Highways Department and the residents of the Old Comrade. It was noted that the path in question was not and never had been a footpath. The residents of The Old Comrade were happy for it to be made into one but this would require a ramp to be installed together with steps and a drain. Cllr Crockett will continue to

follow this up and will keep the Parish Council and residents informed.

12.3 To Receive Other Highways Issues

12.3.1 Drainage at The Marsh and Auberrow

There was no further update.

12.3.2 Update on Beware of Horses Signs

The signs had been made and Cllr Langford had met with the Lengthsman to agree where there were to be installed. It is expected the work would be carried out within the next week.

12.4 Identification of work to be carried out and any other updates

Cllr Gowan and the Clerk had attended a Balfour Beatty Parish Liaison Meeting and Cllr Gowan had produced a briefing paper which was read out at the meeting. The key points are noted below:

- Members of the public were encouraged to report defects via the website as the system allowed for defects to be reported directly to the Locality Stewards.
- In the last budget year 20% of the entire network had been re-surfaced.
- The forthcoming annual plan had designated A & B roads as in need of investment but U and C roads as not needing investment which was not good news for Wellington as the roads were all C & U. By investment Balfour Beatty meant resurfacing not reactive repairs. The state of the roads was in direct correlation to the number of miles of road and the population who can contribute via council tax – Herefordshire being a big county with few people meaning there was less funding available per mile of road.
- Herefordshire Bridges - 240 were classed as poor or very poor (structurally rather than surface wise) and 160 needed re-strengthening. It was noted this was an example of where money must be prioritised over lesser used roads.
- Pothole categorisation/response time was changing this year: Cat 1's which were 24 hours are now 7 days but with A&B roads done the following day. Cat 2A is now 28 days and a new category 2B coming in at two months to repair. Balfour Beatty claim that this made planning much easier and there was a direct saving if Cat 1s (for example) could be geographically grouped together rather than dealt with individually. This was national policy and Herefordshire is among the first to adopt it.
- The entrance to Wellington village would not be resurfaced as it cannot be prioritised.
- The TRO for Auberrow to extend the speed limit is currently number 79 on the list. If Wellington wanted to pay for it to be prioritised the cost could be upwards of £5000.

13.0 Report on Footpaths

13.1 Update on Footpath Maintenance

Cllr Crane reported on work that had been done on the Footpaths including cutting back undergrowth in Wellington Woods which had received good feedback from those using the footpaths. 3 new signposts had been fitted and 2 more had been identified. Cllr Crane said that a lot of money had been spent on stiles and gates over the past years which had been a good investment for the future, particularly with the reducing level of P3 grant. Signage was starting to deteriorate and this would be a priority for 2017/18.

There had been complaints about the footpath network, some which had been easy to resolve and some less so. Cllr Crane thanked residents of Orchard's End who had addressed the issue with the hedge. The hedge running up the side of Plough House continued to be an issue. The path should be a minimum of a meter and it was currently only about half of that width with significant work needing doing on the hedge to make the footpath the required width. Cllr Crane would draft a letter to be sent to the residents. Several other paths were impassable and Cllr Crane would address these with the landowners.

Cllr Crane noted that more and more cars were being parked on public footpaths and he asked drivers to be mindful and to park courteously.

SC

<p>14.0</p> <p>15.0</p> <p>16.0</p>	<p>To Consider Parish Council and Community Website</p> <p>The Chair noted that with David Wood resigning from the Parish Council there was a need to look at the website and its future. The current websites (www.wellingtonparish.org.uk and www.wellingtonplan.com) were built in Dreamweaver which was not now widely used and the Clerk found it difficult to update and manage the websites in their current format.</p> <p>In preparation for the discussion the Chair and Clerk had looked at other Parish Council websites, many having a range of useful functions such as a live link to Herefordshire Council Planning. The Clerk had been in contact with Mark Millmore of Eyelid Productions, who specialised in building Wordpress websites for Parish Councils, and he had quoted £500 to set up the website which included transferring all the data from the current website. He would then charge £20 a year for hosting the site and an optional £100 a year for support which included training and automatic updating of buttons, links etc (if was felt this would be needed for at least the first year of operation). The Chair stated that the cost of running the current websites (Parish Council and NDP) equated to £146.22 per annum. If it were decided to move to a new website the only additional cost would be the fee for providing the new website and this would easily be recouped over the years with lower hosting costs. It was felt the NDP website was no longer needed and could be taken down.</p> <p>The Chair also suggested that the Parish Council should have a separate website to the community making it clearer and more easily navigable. If this was done there was a need to consider what was done with the current website, saying it could be converted to a Community website if there were someone willing to take on the management and updating of the site. It was noted that there had been strong support for a community website when the CLP was being developed and if that support were still out there this could be one means of achieving that outcome. If the website remained on its current platform the only costs involved would be £30 a year made up of £10 for the domain name and £20 for the hosting. The second option would be for the community to commission a new website from Mark Millmore, which he would do at the PC special rate of £500. Cllr Gowan had been in contact with the Community Groups currently using the Parish website and reported that there was overwhelming support and a wish to continue with it in some format. It was noted that this would be a decision that needed to be made by the community and it was suggested that this was left with the WCA and CLP Group to discuss and bring back to the June meeting.</p> <p>Resolved: To move forward with the new Parish Council website as soon as possible with a suggestion that there should be a meeting with Mark Millmore to clarify issues such as ongoing support, updates and development. Once the website was up and running ongoing and emerging issues could be addressed.</p> <p>Resolved: To produce a document detailing what content would go on the website and agree any protocols related to the management and updating of the site. This would be brought back to the Parish Council.</p> <p>To Consider Installation of Community Defibrillator</p> <p>15.1 To Approve Installation Expenditure</p> <p>The Chair reported that the Defibrillator did need an electricity supply and she was currently in contact with Shaun Hudson who had undertaken other electrical work at the Community Hub to arrange installation. Thanks were given to Lyn and Richard Bavin for all their help and support.</p> <p>Resolved: To approve installation expenditure of up to £200</p> <p>Community Hub</p> <p>16.1 Update from the Working Group (other than those to be covered under agenda item 23)</p> <p>There were no issues</p> <p>16.2 To Consider any Expenditure</p> <p>There was no expenditure.</p>	<p>CB/JG</p>
--	--	---------------------

17.0	<p>Update from the Community Led Planning Groups</p> <p>17.1 Report from the CLP Implementation Group The CLP Group had not met and there was no further update. A meeting had been arranged for 22nd May 2017.</p> <p>17.2 Playground Initiative The issue of identifying suitable land was still being pursued relentlessly.</p> <p>17.3 Ford Meadow – Progress and Opening Event The CLP Group reported they had put together a plan and budget for the grand opening of Ford Meadow which is planned to be held on 2nd July. However, there is a wish to show the meadow at its wild best but the weather has been such that now that the daffodils are over there is little else showing. The Group will continue to plan and arrange for volunteers to assist and will make the final decision about the opening event at the end of the month. It was noted that Planning Permission will be needed to erect the sign for Ford Meadow.</p> <p>17.4 Postcode Map Sign A proposal will be discussed at the next IMP meeting and a paper will be put to Parish Council in June.</p> <p>17.5 Welcome Pack Some ideas for content have been put together and a new volunteer had come forward to assist. It was intended that a paper would be put to the Parish Council in June.</p> <p>17.6 Other Issues and Updates There was nothing further to report or raise.</p> <p>17.7 To Consider any Expenditure There was no expenditure to consider</p>
18.0	<p>To Confirm Format for the Annual Parish Meeting This would take place on Thursday 11th May starting at 8.00pm and would consist of some short formalities followed by presentations from various local groups and organisations. Coffee, tea and biscuits would be provided.</p>
19.0	<p>To Note the Information Sheet (May 2017) and any other updates Resolved: The Information sheet was noted.</p>
20.0	<p>To Raise Items for the next Scheduled Parish Council Meeting To Consider the need for a NDP Monitoring Group, Cycle Paths (CLP Group), 30mph repeater signs</p>
21.0	<p>To Note Date and Time of the next Regular Meeting of the Parish Council Thursday 1st June 2017 at 7.30pm in the Community Centre.</p>
22.0	<p>Public Bodies (Admission to Meetings) Act 1960 Resolved: To close the meeting to the public and to discuss and minute Item 23 as a confidential item The public part of the meeting closed at 9.20 pm.</p>
	<p>Signed Date 1st June 2017 Chairman of Wellington Parish Council</p>