

WELLINGTON PARISH COUNCIL

**Parish Council Meeting held at the Community Centre
at 7.30pm on Thursday 1st November 2012**

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
1.0	<p>Present Parish Cllrs: Mr B Prince (Chair); Mrs J Gowan; Mrs L Langford; Mr G Porter; Mrs K Mayne; Mr D Wood</p> <p>Also in attendance: CSO Dean Wall (for item 4.2), Mr Ian Baker (for item 4.3), Mrs C Bucknell (Parish Clerk) and 11 members of the public.</p> <p>To Accept Apologies for Absence There were no apologies for absence</p> <p>1.1 Confirmation of procedure for filling vacancies The Clerk updated the meeting with the current position regarding the Parish Council vacancies. The Notice of Vacancies had been posted on Monday 8th October 2012 and, following the statutory period, there had been no request from the electors for an election to be held. The PC was therefore free to fill the vacancies by co-option. Anyone interested in being co-opted onto the Council should write to the Clerk expressing an interest. If there are more than 2 candidates (for 2 vacancies) the members will have to consider and vote for each applicant. If only 2 candidates apply members must still consider whether or not to co-opt one or both of those people. Applicants can be invited to attend prior to the meeting to meet members and to give a short presentation (3/4 minutes) on why they would like to be a Parish Councillor and what they feel they can offer to the community. There is no obligation on behalf of the Parish Council to co-opt anyone that is deemed to be unsuitable and the place(s) can remain unfilled as long as the quorum is met. Resolved: Procedure noted</p>	
2.0	<p>To Receive Decorations of Member's Interest Cllr Langford declared a non-pecuniary interest in item 8.1. This was noted</p> <p>2.1 To consider requests for dispensations There were no requests for dispensations</p>	
3.0	<p>To adopt the Minutes of Thursday 4th October 2012 An error was noted at the top of page 41/2012/13 Item 7.0. The minutes should read the <i>external</i> audit. Resolved: With this noted, the Minutes were confirmed and signed by the Chair</p>	
4.0	<p>To Receive Brief Reports 4.1 Herefordshire Council - Cllr Blackshaw: Cllr Blackshaw was not in attendance and no report had been received.</p>	

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5.0	<p>4.2 Local Police Officers: CSO Wall reported on the Neighbourhood Watch scheme which was operational again and spoke about the new messaging system which was replacing the Ringmaster system with immediate effect. Anyone wishing to continue to receive messages should go to the West Mercia Website and register http://www.westmercia.police.uk/register-to-receive-watch-messages.html</p> <p>Cllr Gowan informed the meeting that she had contacted all the previous NW Co-ordinators and informed them of the need to sign-up if they wanted to continue to receive messages. There had been limited response.</p> <p>4.3 Community Resilience and Emergency Planning Ian Baker, Herefordshire Council's Emergency Planning Co-ordinator outlined the current position regarding Community Resilience procedures across the county. A template had been produced which would help identify what help the community could offer if there were an incident. Mr Baker stressed that there was no statutory duty for the Parish Council to take part in the initiative but that it would greatly help the Emergency Planning Team and the blue light services if they knew what resources and skills could be made available. On completion of the template a simulation exercise could be set up, tailored to Wellington, which would help those involved to identify the role they could play in event of an emergency.</p> <p>Resolved: Cllr Mayne to complete the template and to bring to the December meeting.</p> <p>Open Time A member of the public, who did not have access to broadband asked where the minutes of the meetings could be found. Minutes were freely available on the website or by application to the Clerk. It was agreed to leave a copy in the shop for those who may not be able to access them by other means.</p> <p>The same member of the public drew attention to an article in the Hereford Times which said that a company called GRC would be working with Herefordshire Council and Parish Councils to bring broadband via satellite to rural areas. The Parish Council knew nothing about this but committed to look into it.</p> <p><i>(Post Meeting note: It was established that the article in the Hereford Times published by GRC was incorrect and a retraction will be issued. The Community Technology Grant is still available from Herefordshire Council and could be used to support equipment which would allow the public to access the internet. This grant can be accessed via an application made directly to Herefordshire Council. GRC have no involvement in this process)</i></p> <p>A question was asked about the closure of the Wellington Inn and whether this could be seen as an opportunity to relocate the shop. It was noted that the premises were currently only on the market as a leasehold pub for a tenant to take over. If it were decided to sell the freehold, the indicated cost of purchase, plus the cost of repairs, refurbishment and conversion (added to what has already been spent) would far exceed the £280k budget allocated to the Community Hub project. It was also felt that anyone taking on the pub would need restaurant space if they were going to have a</p>	KM

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6.0	<p>viable business and running this alongside a commercial shop which was open 12 hours a day would not be a feasible proposition.</p> <p>Community Centre New Kitchen Open Day – 1st December between 10.00 am and 3.00 pm. Everyone was welcome to come along and tea and cakes would be served throughout the day. Any organisation wishing to put up a small stand to promote their goods and/or services could do so by contacting Christine Fletcher.</p> <p>To Adopt Standing Orders</p> <p>The Standing Orders had been amended to take into account the New Code of Conduct, pecuniary and non-pecuniary interests and the need for dispensations. Amendments had been discussed and agreed at the September and October meetings.</p> <p>Resolved: To adopt the Standing Orders. A hard copy of the Standing Orders was given to all Councillors.</p>																																								
7.0	<p>Financial Matters</p> <p>7.1 To Receive a Report from the RFO</p> <p>Bank balances: (23 October 2012) Treasurer's Account £6,888.04 and Business Instant Access (23 October 2012) £21,179.77 (£8,000 transferred to Current Account).</p> <table border="1" data-bbox="272 987 1318 1099"> <thead> <tr> <th data-bbox="272 987 467 1099">Income since Oct meeting - £325.98</th> <th data-bbox="467 987 1147 1099"></th> <th data-bbox="1147 987 1318 1099"></th> </tr> </thead> <tbody> <tr> <td data-bbox="272 987 467 1043"></td> <td data-bbox="467 987 1147 1043">Interest</td> <td data-bbox="1147 987 1318 1043">£0.98</td> </tr> <tr> <td data-bbox="272 1043 467 1099"></td> <td data-bbox="467 1043 1147 1099">October rental from Wellington Delights</td> <td data-bbox="1147 1043 1318 1099">£325</td> </tr> </tbody> </table> <p>Resolved: Report noted</p> <p>7.2 To agree payments made since the last meeting</p> <table border="1" data-bbox="272 1238 1310 1350"> <thead> <tr> <th data-bbox="272 1238 408 1279">Cheque</th> <th data-bbox="408 1238 1150 1279">Expenditure</th> <th data-bbox="1150 1238 1310 1279">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 1279 408 1350">690</td> <td data-bbox="408 1279 1150 1350">Herefordshire Council (planning application for Community Hub)</td> <td data-bbox="1150 1279 1310 1350">£502.50</td> </tr> </tbody> </table> <p>Resolved: Payment Approved</p> <p>7.3 Payment of outstanding invoices</p> <table border="1" data-bbox="272 1473 1310 1839"> <thead> <tr> <th data-bbox="272 1473 408 1514">Cheque</th> <th data-bbox="408 1473 1150 1514">Expenditure</th> <th data-bbox="1150 1473 1310 1514">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 1514 408 1554">691</td> <td data-bbox="408 1514 1150 1554">Cllr J Gowan – cartridge for shop related printing</td> <td data-bbox="1150 1514 1310 1554">£7.99</td> </tr> <tr> <td data-bbox="272 1554 408 1594">692</td> <td data-bbox="408 1554 1150 1594">Richard Mills Lengthsman (£325 + £65 VAT)</td> <td data-bbox="1150 1554 1310 1594">£390.00</td> </tr> <tr> <td data-bbox="272 1594 408 1635">693</td> <td data-bbox="408 1594 1150 1635">Cllr D Wood – paper and cartridge for shop related printing</td> <td data-bbox="1150 1594 1310 1635">£36.97</td> </tr> <tr> <td data-bbox="272 1635 408 1675">694</td> <td data-bbox="408 1635 1150 1675">Change of use Planning Permission Application</td> <td data-bbox="1150 1635 1310 1675">£167.50</td> </tr> <tr> <td data-bbox="272 1675 408 1738">695</td> <td data-bbox="408 1675 1150 1738">HALC Training course on Data Protection (Cllr D Wood) (£25+£5 VAT)</td> <td data-bbox="1150 1675 1310 1738">£30.00</td> </tr> <tr> <td data-bbox="272 1738 408 1778">696</td> <td data-bbox="408 1738 1150 1778">Hook Mason Ltd Inv C10246 (£3,200 + £640 VAT)</td> <td data-bbox="1150 1738 1310 1778">£3,840.00</td> </tr> <tr> <td data-bbox="272 1778 408 1839">697</td> <td data-bbox="408 1778 1150 1839">HALC Printing costs (planning and CLP fliers) (£20.36 + £4.07 VAT)</td> <td data-bbox="1150 1778 1310 1839">£24.43</td> </tr> </tbody> </table> <p>Resolved: Payments Approved</p>	Income since Oct meeting - £325.98				Interest	£0.98		October rental from Wellington Delights	£325	Cheque	Expenditure	Amount	690	Herefordshire Council (planning application for Community Hub)	£502.50	Cheque	Expenditure	Amount	691	Cllr J Gowan – cartridge for shop related printing	£7.99	692	Richard Mills Lengthsman (£325 + £65 VAT)	£390.00	693	Cllr D Wood – paper and cartridge for shop related printing	£36.97	694	Change of use Planning Permission Application	£167.50	695	HALC Training course on Data Protection (Cllr D Wood) (£25+£5 VAT)	£30.00	696	Hook Mason Ltd Inv C10246 (£3,200 + £640 VAT)	£3,840.00	697	HALC Printing costs (planning and CLP fliers) (£20.36 + £4.07 VAT)	£24.43	
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8.0	<p>7.4 To consider 2012/13 mid-year budgeting position All Cllrs had been circulated with a copy of the mid-year budget position which indicated that the end of year position would be £8k - £9k under budget due mainly to the fact that the loan to fund the building of Community Hub had not yet been taken out. This underspend could either be used to support up-front project costs, thus lessening the amount of loan, or put towards loan repayments in 2013/14.</p> <p>7.5 To consider budgeting process for 2013/14 The 2013/14 budget would be discussed at the December meeting in order that the precept could be agreed and notified to Herefordshire Council by 31st January 2013. The Clerk told the meeting that there were currently discussions taking place in central government which may result in some Town or Parish Councils having their precept capped in 2013/14. The result of this (expected on 6th December) may affect the discussions although it was likely that any changes would only affect larger councils. Resolved: To discuss and agree the precept at the December meeting</p> <p>The Clerk informed the meeting that Councillors living in the parish would have a discloseable pecuniary interest as they paid Council Tax. The previous Code of Conduct allowed for this but the new Code didn't and there would be a need to agree a dispensation if Cllrs were to discuss the precept. Resolved: The requirement for a dispensation noted.</p> <p>8.0 To Consider Planning Matters</p> <p>8.1 To consider any planning applications DMN/122839/K - Tree works at The Plock, Wellington DMN/122833/K - Tree works at Claremont, Wellington Both of the above have been referred to Jenny Guille, Tree Warden who has no objections</p> <p>8.2 To Note any Decisions/Notifications Received No decisions have been received</p> <p>8.3 Section 106 and Affordable Housing There was no further information but this would remain on the agenda.</p> <p>8.4 To consider mechanism for gathering comments on planning applications Currently one copy of planning documents is printed out and passed between Cllrs using an agreed circulation methodology. This sometimes proves problematic if Cllrs are away and, as the comments sheet is attached to the package, observations can sometimes be received too late to be submitted by the due date.</p> <p>Resolved: The Clerk would notify Cllrs that a planning application had been received, giving the reference number and the link where it can be viewed. Cllrs would look at the application online and email comments back to the Clerk. It was noted that if an application were particularly large and/or potentially contentious documents would be printed out and circulated for discussion at the PC meeting. All Cllrs confirmed that this was an acceptable mechanism and that they were happy to view the applications online. The process would be kept under review.</p>	

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9.0	<p>8.4.1 To consider what constitutes a material planning issue The Clerk had included on the Information Sheet some guidance from HALC outlining what constituted a material planning issue, the aim being to improve the quality of comments being submitted. Resolved: Noted</p> <p>To Consider Highways Issues</p> <p>9.1 A49 Issues The scheduled meeting with the Highways Agency in November did not include Parish Councils. Resolved: To follow up with Bruce Evans (Herefordshire Council) and arrange a meeting to discuss A49 issues</p> <p>9.2 To Receive other Highways Issues</p> <p>9.2.1 20 mph update The school were not in a position to pursue the purchase of a SID at this moment in time. Additional signage may be useful and this would be considered.</p> <p>9.2.2 Lengthsman Update The Lengthsman had currently carried out the following work</p> <table border="1" data-bbox="352 1003 1265 1117"> <tr> <td>Digging out drains in Mill Lane, Auberrow Cross Roads and Derside Close</td> </tr> <tr> <td>Strimming path in front of churchyard</td> </tr> <tr> <td>Clearing out broken panel in bus shelter</td> </tr> </table> <p>The total Lengthsman grant for 2012/3 was £2,333 and currently £1,560.50 remained (bus shelter work still to be invoiced). Any work needing doing should be notified to the Chair or to the Clerk. Resolved: Report noted. Lengthsman to be asked to clean and trim around 30 mph signs in village.</p> <p>9.2.3 Storage of Sandbags There are currently just over 2 pallets of sandbags in the shop yard. These are exposed to the weather and are deteriorating. Cllr Gowan has been investigating storage options such as the metal storage boxes, the cost being in the region of £240 depending on size and quality. This kind of solution would allow the sandbags to be housed at the back of the shop once the project is complete which would not only store them in a safe manner but would give good access to the community.</p> <p>Following discussion it was felt that this may be an option once the shop project was completed but currently it would be better to leave them in the barn covered in black plastic. Resolved: Cllr Porter to discuss with Mr Makin</p>	Digging out drains in Mill Lane, Auberrow Cross Roads and Derside Close	Strimming path in front of churchyard	Clearing out broken panel in bus shelter	<p>BP/JG</p> <p>CB</p> <p>GP</p>
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10.0	<p>To Consider Village Shop Issues</p> <p>10.1 Report on Progress from Working Group Hook Mason has now completed the design drawings and these have been considered by the Working Group, who had been very pleased with the work undertaken thus far. It was felt important to involve those residents in the immediate vicinity of the project and 12 households were invited to see the plans in the Parish Room on 22nd October between 4.00 pm and 7.00 pm. 5 households were represented and all comments were recorded and noted. Consultation has also taken place with Wellington Delights, the Chapel and the Post Office. Parish Councillors not on the working group have also been given the chance to see and comment on the plans. Resolved: It was unanimously agreed to submit the planning application based on the current plans.</p> <p>An Open Meeting would be held at the Community Centre on Monday 12th November between 4.00 and 7.00 pm when all parishioners can view the plans. They will also be on the Herefordshire Council website within a week of the planning application being submitted.</p> <p>10.2 Extension of change of use permission on Stocks Barn The original change of use of Stocks Barn expires in February 2013 and this needs to be resubmitted. The cost will be £167.50. Resolved: To submit an application to extend the change of use permission</p> <p>10.3 To consider professional fees due There are no further professional fees due before the December meeting. The clerk reminded the meeting that expenditure on the Community Hub project was being committed under the Power of Wellbeing which was awarded to the Parish Council in January 2012.</p> <p>10.4 Update on grant funding applications The Clerk updated the meeting on grant funding applications. Currently applications to the value of £180k have been submitted. As the shop is not being run as a community venture grant funding is proving difficult to find but work would continue, the aim being to reduce the level of the loan and financial impact on the community. The Clerk was thanked for her work in submitting grant applications.</p>	CB
11.0	<p>Report on Footpaths</p> <p>There was nothing to report</p>	
12.0	<p>Wellington Website Update</p> <p>There has been a lot of material added to the website. Two new pages have been added which contain details which it is hoped would be of interest to the local community. The News page contains the competition to design a village emblem, the new opening times for Leominster Community Hospital and updates on the Community Hub project. Information about Broadband, the consultation on the Local Transport Plan and details about the Police & Crime Commissioner election is also on the website along with many other documents which may be of interest.</p>	

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13.0	<p>Community Led Planning and Neighbourhood Planning</p> <p>There has been an encouraging response to the Open Letter which had been distributed to all households with many people expressing an interest to become involved. Once the deadline for responses has passed an Open Meeting will be called to progress the issue.</p>	JG
14.0	<p>To Note the Information Sheet</p> <p>Resolved: The Information sheet, which had been circulated to all Parish Councillors prior to the meeting, was noted.</p>	
15.0	<p>To Raise Items for the next Scheduled Parish Council Meeting</p> <ul style="list-style-type: none"> • Salt bins 	
16.0	<p>To Note the Date and Time of next regular Parish Council Meeting</p> <p>Resolved: The next regular Parish Council Meeting is scheduled for Thursday 6th December 2012 at 7.30 pm</p> <p>The meeting closed at 9.10 pm</p> <p>Signed Date 6th December 2012 Chairman of Wellington Parish Council</p> <p><i>The Council passed a Resolution to exclude Members of the Public for Agenda Item 17 due to the Confidential Nature</i></p>	
17.0	<p>Review of Rental and Lease for Stocks Barn</p> <p>Resolved: Confidential minutes of this item are to be issued separately</p>	