

WELLINGTON PARISH COUNCIL

Parish Council Meeting held at the Community Centre
at 7.30pm on Thursday 7th November 2013

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
<p>1.0</p> <p>2.0</p> <p>3.0</p> <p>4.0</p>	<p>Present Parish Cllrs: Mrs J Gowan (Chair); Mr S Crane, Mrs L Langford; Mr J Morrison, Mrs J Shoemsmith, Mr D Wood</p> <p>Also in attendance: Ward Cllr Adrian Blackshaw, Mrs C Bucknell (Parish Clerk) and 18 members of the public.</p> <p>To Accept Apologies for Absence Local Policing Team</p> <p>1.1 To Introduce and welcome Cllr Jennifer Shoemsmith The Chair welcomed Cllr Shoemsmith to the Parish Council.</p> <p>At this point the Chair reiterated the protocols regarding Open Time and how and when the public could make representations. She said that in addition to Open Time comments from the public would be invited on Agenda items 7 (Planning), 9 (Highways) and 10 (Footpaths).</p> <p>To Receive Declarations of Interest There were no declarations of interest</p> <p>2.1 To consider requests for dispensations There were no requests for dispensations</p> <p>To adopt the Minutes of the regular meeting of the Parish Council held on Thursday 3rd October 2013 Resolved: The Minutes were confirmed and signed by the Chair</p> <p>To Receive Brief Reports from</p> <p>4.1 Ward Cllr A Blackshaw Cllr Blackshaw updated the meeting on the budget pressures currently being faced by Herefordshire Council who needed to save £67 million over the period 2010 to 2017, resulting in an increasing move from delivering to commissioning. On a positive note he said that the regeneration of Hereford City had brought in £90 million of private sector funding, making it the only regeneration scheme outside of London to survive the recession.</p> <p>Herefordshire Council's consultation on the proposed £15 million savings and the impact this would have on services and, potentially, council tax, was noted. The consultation is open until 20th December 2013 and can be found on www.herefordshire.gov.uk/budget2014.</p>	

	<p>4.1.1 Dovecote As reported at the last meeting, this would be progressed once Mr Makin was in a position to talk to the Conservation Team,</p> <p>4.2 Local Police Officers: Apologies had been received from the Police team. The October newsletter, containing reported incidents and general updates, had been circulated to all Cllrs and posted on the website. The Chair updated the meeting on the serious incident that had taken place in Wellington and the resulting increase in police activity. In particular it was noted that the response from Sgt Emma Freer and PCSOs Dean Wall and Elena Ekanite had been excellent.</p> <p>Resolved: The Clerk was asked to write to the Divisional Commander, Ivan Powell to commend the local policing team.</p> <p>4.2.1 Neighbourhood Watch The police were no longer directly supporting Neighbourhood Watch although were keen that this is maintained in local areas, with support from the Parish Council. The Chair said she was willing co-ordinate the initiative and asked Parish Councillors for suggestions and support to reinstate Neighbourhood Watch locally.</p> <p>Action: Cllr Blackshaw to contact the Chair of the County Neighbourhood Watch with a view to arranging for them to come to a Parish Council meeting.</p>	Clerk									
5.0	<p>Open Time</p> <ul style="list-style-type: none"> • A resident thanked the Lengthsman for the work that has been done clearing footpath WG12 and also noted that many (lane) footpaths were impassable due to the condition of the ground. This would be further discussed under agenda item 10. • A resident requested a list of Herefordshire Council's statutory obligations. Cllr Blackshaw agreed to provide this. • The same resident asked what effect the Community Hub project would have on the Parish precept over coming years. The Chair confirmed that the Community Hub would have no further impact on the precept but there may be increases due to the provision of services or an increase in running costs. • The drains needed rodding between Auberrow Road and Chapel Fields. The Clerk confirmed that this had been reported in July 2013 but would be reported again to Balfour Beatty. 	AB									
6.0	<p>Financial Matters</p> <p>6.1 Bank balances: Treasurer's Account (as at 23/10/13) £25,316.55 and Business Instant Access (as at 21/06/13) £13,404.87. All cheques have been presented.</p> <table border="1" data-bbox="268 1693 1331 1917"> <tr> <td data-bbox="268 1693 443 1917" rowspan="4">Income since September meeting - £11,281.05</td> <td data-bbox="443 1693 1150 1742">Herefordshire Council Precept Part 2</td> <td data-bbox="1150 1693 1331 1742">£10,750.00</td> </tr> <tr> <td data-bbox="443 1742 1150 1792">August rental from Wellington Delights</td> <td data-bbox="1150 1742 1331 1792">£433.00</td> </tr> <tr> <td data-bbox="443 1792 1150 1841">Interest October</td> <td data-bbox="1150 1792 1331 1841">£0.55</td> </tr> <tr> <td data-bbox="443 1841 1150 1917">Refund from Hook Mason on Planning Fees for Air Conditioning Unit</td> <td data-bbox="1150 1841 1331 1917">£97.50</td> </tr> </table> <p>Resolved: Report noted</p>	Income since September meeting - £11,281.05	Herefordshire Council Precept Part 2	£10,750.00	August rental from Wellington Delights	£433.00	Interest October	£0.55	Refund from Hook Mason on Planning Fees for Air Conditioning Unit	£97.50	Clerk
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	August rental from Wellington Delights		£433.00								
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6.2 Payments made since the last meeting			
Cheque	Expenditure	Amount	
768	Planning for Real Expenses (Rose Thomas) to be covered out of CLP grant	£11.39	
Resolved: Payment approved			
6.3 To agree payment of outstanding invoices			
Cheque	Expenditure	Amount	
769	Keys for Parish Cupboard (Cllr Gowan)	£12.00	
770	WCA Invoice OCT 13 – CLP Steering Group 01/07/13 – to be covered out of CLP grant	£13.00	
771	WCA Invoice OCT09 – Room booking 4-7-13 and 5-9-13	£26.00	
772	Deaf Direct. Printing of planning documents (6 x A3), footpath maps (8 x A3) and NP guidance notes (160 x A4).	£27.50	
773	HALC – attendance at Neighbourhood Planning seminar (Cllr Langford). Inv 3208 £25 + VAT	£30.00	
774	D C Gardening. Invoice 295. Cemetery work carried out Sept-Nov 13.	£441.00	
775	Richard Mills Lengthsman. Invoice 2753. Various work as per worksheets. £280.50 + VAT	£336.60	
776	Richard Mills Lengthsman. Invoice 2757. Drain works. £200 + VAT	£240.00	
Resolved: Payments approved			Clerk
6.4 To confirm cheque signatories			
Cheque signatories were confirmed as Cllrs Gowan, Crane and Wood and the Clerk.			
6.5 To consider budget and precept for 2014/15			
Cllr Langford reported that a draft budget had been prepared and, as it stands the current precept would remain. However, there were some additional issues to consider, such as the signs at Auberrow, Neighbourhood Planning and, potentially, the delivery of additional services in the Parish. Reinstatement of the Red Cross Warden scheme could be achieved at a cost of around £7,000, which would need to be discussed at an Open Meeting; this was not thought to be achievable given the timing of the budget and precept decisions.			
Resolved: Cllr Gowan, Cllr Langford and the Clerk to meet to finalise the budget proposals to bring to the December meeting.			JG/LL/ Clerk
6.6 To consider purchase of projector for Community Hub			
Resolved: The decision would be deferred until a later meeting. A trial on presenting planning information is to be conducted using the projector supplied by Cllr Crane.			DW/SC
6.7 To consider Grant Awarding Policy			
It was agreed that the decision to only award grants to organisations that had a strong local focus, as outlined in the Grant Awarding Policy, still stood.			
Resolved: To bring any grant requests to the PC meeting for consideration on an individual basis.			Clerk

7.0	6.7.1 Grant Request from Citizen's Advice Bureau Resolved: Not to award a grant.		Clerk	
	To Consider Planning Matters			
	7.1 To consider any planning applications			
	Reference Number	Application		
	132764/K	Tree works - Seadrift, Bridge Lane, Wellington. Conifer to be removed due to shading of neighbouring property.		
	132813/K	Tree works – Oakdale, Wellington. Fell 2 nos. Silver Birch trees, 2 nos. Leylandi and 1 no. Spruce tree.		
	132887/K	Tree works – near Stocks House Farm, Wellington. Remove dead pear tree and replace with new one, remove 3 Leylanii as tree roots are causing damage and replace with shrubs.		
	Resolved: There were no objections to these applications. The Tree Warden had confirmed she had no objections to the tree work being proposed and it was agreed to accept her recommendations.			Clerk
	7.2 To Note any Decisions/Notifications Received			
	Reference Number	Application		
132520/K	Tree works - Plough House, Wellington.	Approved		
132293/K	Tree works – Sunset House.	Approved		
132496/F	Land Adjacent to Wellington Social Club. Proposed external air source heat pump. The Parish Council is the applicant for this application.	Approved		
132464/F	Unit C Moreton Business Park. Removal of condition 4 of planning permission DMS/102977/F (New light industrial Unit).	Awaiting decision.		
Reference Number	Application	Determination		
130385/F	Wellington Crossing Cottage, Marden. Change of use of land to form extended residential curtilage to include area for business use.	Awaiting decision.		
131969/0	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.	Awaiting decision.		
<p>Tree works were discussed. In particular when works were significant enough to be warrant permission and what action the Parish Council should take, if made aware of work being undertaken without permission. An article had been submitted to Welcome and notices had been put up reminding parishioners of their obligations in the</p>				

	<p>conservation area.</p> <p>Resolved: To pass any concerns regarding tree works to the Conservation Team who would advise and deal with the matter if appropriate.</p> <p>The Barberry House development was due to go to committee on 11th December 2013.</p> <p>Resolved: Cllr Gowan to speak on behalf of the Parish Council.</p> <p>7.3 Section 106 and Affordable Housing It had been confirmed that the section 106 funding from the Parsonage Farm development would be made available once the development was nearing completion. People with a local connection wishing to express an interest in the new homes must register with Homepoint.</p> <p>Herefordshire Council are undertaking a Housing Survey which will go to all households between January and March 2014.</p> <p>8.0 To Review Wellington Parish Council Standing Orders The following amendments to the Standing Orders were proposed Section 2(f) - That no one person should stay in office as Chairman of the Parish Council for longer than three consecutive full years (unless at the time of election no other person was willing to take the position).</p> <p>This amendment would also apply to 2(g) regarding Vice-Chairman</p> <p>Section 7(f) - This section states that councillors with a non-discloseable pecuniary interest or a non-pecuniary interest should leave the room. It was proposed that this is left in as it aligns with the Code of Conduct but that a phrase is inserted that gives discretion to the Chairman. In this way Cllrs would not necessarily need to leave the room if, for example, they had a planning application for minor tree works.</p> <p>Resolved: These amendments were agreed Resolved: The Clerk to make the amendments and to provide all Cllrs with an updated hard copy at the December meeting.</p> <p>9.0 To Consider Highways Issues 9.1 A49 Issues 9.1.2 Report on A49 Meeting Representatives from Wellington and Moreton Parish Councils, along with three ward councillors had met with Bruce Evans of Herefordshire Council and the Highways Agency. There had been little progress since the last meeting but the issues would be kept on the agenda and progressed. It was confirmed that vehicles turning out onto the A49 travelling south have priority over those waiting to turn into the village. Resolved: It was agreed not to pursue a change of priority for this junction or publicise this latest ruling as it could cause confusion.</p>	<p>JG</p> <p>Clerk</p>
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10.0	<p>9.2 To Receive other Highways Issues The Chair had attended an open meeting with Marden Parish Council regarding cross-parish issues of the barriers installed on Haywards Lane, regarding which there had been no consultation with either Parish Council.</p> <p>9.2.1 Lengthsman Update and work to be carried out Currently £1,181 of Lengthsman grant remained. Some of this would be used on identified footpath work but the Clerk encouraged Councillors and members of the community to report any work for the Lengthsman. The following defects would be reported to the Lengthsman</p> <ul style="list-style-type: none"> • Remove silt from the drains around the village – as last year • Ditch in Auberrow needs clearing <p>Other defects</p> <ul style="list-style-type: none"> • Drain by the vinery needs rodding – this would be reported to Balfour Beatty <p>9.2.2 Auberrow Speed Issues A traffic regulation order had been submitted to have the 30 mph limit extended to include Auberrow. Balfour Beatty is going to collect speed data at three locations within the existing limit to help inform decisions. Costs for a speed indicator device have been obtained; this would include a one off cost of £400 and £150 per month deployment. Signs reading Auberrow, please drive carefully could be installed at a cost of £500 for two. Balfour Beatty is considering installing a sign to indicate people with disabilities on the approach to Orchard End.</p> <p>There are still issues with heavy lorries cutting through the village and the Clerk has written to David L Dennis and the Quarry about specific cases.</p> <p>9.2.3 Sandbags These were being stored at Stocks Barn. Residents taking sandbags are asked to ensure they remained covered up otherwise they would deteriorate.</p> <p>9.2.4 Outstanding Defects There was a need to compile a new list of all outstanding defects for Balfour Beatty. The Clerk asked all Cllrs and members of the public to send details of any defects, whether or not they had previously been reported.</p> <p>Report on Footpaths</p> <p>10.1 Causeway Cllrs Gowan and Crane had carried out a site visit and had concluded that there were some opportunities to use the ground but this may have an impact on residents. The major issue was establishing ownership which was unclear. Options were that local people could be encouraged to work together to clear the Causeway and to re-open it as a footpath and/or to develop to a seating area with maybe a memorial garden.</p> <p>Resolved: To consider the impact and outcome of each option and to report back at the December meeting.</p> <p>10.2 Update on Footpath Maintenance Cllr Crane had been appointed Footpaths Officer and reported that he had now walked most of the footpaths in the parish. Many were in good condition but some were</p>	<p>Clerk</p> <p>Clerk</p> <p>All/ Clerk</p> <p>SC</p>
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	<p>impassable and needed reinstating. The Herefordshire Ramblers Association had indicated they would be willing to help and are keen to arrange walks etc. The issue of muddy footpaths (as mentioned in Open Time) is a challenge and may be costly to rectify.</p> <p>There had been incidents of fly tipping and the Clerk was asked to report these to the Community Protection Team. The tipping of garden rubbish was also taking place and it was agreed to ask Herefordshire Council for advice on how this could be addressed.</p> <p>Thanks were given to residents who had been very supportive and had offered help to clear and reinstate footpaths. The Clerk mentioned that if volunteers were to be covered under the Parish Council's Indemnity Insurance the work needed to be co-ordinated and a risk assessment in place.</p> <p>10.3 P3 Scheme An expression of interest to join the scheme had been submitted to Balfour Beatty and Cllr Crane had been in contact with Rachel Dixon, Balfour Beatty's Footpath Officer for North Herefordshire, who had indicated that Wellington would probably be able to join the scheme in 2014 – funding permitting. It was agreed that in the interim period the Lengthsman Grant could be used for Footpath work.</p>	Clerk
11.0	<p>Community Resilience and Emergency Planning The Chair reported that since the last meeting she had spoken to Ian Baker and resolved many of the issues raised. If the scheme was to progress it needed to be led by a Parish Councillor who could co-ordinate the work of the group. Resolved: Not to progress with the initiative. Cllr Gowan to contact Karen Mayne and members of the group.</p>	JG
12.0	<p>Hereford and Worcester Fire and Rescue Service Consultation The Fire Authority is consulting on how Hereford & Worcester Fire and Rescue Service intend to make some of the required savings from its frontline operational response. The consultation runs until Friday 10th January and can be accessed on www.hwfire.org.uk/consultation. Local people are encouraged to respond.</p>	
13.0	<p>To Consider Community Hub Issues</p> <p>13.1 Report on Progress from Working Group Cllr Wood reported that the construction work had now commenced and the project was making good progress. A pre-contract meeting with Hook Mason (Architects) and G P Thomas (Builder) was held on Tuesday 15th October. Weekly progress meetings will be held between the Architect, the Builder and Cllr Wood as Project Manager, with monthly Working Group meetings to consolidate and formally record progress.</p> <p>Cllr Wood thanked Wellington Social Club who had been very generous in allowing the building staff to park on their car park during the day time when they are working and also stressed how grateful the Parish Council was for the support of the residents.</p> <p>It was important, for health and safety reasons, that no-one, apart from the builders, was allowed on the site without permission and Cllr Wood asked for the community to abide by this ruling. A note to this effect would be placed in Welcome magazine and on</p>	

<p>14.0</p>	<p>the website.</p> <p>Cllr Wood suggested that the Parish Council consider erecting a sign explaining that this was the site of the new Community Hub. This would cost £40 plus VAT. Resolved: Not to progress with a sign</p> <p>13.2 Lease for Chapel Field The lease, for 99 years, is now completed and signed by all parties. The Chair thanked Cllr Wood for all his hard work in getting the lease completed.</p> <p>13.3 Leases for Stocks Barn Mr Makin has kindly agreed that the existing lease for Stocks Barn can be renewed for 8 months which would accommodate the transition into the new building. Resolved: Cllr Gowan to prepare 8 month leases for Mr Makin and for Rob Ruck Resolved: Cllr Gowan to deliver the lease to Mr Makin Resolved: The standing order to Mr Makin to be extended for 8 months. Resolved: The Clerk to post the lease to Rob Ruck with a covering letter.</p> <p>13.4 Public Works Loan Board Application An application for £100k has been completed and submitted and confirmation had been received that funds would be made available on or around 7th November 2013.</p> <p>13.5 To consider any fees due The first payment to GP Thomas, for Certificate Number 1 was due £19,884.51 (£16,570.13 + VAT). This is 95% of the total about as 5% is retained in accordance with the contract. Resolved: To arrange for payment of this invoice</p> <p>The solicitor's fee for the preparation of Chapel Fields Lease is now due. Because the work was for a Parish Council, Beaumont's have agreed to restrict the account to £650.00 plus VAT. In addition there are search fees of £299.50 and the Land Registry fee of £40.00. Resolved: To arrange payment once a detailed invoice is received.</p> <p>13.5.1 To approve Chapel Field Rent The lease was for 99 years, the rent being £360 per annum up until 2046, with incremental rises thereafter. The first year's rental was now due. Resolved: To raise a cheque for the first year's rental and then to set up a standing order for subsequent years.</p> <p>Community Led Planning and Neighbourhood Planning</p> <p>14.1 Update from Working Group A Steering Group meeting was held on Monday 28th October, attended by the Chair and Clerk. A team of volunteers is being put together to deliver and collect the questionnaires, each volunteer having around 10 houses. The Chair asked that Parish Councillors assist with this where possible.</p> <p>14.1.2 To consider and approve CLP questionnaire At the October meeting it was agreed that responsibility for the questionnaire be devolved down to a sub-group consisting of Cllr Gowan, Cllr Langford and the Clerk.</p>	<p>JG JG Clerk Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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	<p>This group had met and fed back comments and amendments to the Steering Group. Resolved: To approve the completed questionnaire for printing and distribution once the final version had been scrutinised and passed by the designated sub-group.</p>	JG
	<p>14.2 Neighbourhood Planning</p> <p>14.2.1 Report from the visit to Eardisley Parish Council Cllr Gowan and Cllr Langford met with members of Eardisley Neighbourhood Plan Group which was very informative, the meeting highlighting the amount of work involved. It was stressed there was a need to recruit people with the right skills to the Steering Group and to ensure that there were sufficient volunteers to undertake tasks such as delivery of questionnaires etc.</p> <p>14.2.2 Next Steps There must be a mandate from parishioners confirming they want to develop a Neighbourhood Plan. It was felt an Open Meeting is not feasible given the onset of winter and was proposed that use is made of the CLP questionnaire, to include a separate information sheet and a question which will indicate the views of the parishioners on the proposal to develop a Neighbourhood Plan. The cost of printing this will need to be borne by the Parish Council Resolved: To print and include an information sheet with the CLP questionnaire.</p> <p>There is then a formal process to submit an application to Herefordshire Council to designate Wellington a Neighbourhood Planning area. It takes around 8 weeks for this process to take place and notices are posted around the parish to indicate that an application has been submitted. This application will stay in place for 5 years and it can be withdrawn at any time without penalty.</p> <p>There will be cost implications in undertaking a Neighbourhood Plan but there are grants that can be applied for.</p>	JG/ Clerk
	<p>14.2.3 To complete Neighbourhood Planning Questionnaire The questionnaire was completed.</p>	Clerk
15.0	<p>WW1 Centenary Commemoration This would remain on the agenda. All councillors to make suggestions at the December meeting so that a decision can be made.</p>	
16.0	<p>To Note the Information Sheet Resolved: The Information sheet was noted.</p>	
17.0	<p>To Raise Items for the next Scheduled Parish Council Meeting Hearing Loop; Feral Doves causing issues in the Parish; Time capsule for Community Hub; Facebook and Twitter accounts for Parish Council; Defibrillator</p>	
18.0	<p>To Note the Date and Time of the next regular Parish Council Meeting Resolved: The next regular Parish Council Meeting will take place on Thursday 5th December The meeting closed at 9.45 pm</p>	
	<p>Signed Date 5th December 2013</p>	

	Chairman of Wellington Parish Council	
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