

WELLINGTON PARISH COUNCIL

**Parish Council Meeting held at the Community Centre
at 7.30pm on Thursday 4th October 2012**

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
	<p>Present</p> <p>Parish Cllrs: Mrs J Gowan (Vice Chair); Mrs L Langford; Mr G Porter; Mrs K Mayne</p> <p>Also in attendance: PC Neil James and CSO Dean Wall (for item 4.2), Mrs C Bucknell (Parish Clerk) and 9 members of the public.</p>	
1.0	<p>To Accept Apologies for Absence</p> <p>Parish Cllrs : Mr D Wood, Mr B Prince (Chair)</p> <p>Resignations had been received from Cllr R Makin (with effect from 6th September 2012) and Cllr F Plumb (with effect from 4th October 2012). It was confirmed that the elections Team at Herefordshire Council has been notified and the vacancies would be filled through the proper process.</p> <p>It was noted that the Standing Orders stated that Councillors should not solicit members of the community for appointment to the Council but both Councillors and members of the public were encouraged to tell anyone who may be interested in the vacancies to contact the Clerk.</p> <p>Resolved: Apologies and resignations noted</p>	
2.0	<p>To Receive Declaration of Member's Interest</p> <p>There were no declarations of interest</p>	
3.0	<p>To Adopt Minutes of Thursday 6th September 2012</p> <p>Resolved: The Minutes were confirmed and signed by the Vice Chair.</p>	
4.0	<p>To Receive Brief Reports:</p> <p>4.1 Herefordshire Council - Cllr Blackshaw:</p> <p>Cllr Blackshaw was not in attendance and no report had been received.</p> <p>4.2 Local Police Officers:</p> <p>Update:</p> <p>Between 19th and 20th September 2012 four properties had suffered damage to their front windows. On 29th September 2012 items were taken from the back seat of an unsecured vehicle at Queenwood Country Park.</p> <p>4.2.1 Herefordshire Watch – A paper had been produced by one of the Herefordshire Parish Clerks regarding an effort being made to rebuild the local Neighbourhood Watch under the revised name of the Herefordshire Watch. The local policing team were not aware of this and therefore were not in a position to comment but felt that anything which resulted in a reduced level of crime would be welcome. It was noted that the existing Neighbourhood Watch scheme was no longer operating as such and whilst there were local people still interested it had no effective leadership or co-ordination.</p> <p>The Clerk brought to the attention of the meeting the changes to the Ringmaster System. 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>	

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5.0	<p>Open Time</p> <p>A member of the community congratulated the Parish Council on the new website. There was a question regarding commercial businesses advertising on the website. It was confirmed that it was the intention (as agreed at the July PC meeting) to initially limit commercial advertising to the Social Club, Pub and Shop and then to consider the best way to incrementally involve other businesses in the website.</p> <p>A question was raised regarding how long it would be before the flood risk assessment would be available to the public and it was confirmed that it would be submitted with the planning application and following the conclusion of the planning process, would be available to those who were interested.</p> <p>The recent heavy rain was mentioned and the fact that the flaps on the drains in the main street were not operating properly which had caused flooding on the road. The Clerk confirmed that this had been reported to the Lugg Drainage Board who did not consider it to be their responsibility. It has subsequently been reported to Amey and would be followed up.</p> <p>The deterioration of the surface on Bridge Lane was commented on and a request was made for Amey to come out and inspect the area. The Clerk would pass this request on.</p>	<p>CB</p> <p>CB</p>									
6.0	<p>To Consider Amendments to the Standing Orders</p> <p>6.1 Requests for Dispensations</p> <p>Parish and Town Councils now have the power to grant dispensations to their councillors, allowing them to speak and/or vote on matters in which they have a Disclosable Pecuniary Interest.</p> <p>A Parish Council may grant a dispensation in the following circumstances:</p> <ol style="list-style-type: none"> 1. In a situation where without the dispensation the number of parish councillors voting would leave the council inquorate 2. Granting the dispensation is in the interests of persons living in the area 3. It is otherwise appropriate to grant a dispensation <p>Requests for dispensations must be in writing to the Clerk, the recommendation being that all applications be received at least one clear day before the day of the meeting (excluding Sundays and Bank Holidays). The request should include: details of the matter for which dispensation is sought; the nature of the interest; how long the dispensation is needed and how the business of the council will be impeded without the dispensation.</p> <p>Resolved: The Standing orders to be amended to reflect this requirement</p>	<p>CB</p>									
7.0	<p>Financial Matters</p> <p>Bank balances: (21 September 2012) Treasurer's Account £7,101.39 (£5,000 transferred from Business Account) and Business Instant Access £29,179.77.</p> <table border="1" data-bbox="236 1854 1358 1989"> <tbody> <tr> <td data-bbox="236 1854 400 1899">Income since Sept meeting - £11,076.03</td> <td data-bbox="400 1854 1203 1899">Precept second payment</td> <td data-bbox="1203 1854 1358 1899">£10,750</td> </tr> <tr> <td></td> <td data-bbox="400 1899 1203 1933">Interest</td> <td data-bbox="1203 1899 1358 1933">£1.03</td> </tr> <tr> <td></td> <td data-bbox="400 1933 1203 1989">August rental from Wellington Delights</td> <td data-bbox="1203 1933 1358 1989">£325</td> </tr> </tbody> </table>	Income since Sept meeting - £11,076.03	Precept second payment	£10,750		Interest	£1.03		August rental from Wellington Delights	£325	
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	<p>The Clerk reported that the eternal audit had now been satisfactorily completed with no significant issues. The Notice of Conclusion of the audit along with section 1/2/3 of the Annual Return has been displayed on the noticeboard and on the website.</p> <p>A mid-year budget report would be presented to the next meeting.</p> <p>Resolved: Report noted.</p> <p>7.2 To agree payments made since the last meeting There had been no payments made</p> <p>7.3 To agree payment of outstanding invoices</p> <table border="1" data-bbox="240 656 1345 1205"> <thead> <tr> <th>Cheque</th> <th>Expenditure</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>680</td> <td>Information Commissioner</td> <td>£35.00</td> </tr> <tr> <td>681</td> <td>D C Gardening</td> <td>£500.00</td> </tr> <tr> <td>682</td> <td>Invar Mapping Agreed at PC meeting 6/9/12 Minute 10.3 (£250 + £50 VAT)</td> <td>£300.00</td> </tr> <tr> <td>683</td> <td>HALC Printing - Planning docs, Code of Conduct and CLP documents (£21.94 + 4.39 VAT)</td> <td>£26.33</td> </tr> <tr> <td>684</td> <td>Hook Mason Ltd (£2,423.88 + £480 VAT) Agreed at PC meeting 6/9/12 Minute 10.3</td> <td>£2,903.88</td> </tr> <tr> <td>685</td> <td>Clerk's salary July – September 2012 (net)</td> <td>£545.86</td> </tr> <tr> <td>686</td> <td>HMRC payment quarter 2</td> <td>£136.40</td> </tr> <tr> <td>687</td> <td>Clerk's expenses July – September 2012 (mileage, postage and stationery - details on expenses spreadsheet)</td> <td>£70.86</td> </tr> <tr> <td>688</td> <td>Mazars (external audit) (£135 + £27 VAT)</td> <td>£162.00</td> </tr> <tr> <td>689</td> <td>Wellington Community Association (July to September bookings)</td> <td>£26.00</td> </tr> </tbody> </table> <p>Resolved: Payments approved</p> <p>7.4 Registration with the Information Commissioner (ICO) The clerk reminded the council that it was a legal requirement to register with the Information Commissioner under the Data Protection Act.</p> <p>Resolved: Requirement noted</p>	Cheque	Expenditure	Amount	680	Information Commissioner	£35.00	681	D C Gardening	£500.00	682	Invar Mapping Agreed at PC meeting 6/9/12 Minute 10.3 (£250 + £50 VAT)	£300.00	683	HALC Printing - Planning docs, Code of Conduct and CLP documents (£21.94 + 4.39 VAT)	£26.33	684	Hook Mason Ltd (£2,423.88 + £480 VAT) Agreed at PC meeting 6/9/12 Minute 10.3	£2,903.88	685	Clerk's salary July – September 2012 (net)	£545.86	686	HMRC payment quarter 2	£136.40	687	Clerk's expenses July – September 2012 (mileage, postage and stationery - details on expenses spreadsheet)	£70.86	688	Mazars (external audit) (£135 + £27 VAT)	£162.00	689	Wellington Community Association (July to September bookings)	£26.00	<p>CB LL</p>
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<p>8.0</p>	<p>To Consider Planning Matters</p> <p>8.1 To Consider any Planning Applications N122357/FH – First Floor Extension to Causeway House, Wellington There were no comments on this application. It was agreed that in future the reference numbers for planning applications would be placed on the website so that the community could look at them on the Herefordshire Council website if appropriate.</p> <p>8.2 To Note any Decisions/Notifications Received There had been no decisions received</p> <p>8.3 Section 106 and Affordable Housing There had been an acknowledgement that Section 106 monies could be used to support the shop development and it was agreed to keep this item on the agenda.</p>	<p>DW</p>																																	

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9.0	<p>Affordable Housing will remain on the agenda to enable to Parish Council to liaise with the developer of Parsonage Farm so that early dialogue can start with their chosen Housing Association to ensure a Wellington connection is built-in to the contract</p> <p>9.0 Highway Matters</p> <p>9.1 A49 Issues A meeting had been arranged for November which would involve the Chairman, Clive Hall, Cllr Miller and the Highways Agency.</p> <p>9.2 To Receive any other Highways Issues</p> <p>9.2.1 20 mph update The contribution towards the cost of SIDs had recently been increased to £150 towards each deployment and £405 towards installation. The School Travel Fund may be a possibility. Resolved: to keep this on the agenda and to ascertain whether the school wished to take it forward.</p> <p>9.2.2 Parish Noticeboards The noticeboard was now in place at Wellington Marsh. Thanks were given to the Community Association for donating the noticeboard and to Mr Fred Plumb for putting it up.</p> <p>9.2.3 Perch Seats Resolved: not to follow these up and to remove from the agenda</p> <p>10. Village Shop Issues</p> <p>10.1 Report on Progress from Working Group Discussions have taken place with the Chapel and Shopkeeper over the design of the building and there has been unanimous agreement to the initial plans which will now be further developed. The shopkeeper has inputted into the internal layout of the building to make sure that what is being proposed suits both the shop and the post office requirements.</p> <p>Preliminary discussions have taken place with the Highways and Planning Departments, who have given initial comments.</p> <p>Invar mapping have produced the exact boundaries of the land and the formal lease with the Chapel will be addressed once planning permission has been obtained.</p> <p>Once the plans are in a more final format the community will be invited to come along and view them at an open meeting.</p> <p>10.2 Appointment of a Structural Engineer At this stage it is not known whether the services of a Structural Engineer will be required but the architect is suggesting one may be needed if a steel frame structure is used. Initial indications are that this will cost in the region of £1,500 plus VAT and the Parish Council are asked to give the Working Group the authority to appoint one if necessary.</p> <p>Resolved: to devolve responsibility for appointment of a Structural Engineer to the Working Group if deemed necessary.</p>	

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11.0	<p>Report on Footpaths</p> <p>There was nothing to report.</p>	
12.0	<p>Wellington Website</p> <p>The Vice Chairman thanked those who had commented on the website and encouraged everyone to keep looking at it as it would be regularly updated with information relevant to the Parish. A full update report would be given at the November meeting.</p>	
13.0	<p>Parish Planning and Neighbourhood Planning</p> <p>As agreed at the last Parish Council meeting Cllr Gowan had met with the Community Led Planning Team at Herefordshire Council to discuss the protocols involved in developing or updating the Community Led Plan (Parish Plan) which had been produced in 2003. A full report had been circulated to all Councillors with a proposal that an Open Meeting be called to inform and engage the community and, if there is interest from parishioners, to form a steering group to review the existing plan and decide a way forward. Cllr Gowan stressed that the plan had to be led by the community, not the Parish Council but that the council would support and input into the Steering Group, which would be Chaired by a member of the community.</p> <p>Cllr Gowan encouraged comments from member of the community, who felt that more information was needed before a decision could be made.</p> <p>Resolved: to produce a leaflet explaining Community Led Planning and how the community could be involved and to circulate this to all households before taking the issue forward.</p>	JG
14.	<p>Local Transport Plan Consultation</p> <p>Herefordshire Council was currently carrying out a consultation on its proposals for the Local Transport Plan 2012 – 2015. The role of the Local Transport Plan was to ensure the Herefordshire Council had a clear plan for investment in the transport network. The consultation will address the following themes</p> <ul style="list-style-type: none"> • Transport Asset Development (eg improving the condition of roads and protecting the highway network from extreme weather) • Network Development (eg reducing congestion and delay) • Active Travel (eg reducing car use by promoting practical alternatives) • Transport Safety (eg reducing the number and severity of road traffic accidents) • Public Transport (eg co-ordinating transport services and maximising accessibility) <p>Leaflets and consultation response forms were available for the public who were encouraged to respond.</p>	
15.0	<p>Community Resilience and Emergency Planning</p> <p>Cllr Makin had been Community Resilience Co-ordinator and the Parish Council were asked whether they felt it was important to replace him in this role or whether they wanted to consider an alternative approach. Several Councillors felt that the role was not necessary as the community worked together to address issues such as flooding. It was pointed out that Community Resilience and Emergency Planning would encompass area such as medical emergencies/epidemics and other issues where there may be a need for wider co-ordination of services.</p> <p>Resolved: It was agreed to ask Ian Baker, Emergency Planning Officer for Herefordshire Council to attend the next meeting to discuss the issue further.</p>	

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16.0	<p>To consider a Village Emblem</p> <p>The Clerk suggested that maybe Wellington should have its own emblem, to be used on official notepaper, the website, Parish notices and so on, giving the village an identity. It was pointed out that the Dovecote is used by the Football Club and the Wellingtonia tree by the Bowls Club and these could be used in some format, or a new emblem developed.</p> <p>Resolved: To put an article in Welcome magazine and on the website asking local people for suggestions, maybe presenting it in the form of a competition.</p>	
17.0	<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>	
18.0	<p>To raise items for the next scheduled Parish Council meeting (no discussion)</p> <ul style="list-style-type: none"> • Budget • Lease on Stocks Barn • Storage of Sandbags 	
19.0	<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 1st November 2012 at 7.30pm</p> <p>The meeting closed at 9.10 pm</p> <p>Signed Date 1st November 2012 Chairman of Wellington Parish Council</p>	