

WELLINGTON PARISH COUNCIL

**Parish Council Meeting held at the Community Centre
at 7.30pm on Thursday 2nd October 2014**

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
	<p>Present Parish Cllrs: Mrs J Gowan (Chair); Mr S Crane, Mrs L Langford, Mr J Morrison, Mr D Wood</p> <p>Also in attendance: Ward Cllr A Blackshaw, Mrs Chris Bucknell (Parish Clerk) and 16 members of the public.</p>	
1.0	<p>To Accept Apologies for Absence – Cllr J Shoesmith The Chair proposed a leave of absence for Cllr Shoesmith who was currently undergoing treatment for a long standing illness. Resolved: Leave of absence for Cllr Shoesmith was approved until 31st March 2015.</p>	
2.0	<p>To Receive Declarations of Interest - None 2.1 To Consider Requests for Dispensations - None</p>	
3.0	<p>To adopt the Minutes of the Regular Meeting of the Parish Council held on Thursday 4th September 2014 Resolved: The Minutes were confirmed and signed by the Chair</p>	
4.0	<p>To Receive Brief Reports from 4.1 Ward Cllr A Blackshaw</p> <p>Cllr Blackshaw updated the meeting on the work at Wellington Marsh which should have started but had been delayed due to the tendering process. Cllr Gowan and Cllr Blackshaw will meet with BBLP to agree when work will start. BBLP have confirmed that they will ensure the current system continues to be operative until the work is completed.</p> <p>Cllr Blackshaw outlined the Lengthsman Pilot which he said had been a great success. More details on this scheme are covered in item 8.2.1.</p> <p>Herefordshire Council continues to dispose of assets in order to address the current budget shortfall. One exception to this is smallholdings where the strategy is to consolidate where possible to form more viable units.</p> <p>School Bus Service – Cllr Blackshaw was asked to investigate why Andy Hough had not followed through the discussions regarding the school bus service.</p> <p>New Market Development – visitor numbers had now topped 2 million with revenue increasing from £270 million to £380 million over the past three months.</p> <p>4.2 Local Police Officers: There were no police representatives present. The Safer Neighbourhood Team October Newsletter had been circulated and the Parish Council had been notified that PC Brian Hillstead had recently been taken ill and would be off duty for the foreseeable future.</p>	AB
5.0	<p>Open Time Clarification was requested regarding rubbish collection in Wellington once the new two weekly system was introduced. The Chair confirmed black bag collection would be Mondays starting on</p>	

Monday 10th November (this was a change from the current Thursday collection). Notices would be put up in the village as soon as this is confirmed (although this schedule may not apply throughout the whole of the Parish).

6.0 Financial Matters

6.1 Bank balances: Treasurer's Account (as at 29/09/14) £62,058.36 and Business Instant Access (as at 28/08/14) £13,404.87.

Income since September meeting – £ 36,697.79	September rental from Wellington Delights (new rate)	£650.00
	Interest	£0.53
	Final payment from Veolia Grant	£750.00
	HMRC VAT claim 30 May 2013 - 31 March 2014	£24,197.26
	Stage 2 Precept	£10,750.00
	Payment from John Palmer for memorial bench	£350.00

6.2 To agree payments made since the last meeting

Cheque	Expenditure	Amount
876	Cancelled – see file note below	£82.80
878	SLCC Clerks Attendance at Conference. File note: approval was given in September against a quoted figure of £69 + VAT. When the invoice was received the amount was £59 + VAT so original cheque was cancelled and another issued.	£70.80
882	Payment for application to remove planning condition for Wellington Delights. (To be invoiced back to Rob).	£97.50

Resolved: All payments approved

6.3 To agree payment of outstanding invoices

Cheque	Expenditure	Amount
879	D C Gardening invoice 233. Work Carried out at Community Hub 11 th and 25 th September	£50.00
880	HMRC Qtr 2 – as detailed on Clerks Salary Summary	£247.60
881	Clerk's net salary July to September 2014 including honorarium payment of £240.24 as agreed at September PC meeting.	£991.06
883	Clerk's expenses July – September 2014	£98.48
884	WCA Invoice OCT11. Room bookings August and September. Room Hire charges increased from 01-09-14 to £15 per session.	£28.00
845	Cllr Crane. Paper for Time Capsule.	£10.00

Resolved: All payments approved

6.4 To Consider 2015/16 Budget Setting Process

Herefordshire Council has requested Parish Precepts be notified by 31 December 2014. Cllr Gowan, Langford and the Parish Clerk would meet to put together outline budget proposals to be agreed at the November meeting.

6.5 To Consider Repair of Noticeboards at Dernside and the March

Cllr Wood had obtained a quotation from Chris Hall for repairs at Dernside and the Marsh. Total £310.00.

Clerk

Resolved: To accept these quotations and instruct the Clerk to commission the work.

The question of an additional notice board for the use of groups in the village had been mentioned by parishioners and the Chair discussed this with the Parish Council, highlighting that other many other groups in the village had provided their own noticeboards. The Chair added that historically the PC has allowed the Church and the WI to display one or two notices each in the Derside noticeboard and there is also a large noticeboard inside the shop.

Resolved: Not to purchase an additional noticeboard as it was not felt that this would be a good use of public money. If any group wished to purchase and install a noticeboard on the Community Hub grounds, they would need to come back to the PC for approval of size, style, position etc.

Clerk

7.0

To Consider Planning Matters**7.1 To Consider any Planning Applications**

Reference Number	Application
P142750/FH	Stratford House, Wellington. Proposed two storey extension to front elevation. <i>The Parish Council had no objections.</i>
P142870/K	14 Derside Close, Wellington. Various Tree works. <i>Referred to Jenny Guille, Tree Warden who has no objection as the intention is to replant.</i>
P142910/FH	Westfield Farm, Wellington. Proposed two storey side extension. <i>The Parish Council had no objections.</i>
P142966/K	2 Bridge Cottage, Wellington. Proposed tree works. <i>As this application was from Jenny Guille, Tree Warden the Chair had been to inspect and discuss the proposed works and had not objection.</i>

Resolved: The Clerk to submit the above comments

The Chair voiced concern about the increased number of application to build extensions to the front of properties and felt that the Parish Council should take advice on how appropriate it is in the conservation area?

Clerk

Reference Number	Application
P142340/FH	The Cott, Wellington – revised vehicular access. <i>Following queries raised at the September PC meeting the agent has been asked to revise the plans to give clarity on issues such as the grassed areas and visibility splays. It is the intention of Herefordshire Council to re-consult on the application.</i>

7.2 To Note any Decisions/Notifications Received

Reference Number	Application	Determination
P142484/K	Walnut House, Wellington – various tree works	Awaiting decision
P142396/K	2 Notts Cottages, Wellington – fell one silver birch.	Awaiting decision
P142330/FH	Orchard End, Bridge Lane, Wellington – proposed single storey extension	Awaiting decision
P142080/F	Ravensholt, Wellington. Proposed 3 bedroom dwelling. See note below.	Awaiting decision

Reference Number	Application	Determination
P141855/RM	Marsh House Farm, Wellington. Reserved matters for podiatry surgery and office	Awaiting decision
P140755/F	Walnut House, Wellington. Proposed new dwelling and new vehicular access	Awaiting decision

The Chair confirmed that all the information on the approval of Church House Farm was now on Herefordshire Council website. She reported that the conditions included installation of wheel cleaning equipment to ensure mud and debris from contractors' vehicles is not transferred to the highway during construction work, thus avoiding the issues that occurred with Parsonage Fields. There were also restrictions on parking and avoidance of conflict with school traffic.

7.3 Travellers' Site Consultation

The Parish Council had submitted a response to the consultation and made comments which included restricting sites to 10 or less, consideration of new sites should be around Hereford and the Market Towns where there is adequate access to facilities, avoidance of undue pressure on local infrastructure and services, consideration to issues such as turning space, access, landscaping and sustainable drainage and information on what commercial activities should be allowed, as well as adherence to animal movement regulations. The Chair thanked Cllr Langford for her considerable input into the response.

7.4 Other Housing Issues

7.4.1 Section 106

The Section 106 agreement for Church House Farm is now on Herefordshire Council website. The £21,500 contribution to the Community Hub is still included but there is no information about when this will be received.

8.0 To Consider Highways Issues

8.1 A49 Issues

The Chair reported that she would be attending a meeting with the Highways Agency on 13th October where the issues of safety, speed, obstructed footways and standing water on footways would be raised. She also reported that there had been a meeting at Plough Lane (not involving the Parish Council), no information had been received and this would continue to be followed up.

8.2 To Receive other Highways Issues

Cllr Blackshaw had covered the current position regarding Wellington Marsh (minuted under item 4.1)

The Chair outlined the Community Speed Watch Scheme, an initiative led by West Mercia Police involving training community volunteers to use hand held speed measuring devices. The scheme could only be put in place where there is an existing speed limit so would not be applicable to Auberrow. The scheme required a regular commitment, health and safety training and at least six volunteers who would work in groups of three. The Clerk has been asked to find out more about the scheme, specifically the cost of measuring devices, and an update will be given at the next meeting.

8.2.1 Lengthsman Update including update on Lengthsman Pilot

The Lengthsman Pilot had now finished and an evaluation was taking place with a view to rolling it out across the county in 2015. The proposals for future funding included an opportunity for Parishes to access additional grant, up to the same amount again provided that it was matched by the Parish. If agreed by Cabinet this would give the potential to put three times the current level

Clerk

	<p>of Lengthsman Grant into maintaining the local road network. Herefordshire Council had committed to informing Parishes of the result of the discussions by the end of October in order to inform budget discussions. The Clerk had been informed that the length of C and U roads (which determine the level of grant) had been reassessed and Wellington was now deemed to have 13.92km against an original 2002 figure of 20.3km, which would reduce the level of Lengthsman Grant significantly. The Clerk is following this up with Anthony Bush.</p> <p>8.2.4 Identification of Work to be Carried Out The Chair was arranging another review of the roads with the Locality Steward. To date £600 expenditure has been committed to the pothole trial. £1,373 of Lengthsman Grant remained with one outstanding invoice. Materials, which were provided during the trial may now need to be purchased. Resolved: To allocate a further £650 to pothole repairs, leaving the balance for drainage work</p> <p>Cllr Blackshaw left the meeting at this point.</p>	Clerk
9.0	<p>Report on Footpaths</p> <p>9.1 Update on Footpath Maintenance Cllr Crane updated the meeting about the latest work carried out on footpaths; Balfour Beatty had fitted a new footbridge at the Marsh and this had resulted in a complete circular walk around the village. A lot of cutting back of footpaths has been carried out using P3 grant. The Clerk would calculate how much P3 grant remained to be spent before the end of the financial year.</p> <p>The Clerk was asked to check when the path at Parsonage Fields would be adopted as it was a Public Footpath and very overgrown.</p>	Clerk Clerk
10.0	<p>Changes to School Bus Service</p> <p>As reported in agenda item 4.1 Cllr Blackshaw was asked to investigate why Andy Hough had not following through the discussions regarding the school bus service.</p>	
11.0	<p>To Consider Community Hub Issues</p> <p>11.1 To Consider Proposals for Planting and Landscaping Cllr Wood outlined the work that he and Cllr Langford had carried out on identifying and sourcing plants and other landscaping materials. The Wellington Garden Centre, Wyevale Nurseries and other suppliers had been involved in the planning in order to ensure the best possible value for money. Cllr Wood outlined the proposals and materials costs.</p> <p>Quotations for preparing the ground and planting had been obtained from DWG Gardening Services and D C Gardening. The quotation from D C Gardening was £640, considerably less than the one from DWG Gardening. A small additional sum would be required for work to the side of the building which was not included in the specification Resolved: To purchase the materials as in Cllr Wood's specification to the value of £551.09 Resolved: To accept the quotation from D C Gardening for £650 plus up to £100 for the additional work along the side of the building</p> <p>11.2 To Consider Shopkeeper's Request for Revised Opening Hours The planning application had been submitted to Herefordshire Council. The process is expected to take around 8 weeks.</p> <p>11.3 To Agree Policy and Procedures for those using the Parish Room The Parish Room was increasingly being used and there was a need to ensure the security of the room and to formalise the procedures for booking and providing access to those using it. It is the intention of the Parish Council to produce a policy document which anyone using the room would</p>	Clerk Clerk

be required to sign. A draft would be produced and circulated to Councillors for comment. The Chair stressed that the Parish Council would not be renting the room out to derive an income and would therefore not be disadvantaging the Community Association. Any requests to use the Parish Room would be considered on their own merit and if the prospective user wanted to use it for commercial gain they would be referred to the WCA to hire a room in the usual way.

JG/Clerk

11.4 Time Capsule

Cllr Crane outlined the work that had been carried out on the Time Capsule and listed some of the items that had been submitted. He encouraged anyone who still wished to contribute items to contact him as the contents would be finalised at the end of the following week. It was noted that the time capsule needed to be buried before work on the landscaping took place. Cllr Crane also reported that the Commemorative Oak Tree had now been planted at the Parsonage Farm development and the stone with the brass plaque would soon be in place. He suggested that a blessing should take place, maybe on or close to Remembrance Sunday, and this would be followed up.

SC

11.5 To consider any fees due

There were no fees due

12.0

Community Led Planning and Neighbourhood Planning

12.1 Community Led Planning Update

Jennifer Jarrett, Chair of the CLP Steering Group gave a presentation on the Community Led Plan stressing that the overarching principle of everything was that it should be Active, Accessible and Inclusive. The Plan would be available online and hard copies placed in the Library, Shop and Community Centre. Additional copies would be lodged with the School, the Parish Council and the Steering Group. It was the intention to produce and distribute a flier to every household giving a summary of the plan, focusing on the actions that will take place to achieve the outcomes.

The Chair thanked Jennifer, her team and the volunteers. She explained that Councillors are going to take responsibility for being the Parish Council contact for the groups of volunteers to provide support, help and background knowledge. The link Councillor would also be able to advise on activities already being covered by the Parish Council and/or if proposals were in line with current Parish Council policy. The areas to be covered are

Footpaths	Cllr Crane
Seats	Cllr Gowan
Mobile connections, website and IT	Cllr Wood
Mobility Issues	Cllr Gowan
Parish Maps	Cllr Crane
Parish Services	Cllr Langford
New facilities	Cllrs Gowan Cllr Crane

Neighbourhood Watch	Cllr Gowan
Natural History	Cllr Langford
Cycle Paths	tbc
Litter	tbc
Bulk Buying	tbc
Minor Initiatives	tbc

The Chair encouraged Councillors to volunteer to support these groups where possible.

12.2 Neighbourhood Planning

12.2.1 Update from NP Steering Group

The next NP meeting is scheduled for Wednesday 8th October and an update will be given at the November PC meeting.

13.0	<p>To Note the Information Sheet Resolved: The Information sheet was noted. The Chair thanked the Clerk for the Information Sheet which she felt was a useful reference for Councillors.</p>	
14.0	<p>To Raise Items for the next Scheduled Parish Council Meeting Communication with Residents, Liaison with the School, Grit/Snow clearance at Community Hub, Asset Register for Insurance Purposes.</p>	
15.0	<p>To Note the Date and Time of the next Regular Parish Meeting Resolved: The next Regular Meeting of the Parish Council will take place on Thursday 6th November 2014 at 7.30 pm. The meeting closed at 9.40 pm</p>	
<p>Signed Date 6th November 2014 Chairman of Wellington Parish Council</p>		