

# WELLINGTON PARISH COUNCIL

Regular Meeting of the Parish Council held at the Community Centre  
at 7.30pm on Thursday 1<sup>st</sup> October 2015

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
	<p><b>Present</b>  <b>Parish Cllrs:</b> Mrs J Gowan (Chair), Mr S Crane, Mrs L Langford, Mr D Wood  <b>Also in attendance:</b> Mrs Chris Bucknell (Parish Clerk) and 11 members of the public.</p>	
1.0	<p><b>To Accept Apologies for Absence</b> – Cllr D Miller, Cllr B Prince, Cllr J Shoesmith, Ward Cllr Pauline Crockett</p>	
2.0	<p><b>To Receive Declarations of Interest</b>  None</p>	
	<p>2.1 <b>To Consider Requests for Dispensations</b> – None</p>	
3.0	<p><b>To Adopt the Minutes of the Regular Meeting of the Parish Council held on Thursday 3<sup>rd</sup> September 2015</b>  <b>Resolved:</b> The Minutes were confirmed and signed by the Chair</p> <p><b>To Adopt the Minutes of the Extraordinary Meeting of the Parish Council held on Monday 14<sup>th</sup> September 2015</b>  <b>Resolved:</b> The Minutes were confirmed and signed by the Chair</p>	
4.0	<p><b>To Receive Brief Reports from</b></p>	
	<p>4.1 <b>Ward Councillor</b>  Ward Councillor Crockett was not in attendance. The Chair noted that Cllr Crockett was following up the results of the speed survey done on the A49 and the potential for a traffic survey on the north lane from the A49 to Westhope.</p>	
	<p>4.2 <b>Local Police Officers:</b>  There were no Police Officers present and the October Newsletter had been received too late to circulate for the meeting. It was agreed to ask PC Sarah Cullen to come along to the November meeting to introduce herself.</p>	Clerk
5.0	<p><b>Communications</b>  The Chair noted that most of the residents of the Parish should have received the latest newsletter, the remaining ones being delivered as soon as possible. The Chair thanked those Councillors who had distributed copies of the newsletter for their help. She also thanked Jennifer Jarrett who had delivered many of the copies herself.</p>	
	<p>5.1 <b>Broadband Update</b>  Cllr Wood introduced Matt Lloyd, Project Director at BT who had been invited to give an update on the roll out of high speed broadband in Wellington. Mr Lloyd talked about the programme as a whole, putting it into the national and local context, saying the contract was for 3 years and involved a partnership between Herefordshire Council, Gloucestershire Council, central government and BT. £500 million had been cascaded from central government to local councils who were required to match it from their own reserves. The contract required that 90% of the county would have high speed Broadband by the end of 2015, but because of Herefordshire's unique geography and challenges BT had until the end of 2016 to complete the project locally. Mr Lloyd outlined the</p>	

technical issues about how the service was being installed, above and below ground both to the cabinet and to the premise. Installation in Herefordshire had required extensive tree cutting to get the fibre channel installed overhead and this was still underway. The programme at county level was on target to complete by 2016 but Mr Lloyd apologised that work coming off the Canon Pylon exchange was 3/6 months behind schedule due to a number of installation issues being experienced in this part of Herefordshire. Once the engineering work was complete a number of tests needed to be carried out before the network was commissioned; it was expected that this work would be complete by the end of 2015. It was the responsibility of householders to contract with individual service providers to take the service to the houses. Mr Lloyd finished by apologising that the work was behind schedule and acknowledged that communication had been bad, raising expectations. A new Officer was now based in Herefordshire and it was expected that things would improve. Mr Lloyd took questions from the residents and, following thanks from Cllr Wood, left the meeting.

### 5.2 Facebook

In Cllr Miller's absence the Clerk updated the meeting on the Facebook page which now had 45 'likes' with the posts being widely read. The Clerk noted that at the moment residents could not post directly onto the Facebook page and this was limiting community interaction. She proposed that the security settings be relaxed to allow external posts, this would be monitored closely by herself and Cllr Miller to avoid any abuse of the page. This was agreed.

### 5.3 School Liaison

A response had been received from the Headteacher who was keen to build closer relationships with the Parish Council. In particular she has concerns about a planning application for a development on the Roman Road which had not taken the potential of Wellington Primary School into account and she felt that closer links with the Parish Council may help with this and other issues. A meeting is being set up between the Headteacher, Cllrs Gowan and Langford to take this forward.

### 5.4 Press Policy

A draft Press Policy had been circulated to all councillors in advance of the meeting and Cllr Wood had suggested some revisions. In order to give time to do this it was proposed to defer this item until the November meeting.

## 6.0 Open Time

There were no further comments from the public.

## 7.0 Financial Matters

### 7.1 To Receive a Report from the RFO

**Bank balances:** Treasurer's Account £19,635.72 Business Instant Access £58,404.87 The Clerk noted that these figures include earmarked reserves and did not represent available funds. The next payment for the PWLB loan would be taken out at the end of October.

<b>Income since September meeting – £11,222.40</b>	Interest (September)	£2.40
	Part 2 Precept	£10,750
	Wellington Delights (September Rent).	£ 650

Confirmation had been received that the outstanding invoice for 2014/15 Q4 Lengthsman Grant (£127.25) had been passed for payment and Cllr Wood presented the meeting with a cheque from Wellington Delights for £97.50 to cover planning application 152561.

### 7.2 To Agree Payments made since last meeting - None

JG/LL

**7.3. To agree payment of outstanding invoices**

Cheque	Expenditure	Amount
959	Clerk's net salary July to September 2015. As per salary sheet	£950.40
960	Clerk's Expenses and travel July to September 2015 as per expenses sheet	£33.45
BACS	HMRC Qtr 2 as per salary sheet	£237.60
961	Richard Mills Lengthsman Inv 2961. Works orders 29 <sup>th</sup> June, 7 <sup>th</sup> July, 3 <sup>rd</sup> August. Footpath work WG26 and WG13, trench at the Vinery. Cost of picking up tarmac for work already completed by BBLP. £323.50 + VAT	£388.20
962	PIP Printing invoice 60302. Printing planning documents for solar application	£111.80
963	PIP Printing invoice 60333. Printing 360 copies of September newsletter	£148.11
964	Kirkwells invoice 251 and 278. Revisions of Draft Plan, preparing consultation statement. £1380 + VAT To be paid out of NP Grant	£1,656.00
965	WCA Invoice Oct 09. Room Hire July to September.	£60.00
966	PIP Printing invoice 60481. Printing additional 75 copies of the September Newsletter	£67.50

**Resolved:** Payments Approved

**7.4 To Consider Grant Awarding Policy**

A copy of Wellington's Grant Awarding Policy had been forwarded to all Councillors in advance of the meeting. The Policy stated that applications for small grants made throughout the year could be considered at the discretion of the PC and, where there were direct benefits to residents of the Parish, grants could be considered for organisations outside the parish. The Chair proposed that the Policy be amended with regard to the use of an application form which it was agreed was not relevant in all cases but to leave the wording regarding who could benefit as it stood. Cllr Crane added that there needed to be clear guidelines on how grants were allocated and the reasons for refusal if that was the case and suggested also that maximum amounts could be set. A member of the public added that the demographics of the parish needed to be taken into account when agreeing the profile and level of grant allocation. It was agreed to consider setting a maximum level for grant allocations and this, together with any other proposals, would be brought back to the November meeting.

SC  
Clerk

**7.5 To Consider Request from Citizens Advice Bureaux**

The CAB had written requesting WPC consider making a donation to their work. This had come with a range of statistics about how many people have been helped in Wormsley Ridge ward, their age, health issues, family income etc. At the September meeting the Clerk was asked to enquire if these statistics could be disaggregated to show beneficiaries in the Wellington area – the CAB say this is not possible as their data is based on wards as opposed to parishes.

Clerk

**Resolved:** To make a donation of £50 to the CAB

Cheque	Expenditure	Amount
968	Donation to Citizen's Advice Bureaux	£50.00

**7.6 To Consider Grant Request from Age UK Hereford and Localities**

A grant request had been received from Age UK Hereford and Localities together with statistics regarding those who had benefitted from services. A copy of this was emailed to all Councillors in

advance of the meeting. The Clerk declared an interest in Age UK, being Chair of their Board.

**Resolved:** To make a donation of £50 to Age UK Hereford and Localities

Cheque	Expenditure	Amount
967	Donation to Age UK Hereford and Localities	£50.00

8.0

### To Consider Planning Matters

#### 8.1 To Consider any Planning Applications

Reference Number	Application
152561	Wellington Shop and Post Office variation of condition 13 to allow extended opening hours on Public and Bank Holidays

As this was the Parish Council's application it was not felt appropriate to discuss it further.

Reference Number	Application
152842	The Shrubbery, Wellington. Works to Various Trees.

**Resolved:** To refer this application to Jenny Guille and to comment in line with her recommendations.

#### 8.2 To Note any Decisions/Notifications Received

Reference Number	Application	Determination
152188	Land opposite Aylus Cottages, Auberrow. Proposed erection of solar photovoltaic array, including metering and inverter kiosks, security cameras, fencing and gates and a temporary construction compound and access track.	Awaiting decision
152498	Kingfishers, 3 Queenswood Close, Wellington. Work to weeping willow tree.	Awaiting decision
151845	6 Brookside, Wellington. Proposed change of use of summer house to small beauty room	Awaiting decision
151460	Ravensholt, Wellington. Proposed works to various trees	Awaiting decision
151954	Ravensholt, Wellington. Proposed development of 3 bedroom dwelling	Awaiting decision
132970	Khotia, Wellington. Change of use and proposed double garage	Awaiting decision
152129	Bridge Farm, Wellington. Erection of a carport	Approved with Conditions
P143792/O	Kingcup Cottage, Wellington, Hereford. Residential development	Awaiting comment from Highways England

Clerk

Clerk

Reference Number	Application	Determination	
151855	Land adjacent to Mill Lane, Wellington – proposed development of site to provide 45 houses	Refused	
9.0	<p>The Chair noted the reasons for refusal were that part of the site was in Flood Zone 3 and no proper FRA had been carried out. It was also noted that the site had potentially sand and gravel present and the application did not investigate this sufficiently. The Officer considered that the site was in a locally valued landscape and the application did not take account of the character of the area. The Chair noted that it was pleasing that the NDP had been taken into account when determining this application.</p>		
	<p><b>8.3 Other Housing Issues</b>  <b>8.3.1 Bell Homes and Section 106</b>  Nothing further to report</p>		
	<p><b>To Consider Highways Issues</b></p>		
	<p><b>9.1 A49 Issues</b>  Following the September meeting the Chair had requested a review of road signage at Wellington Marsh. No response had been received and this would be followed up.</p>		JG
	<p>Proposals for the Footpath at Old Comrade were due to be submitted on 25<sup>th</sup> September and the Chair would follow this up.</p>		JG
	<p><b>9.1.1 Culverts</b>  In Cllr Shoesmith’s absence this item was deferred.</p>		
	<p><b>9.2 To Receive any other Highway Issues</b>  Regarding the damaged bridge on private land by Bridge Farm, investigation into this was on-going. It was suggested that ownership may have been transferred with the self-build site – this would be followed up and brought back to the November meeting.</p>		
	<p>The Chair had received a preliminary report into flooding at the Mill, but this did not mention Vinery Corner. The Chair noted there were two actions incumbent on the Parish Council, firstly to confirm that the photographs were taken in extreme weather conditions and to comment on whether the road flooded in normal heavy weather. The Chair would follow this up, noting there was a need to define what constituted ‘normal’ weather. Secondly the Parish Council were being asked to deal with local landowners over the condition of local ditches. It was agreed that the Chair, together with Cllrs Langford and Prince would meet and ascertain responsibility amongst landowners.</p>		JG/BP /LL
	<p>Work on further surveys at Wellington Marsh should take place October/November and the Chair will continue to follow this up. Cllr Shoesmith had submitted a report on her liaison with Tarmac over the culverts and that an ecologist has been called in to look into any wildlife issues. Tarmac is also liaising with LDB regarding the lateral drain.</p>		JG
	<p>A parishioner had raised more concerns regarding speeding on the north lane and is getting in touch with Safer Roads Partnership herself on the advice of the PCSO; it was suggested the Parish Council also make representations.</p>		JG/CB
<p><b>9.2.1 Bus Shelter</b>  The Chair was making inquiries about getting a litter bin installed by the bus stop. At first this had seemed unlikely but the issue would be pursued with the Locality Steward. Details of potential suppliers for seats had been passed on to Cllr Prince together with information on risk assessment and details on Highways England liaison. In Cllr Prince’s absence further discussion on this item was deferred for further discussion at the November meeting.</p>		BP	

	<p><b>9.2.2 Identification of work to be carried out and any other updates</b> A parishioner had commented on the state of the footpath from the shop to the Chapel. The Chair confirmed that this footpath was not the responsibility of the Parish Council or Balfour Beatty and residents are urged to use the footpath on the opposite side of the road.</p> <p>The Chair intended to ask the Locality Steward to look into the state of the footpath from the cemetery past the new development as a lot of that section of the village is unlit and it is a potential risk to pedestrians, especially where the new entrance has been created to the building site.</p> <p><b>9.2.2.1 To Consider Quotation for Work in Mill Lane</b> The quotation for the work on the drains in Mill Lane (£720) to push back the banks around the drains and stabilise the bank behind them so that they do not get silted up had been considered on a number of occasions. The Chair noted that Cllr Prince, who had considerable local knowledge of the area, maintained that the proposed work would not make any significant difference. In Cllr Prince's absence a decision was deferred until the November meeting.</p>	JG
10.0	<p><b>Report on Footpaths</b></p> <p><b>10.1 Update on Footpath Maintenance</b> Cllr Crane reported on some minor issues. There were a number of blocked paths but no response had yet been received from Mr Colbatch-Clark regarding the landowners at Wootton Farm. Cllr Crane noted that this was not a significant issue but needed to be kept on the agenda. Dick Makin had planted a field of maize (between Crossways and the Marsh) making the footpath, which should pass diagonally across the field, impassable. New signage on the Knapp had been damaged and another footpath sign, opposite the Mill on the path down to the back of the Vinery, broken off. It was agreed that the Chair and Cllr Crane would agree an email to the PCSO. Cllr Crane stressed that any member of the public who was aware of vandalism should report it to the Neighbourhood Watch Team, co-ordinated by John Taylor and Rob Ruck.</p> <p><b>10.2 Schedule of Maintenance</b> Cllr Crane would put together a proposal of work to be considered at the November meeting. He also noted that there were a number of paths with houses backing onto them and responsibility for hedges and trees was unclear. This would be brought back to the November meeting.</p> <p><b>10.3 Claypits Lane</b> Any further discussion on this was on hold pending the decision about the Solar Farm application.</p>	SC
11.0	<p><b>Community Hub</b></p> <p><b>11.1 To Consider Provision and Position of Noticeboards</b> Cllr Wood outlined the background to the requirement for a Community noticeboard which had been identified in the Community Led Plan, noting that the notice board inside the foyer was for the sole use of the Parish Council. Funding had been obtained from Bell Homes and there was still sufficient remaining to fund a noticeboard where the community could put notices regarding activities, Clubs and Health &amp; Wellbeing.</p> <p>Cllr Wood had researched styles, sizes and types of notice boards and has details of suppliers which can be followed up with the other alternative being that a local craftsman is commissioned to build a bespoke noticeboard.</p> <p>Cllr Wood noted that if a notice board were to be purchased and erected for the community there were a number of issues regarding ownership and management which needed resolution. It was proposed that a small working group consisting of CLP volunteers and Parish Council representatives be set up to address these issues and report back to the November meeting.</p> <p><b>11.2 To Agree any Expenditure on Landscaping</b> There was no more to report on this. A proposal would be brought to the November meeting.</p>	DW

<p><b>12.0</b></p>	<p><b>Update from the Community Led Planning Groups</b></p> <p><b>12.1 Playground Initiative</b> Cllr Miller had sent a report saying he had met with Jennifer Jarrett and Gill Bullock and the working group were currently checking the availability of sites. Another meeting was booked for 19<sup>th</sup> October and anyone interested was welcome to attend. A contact within Herefordshire Council was being sought and the Chair suggested putting the group in touch with Anthony Bush as a starting point.</p> <p><b>12.2 Cycle Route Update</b> In Cllr Prince's absence there was nothing further to report.</p> <p><b>12.3 Good Neighbour Scheme</b> In Cllr Shoesmith's absence there was nothing further to report.</p> <p><b>12.4 Other Updates</b> Jennifer Jarrett, Chair of the CLP Steering Group was represented at the meeting by John Hayward. A meeting of the CLP leads had taken place on 4<sup>th</sup> September (Cllrs were not invited) and a report compiled which had been circulated to Councillors. The Chair noted that the over-riding message from the report was that (quote) " the Parish Council is not providing sufficient support to volunteers". The Chair went on to say that the Parish Council considered it a Community Led Plan and it was never the intention that it should be Parish Council led as it was important that ownership was with the community. It was noted that the Steering Group had fulfilled its commitments and the Parish Council's view was that actions were now being taken forward by volunteers and volunteer leads. The Parish Council had offered a Lead Councillor for each area of work. This person would provide liaison and advice and a document had been produced and circulated outlining how this may work. The Chair said that the Parish Council was disappointed that it was felt that they had not been supportive and voiced surprise this had not been raised before despite the fact that CLP was a standing item on all agendas.</p> <p>The Chair proposed that in order to deal with the matter quickly John Hayward liaise with the volunteer leads and present the Parish Council with a paper detailing the areas where help had been requested and not received.</p> <p>John Hayward said that it was a misunderstanding that the continuation of the CLP actions was to be volunteer led; the Steering Group intending to hand the actions back to the Parish Council on completion of the Plan. He felt that the volunteers were there to help the Parish Council deliver the outcomes, not to lead on them. The Steering Group felt that they had handed the proposals over to the Parish Council but that nothing was being taken forward.</p> <p><b>Resolved:</b> Cllr Gowan to meet with Jennifer Jarrett to arrange a meeting of the Parish Council and the volunteer leads to clarify the issues and to develop a Memorandum of Agreement about who will be responsible for taking the actions forward.</p> <p><b>12.5 To Agree any Expenditure</b> There was no expenditure</p>	<p>JG</p>
<p><b>13.0</b></p>	<p><b>Neighbourhood Planning</b></p> <p><b>13.1 Update on Regulation 16 Consultation</b> The Chair reported that everything was now in place for the Regulation 16 consultation, explaining that this was Herefordshire Council's consultation, managed by them with no input from the Parish Council other than to formally submit the plan, its accompanying maps and reports. Households will not be notified of Reg 16 by the Council but planning notices will be placed at strategic points by Herefordshire Council.</p> <p>All councillors had the documents circulated to them in advance of the meeting and those that could</p>	

not attend were asked for their comments.

**Resolved:** To submit the Neighbourhood Plan for Regulation 16 Consultation.

### 13.2 Next Steps

Hard copies of the documentation will be printed and placed in the Community Library.

### 13.4 To Agree any Expenditure

There was no expenditure

### 14.0 Herefordshire Council Governance Review

The Chair invited comments from Councillors before outlining her views which were that the Parish boundary could be considered with specific reference to the two properties at Aylus Hill Cottages, which were currently in Moreton Parish. Similarly the northern boundary with reference to the houses along the lane to the Railway Inn which may might be better served under Hope under Dinmore Parish. The Chair noted that any changes in Parish boundaries could have an impact on the level of precept payable by residents effected and she felt residents should be involved in the consultation.

**Resolved:** The Chair to submit initial comments to Anthony Bush.

### 15.0 Transparency Code for Smaller Councils

This item was deferred until more information was available.

### 16.0 To Note the Information Sheet (October 2015) and any other updates

**Resolved:** The Information sheet was noted.

### 17.0 To Raise Items for the next Scheduled Parish Council Meeting

There were no items raised

### 18.0 To Note Date and Time of the next Regular Meeting of the Parish Council

Thursday 5<sup>th</sup> November 2015 at 7.30 pm.

### 19.0 Public Bodies (Admission to Meetings) Act 1960

**Resolved:** To Close the meeting to the public and to discuss and minute Item 20 as a confidential item

The public part of the meeting closed at 9.40 pm

Signed ..... Date 5<sup>th</sup> November 2015  
Chairman of Wellington Parish Council

JG