

WELLINGTON PARISH COUNCIL

Regular Meeting of the Parish Council held at the Community Centre
at 7.30pm on Thursday 6th October 2016

<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 L Langford (Chair), Mr S Crane, Mr B Prince</p> <p>Also in attendance: Mrs Chris Bucknell (Parish Clerk) and 19 members of the public.</p> <p>Before starting the meeting, the Chair paid tribute to the memory of Geoff Gowan, husband of the past Chair Jenni Gowan, saying the thoughts of the Parish Council were with Jenni at this time.</p> <p>To Accept Apologies for Absence – Cllr D Wood, Ward Cllr Pauline Crockett</p> <p>To Receive Declarations of Interest - None</p> <p>2.1 To Consider Requests for Dispensations There were no requests for dispensation</p> <p>To Adopt the Minutes of the Regular Meeting of the Parish Council held on Thursday 1st September 2016 Resolved: The Minutes were confirmed and signed by the Chair</p> <p>To Receive Brief Reports from</p> <p>4.1 Ward Cllr Pauline Crockett Cllr Crockett was not in attendance but had sent a report which was read out at the meeting</p> <p>At last week’s full Council meeting</p> <ul style="list-style-type: none"> • It was agreed that Sascha Kindred OBE would be given the Freedom of the County for his achievements at this year’s Para Olympics. This was an almost unanimous decision, and the first to be presented. • The Four Year Funding settlement offered by Government was discussed and approved, further information can be accessed on the Council website. • The position of an interim Section 151 officer, Director of Resources, was debated and Mr Mark Taylor was appointed (replacing Mr Peter Robinson who resigned recently) again further information is available on the council website. <p>Cllr Crockett also reported</p> <ul style="list-style-type: none"> • She had been involved in assisting continuing concerns with Broadband/Internet issues in the locality; this had now been passed onto the newly appointed Cabinet Support Member, Councillor Barry Durkin for his attention. Cllr Crockett felt the situation was not acceptable and she would continue to follow it up. • She had attended a meeting with the police, and had asked that they monitor the parking on the roadside and verge outside the new development. • Concerns had been raised regarding the roadway and grass areas at Parsonage Fields this is being addressed by Bell homes, and again we await a resolution to this. <p>Cllr Crockett concluded by saying she welcomed comments from any parishioners regarding issues in the Parish and confirmed her support to the Ward.</p>	

5.0 Communications**5.1 Update on High Speed Broadband**

Cllr Wood was continuing to follow this up with support from Ward Cllr Crockett.

5.2 October Parish Newsletter

This was ready for distribution and Cllr Langford ask for volunteers to deliver the newsletters around the village. The volunteers were thanked for their help.

5.3 Wellington Primary School

Following the disappointing news reported at September's Parish Council meeting regarding the school boiler Cllr Crockett had contacted Cllr Jonathon Lester, Cabinet Member Young People & Children's Wellbeing, who confirmed that the cost of replacing the boiler will be included in 2017/18 budget.

5.4 Tree Warden Network

The Clerk and Shirley Edgar had attended a Tree Network event on the legal framework surrounding trees and hedges. It was noted that the Tree Warden Network was very active with a lot of events being put on for members.

6.0 Open Time

The recent flooding and debris in Bridge Lane was mentioned with a resident stating that this was not likely to be a one off event and more heavy rain will result in this happening again. This topic will be covered under item 9.3.2.

7.0 Financial Matters

7.1 Bank balances: Treasurer's Account £44,886.13 Business Instant Access £58,408.42. It should be noted that these figures include earmarked reserves and do not represent available funds. The scheduled payment to PWLB (£7,428.11) will be taken on the 31st October 2016.

Income since September meeting – £10,839.17	Wellington Delights September rent not yet received. Rob has apologised and cited a problem with his password. The Clerk will follow this up.	£0.00
	Herefordshire Council Precept Part 2	£10,750.00
	50% Contribution from Dormington and Mordiford Group to net cost of ink cartridges and paper (see item 7.3)	£74.69
	Donation from Art Society for use of Parish Room for Art Day	£12.00
	Interest (September)	£2.48

7.2 Update on External Audit

This has now been completed the only comment being that they feel the level of reserves is too high and consideration should be given to this.

7.3 To Agree Payments made since last meeting

Payment	Expenditure	Amount
BACS	Jane McNeill invoice 18. Cleaning of Parish Room August (5 weeks)	£50.00

Payment	Expenditure	Amount
BACS	D C Gardening invoice 186. Work on cemetery, bus stop and Community Hub as per works schedule (August). £195 + VAT	£264.00
BACS	Shirley Edgar. Plants, troughs, gravel etc for Community Planting. Wye Vale sales voucher. This is to come out of the money donated by Tarmac.	£427.31
BACS	Viking Direct invoice number 516748 Ink cartridges and paper. £152.34 + VAT 50% reclaimed from D&M GPC	£182.81

Resolved: Payments approved

7.4. To agree payment of outstanding invoices

Payment	Expenditure	Amount
BACS	Donation to British Legion. As agreed at July meeting	£25.00
BACS	Jane McNeill invoice. Cleaning of Parish Room September (4 weeks)	£40.00
BACS	D C Gardening invoice 229. Work on cemetery, bus stop and Community Hub as per works schedule (September). Includes repair on fencing as per quotation. £565 + VAT	£678.00
BACS	WCA Invoice OCT09. Use of Community Centre July - September	£45.00
BACS	Clerk's net salary July – September 2016. As per salary summary. Includes back pay of £12.24 in line with national salary scale increases.	£1,004.60
BACS	HMRC Qtr 2 PAYE payment as per salary summary	£251.20
BACS	Clerks Expenses July – September as per expenses claim.	£16.02
BACS	PIP Printing invoice 62777. 440 copies of newsletter and insert	£269.08
DD	Data Protection Registration.	£35.00
Chq 998	Richard Mills. Invoice 3086. Cutting back verges and clearing ditches and drains. Trimming visibility splays at Burghope. £449 + VAT	£538.80

Resolved: Payments approved

7.5 Update on 2017/18 Budget and Precept

The Clerk had spoken to Anthony Bush who felt the promised outline of Parish Council budget responsibilities will not materialise in time for the precept setting process. It was therefore agreed that Cllr Langford and the Clerk and would meet later in October to do an initial draft of the 2016/17 budget which would be circulated before the November meeting with the aim of gaining approval at the December meeting.

7.6 Update on Requirements for Automatic Enrolment for Pension Regulations

The staging date of 1st October had now been reached and the PC now needed to consult with employees and put in place all the necessary documentation to complete the Declaration of Compliance. The Chair would write to the Clerk setting out the options with regard to the Pension.

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8.0 To Consider Planning Matters
8.1 To Consider any Planning Applications

Reference Number	Application
162796	The Shrubbery, Wellington. Conservatory extension to rear elevation. <i>The Parish Council had no objections to the work proposed.</i>
162830	Apple House, Wellington – proposed works to trees. <i>Referred to Jenny Guille and Shirley Edgar who had no objections to the work proposed</i>
162930	The Vinery, Mill Lane, Wellington – proposed works to trees. <i>Referred to Jenny Guille and Shirley Edgar who had no objections to the work proposed</i>
163064	Wellington Court, Wellington – proposed works to trees. <i>Referred to Jenny Guille and Shirley Edgar who had no objections to the work proposed</i>

Resolved: To submit comments to Herefordshire Council

8.2: To Note any Decisions/Notifications Received

Ref Number	Application	
162263	Plough House, Wellington. Works to Cherry tree, four birch trees and fell Aspen tree.	Approved
162655	Upper Buskwood Farm, Hope Under Dinmore. Proposed telecommunications installation upgrade and associated works.	Approved

8.3: To Consider Other Planning Issues

8.3.1 P162541/V Cutsthorpe, Wellington – Certificate of Lawfulness for a proposed siting of mobile home for occupation by dependent relative

The Parish Council had been contacted by a resident who was concerned about the proposals. It had been confirmed that the Parish Council were not consultees for this application, the consultation period for which had now closed. Cllr Prince voiced concern that this kind of application may amount to a loophole enabling a caravan to be sited on residential land. It was also mentioned that this kind of siting should not block the flow of water thus heightening the risk of flooding.

8.3.2 Hedges in Church Close

Following the letter distributed to residents, two had contacted the Clerk and reported that they had contacted Mr Dick Makin to gain permission to remove the hedge. Mr Makin reported to them that he had contacted the landowner and permission had been granted. As this was a planning issue the landowner was not in a position to give permission but it was felt the residents acted in good faith given Mr Makin's comments. This had been communicated to the Planning Enforcement Team. It was noted that at least one resident did intend to reinstate the hedge in due course.

8.3.3 Pavements in Church Close

Residents of Church Close had been in contact reference the lack of a pavement outside plots 12 and 13. The Planning Department confirmed that the pavements were constructed as per the planning approval but they would not have an issue if the residents wanted them extended. Highways confirmed a similar view and said they would adopt the full length of pavement if it were extended, noting that this would need to be done to an approved standard. Bells were approached to see if this was something they could carry out (albeit at a cost which would need to be met by the residents) but they have said they are not willing to do this. They do however, reserve the right to approve the contractor and quality of the work before it is carried out. The residents were given details of Richard Mills who was recommended by Phil Pankhurst to carry out the work but it is

Clerk

understood they do not wish to take it further.

8.3.4 Bodenham Draft Neighbourhood Plan

This had been forwarded to all Councillors. There were no comments.

9.0 To Consider Highways Issues

9.1 A49 Issues

The Chair had contacted the Highways Team about the rough patch of road reported at the last PC meeting. This had been inspected but it was not deemed to be safety critical and there were no plans to do any remedial work.

9.1.1 Blocked Footpath at Old Comrade

Following the September meeting the Chair had written to Bill Wiggin MP who had confirmed his support, saying he would take the matter up with the Chief Executive of Herefordshire Council.

9.2 To Receive Other Highways Issues

9.2.1 Flood Report (The Mill)

There was no further update on this.

9.2.2 Drainage at The Marsh and Auberrow

Nick Holt, Flooding Performance Manager at Welsh Water had met with the Operating Team who manage the pumping stations and had reviewed the Wellington pumping station performance during the flooding. Following this meeting the Team were tasked with obtaining further details of the improvements already made and to assess the issues and remaining risk. Welsh Water's Scheme Designer has been tasked with reviewing the report and would be putting forward recommendations.

9.2.3 Safety Issues at Millway

The Clerk had contacted Herefordshire Housing who had erected wooden posts to block off the holes in the hedge. This had not been deemed satisfactory and Herefordshire Housing had been asked to come back and block the holes more effectively.

9.2.4 Traffic Survey on North Road

Lisa Powell, Transport Account Manager at Tarmac had sent the following up date which was read out at the meeting:

I have created a Geo-fence around Wellington Village so I can keep track on any Vehicles travelling through the Village and their Speed. We have had a few in the last week travelling through however their speed has not been excessive.

I have been in touch with our Estates Manager to request confirmation on the agreed terms for the Original Planning Permission. They are yet to clarify this for me. I will chase up.

I met with the Contract Hauliers the week after your Meeting. I spoke with them about Wellington and the Residents' concerns. They assured me that they would not use that road unless there was a delivery on that route. I have reiterated the need to reduce their Speed whilst travelling through all villages. I have not received any complaints from anyone residents so I am hopeful there are no issues currently.

Lisa stressed that it was difficult to ensure drivers were driving in a safe and courteous manner at all times and encouraged residents to give detailed feedback where appropriate.

Phil Pankhurst had been contacted regarding erecting Beware Horses signs on the North Road. He had confirmed that these could be erected provided they were off the highway. The Clerk was asked to contact Richard Mills to get a quote for purchasing and erecting 2 signs.

Clerk

10.0	<p>9.3 Identification of work to be carried out and any other updates</p> <p>9.3.1 Foliage at The Brook</p>	
	<p>It was reported that Lugg Drainage had trimmed one side of the Brook some weeks before but had stated that it was the householders' responsibility to cut back the foliage. It was felt that the foliage was not generally hanging over the Brook and as such was not causing a problem. It was agreed to leave this and not to pursue it at present.</p>	
	<p>9.3.2 Bridge Lane</p> <p>There had been significant issues in Bridge Lane with mud on the road following the heavy rain. The Chair had contacted Balfour Beatty who had come out and inspected the roads and put up Mud Warning signs. Balfour Beatty had confirmed that this was the responsibility of the landowner from whose land the mud came. Several residents felt it had come from Mr Colbatch Clark's land, on the right hand side of the track up to Scotland, although this had not been confirmed and there were several other cultivated fields in the immediate area. Herefordshire Council had confirmed they were not responsible for clearing the mud and did not consider there was any risk so were not prepared to do so for safety reasons. This had been passed onto the residents who were keen for the Parish Council to write to the landowner. It was felt prudent for the Chair to contact Phil Pankhurst before taking this step as it would be normal practice for Balfour Beatty to notify the landowner of his responsibility.</p>	LL
	<p>Clearing and Visibility of Road Signs – The Chair noted that Richard Mills (Lengthsman) was cutting hedges hard back top-to-bottom immediately around road signs, but leaving the top of the sign still not visible. The Chair felt that there was no need to clear anything but the top of the sign with the hedge needing cutting back for a metre or so either side. The Lengthman's current practice was damaging hedges and it was deemed ineffective. The Clerk was asked to contact him asking him to only cut back where it was necessary to do so. It was suggested that it may be the landowner's responsibility to keep the sign clear. The Chair would ask Phil Pankhurst for a specification of how visible road signs needed to be and the procedure for cutting back hedges around the sign.</p>	Clerk
	<p>Raised Drain at Entrance to Wellington School – This was felt to be a trip hazard and needed attention. Cllr Langford would ask the Headteacher whether this was the responsibility of the school and whether they wanted the Lengthsman to attend to it.</p>	LL
	<p>9.3 Update on Lengthsman and P3 Grant</p> <p>There was no further update.</p>	
	<p>10.0 Report on Footpaths</p>	
	<p>10.1 Update on Footpath Maintenance</p>	
	<p>Cllr Crane reported that with the onset of winter footpaths would get increasingly muddy and if this was causing a problem walkers were asked to feedback on this. Major work had been carried by Western Power along The Row and the footpath had been kept clear.</p>	
	<p>Cllr Prince reported that along Bridge Lane there was a large brick which was causing a hazard on the footpath. Cllr Crane said he would inspect this but said it was impossible to put down a permanent solution on many of the paths as it may affect the water flow.</p>	SC
	<p>Cllr Langford reported on the response from Balfour Beatty regarding the blocked footpath on Haywards Lane. Phil Pankhurst stated that the corner of the earth bund is across the legal line of the path but acknowledged that the bund had clearly been there for many years and there was a waymarked route between the hedge and the edge of the bund close to the legal line. This had been neglected and become overgrown and the surface covered in rubble. Phil Pankhurst contacted the owner of the industrial estate and he will clear this permissive route in the next week or so. It is felt that, providing this is done, its proximity to the legal line was such that Balfour Beatty would not insist on the legal line of the path being cleared at this time, albeit it will remain recorded as a long</p>	

term obstruction.

11.0 Community Hub

11.1 Update from the Working Group

The outside lights were not working and Cllr Langford would pass this on to Cllr Wood for action. It was agreed that an alternative electrician would be considered if the current electrical contractor could not complete the work to an agreed timescale.

11.2 Update on Sale of Wellington Delights

On the recommendation of his agent Rob had taken the shop off the market until after Christmas.

11.3 To Consider Chapel Car Parking Sign

Resolved: That the Chapel could erect a sign for the Chapel car park at the beginning of the PROW opposite the car park entrance. It was noted that this must be off the pedestrian footpath and it would be the Chapel's responsibility to consult the neighbouring landowner.

11.4 To Consider any Expenditure

There was no expenditure

12.0 Update from the Community Led Planning Groups

12.1 Report from the CLP Implementation Group

Shirley Edgar gave a brief update on the various initiatives, noting that detailed updates could be found in the CLP insert of the Newsletter.

12.2 Community Speedwatch

This activity had been discontinued unless more information could be found about Auberrow Road.

12.3 Update on Playground Initiative

The group wished to maintain the option of the RST5 land until a final decision had been made. The group may contact Mr Colbatch-Clark about the availability of his land.

12.4 Cultivation and Bench Licence

The signed licence had now been received.

12.5 Location of Benches

The first phase of benches had been completed with a further 2 planned for behind the Church.

12.6 Bulb Planting

Bulb planting was continuing with further locations being identified. The plans for a wildflower meadow may not be progressed as Balfour Beatty had only expected planting to take place in peripheral areas.

12.7 Neighbourhood Watch

The group were currently putting together a small local network.

12.8 Other Updates

Noticeboard – John Hayward was working with the supplier and once the noticeboard was received the Clerk would arrange for D C Gardening to erect it. The Clerk asked that at this stage the Chair of the Parish Council and CLP Group Members met to confirm the exact location.

Green Open Space – Shirley Edgar confirmed that the grant application had been successful, requiring match funding in terms of volunteer time from those working on the project.

13.0

Parish and Town Council Bus and Community Transport Consultation

Responses to the questionnaire were discussed and noted. Several Councillors felt the consultation exercise to be meaningless as there was not enough information to make informed decision about issues such as subsidising the bus routes from the precept.

<p>14.0</p> <p>15.0</p> <p>16.0</p>	<p>To Note the Information Sheet (October 2016) and any other updates Resolved: The Information sheet was noted.</p> <p>To Raise Items for the next Scheduled Parish Council Meeting BT Pay Phone Consultation, Parking on the pavement and verges in front of Church Close.</p> <p>To Note Date and Time of the next Regular Meeting of the Parish Council Thursday 3rd November 2016 at 7.30pm in the Community Centre.</p> <p>The meeting closed at 9.40 pm</p> <p>Signed Date 3rd November 2016 Chairman of Wellington Parish Council</p>	
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