

WELLINGTON PARISH COUNCIL

**Parish Council Meeting held at the Community Centre
at 7.30pm on Thursday 6th September 2012**

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
	<p>Present</p> <p>Parish Cllrs: Mr B Prince (Chairman); Mrs J Gowan (Vice Chair); Mrs L Langford; Mr JR Makin, Mr F Plumb and Mr D Wood.</p> <p>Also in attendance: Ward Cllr A Blackshaw (for item 4.1), CSO Dean Wall (for item 4.2), Mrs C Bucknell (Parish Clerk) and 17 members of the public.</p>	
1.0	<p>To Accept Apologies for Absence</p> <p>Parish Cllrs : Mr G Porter, Mrs K Mayne</p> <p>Cllr D Makin told the meeting of his intention to resign from his position as Parish Councillor. Cllr Makin had served 25 years on Wellington Parish Council, taking the role of Chairman twice. Cllr Makin wished to put on record his thanks to the people who had supported him over the years and wished the Parish Council well for the future. A full transcript has been placed on file. The Chairman thanked Cllr Makin for his commitment over the years.</p> <p>Cllr Makin was reminded that he needed to submit his resignation in writing to the Chairman before it would take effect.</p>	
2.0	<p>To Receive Declaration of Member's Interest</p> <p>Cllr Langford declared a personal (non-prejudicial) interest in item 8.11 Cllr Gowan declared a personal (non-prejudicial) interest in one of applications in item 8.12</p>	
3.0	<p>To Adopt Minutes of Thursday 5th July 2012</p> <p>Resolved: The Minutes were confirmed and signed by the Chairman.</p>	
4.0	<p>To Receive Brief Reports:</p> <p>4.1 Herefordshire Council - Cllr Blackshaw: It was agreed to defer this item until Cllr Blackshaw's arrival</p> <p>4.2 Local Police Officers: Update: Between 31st August - 1st September 2012 offenders have attended a property in Wellington and stolen a stone statue from the front garden. Between 5th August - 6th August 2012 offenders have stolen a free standing feed trough from a local farm owner, the field was not located next to residential properties.</p> <p>CSO Wall said that local people continued to pass details of suspicious people/vehicles onto West Mercia Police which had proved very helpful, and he encouraged this to continue.</p> <p>4.2.1 Neighbourhood Watch – This would not be progressed until the new Crime Commissioners were elected.</p>	

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
5.0	<p>Open Time <i>(Cllr Blackshaw joined the meeting at this point)</i></p> <p>The landlord of the Wellington Inn asked what progress had been made on signage for the main road as he felt this would support local businesses. It was felt that the recent road closures and diversions had not been handled well with little notice being given to those affected. One Cllr queried whose decision it was to install kerbstones along the A49, questioning whether it was the best option and also expressing concern that the Parish Council had not been consulted about the work being carried out.</p> <p>Resolved: To write a letter to Herefordshire Council, Amey and the Highways Agency stating that the Parish Council felt the road closure had not been well handled and that this had affected local businesses.</p> <p>Resolved: Cllr Prince to discuss road signs, the road closure and the kerbstones with the Highways Agency at their next meeting.</p>	CB BP
4.0	<p>To Receive Brief Reports:</p> <p>4.1 Herefordshire Council - Cllr Blackshaw</p> <p>Cllr Blackshaw updated the meeting about the Cattle Market (which had now reached the required 70% pre-let occupancy, enabling work to begin), the Relief Road (the recommendation is that it goes west but the debate continues) and the new Enterprise Zone which had encouraged many large companies to come to Hereford giving a welcome boost to the economy. Cllr Blackshaw also updated the meeting on the provision of broadband in Herefordshire and the impending announcement of the contractor, a very exciting development which would bring great benefit to the county.</p> <p><i>(Cllr Blackshaw left the meeting at this point)</i></p>	
6.0	<p>Code of Conduct</p> <p>6.1 Update on Herefordshire Code of Conduct</p> <p>Herefordshire Council adopted the draft Code of Conduct without amendment at their meeting on 20th July 2012 and it was recommended that Wellington Council now adopt this Code as a final version.</p> <p>Resolved: To adopt the Herefordshire Code of Conduct</p> <p>All Parish Councillors were issued with a hard copy of the Code of Conduct and were required to sign to confirm they had received this.</p> <p>6.2 Amendments to Standing Orders</p> <p>The Standing Orders had been amended to take into account of Code of Conduct, Disclosable Pecuniary Interests and General Power of Competence and these had been circulated to all Councillors for comment.</p> <p>The Clerk explained the difference between disclosable and non-disclosable pecuniary interests and how these were handled under the Localism Act and the Code of Conduct. If a Councillor has a disclosable pecuniary interest they cannot speak on the topic and must leave the room while discussion and voting is taking place. If a Cllr has a non-disclosable pecuniary interest they may speak on the subject (provided the public can also speak) but then must leave the room whilst discussion and voting is taking place (as in Section 12.2). These two categories are enshrined in the Act and in the Code of Conduct.</p>	

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	<p>The Parish Council were asked to consider how non-pecuniary (personal) interests should be covered in the Standing Orders with particular reference to whether a Councillor who had declared a non-pecuniary (personal) interest should be required to leave the room whilst discussion and voting was taking place.</p> <p>Resolved: Councillors with a non-pecuniary (personal) interest should be allowed to speak on the subject (provided the public can also speak) but then leave the room whilst discussion and voting were taking place.</p> <p>Resolved: The Standing orders to be amended to reflect this requirement and then issued to all Councillors in hard copy and electronically.</p> <p>6.3 Declaration of Pecuniary Interests</p> <p>Councillors were informed that the Register of Disclosable Pecuniary Interests was now on Herefordshire Council website and will be maintained and updated by Herefordshire Council Elections Team. A link had also been placed on the Wellington Parish website.</p> <p>Any Cllrs who become aware of a change in their pecuniary interests should inform the Elections Team (either directly or via the Parish Clerk) within 28 days.</p> <p>It was noted that any Councillor who had not yet completed and submitted their register of disclosable pecuniary interests was now in breach of the legal requirements and of the Code of Conduct.</p>	<p>CB</p> <p>All</p>																														
<p>7.0</p>	<p>Financial Matters</p> <p>7.1 To Receive a Report from the RFO</p> <p>Bank balances: (23 August 2012) Treasurer's Account £1,998.36 and Business Instant Access £23,429.77.</p> <table border="1" data-bbox="236 1160 1359 1350"> <thead> <tr> <th data-bbox="236 1160 395 1193">Income</th> <th data-bbox="395 1160 1203 1193"></th> <th data-bbox="1203 1160 1359 1193"></th> </tr> </thead> <tbody> <tr> <td data-bbox="236 1193 395 1227">since July</td> <td data-bbox="395 1193 1203 1227">75% of Lengthsman Grant</td> <td data-bbox="1203 1193 1359 1227">£1,674</td> </tr> <tr> <td data-bbox="236 1227 395 1261">meeting =</td> <td data-bbox="395 1227 1203 1261">Payment from PCC for cemetery work (2011)</td> <td data-bbox="1203 1227 1359 1261">£593.75</td> </tr> <tr> <td data-bbox="236 1261 395 1294">£2,597.24</td> <td data-bbox="395 1261 1203 1294">Wayleave Grant</td> <td data-bbox="1203 1261 1359 1294">£3.55</td> </tr> <tr> <td></td> <td data-bbox="395 1294 1203 1328">Interest</td> <td data-bbox="1203 1294 1359 1328">£0.94</td> </tr> <tr> <td></td> <td data-bbox="395 1328 1203 1350">July rental from Wellington Delights</td> <td data-bbox="1203 1328 1359 1350">£325</td> </tr> </tbody> </table> <p>Resolved: Report noted.</p> <p>7.2 To agree payments made since the last meeting</p> <table border="1" data-bbox="236 1529 1359 1753"> <thead> <tr> <th data-bbox="236 1529 363 1563">Cheque</th> <th data-bbox="363 1529 1203 1563">Expenditure</th> <th data-bbox="1203 1529 1359 1563">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="236 1563 363 1641">675</td> <td data-bbox="363 1563 1203 1641">Payment of website hosting fees (paid to Cllr Wood) – as agreed at PC meeting 5/5/12 minute 17.2</td> <td data-bbox="1203 1563 1359 1641">£85.97</td> </tr> <tr> <td data-bbox="236 1641 363 1720">676</td> <td data-bbox="363 1641 1203 1720">Donation to British Legion Poppy Appeal – as agreed at PC meeting 8/7/12 minute 7.4</td> <td data-bbox="1203 1641 1359 1720">£25.00</td> </tr> <tr> <td data-bbox="236 1720 363 1753">677</td> <td data-bbox="363 1720 1203 1753">HALC – printing costs</td> <td data-bbox="1203 1720 1359 1753">£8.09</td> </tr> </tbody> </table> <p>Resolved: Payments approved</p>	Income			since July	75% of Lengthsman Grant	£1,674	meeting =	Payment from PCC for cemetery work (2011)	£593.75	£2,597.24	Wayleave Grant	£3.55		Interest	£0.94		July rental from Wellington Delights	£325	Cheque	Expenditure	Amount	675	Payment of website hosting fees (paid to Cllr Wood) – as agreed at PC meeting 5/5/12 minute 17.2	£85.97	676	Donation to British Legion Poppy Appeal – as agreed at PC meeting 8/7/12 minute 7.4	£25.00	677	HALC – printing costs	£8.09	
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	<p>Resolved: Payments Approved</p>													
	<p>7.4 Other Financial Issues (Personnel)</p>													
	<p>The Clerk reported that despite several communications over 5 months the past clerk (who had claimed she was owed money from her employment in 2009) had not responded with the requested evidence to support her claim.</p>													
	<p>Resolved: To consider the matter closed</p>													
	<p>8.11 To Consider any Planning Applications</p>													
<p>N122254/F - Land Adjacent to Parsonage Farm, Auberrow Road, Wellington</p>														
<p>The re-application and associated changes were discussed at length and several concerns were raised by Parish Councillors and members of the public regarding the proposed reconfiguration of the layout.</p>														
<p>It was noted that whilst the Parish Council fully supported development on the designated land it expressed concerns regarding the significant change in the overall layout from that which was originally approved. In particular concerns relate to the density on the western side of the development where five detached homes are shown in the place of three on the original plans. This means that Plot 5 was considerably closer to existing properties in Derside Close and the Parish Council shared and supported the concerns raised by residents in that regard</p>														
<p>Resolved: To forward concerns to the Planning Department</p>														
<p>Resolved: To follow up on Section 106 funding to ensure that it is returned to the village.</p>														
<p>8.12 Application for Tree Works</p>														
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<p>All of the above applications had been reviewed by Mrs Jenny Guille, Tree Warden who was recommending they be supported. The Clerk noted her thanks to Mrs Guille for all her hard work.</p>														
<p>Resolved: To support the applications</p>														

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<p>8.2 To Note any Decisions/Notifications Received</p>	N121845/FH	Poppys The Row Wellington	New dormer window	Approved with conditions													
	N121491/FH	Meadowview Wellington	New windows and doors	Planning permission not required													
	N121362/FH	Rear of Brick House, Wellington	New bungalow on adjoining Land (minor changes to Approval DMN/112401/F)	Approved with conditions													
	<p>The following appeals have been made to the Secretary of State</p> <ul style="list-style-type: none"> • South Winds Dinmore – appeal not upheld • Chapel Cottage, Main Street, Wellington – determination awaited 																
	<p>9.0 Highway Matters</p>																
	<p>9.1 A49 Issues</p>																
	<p>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 – deferred</p>																
	<p>9.2.2 Parish Noticeboards Cllr Plumb stated the noticeboard at the Marsh would be in place w/c 9/9/12</p>					FP											
<p>9.2.3 Benches and Perch Seats Cllr Plumb had looked into the issue of a bench in the village and it cannot be progressed. Cllr Plumb is following up the issue of perch seats with Herefordshire Council.</p>				FP													
<p>9.2.4 Lengthsman Update</p>																	
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<p>9.2.5 Any other issues not covered above</p> <ul style="list-style-type: none"> • Cllr Gowan reported that there had been a noticeable improvement in the level of dog fouling in the village. • Cllr Plumb said that contrary to a comment made by a parishioner to the Clerk, he was not considering a campaign to have the street lights turned off overnight. • Cllr Plumb stated that he was unable to gain feedback from Amey on the highway issues he had reported. It was noted that unless a Councillor was acting as an individual all reports should go through the Clerk who could then follow them up and report back. 																	

<u>Item</u>	<u>Minutes</u>	<u>Action</u>								
10.	<p>Village Shop Issues</p> <p>10.1 Appointment of Architect Following a comprehensive evaluation process Hook Mason have been appointed to carry out the work on the shop project. The contract is in the process of being signed.</p> <p>10.2 Current Position The Flood Risk Assessment has now been completed and the Environment Agency has provided their comments and confirmed that, providing the recommendations within the report are implemented, the proposed building on site would be safe and would not increase flood risk elsewhere.</p> <p>An initial meeting took place with Hook Mason on 25th July where they were given outline details of the project requirements. The first draft plan was provided at a meeting on the 5th September and will be discussed with the chapel, the shopkeeper, the planners and other stakeholders.</p> <p>Once all comments have been taken into account and final plans have been produced it is intended to hold an 'Open Day' to provide the community with the chance to see what is proposed.</p> <p>Confidential draft plans will be available for Parish Councillors to view at Cllr Gowan's house, by arrangement within the next week.</p> <p>It is proposed to commission an additional survey in order to confirm the exact parameters of the land to be leased from the Chapel (see Item 10.3). Once this has been established a formal lease will be drawn up.</p> <p>10.3 To Consider Professional Fees Due</p> <table border="1" data-bbox="252 1238 1329 1440"> <thead> <tr> <th>TASK</th> <th>AMOUNT INC VAT</th> </tr> </thead> <tbody> <tr> <td>Architect / Project Manager first payment</td> <td>£2,880</td> </tr> <tr> <td>INVAR mapping – additional survey</td> <td>£300</td> </tr> <tr> <td>Quantity Surveyor – to gain accurate building costs</td> <td>£810</td> </tr> </tbody> </table> <p>Resolved: Payments agreed</p> <p>10.4 Report from Shop Working Group (issues not covered above) Because the new building will house community facilities (parish room and community library as well as a post office) alongside the shop, it is proposed to refer to the project from now on as the Community Hub. This will emphasise the parish involvement in the project which is particularly important when applying for grant funding.</p> <p>The Clerk reported that funding applications were being prepared to support the project. To date applications to the value of £80,000 had been submitted. However, the Clerk cautioned that the model of a commercial shop operating within a community facility did not fit the requirements of many funders and it is expected that some applications will not be successful.</p>	TASK	AMOUNT INC VAT	Architect / Project Manager first payment	£2,880	INVAR mapping – additional survey	£300	Quantity Surveyor – to gain accurate building costs	£810	
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<u>Item</u>	<u>Minutes</u>	<u>Action</u>
11.0	<p>Report on Footpaths</p> <p>Deferred</p>	
12.0	<p>Wellington Website and Broadband</p> <p>12.1 Progress to date The website went live on 20 August 2012 and can be viewed on www.wellingtonparish.org.uk. Members of the community are encouraged to view it and to feed comments back to the Parish Council.</p> <p>Resolved: Cllr Gowan to promote the website via posters and an article in the Welcome magazine.</p> <p>12.2 Future Development The working group will continue to develop the site, adding documents and responding to comments from the community and other stakeholders. Usage of the site will be monitored on an ongoing basis.</p>	
13.0	<p>Parish Planning and Neighbourhood Planning</p> <p>Cllr Plumb stated that he had been unable to progress any work on the Parish Plan and apologised that Parish Councillors had not yet received any of the promised papers or action plans.</p> <p>Disappointment was expressed that Parish Planning, which was considered very important for the village, had not progressed since it was first on the PC agenda in January 2012. It was pointed out that once the Unitary Development Plan (UDP) disappeared in 2013,(and with it the village envelope), Wellington could be in a very vulnerable position if it did not have an up to date and robust Parish Plan which could drive developments in the area.</p> <p>Resolved: Cllr Plumb agreed to forward a preliminary plan to all Cllrs week commencing 9th September 2012.</p> <p>Resolved: Cllr Gowan agreed to look into the requirements and parameters of refreshing the Parish Plan and to report back.</p>	<p>FP</p> <p>JG</p>
14.	<p>Housing Issues</p> <p>The Chairman had had a meeting with Herefordshire Housing who do not want to progress the issue with the property in Millway.</p> <p>Resolved: This item to be removed from the agenda</p>	
15.0	<p>To Note the Information Sheet</p> <p>The Clerk brought Councillors' attention to the root and Branch Review which was being undertaken by Herefordshire Council and which will have an impact on how local services are delivered in the future. A series of events were taking place around the county and the Clerk encouraged Councillors to attend if at all possible.</p> <p>Resolved: The Information sheet, which had been circulated to all Parish Councillors prior to the meeting, was noted.</p>	
16.0	<p>To raise items for the next scheduled Parish Council meeting (no discussion)</p> <ul style="list-style-type: none"> • Consider developing a village emblem • Community resilience 	

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
17.0	<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 4th October 2012 at 7.30pm</p> <p>The meeting closed at 9.30 pm</p> <p>Signed Date 4th October 2012 Vice Chairman of Wellington Parish Council</p>	