

WELLINGTON PARISH COUNCIL

Parish Council Meeting held at the Community Centre
at 7.30pm on Thursday 5th September 2013

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
	<p>Present Parish Cllrs: Mrs J Gowan (Chair); Mrs L Langford; Mr D Wood</p> <p>Also in attendance: Ward Cllr Adrian Blackshaw, Mrs C Bucknell (Parish Clerk) and 32 members of the public.</p> <p>1.0 To Accept Apologies for Absence Cllr J Morrison</p> <p>2.0 To Receive Declarations of Member's Interest Cllr Wood declared a non-pecuniary interest in Item 8.1. This was noted</p> <p>2.1 To consider requests for dispensations There were no requests for dispensations</p> <p>3.0 3.1 To adopt the Minutes of the regular meeting of the Parish Council held on Thursday 4th July 2013 Resolved: The Minutes were confirmed and signed by the Chair</p> <p>3.2 To adopt the Minutes of the extraordinary meeting of the Parish Council held on Tuesday 13th August 2013 Resolved: The Minutes were confirmed and signed by the Chair</p> <p>4.0 4.1 To appoint Vice Chair Cllr Langford was proposed by Cllr Gowan and seconded by Cllr Wood. Resolved: Cllr Langford was appointed as Vice Chair</p> <p>4.2 To note Councillor resignation and subsequent procedure Resignations had been received from Mr Barrie Prince and from Mr Graham Porter. The Parish Council expressed their thanks to Mr Prince and Mr Porter for their long service on the Parish Council, saying that their expertise and local knowledge would be sorely missed. Resolved: A letter of thanks to be sent from the Parish Council to Mr Prince and Mr Porter</p>	<p>Clerk</p>

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5.0	<p>The Chair explained the procedure following the resignation of a Cllr. The current call for an election related to Mr Prince's resignation as Mr Porter's documentation had yet to be processed by the Elections Team. Anyone considering putting themselves forward for election was encouraged to contact the Clerk.</p> <p>4.3 To consider application for new Councillor An application to join the Parish Council had been received from Mr Stephen Crane. Mr Crane had met informally with Cllr Wood and the Parish Clerk. A resume had been circulated to all Councillors and was read out at the meeting. There were two vacancies that could be co-opted into and one which was currently going through the election process; if an election were requested by 10 or more electors the election would be set for November 2013.</p> <p>Resolved: To co-opt Mr Stephen Crane as a Parish Councillor. Resolved: That Mr Stephen Crane signs the Declaration of Office and Register of Interests before the October meeting.</p> <p>To Receive Brief Reports</p> <p>5.1 Ward Cllr A Blackshaw: Cllr Blackshaw offered his congratulations to the Chair and Vice Chair before updating the meeting with progress on the Rotherwas Enterprise Zone, which he said was an exciting project that promised to bring a number of jobs to the area.</p> <p>5.1.1 Dovecote A meeting had been proposed between the Chair, Cllr Blackshaw and the Senior Planning Conservation Officer to discuss the options. Mr Dick Makin had requested that this meeting be delayed while he is investigating the way forward for the Dovecote and this was agreed.</p> <p>5.2 Local Police Officers: There were no Police Officers present. The July and August newsletter, containing reported incidents and general updates, had been circulated to all Cllrs and posted on the website.</p> <p>A report had been received from PC James covering issues raised at the July meeting. With regards to the parking on the footpath, it was suggested that a piece be placed in the Welcome magazine asking residents to ensure that vehicles do not park on the footpath and where they do, ensure that there is sufficient room for a wheelchair/ pushchair user to access without any blockage.</p> <p>With regards to the Auberrow Road speeding issues; after the meeting PC James had visited the area and noted that the 30 mph signs are located exactly 0.2</p>	Clerk

<u>Item</u>	<u>Minutes</u>	<u>Action</u>																						
6.0	<p>miles from the junction with the main road through the village. To conduct speed enforcement there needs to be at least 0.2 miles available when moving from a national speed to a lesser speed, and the target vehicle needed to be under observation for at least 3 seconds before activating the device. Because of this PC James stated that he would not be able to enforce the limits for vehicles entering the village but that he and PCSO Wall would carry out random site visits which he hoped would help reduce the incidents of speeding.</p> <p>Open Time The Chair asked that comments on planning applications be covered under item 8 when a further opportunity for the public to speak would be given.</p> <ul style="list-style-type: none"> It was noted that the surfacing of the road from the Garden Centre to the ford was excellent; however there was a dip in the road which was holding water. Some Welsh Water triangular road warning signs were protruding into the carriageway and causing a potential hazard. The Clerk would contact Welsh Water about this. Various comments were made on Footpaths and stiles which would be covered under item 10. It was noted that landowners had the right to refuse installation of kissing gates where fields were used for livestock. 	Clerk																						
7.0	<p>Financial Matters</p> <p>7.1 Bank balances: Treasurer's Account (as at 23/08/13) £18,365.56 and Business Instant Access (as at 21/06/13) £13,404.87. The audit has now been successfully completed with electors' rights notices posted on the noticeboards and website.</p> <table border="1" data-bbox="268 1290 1327 1547"> <tbody> <tr> <td data-bbox="268 1290 459 1547" rowspan="5">Income since July meeting - £10,006.90</td> <td data-bbox="459 1290 1163 1339">June and July rental from Wellington Delights</td> <td data-bbox="1163 1290 1327 1339">£866</td> </tr> <tr> <td data-bbox="459 1339 1163 1388">HMRC VAT claim 01/10/12 – 31/03/13</td> <td data-bbox="1163 1339 1327 1388">£386.23</td> </tr> <tr> <td data-bbox="459 1388 1163 1438">Interest July and August</td> <td data-bbox="1163 1388 1327 1438">£1.12</td> </tr> <tr> <td data-bbox="459 1438 1163 1487">Wayleave payment</td> <td data-bbox="1163 1438 1327 1487">£3.55</td> </tr> <tr> <td data-bbox="459 1487 1163 1547">Awards for All Grant</td> <td data-bbox="1163 1487 1327 1547">£8,750</td> </tr> </tbody> </table> <p>Resolved: Report noted</p> <p>7.2 Payments made since the last meeting</p> <table border="1" data-bbox="268 1637 1327 1899"> <thead> <tr> <th data-bbox="268 1637 408 1682">Cheque</th> <th data-bbox="408 1637 1163 1682">Expenditure</th> <th data-bbox="1163 1637 1327 1682">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="268 1682 408 1760">740</td> <td data-bbox="408 1682 1163 1760">Printing costs for Community Hub Mailer (agreed at July meeting)</td> <td data-bbox="1163 1682 1327 1760">£33.60</td> </tr> <tr> <td data-bbox="268 1760 408 1821">741</td> <td data-bbox="408 1760 1163 1821">Beaumont Solicitors – fees for land searches</td> <td data-bbox="1163 1760 1327 1821">£250.00</td> </tr> <tr> <td data-bbox="268 1821 408 1899">745</td> <td data-bbox="408 1821 1163 1899">Beaumont Solicitors – fees for Woodland Davies Partnership (lease for Chapel Fields). £700 + VAT</td> <td data-bbox="1163 1821 1327 1899">£840.00</td> </tr> </tbody> </table> <p>Resolved: Payments agreed.</p>		Income since July meeting - £10,006.90	June and July rental from Wellington Delights	£866	HMRC VAT claim 01/10/12 – 31/03/13	£386.23	Interest July and August	£1.12	Wayleave payment	£3.55	Awards for All Grant	£8,750	Cheque	Expenditure	Amount	740	Printing costs for Community Hub Mailer (agreed at July meeting)	£33.60	741	Beaumont Solicitors – fees for land searches	£250.00	745	Beaumont Solicitors – fees for Woodland Davies Partnership (lease for Chapel Fields). £700 + VAT
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<u>Item</u>	<u>Minutes</u>		<u>Action</u>
	7.3 To agree payment of outstanding invoices		
	Cheque	Expenditure	Amount
	743	Cllr Gowan. Stamps and envelopes in relation to Community Hub Mailer	£26.89
	744	Lengthsman Invoice 2734 – various work as per worksheets 10/06/13, 26/06/13, 08/07/13. £113.25 + VAT	£135.90
	752	WCA – Room booking for PC meetings April – June 2013. Inv JUL10	£39.00
	759	ICO Data Registration. 7 Oct 2013 – 6 Oct 2014. Z3384655	£35.00
	760	Grant Thornton 2013 Audit Fees. Inv 6828017. £225+ VAT	£270.00
	761	Lengthsman Invoice 2741 £203 + VAT – cut back footpaths WG25 and WG 7	£243.60
	763	1-2-3 Renewal for Website domain names. Paid to Cllr Wood	£16.76
	764	D C Gardening. Invoice 217 for work carried out in June/July/August 2013	£525.00
	The following costs will be covered out of the Community Led Planning Grant		
	751	Hoople Ltd. Maps for Planning for Real. To be covered out of CLP Grant. £200+VAT Invoice 66803814	£218.00
	753	WCA – Room booking for CLP meetings 8/4/13 and 3/6/13 and Planning for Real event 12&13/7/13. To be covered out of CLP Grant. Inv Jul17	£106.00
	754	Pat Lewis – Catering for Planning for Real. To be covered our or CLP Grant.	£28.55
	755	Liz Bullar – expenses for Planning for Real. To be covered out of CLP Grant.	£29.53
	756	Jennifer Jarrett – posters and maps for Planning for Real. To be covered out of CLP Grant.	£42.38
	765	Shirley Edgar – printing ink for Planning for Real. To be covered out of CLP Grant	£9.92
	746	John Edgar – expenses for Planning for Real. To be covered out of CLP Grant.	£2.65
	Resolved: Payments agreed.		Clerk
	7.4 To consider cheque signatories		
	Resolved: Cllr Wood to be added to the bank mandate as a cheque signatory.		Clerk
	Resolved: The Clerk to continue to sign cheques until additional cheque signatories are added to the mandate.		

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8.0	<p>7.5 To consider National Salary Award for Local Council Clerks</p> <p>A national pay award for Parish Clerks has been agreed, backdated to 1 April 2013. The clerk is currently paid at SCP 18 which is £8.919 per hour. This is being increased to £9.009 – an increase of £0.09 per hour which will equate to £37.44 per year.</p>									
	<p>Resolved: To increase the Clerk’s salary in line with the national pay scales, backdated to 1 April 2013.</p>	Clerk								
	<p>7.6 To consider donation to British Legion (Poppy Appeal)</p>									
	<p>Resolved: To give a £25 donation to the Poppy Appeal.</p>	Clerk								
	<p>To Consider Planning Matters</p>									
	<p>8.1 To consider any planning applications</p>									
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<p>Resolved: There were no objections to these applications. The Tree Warden had confirmed she had no objections to the tree work being proposed and it was agreed to accept her recommendations.</p>	Clerk									
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<p>The applicant and the public were given an opportunity to make short representations.</p> <p>The Parish Council felt that they could not support the proposal on the following grounds</p> <ul style="list-style-type: none"> • The proposed development is outside of the settlement boundary • There is little evidence of need for this size of dwelling. • The planning proposal was for 2 x 4 bedroom dwellings but the applicant stated they were 3 bedroom with a granny annex. It was felt that if the application were to be granted on this basis this is no assurance of the type of dwelling that would be erected. • There is sufficient land on the site for 5 dwellings and it was felt that if 										

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9.0	<p>outline permission were granted the number of dwellings could be increased without further consultation.</p> <ul style="list-style-type: none"> The access to the site is narrow and the road is already a concern due to the level and speed of traffic. It was noted that an automatic traffic count was carried out in May 2013 but this was on the other side of the hill which did not accurately reflect the level of traffic passing the site which would be much higher than the figures recorded. It is felt that to build a development of this size on a road which is already a hazard to traffic, pedestrians and cyclists would only intensify the risks. The site is on a significant slope and thus any development will dominate the landscape and be particularly visible to those living in and around the site. Developments in the parish should take note of the emerging Community Led Plan and the community given an opportunity to express its views about land it considers suitable for development. <p>Resolved: To submit a response to Herefordshire Council opposing the application</p>	JG/ Clerk					
	<p>8.2 To Note any Decisions/Notifications Received</p> <table border="1" data-bbox="272 958 1329 1151"> <thead> <tr> <th data-bbox="272 958 448 1032">Reference Number</th> <th data-bbox="448 958 1145 1032">Application</th> <th data-bbox="1145 958 1329 1032"></th> </tr> </thead> <tbody> <tr> <td data-bbox="272 1032 448 1151">131442/F</td> <td data-bbox="448 1032 1145 1151">Land at Holly House, Wellington. Erection of detached dwelling with integral garage.</td> <td data-bbox="1145 1032 1329 1151">Approved with conditions</td> </tr> </tbody> </table>		Reference Number	Application		131442/F	Land at Holly House, Wellington. Erection of detached dwelling with integral garage.
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	<p>8.3 To consider procedure for comments on planning applications</p> <p>The Chair felt there was a need to formalise the way that planning applications were considered, particularly now that all applications were online.</p> <p>Resolved: The Clerk to research policies and best practice from other Parish Councils so that a fuller discussion could take place at the October meeting.</p> <p>8.4 Section 106 and Affordable Housing</p> <p>Confirmation had been received that just over £15k would be made available for the Community Hub project from the Parsonage Farm Development Section 106.</p> <p>To Consider Highways Issues</p> <p>9.1 A49 Issues</p> <p>A further meeting has been arranged for 18th September 2013 which will take forward discussions held in February 2013.</p> <p>9.2 To Receive other Highways Issues</p> <p>9.2.1 Lengthsman Update and work to be carried out</p> <p>The Clerk updated the meeting on the work already carried out by the Lengthsman which was detailed on the September Information Sheet.</p>	Clerk					

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10.0	<p>Currently £347.88 of the grant had been used out of a total allowance of £2,233. The Clerk encouraged members of the community to report work that could be carried out by the Lengthsman as if the grant were not utilised it would be lost.</p>	
	<p>9.2.2 Heavy Lorries There was continued concern about Tarmac lorries using the north road to and from Leominster. Clarification was needed regarding the agreement with Tarmac. Resolved: The Clerk to contact Tarmac and ascertain who is responsible for contractors vehicles routed through Wellington village.</p>	Clerk
	<p>9.2.3 Dog Fouling and Footpaths Another notice has been posted and an article has been placed in Welcome magazine. Further consideration needed to be given to ways in which the community could be educated about the issue. Resolved: This item to remain on the agenda.</p>	
	<p>9.2.4 Auberrow Speed Issues Resolved: A traffic regulation order would be applied for although it was noted that only around 30% of applications were successful per year.</p>	JG/AB
	<p>9.2.5 School Parking A complaint had been received from a resident regarding the safety of children crossing the road, made worse by parking within the zig zag markings. Resolved: It was felt this was better dealt with by the school. The Clerk to write to the school bringing it to their attention.</p>	Clerk
	<p>10.1 Causeway The Chair is awaiting a response from Bruce Evans on how this should be progressed, including addressing a complaint from a resident regarding trees.</p>	
	<p>10.2 Update on Footpath Maintenance A list of footpath maintenance had been compiled. The Lengthsman had strimmed WG25 and WG 7. The top part of the footpath by Plough House (WG10) had been cut and confirmation had been received that the remainder of the hedge would be cut in the coming weeks. The 2 footpaths up to Wellington Wood needed attention as did the one alongside Cherry Trees.</p>	
	<p>Other issues would be followed up. It was noted that Stephen Crane (prospective new Councillor) had expressed an interest in footpaths and it was hoped that a more structured approach to footpath maintenance could be taken in the future, with the potential to apply for a P3 grant.</p>	Clerk

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
<p>11.0</p> <p>12.0</p>	<p>Amey had been contacted about the stiles reported at the June meeting but, when followed up, the Clerk was told this now needed to be raised with Balfour Beatty. Kissing gates were suggested but, as stated in Open Time, these could only be installed with the agreement of the landowner.</p> <p>Resolved: To follow this up with Balfour Beatty</p> <p>Community Resilience and Emergency Planning There was a need for a Cllr to take this on and progress it. No further update was available at present.</p> <p>To Consider Community Hub Issues</p> <p>12.1 Report on Progress from Working Group Cllr Wood updated the meeting on the current position of the Community Hub project. The specification has been agreed and, as resolved at the August Extraordinary meeting of the Parish Council, GP Thomas has been identified as the preferred contractor. A 'Letter of Intent' had been sent with the aim of awarding the contract once the lease for Chapel Fields had been finalised. The Letter of Intent stated that the Date of Possession of the site would be 30 September 2013, with the target completion date being 26 weeks from that date. This is subject to obtaining the funding from the Public Works Loan Board and finalising the lease with the land owner.</p> <p>12.2 Lease for Chapel Field A draft lease has been prepared by the solicitors. Cllr Wood is currently in discussion with Beaumonts solicitors, who are acting on behalf of the Parish Council, to clarify some of the detail on the lease. Beaumonts are aware that there is a need to finalise the lease as quickly as possible and the Chapel have also been helpful in this respect.</p> <p>12.3 Borrowing approval from DCLG Borrowing approval had been received from the Secretary of State (DCLG) which would enable the Parish Council to borrow up to £250,518. Cllr Wood thanked Cllrs Gowan and Langford and the Parish Clerk for their help in preparing and submitting the application.</p> <p>12.4 Heartstart (Automated External Defibrillator) It has been suggested that an Automated External Defibrillator be placed in the Community Hub. A British Heart Foundation grant is available to help pay for this, the cost to the Parish Council being a minimum of £400 per unit.</p> <p>Resolved: To further investigate grant funding</p>	<p>Clerk</p> <p>Clerk</p>

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13.0	<p>12.5 To consider any fees due</p> <table border="1" data-bbox="272 322 1321 600"> <thead> <tr> <th data-bbox="272 322 408 360">Cheque</th> <th data-bbox="408 322 1166 360">Expenditure</th> <th data-bbox="1166 322 1321 360">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 360 408 443">757</td> <td data-bbox="408 360 1166 443">Beaumonts Solicitors. Additional £49.50 for search fees for Chapel Fields lease.</td> <td data-bbox="1166 360 1321 443">£49.50</td> </tr> <tr> <td data-bbox="272 443 408 521">758</td> <td data-bbox="408 443 1166 521">Hook Mason. Air Source Heat Pump Planning application costs.</td> <td data-bbox="1166 443 1321 521">£195.00</td> </tr> <tr> <td data-bbox="272 521 408 600">762</td> <td data-bbox="408 521 1166 600">Hook Mason Staged Payment. Tender Evaluation. Invoice C10655 £400 + VAT</td> <td data-bbox="1166 521 1321 600">£480.00</td> </tr> </tbody> </table>	Cheque	Expenditure	Amount	757	Beaumonts Solicitors. Additional £49.50 for search fees for Chapel Fields lease.	£49.50	758	Hook Mason. Air Source Heat Pump Planning application costs.	£195.00	762	Hook Mason Staged Payment. Tender Evaluation. Invoice C10655 £400 + VAT	£480.00	Clerk
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<p>Resolved: Payments Approved</p>	CLP Group													
<p>Community Led Planning and Neighbourhood Planning</p>		CLP Group												
<p>13.1 Update from the Working Group The Chair wished to record the thanks of the Parish Council to Jennifer Jarrett and the Steering Group for all their hard work and commitment to the Community Led Planning process. The Planning for Real event was a success with 182 people attending over the two days, 1031 flags were placed including those from the school and an additional 55 comments were put in the box in the quiet corner. A full report has been produced and consideration needed to be given as to whether this report was circulated in its current format. It was felt this would be expensive and may also influence the responses to the questionnaire. Resolved: Not to circulate the Planning for Real report to all households at this stage, but to make it available after the results of the questionnaire have been analysed. Resolved: To review report and identify issues already being dealt with.</p>			Clerk											
<p>13.2 Update on CLP Resources Expenditure was broadly in line with the proposed budget.</p>				Clerk										
<p>13.3 Neighbourhood Planning</p>	Clerk													
<p>Resolved: To move forward with developing a Neighbourhood Plan for Wellington Parish. Resolved: To take the opportunity to develop questions in the Community Led Planning questionnaire which would inform the Neighbourhood Planning process. Resolved: To set up a meeting with a Parish which was currently developing a Neighbourhood Plan so that there could be sharing of expertise and good practice.</p>		Clerk												
14.0			<p>First World War Centenary A letter had been received from Bill Wiggin MP encouraging communities to commemorate the centenary of the First World War, in 2014. Funding is</p>											

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15.0	<p>available from the Heritage Lottery Fund for community projects.</p> <p>Resolved: To consider ways in which this could be commemorated, maybe by incorporating something into the new Community Hub Project.</p> <p>Rules Governing Bonfires Cllr Wood had requested that rules governing bonfires be clarified. The Clerk had ascertained that there are no laws against having bonfires, but there are laws for the nuisance they can cause which are detailed on the Environmental Health pages of the Herefordshire Council website.</p> <p>Burning domestic waste - You can't get rid of household waste if it will cause pollution or harm people's health. This includes burning it. You can get rid of household or garden waste by composting or recycling it.</p> <p>Danger to traffic by smoke - You could be fined if you light a fire and you allow the smoke to drift across the road and become a danger to traffic.</p> <p>Complain about a neighbour's bonfire - The council can issue an 'abatement notice' if a neighbour's bonfire is causing a nuisance. A bonfire must happen frequently to be considered a nuisance. Your neighbour can be fined up to £5,000 if they don't stick to the notice.</p>	
16.0	<p>Go-online and Fastershire Grants Cllr Wood told the meeting of a recent funding opportunity, available for local community groups and clubs, to help them prepare the arrival of faster broadband. Further funding rounds may become available and Cllr Wood suggested that if there were sufficient interest a combined funding application could be prepared.</p>	
17.0	<p>To Note the Information Sheet Resolved: The Information sheet was noted.</p>	
18.0	<p>To Raise Items for the next Scheduled Parish Council Meeting Trees in Conservation Areas Lease for Stocks Barn Farm Parish Cupboard Review of Standing Orders</p>	
19.0	<p>To Note the Date and Time of the next regular Parish Council Meeting Resolved: The next regular Parish Council Meeting will take place on Thursday 3rd October 2013 at 7.30 pm.</p> <p>The meeting closed at 9.15 pm</p> <p>Signed Date 3rd October 2013 Chairman of Wellington Parish Council</p>	