

WELLINGTON PARISH COUNCIL

Parish Council Meeting held at the Community Centre
at 7.30pm on Thursday 4th September 2014

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
1.0	<p>Present Parish Cllrs: Mrs J Gowan (Chair); Mr S Crane, Mrs L Langford, Mr D Wood</p> <p>Also in attendance: Ward Cllr A Blackshaw, PC Brian Hillstead and Mrs Chris Bucknell (Parish Clerk) and 16 members of the public.</p> <p>To Accept Apologies for Absence – Cllr J Shoesmith Absent: Cllr J Morrison</p> <p>To Receive Declarations of Interest - None 2.1 To Consider Requests for Dispensations - None</p> <p>To adopt the Minutes of the Regular Meeting of the Parish Council held on Thursday 7th August 2014 Resolved: The Minutes were confirmed and signed by the Chair</p> <p>To Receive Brief Reports from 4.1 Ward Cllr A Blackshaw</p> <p>Herefordshire’s Core Strategy was now lodged with the Secretary of State.</p> <p>Cllr Blackshaw spoke about the low wages experienced in Herefordshire and also highlighted the number of young people who leave the county each year, many to attend university. He also updated the meeting on the Old Market Development and the number of people it had attracted, with footfall in the first three months in excess of 1 million. Hereford was now rated in the top 100 urban retail centres in the country and Cllr Blackshaw felt this would benefit businesses in the city centre as well as in the new development. £43 million had been received from central government (through the LEP) and this would be used to increase road infrastructure across the city.</p> <p>4.2 Local Police Officers: PC Brian Hillstead introduced himself and encouraged anyone with issues to contact either himself or one of the Safer Neighbourhood Team. There was no reported crime in Wellington in August.</p> <p>5.0 Open Time A member of the public was unhappy with the changes to the bus routes; with the Wellington bus no longer stopping at the Shire Hall it was felt visiting High Town was problematic. Cllr Blackshaw said he would look into it and discuss it with the resident outside of the meeting. A member of the public stated that he was pleased the Neighbourhood Planning Steering Group was considering self-build as one of the options.</p> <p>5.1 Communication with Local Residents Information was currently placed on noticeboards, on the website and in Welcome. The Parish Council asked residents if they felt it would be advantageous to be kept informed of events and information via email or Facebook. All documents were on the Parish Council website but it was felt that an alert to let people know they were available would be useful. If residents wished to</p>	

receive information via email they should contact the Clerk. How to publicise this will be addressed in the meantime.

Cllr Wood gave a brief update on the work to bring broadband to the parish.

6.0 Financial Matters

6.1 Bank balances: Treasurer's Account (as at 28/08/14) £29,707.94 and Business Instant Access (as at 28/08/14) £13,404.87. All cheques have been presented

Income since August meeting – £25,646.87	August rental from Wellington Delights	£433.00
	Interest	£0.61
	PWL B Phase 3 Loan £25,000 less £25 admin costs	£24,975.00
	Rob Ruck – payment for 75% of building insurance less apportioned electric costs. Invoice 002/14(revised)	£238.26

The VAT Claim made in July has not yet been approved and this is being followed up. The Interim External Audit has now been completed with no significant comments.

6.2 To agree payments made since the last meeting

Cheque	Expenditure	Amount
866	Cancelled - required by PWLB as evidence	

No further payments had been made

6.3 To agree payment of outstanding invoices

Cheque	Expenditure	Amount
867	Viking. Invoice no 144818. Paper towels for Community Hub. £19.90, £2.90 carriage + £4.56 VAT	£27.36
868	Information Commissioner (Data Protection Registration renewal)	£35.00
869	Cllr J Gowan. Reimbursement for Cable Lock for securing bench	£18.21
870	Grant Thornton External Audit. Inv 7026290. £600 + VAT	£720.00
871	Ridgeway. Time Capsule £240 + VAT	£288.00
872	Kirkwells. Invoice 138. Stage 2 – Identify Issues and Options. £1,400 + VAT	£1,680
873	D C Gardening invoice 193. Work Carried out at Cemetery June – August 2014	£644.00
874	D C Gardening invoice 194. Spraying and strimming at Community Hub August 2014.	£80.00
875	Chris Hall. Materials, manufacture and installation of Sandbag Storage Shed at Community Hub.	£460.00
876	Cancelled	
877	Richard Mills Lengthsman Invoice 2856. Lengthsman Pilot £270+VAT	£324.00
878	SLCC. Clerk's attendance at Regional Conference Invoice 115454. £59 + VAT	£70.80

Resolved: All payments approved

Clerk

6.4 To Consider Repair of Noticeboards at Derside and the March

Resolved: Cllr Wood to get quotations from Chris Hall and bring back to the October meeting.

A member of the public requested that an additional noticeboard be provided for use by clubs and community groups. This will be considered at the October meeting.

6.5 Presentation on Final Costs for the Community Hub Project

A parishioner had written to the Parish Council asking for a breakdown of the costs for the Community Hub. In response to this Cllr Gowan gave a presentation on the Community Hub Project, showing the final costs to be £252,883.51, £27,116 under the original agreed budget. £23,750 had come from external grants and £15,230 from Section 106 monies linked to the Parsonage Fields development. Cllr Gowan thanked the parishioners of Wellington for having faith in the Parish Council to deliver the project and also thanked those who worked tirelessly throughout the process, particularly Cllr Wood. Cllr Blackshaw also congratulated the Parish Council and those who had worked on the original SWAG group. A copy of the presentation would be appended to the minutes.

DW

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

Reference Number	Application
P142484/K	Walnut House, Wellington – various tree works. <i>Jenny Guille, Tree Warden had no objection but would like it noted that if any further planning application is granted a condition should be added that replanting needs to be considered.</i>
P142396/K	2 Notts Cottages, Wellington – fell one silver birch. <i>Referred to Jenny Guille, Tree Warden who has no objection as the intention is to replant.</i>

Reference Number	Application
P142330/FH	Orchard End, Bridge Lane, Wellington – proposed single storey extension

Four neighbouring properties had been notified and no representations received. The details were projected and discussed. There were no objections to the planning application.

Clerk

Reference Number	Application
P142340/FH	The Cott, Wellington – revised vehicular access

Four neighbouring properties have been notified and no direct representations had been received. This application was projected and discussed. It was felt that it was not possible to make a sound judgement without more information.

Resolved: To request more detailed plans including, if appropriate, information on the visibility splays at the end of the driveway onto the main village street.

Clerk

7.2 To Note any Decisions/Notifications Received

Reference Number	Application	Determination
P142080/F	Ravensholt, Wellington. Proposed 3 bedroom dwelling. See note below.	Awaiting decision

Reference Number	Application	Determination
P141821/L	Gable End, Bridge Lane, Wellington. Replacement of conservatory roof with slates	Approved with conditions
P141855/RM	Marsh House Farm, Wellington. Reserved matters for podiatry surgery and office	Awaiting decision
P142006/K	The Plock, Wellington. Tree Works - Proposed felling of Sycamore and Leylandii	Approved
P141608/F	Kingcup Cottage, Wellington. Proposed removed of agricultural occupancy condition	Approved with conditions
P141768/FH	Santana, Wellington. Proposed porch and car port	Approved with conditions
P141449/K	8 Wellington Court Barns, Wellington. Tree Works.	Approved
P141294/K	St Margaret's Church, Wellington. Tree Works. Fell one Leylandii	Approved
P140755/F	Walnut House, Wellington. Proposed new dwelling and new vehicular access	Awaiting decision

It was noted that the Parish Council comments on the Ravensholt application, made on 10th August did not show on the Planning Website until 29th August, due to a backlog of work in the Planning Department.

7.3 Travellers' Site Consultation

Herefordshire Council's consultation on Travellers' Sites runs from 21st August to 2nd October and members of the public were urged to make direct representations to Herefordshire Council.

Resolved: Cllr Wood to ascertain if a hard copy of the document can be placed in the community library.

Resolved: Parish Councillors to send their comments to the Clerk by 22nd September so that a single response can be formulated for submission.

Cllr Blackshaw left the meeting at this point.

7.4 Other Housing Issues

7.4.1 Section 106

The Church Farm agreement had not yet been signed and no further information was available. The Chair would follow this up.

8.0

To Consider Highways Issues

8.1 A49 Issues

The outstanding issues of the barrier outside of the Old Comrade and the pooling of water outside the pumping station would be raised at the October meeting with the Highways Agency.

8.2 To Receive other Highways Issues

8.2.1 Update on Wellington Marsh Drainage

There will be a new system installed in the vicinity of Ashgrove which will take water from the lower end of the Marsh road across the field at the back of Kingcup Cottage into the brook at the far side.

8.2.2 Speed at A49 end of village

In response to a request from a parishioner the Clerk had been in touch with PCSO Ekanite and the

DW

All

	<p>Safer Roads Partnership regarding the possibility of speed measuring from the Church down to the A49. The Safer Roads Partnership advised that there is not enough space between the speed limit sign (by A49) and the green triangle to get a reading. There is also limited space to park the vehicles, so carrying out any sort of speed monitoring would be problematic. Advice is to wait and see if there is a problem it will be followed up. The parishioner concerned will be notified of this.</p> <p>8.2.3 Lengthsman Update including Lengthsman Pilot The Lengthsman pilot scheme is now at an end and will be reviewed at a meeting with Balfour Beatty on 25th September. Wellington has had a large number of potholes filled during the trial and the Chair has prepared a report noting the key issues to be considered. The material was provided free of charge and the Lengthsman labour costs were £600 (ex VAT). The effectiveness of the scheme needs to be reviewed and the budget for 2015-16 considered.</p> <p>8.2.4 Identification of Work to be Carried Out The footpath from the school to the Church has been strimmed but the brambles need cutting back. The Clerk was asked to thank Balfour Beatty for the ditch work that had been done in Auberrow Road.</p> <p>9.0 Report on Footpaths</p> <p>9.1 Update on Footpath Maintenance Cllr Crane updated the meeting about the latest work carried out on footpaths; he particularly thanked Phil Pankhurst and Balfour Beatty for their quick response in delivering the gates. The ditch crossing at the Marsh had been delayed but Cllr Crane had been assured this would be completed. He also reported that there were some issues with landowners who were letting their crops grow to the point where footpaths were obscured but this was being looked into. A parishioner stated that the route of the footpath going up into Queenswood was not clear. Cllr Wood asked for a path by the brook to be cut back. Cllr Crane would look into these.</p> <p>9.2 Fly Tipping This was much improved since the signs had been put up.</p> <p>9.4 Dog Fouling Dog Bins are priced from £50 - £400 depending on size and design. Installation costs £150 per bin. Emptying would cost £50 per visit (Balfour Beatty suggests once a fortnight). Balfour Beatty would install a regular litter bin if required and allow dog waste to be put in it for normal collection. However, as Wellington doesn't lie on a collection route the costs for emptying would still need to be covered by the Parish Council. Resolved: This will be considered during the 2015/16 budget setting process.</p> <p>10.0 Changes to School Bus Service The Chair, Cllr Langford and Cllr Blackshaw had attended a meeting with Andy Hough, Head of Education Development in Herefordshire Council; following this the school and governors had been encouraged to contact Herefordshire Council to discuss if there was any way that transport for children from Moreton to Wellington could be considered. The Chair of Governors, Shaun Losh had rung Herefordshire Council on a number of occasions but had no response. The school had already had discussions with Hereford Council as to whether they could fund a bus themselves and been told that it would be considered to be a waste of public money. It was therefore felt that as Herefordshire Council were not willing to consider the issue there was no point in it being pursued. Cllr Langford would update Cllr Blackshaw.</p>	<p>Clerk</p> <p>SC</p>
--	---	------------------------

<p>11.0</p>	<p>10.1 Establishing lines of communication with school It was reported that there used to be a representative from the Parish Council on the school governors but that this was no longer the case. The Chair asked if any Councillor was willing to take on the role of liaison with the school. This would continue to be looked into.</p> <p>To Consider Community Hub Issues</p> <p>11.1 Final Report from Community Hub Management Group Cllr Wood updated the meeting about work that had taken place since the last report. Signs had been erected and a shelter had been constructed to house sandbags. Pressure testing had taken place to test the air tightness and efficiency of the building and the details had been sent to the energy performance advisor to complete the SBEM calculation for Building Control. Cllr Wood also outlined outstanding issues which still had to be addressed and information which was needed before a final Completion Certificate could be issued.</p> <p>It was agreed that will be the final regular update now that the project is completed. In future reports will be made on specific issues as and when necessary.</p> <p>11.2 To Appoint Building Manger A job specification for the Building Manger had been circulated. It was agreed that in the absence of any other volunteers the Chair would take on this role assisted by the Clerk. Cllr Wood agreed to continue to follow up the snagging issues.</p> <p>11.3 To Consider Shopkeeper’s Request for Revised Opening Hours At the August meeting Rob’s request for extended Sunday opening hours was discussed. As a result the Chair had contacted the 12 surrounding neighbours including the Chapel and Social Club, and put notices up at Derside, the shop and the Marsh. The deadline for response was 27th August and of the 12 notes delivered there had been 8 responses, all with no issues. There had been one response from the notices, also with no issues. All respondents were very complimentary of the shop and the value it added to the village. The Councillors were asked if they approved the request to put in an application to extend the opening hours until 4.00pm on a Sunday. Resolved: The majority of Cllrs approved the request and it was agreed the Clerk would submit the application to amend this condition.</p> <p>11.4 To Agree a Policy to Cover Damage Caused to the New Building Some damage had already been experienced at the shop and it was felt there needed to be a policy on how to deal with this. The site was clearly the Parish Council’s responsibility but it was recognised that the damage could be caused by Rob’s customers and any PC action could have an impact on his business. The site is covered by CCTV in daylight hours but not after dark. Resolved: To check if the insurance policy covers vandalism. Resolved: To monitor things over the next 6 months before agreeing a policy.</p> <p>11.5 To consider landscaping and grounds maintenance contract No further progress has been made with the local garden centre - Country Homes and Gardens – as there have been major personnel changes. Provision had been made in the budget for the cost of landscaping but the detail was yet to be agreed. Once the planting had been agreed and completed a programme of regular maintenance would be drawn up and the existing contract with DC Gardening extended to include this extra work.</p> <p>11.6 Time Capsule This had now been delivered. Cllr Crane invited anyone who wished to contribute items for the time capsule to get in touch with him. Cllr Crane asked that items be emailed at they needed to be printed out on acid free paper. The school had offered to collate all the items received.</p>	<p>Clerk</p> <p>Clerk</p>
--------------------	---	---------------------------

	<p>11.7 Memorial Benches The bench donated by the Palmer family was now in situ and the Clerk was asked to write to John Palmer to thank him for his generosity. A second bench had been ordered, sponsored by Bell Homes, inscribed LEST WE FORGET 1914-2014 Donated by Bell Homes to the people of Wellington, August 2014. These would be placed on the edge of the grass and fixed in place.</p> <p>11.8 Sandbag Storage The sandbag shed was now in place and the Clerk had ordered a pallet of sandbags.</p> <p>11.9 To consider any fees due There were no fees due</p>	Clerk
<p>12.0</p>	<p>Community Led Planning and Neighbourhood Planning</p> <p>12.1 Update from CLP Working Group</p> <p>12.1.1 To Consider Methodology/Terms of Reference for Volunteer Groups An outline of the way forward as regards actions had been agreed at a meeting with the CLP Steering Group on 12th August. The Chair asked to record thanks to the Steering Group for their work to date and their enthusiasm to see the actions through. The formal report will be ready for the October meeting. The Parish Council needed to make sure that the volunteer groups remain motivated and that their time was used productively by maximising information the Parish Council already had. All Councillors had all been circulated with a proposed methodology document for comment and volunteers were required to work with each of the Working Groups, ensuring a productive link back to the Parish Council. This would be reported on at the October meeting. Resolved: To adopt the proposed methodology</p> <p>12.1.2 To Consider amendment to CLP Constitution Currently the Constitution (reviewed March 2013) states <i>As a Task and Finish Working Group of the Parish Council it is expected that the Steering Group will be dissolved at the conclusion of the Plan drafting project.</i> Resolved: To amend the Constitution to bring it into line with the agreed timeline for achieving the CLP actions (currently May 2015).</p> <p>12.2 Neighbourhood Planning</p> <p>12.2.1 Update from NP Steering Group The Neighbourhood Planning Steering Group met with Kirkwells, the outside consultants, on 13th August and made a significant amount of progress. The Group met again on 27th August to discuss the land that had come forward as potential development sites and these are in the process of formal assessment.</p> <p>12.2.2 Next Steps It is planned to carry out an informal consultation in advance of the formal consultation. This will take the form of 2 open public meetings, Friday late afternoon/early evening and Saturday morning/early afternoon, the timescale for this has still to be agreed.</p>	JG/Clerk
<p>13.0</p>	<p>WW1 Commemoration The money donated by Bell Homes has been used to purchase a number of items to commemorate WW1 – bench and fixing, tree, plaque, time capsule. Resolved: The balance to go towards landscaping costs.</p>	
<p>14.0</p>	<p>To Note the Information Sheet Resolved: The Information sheet was noted.</p>	

15.0	<p>To Raise Items for the next Scheduled Parish Council Meeting 2015/16 budget planning</p>	
16.0	<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 2nd October 2014 at 7.30 pm. The meeting closed at 9.35 pm</p>	
17.0	<p>Public Bodies Admission to Meetings Act 1960 The Council passed a Resolution to exclude Members of the Public for Agenda Item 18 due to the Confidential Nature</p>	
18.0	<p>Clerk's Remuneration Resolved: To increase the Clerk's hours to 40 per month with effect from 1st September 2014. Resolved: To raise the Clerk's pay to SCP19 with effect from 1 September 2014 Resolved: To make an honorarium payment to the Clerk equal to the difference between the current 8 hours per week and 40 hours per month (1st April 2014 to 31 August 2014) at SCP 18 Resolved: To regularly review the Clerk's terms and conditions annually</p>	
<p>Signed Date 2nd October 2014 Chairman of Wellington Parish Council</p>		