

# WELLINGTON PARISH COUNCIL

Regular Meeting of the Parish Council held at the Community Centre  
at 7.30pm on Thursday 1<sup>st</sup> September 2016

Item	Minutes	Action
	<p><b>Present</b>  <b>Parish Cllrs:</b> Mrs L Langford (Chair), Mr S Crane, Mr B Prince, Mr D Wood</p> <p><b>Also in attendance:</b> Ward Cllr Crockett, Mrs Chris Bucknell (Parish Clerk) and 24 members of the public.</p> <p><b>1.0 To Accept Apologies for Absence – None</b></p> <p><b>2.0 To Receive Declarations of Interest - None</b>  <b>2.1 To Consider Requests for Dispensations</b>            There were no requests for dispensation</p> <p><b>3.0 To Adopt the Minutes of the Regular Meeting of the Parish Council held on Monday 25<sup>th</sup> July 2016</b>  <b>Resolved:</b> The Minutes were confirmed and signed by the Chair</p> <p><b>4.0 To Receive Brief Reports from</b>  <b>4.1 Ward Cllr Pauline Crockett</b>            Cllr Crockett updated the Parish Council on the following</p> <ul style="list-style-type: none"> <li>• There were currently 2 consultations taking place               <ul style="list-style-type: none"> <li>(1) Have Your Say, a consultation on Herefordshire Council’s 2017/18 budget priorities</li> <li>(2) Preferred Options for Travellers Sites, which aimed to identify areas that may be considered for sites</li> </ul>               The public were encouraged to take part in these consultations which could be done online, or, if this was impracticable, paper copies could be requested.             </li> <li>• Cllr Crockett reminded the public that any concerns regarding fly tipping, potholes etc could be reported online through the Council’s Report It Site <a href="https://www.herefordshire.gov.uk/report-it">https://www.herefordshire.gov.uk/report-it</a></li> <li>• Heritage Open Days were taking place around the county between 8-11 September – details could be seen online</li> <li>• Cllr Crockett reported that Burghill had recently had a number of planning applications and there was currently one for Hope Under Dinmore which may be controversial.</li> </ul> <p><b>4.2 Safer Neighbourhood Team Update</b>            The latest SNT Newsletter was on the website. There were no further updates. It was agreed to remove this item from the agenda.</p> <p><b>5.0 Communications</b>  <b>5.1 Update on High Speed Broadband</b>            Cllr Wood updated the meeting about the issues surrounding the roll-out of broadband saying that project management and communication both within BT and with customers had been poor with delivery dates being promised and missed without explanation. Cllr Wood had sent an email outlining his concerns and frustrations to Mr Bill Wiggin MP, Rt. Hon Karen Bradley MP - Secretary of State for Culture, Media and Sport, Rt. Hon Matt Hancock MP - Minister of State for Digital and Culture along with a number of high level people at BT and Openreach. BT had responded to Cllr Wood saying that they originally planned for a 20% take-up of Fibre Broadband in Wellington, but have now increased this target to 100%, but this will take some time (2-3 years) to achieve. Cllr</p>	

Wood noted that if parishioners were still having problems they should contact Matt Lloyd (BT), copying Cllr Wood into the communication.

### 5.2 September Parish Newsletter

This was currently in the process of being finalised. As there was so much information to fit into the normal 4-page format it was proposed to include a 2-sided flier dedicated specifically to the achievements of the CLP group. This would cost in the region of an additional £50 but it was felt that so many of the CLP projects had been successful and these needed to be publicised. This was agreed. It was planned to bring the finished newsletter to the October meeting for distribution.

### 5.3 Wellington Primary School

As agreed at the July meeting, Cllr Langford had written to Andy Hough, Head of Educational Development at Herefordshire Council expressing disappointment that the replacement of the school boiler had been delayed. Cllr Crocket noted that she had spoken to the Director of Children's Services and she and Cllr Langford would continue to work together on this.

It was agreed to take item 9.2.5 at this point. This item is minuted below under Agenda Item 9

## 6.0 Open Time

It was noted that there was an increase in parking on the roadside which was obstructing the footpaths, this was a particular problem with the houses opposite the Wellington Inn and on the new Church Farm development. It was also reported that there was a car parked on the footpath in Bridge Lane. It was noted that as there was no parking restriction on the village road parking was not illegal but it was illegal to park on the footpaths. This would be reported to the police and also something added to the Newsletter.

It was confirmed that the parking area adjacent to the new development belonged to the Community Association and would be for Community Centre and Sports Field users only.

It was noted that the banks of the Brook at the rear of the Causeway were very overgrown and there was foliage in the Brook itself which would impede drainage. It was felt Lugg Drainage was responsible for the upkeep of the Brook but the banks may be the responsibility of the landowners. The Clerk was asked to report this to Lugg Drainage.

## 7.0 Financial Matters

### 7.1 To Receive a Report from RFO

**Bank balances:** Treasurer's Account (as at 29/08/16) £34,299.47 Business Instant Access £58,408.42. It should be noted that these figures include earmarked reserves and do not represent available funds.

<b>Income since July meeting – £652.32</b>	Wellington Delights July rent	£650.00
	Interest (August)	£2.32

### 7.2 Update on External Audit

No contact had been received from the External Auditor.

### 7.3 To Agree Payments made since last meeting

Payment	Expenditure	Amount
<b>BACS</b>	D C Gardening invoice 151. Work on cemetery, bus stop and Community Hub as per works schedule. £220 + VAT	£264.00

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Payment	Expenditure	Amount
BACS	Gift Voucher for Internal Auditor as agreed at July meeting	£50.00
BACS	Amazon order number 205-1535898-8707524. Soap Dispenser for Community Hub. As agreed at July meeting	£17.58

**Resolved:** Payments approved

#### 7.4. To Agree Payment of Outstanding Invoices

Payment	Expenditure	Amount
Chq 996	Cllr David Wood. Tile drill for putting up soap dispenser in Community Hub	£8.39

**Resolved:** Payment approved

The Clerk noted that invoices were expected from D C Gardening and Jane McNeill (cleaning of Parish Room) for work carried out in August 2016.

#### 7.5 To Adopt Updated Financial Regulations

The updated financial regulations discussed at the July meeting had been forwarded to Councillors.

**Resolved:** To Adopt the updated Financial Regulations

#### 7.6 To Agree Process for 2017/18 Budget and Precept

Herefordshire Council required the Precept figures to be submitted by 31<sup>st</sup> December 2016. The Clerk noted that at the recent Budget Consultation meeting it had been stated that a summary of the decisions which would affect the Precept would be forwarded to all Parish Councils. This would be followed up.

**Resolved:** Cllr Langford and the Clerk and would meet 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.

#### 7.7 Update on Requirements for Automatic Enrolment for Pension Regulations

The Clerk outlined the requirement for all employers to offer a pension scheme to their employees. The staging date for Wellington was 1 October 2016 after which a number of actions needed to be completed in order to comply with the regulations and a declaration of compliance sent to the Pensions Regulator. It was agreed that Cllr Langford and the Clerk would work together on this.

### 8.0 To Consider Planning Matters

#### 8.1 To Consider any Planning Applications

Reference Number	Application
162324	At Westfield Farm, Auberrow. Amendment to plans for long barn and materials used. <i>There were no objections to this application</i>

The following tree applications were received in August and referred to Jenny Guille and Shirley Edgar for comment

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Reference Number	Application
162170	Cutsthorpe, Wellington. Propose to remove 1x Cherry Tree & 1x Ash. No plan to replant any new trees. <i>No objections to the work.</i>
162263	Plough House, Wellington. Works to Cherry tree, four birch trees and fell Aspen tree. <i>No objections to the work.</i>

**Resolved:** To submit the above comments to the Planning Department

### 8.2: Update on Planning Appeal

Ref Number	Application	
3141403	Kingcup Cottage, Wellington Marsh, Hereford	Appeal Dismissed
152188	Land Opposite Aylus Cottages, Auberrow. Proposed erection of photovoltaic array.	Appeal Dismissed

### 8.3: To Note any Decisions/Notifications Received

Ref Number	Application	
161737	Land Adjacent to Brookside, Wellington. Proposed site for single persons dwelling	Approved with Conditions
162263	Plough House, Wellington. Works to Cherry tree, four birch trees and fell Aspen tree. Referred to Mrs Guille who had no objections to the work	Awaiting Decision
162170 -	Cutsthorpe, Wellington. Propose to remove 1x Cherry Tree & 1x Ash. No plan to replant any new trees	Approved
P161262/ F	Khotla, Wellington. Change of use of ground floor and car park area from commercial to domestic use.	Approved with Conditions
161344 (Amended)	Walnut House, Wellington. Proposed detached garage.	Approved with Conditions
P162262/ PA1	The Shrubbery, Wellington. Proposed conservatory extension which will extend beyond the rear wall of the house by 5 metres	Prior Approval Refused
161773	Long Orchard, Wellington. Proposed Rear and single storey extension.	Approved with Conditions
161250	Gowerlea, Auberrow, Wellington. Proposed single storey side extension.	Approved with Conditions
161865	Meadowview, Wellington. Proposed works to Scots Pine.	Approved

**Other Issues** – it was noted that part of the hedgerow on the new development had been taken down and retention of the hedge was a condition of the planning approval, although it was noted that this fact may not have been passed on to the householders. A copy of the site plan was produced which referred to the protection of the hedge and the intention that it was retained.

**Resolved:** To write to the residents highlighting this issue and to report it to the Planning Enforcement Team.

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<p><b>9.0</b></p>	<p><b>To Consider Highways Issues</b></p> <p><b>9.1 A49 Issues</b></p> <p><b>9.1.1 Blocked Footpath at Old Comrade</b></p> <p>The Chair reported that at the Leominster meeting Patrick Thomas, Highways Agency, had mentioned that Herefordshire Council could take enforcement action regarding the blocked footpath. Cllr Langford had subsequently emailed Sean Rooney, Head of Highways at Herefordshire Council but to date had received no reply. Cllr Crockett would follow this up. It was agreed to write to Bill Wiggin MP. Cllr Langford to draft a letter and circulate for approval.</p> <p><b>9.2 To Receive Other Highways Issues</b></p> <p><b>9.2.1 Flood Report (The Mill)</b></p> <p>There was no further update on this.</p> <p><b>9.2.2 Drainage at The Marsh and Auberrow</b></p> <p>There was no further update on this.</p> <p><b>9.2.3 Safety Issues at Millway</b></p> <p>Cllr Prince reported that children were going through holes in the hedge and sliding down the bank into the road. It was agreed the Clerk would write to Herefordshire Housing asking if the 2 holes in the hedge could be blocked up.</p> <p><b>9.2.4 Traffic Survey on North Road</b></p> <p>Lisa Mellings had produced an informal traffic survey noting traffic movements in 2 hour slots. Cllr Langford had attended a meeting on Traffic Regulation Orders (TROs) and reported that if this were to be considered for the North Road the PC would either need to pay the cost or the TRO would need to go on the list which could take up to 2 years. If the PC were to pay there would be a need for consultation with the whole community, requiring a 50% reponse and a 70% positive response. The Chair also said that there was a need to be aware of any affects the introduction of an order may have on other areas of the Parish.</p> <p><b>Resolved:</b> To wait for Lisa Powell (Tarmac) to come back regarding her investigations before taking this forward.</p> <p><b>9.2.5 Lisa Powell, Transport Account Manager at Tarmac (item taken after Agenda Item 5)</b></p> <p>The Chair welcomed Lisa Powell from Tarmac who had come to talk to the Parish Council about concerns regarding heavy goods lorries travelling through the village and on the North Road. The main concern from the community was that the North Road was a single track road, just over 8 foot wide, with no verge and no speed limit. This road was used by horse riders and pedestrians and it was felt that even 30 mph was too fast and that unless something could be done an accident was imminent.</p> <p>Lisa Powell said the majority of hauliers would not use that road and the issue may be lorries not local to the area who have been taken down there by their Sat Navs. All lorries have trackers so that the companies concerned can monitor speed and location and this is regularly done by Tarmac with a computerised geo-fence around the area so that issues could be identified and dealt with.</p> <p>Following a comment about drivers using their mobile phones whilst driving Lisa said that Tarmac did not even allow hands-free devices and if any drivers were seen using phones this should be reported.</p> <p>Cllr Prince said that when the application was first put forward for the Quarry the public were assured that drivers would adhere to a system which routed them through Leominster or Hereford and that no vehicles would come through Wellington. Lisa Powell confirmed that this ruling was still in place and was monitored for compliance. Anyone found violating the ruling would be banned for 3 days. External hauliers had to do the Tarmac induction and be accredited before they could drive for the company.</p>	<p><b>LL</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
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Lisa Powell agreed to talk to her Estates Team about the planning condition and would monitor the situation over the next 2/3 months, reporting back to the Parish Council.

### 9.2.6 Identification of work to be carried out and any other updates

The following comments were made by members of the public.

- Where the road repairs had been done on the A49 there were still some raised patches on the southbound carriageway near to the entrance to Green Farm.
- The diversion signs which were put in place for this night work were not put in place early enough causing heavy traffic through the village.

Councillor Langford would email Highways England about these issues

It was suggested Beware Horses/Pedestrians signage could be erected on the North Road, as this did not need a TRO. The Chair would talk to Phil Pankhurst about this.

CLlr Prince asked that the flaps on the drains/gullies on the main village road be checked as he felt they were closed. CLlr Langford would email Phil Pankhurst.

The work done on the top of the Dingle to take the water from the dip in the road had washed away and needed concrete or some other method of supporting the road. CLlr Langford would email Phil Pankhurst about this.

The Chair reported on her recent meeting with Phil Pankhurst:

- No potholes had been identified but it was suggested that the Chair and Phil Pankhurst meet with the Lengthsman later in the year.
- The damage on the road surface at the entrance to village past Church Close has been marked up for repair.
- There is no action warranted on the road between the village and the Ford.
- The loose manhole cover between the School and the Church has been reported to Welsh Water and will be replaced.
- The raised drain in the School entrance is the responsibility of WCA/School (depending on the terms of the joint user agreement). The Chair of the WCA stated that it was a Herefordshire Council owned access road. The Chair would follow this up.
- The failed trench on the main street has been rectified by the National Grid
- No enforcement is likely to be taken on the gate into the lane at The Shrubbery

### 9.3 Update on Lengthsman and P3 Grant

The Clerk reported that to date only £419.50 out of a total grant of £5,243 had been expended. This would be partly rectified by pothole work identified later in the year. The Lengthsman would be asked to check drains etc as he usually does on an annual basis.

## 10.0 Report on Footpaths

### 10.1 Update on Footpath Maintenance

It was noted that Balfour Beatty would still be replacing stiles and gates on a like for like basis as this was their statutory responsibility. Other furniture would need to be funded through the P3 Grant.

The willow tree in Auberrow had now been removed and following correspondence with the residents of Derside all the paths have been cleared, the fence has been removed the brambles cut back.

## 11.0 Community Hub

### 11.1 Update from the Working Group

CLlr Wood reported that the Shop Management Group had not met since the last Parish Council meeting. The lockable soap dispenser had now been fitted and Rob has confirmed that there have

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been no further thefts of hand soap.

An invoice for £380 plus VAT had been received from Shaun Hudson for installing the new sub mains distribution board and new check meter in the Parish Room. Cllr Wood reported that the screen still did not operate and this had been passed back to Shaun who had confirmed that that he planned to finish the work next week. The Clerk confirmed that the cost of fitting the sub-meter would be split between the Parish Council and Rob Ruck, as agreed at a previous Shop Management meeting.

### **11.2 Update on Sale of Wellington Delights**

Cllr Wood reported that in order to address stories in the village the Parish Council and Rob had agreed a joint statement about the sale of the shop which has been put in the notice board, on the website, in the newsletter and on the Parish Council Facebook page.

Cllr Wood requested that Rob confirm in writing his intention to sell the shop and it was agreed that Rob would be asked for this.

Cllr Wood reported on his investigations into getting legal advice for the Parish Council regarding reassignment of the Wellington Delights lease. Beaumonts had dealt with the original lease; they had been taken over by Lanyon Bowdler who Cllr Wood had approached about the work, ascertaining that Lanyon Bowdler offered a pricing option of either a fixed fee or an hourly rate, the level of which was determined by the solicitor undertaking the work. The rates quoted were £170 per hour (plus VAT) for Jas Khela who would undertake the majority of the work and £235 per hour (plus VAT) for Allison Birtles who would be the File Manager. It was estimated that the time required would be approximately 7 hours from Jas Khela with 2 hours from Allison Birtles which would include the preparation of an Authorised Guarantee Agreement, making an estimated total cost of £1,660 (plus VAT). A fixed fee would £1,750.00 plus VAT plus disbursements. The Chapel's legal costs would also need to be taken into account.

It was agreed that Cllr Wood would obtain quotes from two other solicitors, one being Gabb & Co. It was not thought that there would be a release fee from Lanyon Bowdler for the original lease, should they not get the work.

### **11.3 To Consider Chapel Car Parking Sign**

There was no update and it was agreed to take this item off the agenda

### **11.4 To Consider Disposal of Community Hub Noticeboard**

This item had been put on the website but there had been no interest. It was agreed Cllr Wood would put it on Ebay. This item would be removed from future agendas

### **11.5 To Consider any Expenditure**

It was thought that a delivery vehicle had reversed into the fence breaking a lateral strut and dislodging three vertical boards, although this could not be proved with the CCTV footage. A quote of £80 had been received from D C Gardening.

**Resolved:** To commission D C Gardening to undertake the repair.

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## **Update from the Community Led Planning Groups**

### **12.1 Report from the CLP Implementation Group**

Jennifer Jarrett, Chair of the Implementation Group reported that the group had met on 27<sup>th</sup> July and had now invited Chris Riches to the team to represent WellPAC. The Parish Council were thanked for the opportunity of including an update in the Autumn Newsletter.

### **12.2 Community Speedwatch**

Adnan Ali had replaced Ian Connelly as the contact for the group. A further 2 sessions had been held in August and altogether over the span of the sessions 408 vehicles were "clocked" with none found to be doing over 35 mph. Ian Connelly had confirmed that there were no safe places with the

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appropriate distance in The Row. The 30mph limit in Auberrow Road was discussed at the last meeting and Adnam Ali has been asked if a speedwatch could take place on the road to Auberrow. The group had also asked Adnan what could be done about permanent signs. The Parish Council agreed that the group could stand down until there was clarification about the Auberrow 30mph zone.

### **12.3 Update on Playground Initiative**

WELLPAC have held 2 more meetings to discuss the issue of a site for the play area and further meetings are planned with land owners. Thanks were given to Barry Cobbett and the WCA for their help and support in making this possible. It was reported that Fran White had now retired from Herefordshire Council and the group asked the Parish Council for guidance on how the Section 106 money could be ring-fenced for the project. The Chair understood that the monies needed to be bid for and were not guaranteed but agreed to make enquires and follow this up on behalf of the group.

### **12.4 Update on Location of Benches**

Mr Colebatch Clark had formalised his permission and the three benches on his land were now in place. Thanks were given to John Allender.

### **12.5 Bulb Planting**

Work was still being carried out.

### **12.6 Neighbourhood Watch**

It was reported that a lot of people were keen to be part of it and co-ordinators had been established in some but not all areas. One of the organisers had left the village and in order to keep the initiative going it was proposed to run a cut down version of the current scheme. Dave Willis would hold all the email addresses centrally. It was noted that there were three levels of information that would be distributed directly to the team, one at a national level, one at county level in the form of the Safer Neighbourhood Team Newsletter and the third information that related to Wellington. Dave Willis would send out the National and Regional information straight to the people on the list. If anyone had information pertaining to Wellington, or were concerned about anything, they should send it to Dave and he would send it out to all on the list. Anyone not on email wishing to receive this information would be allocated a "buddy" who would pass on a paper copy of the information.

### **12.7 Other Updates**

**Noticeboard** – thanks were given to the Parish Council for funding the noticeboard which had now been ordered. Once delivered it will be installed outside the Community Hub and information on various activities will be posted there together with signposting for health and welfare facilities. It was noted that nothing commercial would be on the notice board.

**Green Open Space** - Using a grant from Herefordshire Council the group are improving a rough piece of ground behind the Church by the ford. The plan is to provide a meadow area with seating and access for wheelchairs and buggies, providing safe access for children (or adults) to play in the brook by the ford. Shirley Edgar is organising this venture and is liaising with everyone involved. It was noted that there would be requests for help and donations to help make this project a success.

**Cycle Path** - Liz Bullar had been in touch with Herefordshire Council who had outlined their aspirational plans for a cycle path to link Leominster and Hereford. It was felt that this was so much in the future that the Group keep a watch on events rather than actively pursue the project at this stage. It was suggested that the group contact the other Parishes affected to see what their views were. The Group will be asking parishioners via Welcome if they have any ideas about how to achieve better access through the village for cyclists and to gauge support for such action.

**IT** – The Group have made contact with Fastershire to see if funds were still available to run a session on Social Media and are also investigating how to respond to a request to provide access to internet for those who do not have it, but may need it for a specific purpose. It had been suggested

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that a computer in the Parish Room, which could give supervised access to the internet, would be one way to achieve this. Cllr Wood had been in discussion with Jennifer Jarrett about facilities in the Parish Room and how this service could be delivered, with particular reference to the Wi-Fi which is currently paid for by Rob and which has a data limit on it. Thanks were given to Trishia for offering to be a booking system for the service.

**13.0 Parish and Town Council Bus and Community Transport Consultation**

The proposals and response sheet had been forwarded to all Councillors who were asked to formulate answers to the various questions for discussion at the October meeting.

**14.0 To Note the Information Sheet (September 2016) and any other updates**

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

**15.0 To Raise Items for the next Scheduled Parish Council Meeting**

Bus Consultation

**16.0 To Note Date and Time of the Annual Meeting of the Parish Council**

Thursday 6<sup>th</sup> October 2016 at 7.30pm in the Community Centre.

The meeting closed at 9.43 pm

Signed ..... Date 6<sup>th</sup> October 2016  
Chairman of Wellington Parish Council