

WELLINGTON PARISH COUNCIL

Regular Meeting of the Parish Council held at the Community Centre
at 7.30pm on Thursday 6th July 2017

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
	<p>Present Parish Cllrs: Mrs L Langford (Chair), Mr A Campbell, Mr S Crane, Mrs J Gowan, Mr B Prince Also in attendance: Ward Cllr Pauline Crockett, Mrs Chris Bucknell (Parish Clerk) and 34 members of the public.</p> <p>Before the meeting started Cllr Langford re-enforced that the public would only be able to speak at Item 7 (Open Time) and at Item 9.2 (Planning Applications). Any comments on other agenda items should be brought up at Item 7 and, if appropriate, would be discussed by the Parish Council under the appropriate agenda item.</p> <p>1.0 To Accept Apologies for Absence – None</p> <p>2.0 To Receive Declarations of Interest Cllr Gowan declared a non-pecuniary interest in item 14.2 (Community Website) as she was a member of the WCA. It was agreed that Cllr Gowan could remain in the room and participate in the discussion.</p> <p>2.1 To Consider Requests for Dispensations There were no requests for dispensation</p> <p>3.0 To Adopt the Minutes of the Regular Meeting of the Parish Council held on Thursday 1st June 2017 Resolved: The Minutes were confirmed and signed by the Chair</p> <p>4.0 To Adopt the Revised Code of Conduct Resolved: To Adopt the Revised Code of Conduct</p> <p>The Clerk informed Cllrs that they would need to complete the updated Declaration of Interests list which would be circulated to them.</p> <p>5.0 To Receive Brief Reports from</p> <p>5.1 Police Update The June and July issues of the Safer Neighbourhood Team Newsletter had not been received.</p> <p>5.2 Ward Cllr Pauline Crockett Cllr Crockett gave her report, the key points are noted below:</p> <ul style="list-style-type: none"> • Full Council met on May 19th for the Annual General Meeting. This included Election of Council positions and Appointments to Council Committees. There would now be 3 Scrutiny Committees each having 11 seats. Cllr Crockett was unable to attend the Full Council meeting but reported that she would now be part of the Adult and Well-being Scrutiny Committee. • A new Council Constitution was approved, as were the changes to the Councillors Allowances Scheme. Full details are available on the Herefordshire Council web site. • Herefordshire’s budget priorities consultation is in progress (online until 30.9.17), all information and comments should be directed through Herefordshire Council’s web site. • The Councils overspend on the Blueschool House development is now being reviewed. • Cllr Crockett had recently attended an update on Planning and Scrutiny, and an update regarding Minerals and Waste Management. 	<p style="text-align: center;">Clerk</p>

Cllr Crockett reported that, locally, she had highlighted road surface concerns (entrance to the village from A49) and had reiterated the ongoing issues regarding the 'Old Comrade and Haywards Lane' to Highways England.

Cllr Crockett invited questions from the public. One member of the public asked, in the light of recent tragedies, if there was an Emergency Co-ordinator who could deal with similar incidents within Herefordshire. Cllr Crockett said she would find out from the ECC Director and would contact the resident directly with the answer.

6.0 Communications and Updates (not requiring decision)

6.1 Wellington Primary School

There was no further update.

7.0 Open Time

A resident stated that he and his partner intended to take over the Wellington Inn and develop it as a Community Venue. They were currently discussing a lease to purchase scheme with the owner. Nigel Cooper stated that the Asset of Community Value timescale for community purchase would be 6 weeks from the date the building was put on the market.

A resident, who had previously contacted the Parish Council about work which was going on at the front of Bridge House, confirmed that this was being done by Balfour Beatty Gas Division on behalf of Wyeval. She felt it was encroaching on the bridge over the brook and affecting access and egress from her property. The Parish Council felt there was nothing it could do about this and suggested that she put her concerns in writing to Balfour Beatty Gas Division and, if she was still not satisfied, to contact Bill Wiggin MP.

8.0 Financial Matters

8.1 Bank balances: Treasurer's Account £35,984.93 Business Instant Access £59,144.67.

A wayleave payment of £3.55 had been received but had not yet been banked.

Income since June meeting – £1,302.51	June Interest	£2.51
	Payment of Rent from Wellington Delights (received from solicitor)	£1,300

8.2 To Agree Payments made since last meeting

Payment	Expenditure	Amount
BACS	P Hudson and Son invoice 18225. Installation of defibrillator £120 + VAT	£144.00
BACS	HMRC PAYE relating to Clerk's salary April – June 2017	£248.60

Resolved: Payments Approved

8.3 To agree payment of outstanding invoices

Payment	Expenditure	Amount
BACS	Viking invoice 290832. Paper towels for Community Hub. £36.95 + VAT	£44.34
BACS	D C Gardening invoice 125-1718. Grounds maintenance for June 2017. £545.50 + VAT	£654.60
BACS	WCA invoice July12. Hire of Hall for April/May/June	£60.00
BACS	Clerks net salary April – June 2017	£994.96
BACS	Clerks Expenses April – June 2017	£62.20
BACS	Shirley Edgar. Ford Meadow Opening Event Expenses.	£212.90

Resolved: Payments Approved

8.4 To Consider gift for Internal Auditor

Resolved: To purchase a £50 gift voucher for the Internal Auditor

Payment	Expenditure	Amount
BACS	Reimbursed to Clerk. £50 M&S Voucher	£50.00

8.5 To Consider Purchase of Poppy Wreath and donation to British Legion

Resolved: To purchase a wreath for £17.00 and to make up the overall donation to £30.00

9.0 To Consider Planning Matters**9.1 To Consider Response to Request for NDP Monitoring Group**

Cllr Gowan presented a report which she noted had not previously gone to Cllrs as she wanted to avoid suggestions of pre-determination. This report was a response to the request at the last Parish Council meeting to consider whether the team responsible for the work done on the Neighbourhood Development Plan should play a role in assessing future planning applications during the lifetime of the plan.

Cllr Gowan gave a brief outline of the development of the NDP which had gone through referendum in 2016 and was now enshrined in Herefordshire Council planning law for the time frame 2015 - 2031. Cllr Gowan noted that at some stage there may be the need to review the content but this would be driven by Herefordshire Council and aligned to its Core Strategy. Cllr Gowan asked Councillors whether they felt there was a need to review the plan at this stage. **It was agreed that no review was currently required** and further information from Herefordshire Council on review procedure is awaited.

Cllr Gowan proposed that the NDP Group was officially disbanded with immediate effect. If the plan had to be reviewed or re-addressed a refreshed group would be appointed to take it forward, led by Parish Councillors with support from the community. **This proposal was approved by the Parish Council**

Cllr Gowan noted that it had also been considered whether it was appropriate to ask members of the public to join a sub-committee to look at planning applications, saying that given applications were always discussed in public with the community not only having the opportunity to speak at meetings but also to make personal direct representations to the Planning Department. She proposed that this was not taken forward.

Cllr Gowan felt that Wellington had been a very proactive, diligent council in its approach to planning, which had resulted in rejection of inappropriate schemes even at appeal stage. She therefore proposed that the current procedure remained with the Parish Council fully in control of its responses to applications led by the constraints and guidance in the NDP and material planning issues which she noted were the only relevant matters which could be taken into account. **This proposal was approved by the Parish Council.**

9.2 To Consider any Planning Applications

Reference Number	Application
171969	Wyngate House, Wellington. Proposal to remove existing ground floor extension and replace with ground and first floor extension

No agents or applicant were present for this application. There were no comments from the public and all neighbours had been notified of the application.

Resolved: To support this application

Reference Number	Application
172259	Land adjacent to Graveyard, Wellington. Outline application for 10 dwellings with garages and construction of new access.

No agents or applicant were present for this application. The public were given the opportunity to comment, the key points raised are noted below:

It was felt the development was going against what the village wanted which was smaller houses and bungalows to allow organic growth. Affordable housing was mentioned but Cllr Gowan noted that there were not enough residents of Wellington wanting these homes and some of the existing ones had gone to people with no local connection. It was noted that when a development was for 10 houses or less, current national government guidelines had removed the need for any affordable houses to be included.

- There was concern about sewage and drainage, with reference to water run-off and flooding. It was noted that although this development was on land designated as Flood Zone 1, when the outline moved to a full application there would be a need for the usual comprehensive Drainage Survey to be undertaken.
- A resident raised concerns about the effect on wildlife and it was noted that an Ecological Survey had already been formally requested.
- Two of the houses appeared to be on the space previously designated as open space. Cllr Gowan said that there had been an anomaly as to the position of the open space boundary and the current NDP document did not have the boundary correct due to the small scale of the plans used.
- A resident asked for a definition of Green Space and Cllr Langford said this indicated land could not be built on.
- There was now no point in having the pedestrian footpath as there was no public amenity space to access and several residents would like it removed as it was affecting their properties.
- It was felt there was no need for a car park for the graveyard and this area would be better turned into a green space with trees, which would help to break up the sound from the A49. Monitoring the car park would be impossible and it was felt it would be used for residents' car parking. It was noted that the Parish Council had not yet decided whether it wished to take on the car park.
- Residents mentioned that the road may not be adopted by Herefordshire Council which would affect access to any car park included in the plans.
- The design of the houses was criticised and one resident felt that there was a need for a higher degree of design, more in keeping with Wellington's distinctiveness. It was also felt that the layout should be a single spine road with all the housing facing inward which would alleviate the overlooking issue and help to build a sense of community.
- There was significant concern about road safety with additional vehicles turning onto the village road and onto the A49.
- In response to a question from a parishioner who thought this development was scheduled for 2025, Cllr Gowan explained that the NDP clearly identified 3 sites and the Parish Council had tried hard to phase development to get the Mill Lane site developed first, in order to get organic growth at the far end of the village, but the independent Government appointed Planning Inspector stated that this was not allowed and it was taken out of the final NDP.

The Parish Council discussed the application, noting that the principle of development had been established in the NDP. The following comments were made and would be incorporated into a

response to Herefordshire Council

- The proposal did not conform to Policy W1B and W3 of the Wellington NDP
- On a development of this size the Parish Council would expect to see some 2 bed dwellings with the rest being 3 and 4 bed dwellings
- The development will be near to 4 listed buildings (St Margaret's Church, Church Farm House, Bridge Farm House and Bridge House) and a listed war memorial. The Parish Council would expect that conformity with Policy W4 of the NDP is maintained at detailed plan stage
- Detailed planning should pay attention to Appendix 3 and Appendix A of the NDP
- Detailed plans should demonstrate conformity with Policy W2 (number of houses proposed)
- The Parish Council supported the public view that the existing footpath was no longer necessary as there was no public amenity space either on the application site or adjacent to it.
- A detailed drainage plan should be drawn up to conform with Policy W12 of the NDP and to demonstrate how any risk of flooding to the surrounding properties would be alleviated

Resolved: Cllr Langford to put together a response to Herefordshire Council taking into account the points above and circulated this for approval.

LL

9.3: To Note any Decisions/Notifications Received

Reference Number	Application	
171524	2 Wellington Court Barns – detached timber frame and clad garden room and store	Awaiting Decision
171706	Land South of Gatherstone, Auberrow Road. Residential development of 4 dwellings	Awaiting Decision

9.4 To Consider Other Planning Issues

There were no other issues raised

10.0

To Consider Highways Issues

10.1 A49 Issues

Cllr Gowan had spoken to Les Harrison of the Lugg Drainage Board who had said that clearing of gullies was the responsibility of Highways England. This would be followed up.

JG

10.2 Blocked Footpath at Old Comrade

There were no further updates. Cllr Crockett would pursue this one more time and then if unsuccessful, it would be taken off the agenda.

10.3 To Consider 30 mph Repeater Signs

The Chair had contacted Herefordshire Council to establish whether these could be purchased from Section 106 monies. There had been no response and this would be pursued.

LL

10.4 To Receive Other Highways Issues

10.4.1 Drainage at The Marsh and Auberrow

There was nothing further to report

10.4.2 Speeding in Mill Lane

Cllr Prince said that speeding in Mill Lane had become an issue and asked that the speed limit be reviewed together with other speed limitation strategies. The Chair would follow this up with Phil Pankhurst.

LL

10.5 Identification of work to be carried out and any other updates

Speed Limit in Auberrow Road – Cllr Gowan had asked Phil Pankhurst to clarify the traffic order on the Auberrow Road and whether the 30mph speed limit was legal and enforceable. Phil Pankhurst had responded to say that the traffic order on the Auberrow Road was invalid as the legal wording in

the document didn't reflect where the terminal signs were situated. This area needed a new TRO and it was on the Balfour Beatty list of unlawful traffic orders which needed amending, but no date for this could be given.

Sweeper in Bridge Lane – a resident had contacted the Parish Council to say that the road sweeper had not gone up Bridge Lane. Phil Pankhurst had visited the area and reported that there was only a very small amount of debris, thus concluding that the sweeper had been in that area.

A resident had contacted the Parish Council to thank them for getting the Beware of Horses signs erected, making the road safer.

The damaged salt bin in Mill Lane had been replaced.

11.0

Report on Footpaths

11.1 Update on Footpath Maintenance

Cllr Crane reported that concerns had been raised by a resident about footpaths WG1 and WG30. The resident reported that WG1, as it crossed the field at the junction with the north end of WG30, was heavily overgrown with wheat and not passable. The resident noted that a detour could be made around the perimeter of the field but there was a large 'no right of way sign' to stop walkers taking that route. It was also noted that WG30 was blocked by vegetation at 2 points, although part of the path had been cleared.

Cllr Crane responded that he had done a provisional check of WG1 and it appeared to be clear. He was soon to have a meeting with Dinmore Manor who were very supportive of the footpath network, and if necessary he would raise this issue. The last section of WG30 was very steep and got overgrown quickly. The landowner was not supportive in terms of keeping it clear but Cllr Crane felt that as the path did not go anywhere this was not a high priority. It was agreed that Cllr Crane would discuss the issue with Phil Pankhurst to see whether Balfour Beatty felt an enforcement letter was appropriate.

Cllr Crane also reported that WG12, alongside Plough House, had been cut back slightly but still did not meet the required criteria. It was agreed to write a further letter to the residents of Plough House asking them to cut the path back to the required width within a 2-week period or the issue would be passed the Enforcement Team.

12.0

Community Hub

12.1 Update from the Working Group

There was no update other than to note that the transfer of the shop lease to Carol Lloyd was now complete. The monies Carol had deposited with the Parish Council had now all been allocated against expenditure and there was nothing further owing to the Parish Council.

12.2 To Consider any Expenditure

Resolved: To cover 50% of the cost of servicing the fire extinguishers in the Community Hub

Payment	Expenditure	Amount
BACS	Hereford Fire Protection Services invoice 157698 £39.10 + VAT. 50% to be charged back to Carol Lloyd.	£46.92

13.0

Community Defibrillator

13.1 Update on Community Defibrillator and Training Session

The Heartstart training would take place on Wednesday 12th July, 2.30-4.30pm in Wellington Community Centre. It was felt this session may now be oversubscribed but other sessions could be arranged if necessary.

14.0

Parish Council Website

14.1 Update on Progress and Content of Parish Council Website

Cllr Gowan gave an update on the new Parish Council website www.wellingtonparishcouncil.org.uk. Cllr Gowan and the Clerk had done a lot of work on developing the site which was now up to date,

SC

Clerk

with further development planned. The Clerk had sent out an update from the site to those who had subscribed and more were planned as the content of the website developed. It was noted one resident had not received their update and the Clerk would look into this.

14.2 To Consider Expenditure related to development of Community Website

Cllr Gowan gave a report on the proposal for a new Community Website following discussions with the CLP Group and the WCA, saying it was in the best interests of the Parish Council and the community to reach a solution as soon as possible so that the old site could be taken down, avoiding confusion.

Cllr Gowan reported that the CLP IMP Team were prepared to get involved with a community website and were actively seeking volunteers to maintain the site. The WCA met on 19th June and agreed that there was a preference for a fresh look site that would be easy to maintain. They would favour a domain name which highlighted that it was a community site. Three trustees of the WCA came forward to volunteer to be involved in the website and these are now in discussion with the CLP Team.

In summary Cllr Gowan outlined that a new Community Website would cost

Building the website in the same format as the new Parish Council Site	£500
Customising the site for the Community (colour, style etc)	£200 (max)
A new domain name	£10 to purchase and £10 per year
Hosting	£25 per year
Support and Training	£100 per year
TOTAL FOR FIRST YEAR	£845 (max)

It was noted that the WCA may be willing to contribute towards this cost but would not be able to confirm until their September meeting and it was felt that the work needed to be commissioned in advance of this.

Resolved: The Parish Council would cover the cost of building the website and the first year of hosting, domain name and Training and Support. Ongoing costs would be discussed with the WCA.

15.0 Update from the Community Led Planning Groups

15.1 Report from the CLP Implementation Group

Jennifer Jarrett gave an update of the various CLP projects.

15.2 Ford Meadow – Progress and Opening Event

The opening event took place on Sunday 2nd July 2017, attended by approximately 50 villagers and their children. Bill Wiggins MP attended and assisted Lydia and Lizzie with the ribbon cutting. There was a cake baked and decorated by Shirley Edgar and a plaque was unveiled which honoured both the actual and financial support the CLP has received from Derek and Maureen Robertshaw, John Allender and, in particular for Ford Meadow, Shirley Edgar. It was noted that a lot of effort went into making the day a success, not least from John and Shirley Edgar but also Yvonne Hudson and Chris Riches who organised games for children and adults, Miranda Davies who led a yoga session, John Allender and John Hayward who were the water wardens, the volunteers who made, packed and handed out the food, and those who helped clear the area. Everyone was thanked for making the day so enjoyable.

15.3 Welcome Pack

This was now in the 3rd draft and a table of contents had been sent to the Clerk for circulation to the Parish Councillors. The Welcome Pack was intended to be a signpost for everything that was happening and available in the Parish but not necessarily to go into a lot of detail about each item. Jennifer Jarrett gave the example that the Welcome Pack would signpost people to Welcome for the clubs and activities, the church and chapel notice boards for details of services etc. The Welcome

Pack would form an integral part of the new Community Website enabling it to be readily updated and available for printing. The website version would have links to more detailed information as needed. It was planned that when new people arrived in the village a copy would be printed off and presented to them on arrival. The pack was currently 12 pages, the approximate cost of each for printing and presenting in a cover would be around £2. This was discussed under agenda item 15.6.

15.4 Community Website

As noted in 14.2 the IMP Team and WCA were arranging a meeting of all the website volunteers - a Moderator, a webmaster, and admin for the Clubs/Users of the hall and an admin that would pick up all other matters. It was suggested that the IMP team could set up a small sub team that could drive this and ensure that the chair of the WCA was informed and involved when necessary.

15.5 Other Issues and Updates

There were no further Updates

15.6 To Consider any Expenditure

Community Speedwatch – preliminary investigations suggested that ideally Community Speedwatch signs should be fixed on existing posts. A good quality sign would cost between £60 /£70 with fitting to the post in the region of £120 (if a new post were required). This would be considered at a future meeting once more detail was known.

Welcome Pack - To print and supply in a cover would be approx. £2 per pack. This was agreed

Ford Meadow - Small miscellaneous expenditure of further seeds, flowers and minimum maintenance. This was agreed.

16.0 To Note the Information Sheet (July 2017) and any other updates

Resolved: The Information sheet was noted.

17.0 To Raise Items for the next Scheduled Parish Council Meeting

Budget Consultation, Parish Council Reserves and Loan Repayments

18.0 Public Bodies (Admission to Meetings) Act 1960

Resolved: To close the meeting to the public and to discuss and minute Item 19 as a confidential item

20.0 To Note Date and Time of the next Regular Meeting of the Parish Council

Thursday 7th September 2017 at 7.30pm in the Community Centre. It was noted there would be no meeting in August.

The public part of the meeting closed at 9.05 pm

Signed Date 7th September 2017

Chairman of Wellington Parish Council