

WELLINGTON PARISH COUNCIL

Regular Meeting of the Parish Council held at the Community Centre
at 7.30pm on Thursday 1st June 2017

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
	<p>Present Parish Cllrs: Mrs L Langford (Chair), Mr S Crane, Mrs J Gowan, Mr B Prince Also in attendance: Mrs Chris Bucknell (Parish Clerk) and 23 members of the public.</p> <p>1.0 To Accept Apologies for Absence – Cllr A Campbell, Ward Cllr Pauline Crockett</p> <p>2.0 To Receive Declarations of Interest Cllr Langford declared a pecuniary interest in Item 8.1 and confirmed she would leave the room while this item was discussed.</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 4th May 2017 Resolved: The Minutes were confirmed and signed by the Chair</p> <p>4.0 To Receive Brief Reports from</p> <p>4.1 Police Update The June issue of the Safer Neighbourhood Team Newsletter had not yet been received.</p> <p>4.2 Ward Cllr Pauline Crockett Cllr Crockett had submitted a report which was read out by the Vice Chair; the key points are noted below:</p> <ul style="list-style-type: none"> • Balfour Beatty are continuing to repair potholes across the county and anyone with concerns should use the 'Report It' function on the Herefordshire Council website; in this way identified areas can get followed up. • The Task and Finish Group reviewing Children's and Young People's Mental Health Services have presented their recommendations to the Health and Social Care Committee and these will now be considered at Cabinet. A full report is available on Herefordshire Council website. • Cllr Crockett expressed concerns about the continuing overspend on renovating projects in Hereford, notably Blueschool House which now had an overspend of over £900k. The Independent Members have written to the Hereford Times with their concerns and they will be asking the Cabinet Member for an explanation. • Ongoing Public Consultations – Herefordshire Council are collating thoughts and concerns regarding the position of the May Fair, the contract for which is due to be renewed in 2019. • Issues at the Old Comrade and Haywards Lane continue to be investigated and a response is awaited. <p>5.0 Communications and Updates (not requiring decision)</p> <p>5.1 Wellington Primary School A date for installation of the new boiler was awaited.</p> <p>6.0 Open Time Nigel Cooper updated the meeting about The Wellington which had qualified as an Asset of Community Value. A copy of the confirmation letter and application was handed to the Parish</p>	

Council.

A resident asked about the status of the path leading from Church Close to the RST5 land saying that people were using this path to walk to the field which was impinging on the security of the properties. The Chair confirmed that the Parish Council had agreed to do nothing with the path until the planning application for the adjoining land had been received. It was felt that people walking in the field was an issue for the landowner who may wish to put a notice up.

The same resident noted that on the Spring Bank Holiday tents had been pitched in the field adjoining the development. Barry Cobbett confirmed that this was a WCA issue and no permission had been given by the WCA who had now dealt with those who were camping illegally.

A resident asked about the current status of Wellington Delights saying that at one stage the newspapers were not available. The Chair confirmed that there had been some problems with unpaid bills from the previous tenant but Carol Lloyd now had her own account and things should improve.

Tricia Hatton Smith had asked for Minutes of the Parish Council to be made available in the Parish Room. This would be addressed and it was acknowledged that minutes needed to be made available for those who did not have access to internet.

A resident noted that the noticeboard outside the shop was misted up on some mornings making the notices difficult to read. John Hayward and Jennifer Jarrett responded and confirmed that silica gel had been placed inside and that Mrs Jarrett often wiped it out when she saw it was misted.

The damage to the tiles on the patio at Wellington Delights were mentioned and it was noted that these were under control with a pot having been put over the damage to prevent accidents. DC Gardening had been asked to go and consider what could be done to rectify the situation.

7.0 Financial Matters

7.1 Bank balances: Treasurer's Account £35,914.75 Business Instant Access £59,144.67. A payment of £2,418 from Groundworks had been paid in error and had now been returned.

Income since May meeting – £4,561.75	HMRC VAT Claim 01/10/2016 – 31/03/2017	£1,613.51
	Invoice 03/17 issued to Carol Lloyd for 75% of buildings insurance	£430.50
	May Interest	£2.35
	Herefordshire Council Lengthsman and P3 Grant Qtr 3 and 4 2016/17 Inv 02/17	£2,479.47
	Payment from Dormington and Mordiford (50% of net cost of ink cartridges as per May PC Meeting)	£35.92

- Invoice 008/16 issued to Robert Ruck for repair of Post Office till £750.70 (now overdue)
- No rent payments for April or May have been received from Rob Ruck

7.2 To Agree Payments made since last meeting

Payment	Expenditure	Amount
BACS	Eyelid Productions Inv 1893. Website development, domain name and support package (as agreed at May meeting)	£610.00

7.3. To Agree Payment of outstanding invoices

Payment	Expenditure	Amount
BACS	RSSAC Ltd Invoice 11034 Service of air conditioning in Parish Room. £90.75 + VAT	£108.90

Payment	Expenditure	Amount
BACS	Jane McNeill Invoice 26. Cleaning of Parish Room for May	£50.00
BACS	Direct 365 Invoice 028012. Feminine Hygiene Disposal up until June 2018 and Duty of Care Documentation. £125.69 + VAT	£150.83
BACS	D C Gardening Invoice 78-1718 for Work at Community Hub, Cemetery and Bus Stop May 2017. £400 + VAT	£480.00

Resolved: All Payments Approved

7.4 To Confirm Annual Governance Statement

The Annual Governance Statement had been circulated to all Cllrs in advance of the meeting.

Resolved: To approve the Annual Governance Statement which was signed by the Chair and Clerk.

7.5 To Receive report from Internal Auditor

Gill Bullock had carried out the Internal Audit of the accounts and gave her report, mentioning the considerable amount of work that had been carried out by the Parish Councillors and Parish Clerk during the year which was reflected in the 100 transactions for accountable expenditure shown in the accounts. The Internal Auditor confirmed that she was completely satisfied that all the Internal Controls had been met in full and that the figures in the accounts were accurate and fully reflected the work carried out by the Parish Council throughout the year. The Internal Auditor signed the relevant page of the Audit document and was thanked for her hard work and commitment in carrying out the Internal Audit.

7.6 To Approve the Annual Accounting Statement

The Annual Accounting Statement had been circulated to all Cllrs in advance of the meeting.

Resolved: To approve the Annual Accounting Statement which was signed by the Chair.

Resolved: To submit the documentation to the External Auditor.

8.0

To Consider Planning Matters

8.1 To Consider any Planning Applications

Reference Number	Application
171524	2 Wellington Court Barns – detached timber frame and clad garden room and store

Resolved: To support this application with the proviso that this development should not become residential.

Cllr Langford left the room at this point

Reference Number	Application
171706	Land South of Gatherstone, Auberrow Road. Residential development of 4 dwellings

Cllr Gowan took this agenda item saying that this was the first application to be submitted against the formal and approved NDP. It was noted that the site capacity was 11 but it had been agreed to only allocate 4 developments as this was what the NDP had stipulated.

There was considerable discussion; the Parish Councillors unanimously supported the application but there were some strong views from members of the public. Not all points made by the public were material planning considerations. The key points raised are noted below:

Clerk

Clerk

- No contractor's vehicles to be allowed to park anywhere other than within the curtilage of the site, to include along the adjacent 'green lane' known as Claypits Lane.
- Wheel washing facilities should be included on the site and use of these enforced
- Concerns were expressed that the private road which also provided access to the agricultural land beyond, would create a safety hazard particularly to children and that consideration to an alternative access for farm vehicles be given. It was understood that this single access was a condition of Herefordshire Council.
- Landscaping was important given the location of the site and the Parish Council would welcome sight of a full landscaping plan and the opportunity, if appropriate, to discuss this at a PC meeting. A request was made for native trees to be incorporated especially along the border of the site with Auberrow Road.
- A request was made for consideration of a pedestrian path and access to Auberrow Road at its north easterly point to encourage local residents to walk to local facilities and thus reduce car journeys.
- Disappointment was expressed by residents that there had been no allowance made in the plans for a surfaced pedestrian footpath running the length of the site along Auberrow Road. The applicant explained that this had been discussed in pre-planning advice and had been rejected as urbanisation.
- Lack of a defined drainage plan was raised as a criticism of the application. Water run-off and overloaded sewer systems were a problem throughout Wellington and the Parish Council would want to see evidence of a robust investigation and plan.

Notwithstanding the concerns raised, it was the Parish Council's view that the application was in line with the policies of its adopted Neighbourhood Development Plan, specifically policies W1,2,3,4,5 and 6 and meets the criteria laid down in those policies.

The Vice Chair noted that whilst the NDP identified the need for smaller (lower cost, open market) homes it was accepted that on a site of this size it was unrealistic to build two-bedroomed homes when the site was limited in the NDP to four homes and thus the inclusion of the two 3 bed properties was welcomed. However, the Parish Council wished to see the application locked so that the developer must build what had been submitted and did not have the opportunity to revise the plans later to include bigger homes.

The Transport Survey supporting the application indicated speeds past the site well in excess of the 30mph limit which existed along Auberrow Road at that point. It was noted that confirmation of the speed limit on this stretch of road was required. It was the Parish Council's intention to pursue all means possible with the Safer Roads Partnership and BBLP/Herefordshire Council to ensure the speed limit was adhered to. It was accepted that this was not directly relevant to this submission but the Parish Council would welcome comments from the Highways Department in this regard.

Resolved: To support the application and to submit a response to Herefordshire Council based on the above

Cllr Langford re-joined the meeting at this point

8.2: To Note any Decisions/Notifications Received

Reference Number	Application	
171273	Lonicera, Wellington, Hereford. Works to Various Trees.	Approved
170796	Stocks House Farm, Wellington – Tree Works.	Approved
171122	The Ridges, The Row, Wellington – Tree Works	Approved

8.3 To Consider Other Planning Issues

Proposal for Cemetery Parking – A formal planning application was awaited.

To Consider How Planning Responses are informed by NDP – Mike Lyke spoke about how the NDP Process should be carried forward to the implementation stage suggesting that an NDP monitoring Group should be set up to monitor applications, ensure compliance with the NDP, provide the PC with suggested responses to applications and suggest updates as necessary to the NDP. He made the following points

- Planning never stands still
- When considering developments there needs to be a consistent approach which would benefit the community
- There needs to be consistency with the CLP implementation

Mike Lyke then went on to indicate that he didn't feel certain members of the Parish Council should be involved in decision making. The Clerk and Parish Council felt these comments to be inappropriate and biased and on that basis it was agreed not to take this discussion further at this meeting.

9.0 To Consider Highways Issues**9.1 A49 Issues**

There was no further updates

9.2 Blocked Footpath at Old Comrade

Cllr Crockett continued to pursue this but there were no further update.

9.3 Report on Lorries Turning Right out of Haywards Lane

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

9.4 To Consider 30 mph Repeater Signs

Cllr Prince reported that there used to be a number of signs and many of the posts were still in place, but the signs were missing. Balfour Beatty would not fund the replacement of these signs and it was agreed that the Chair would find out whether this was something that could be funded from the Section 106 Transport monies.

9.5 To Receive Other Highways Issues**9.5.1 Drainage at The Marsh and Auberrow**

There was nothing further to report

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

Request for Additional Rubbish Bins – Balfour Beatty had confirmed that if extra bins were required these would have to be installed by and maintained in full by the Parish. The Chair had ascertained that the cheapest bin was in the region of £200 plus fixing costs but in order to carry out emptying the Lengthsman would need to hold a registered waste disposal licence. Residents had offered to put the rubbish from the bins out with their household waste but it was not felt this was appropriate for safety and legal reasons. Cllr Prince stated that he held the appropriate waste licence and could empty the bins if necessary. It was agreed to find out if Richard Mills, Lengthsman, held the appropriate licence and to bring it back to the next meeting. *Post Meeting Note: Richard Mills has stated that he empties dog bins in other Parishes and he has been told that he does not need his own waste disposal licence and that he is covered by Herefordshire Council's licence for Parish Council work (as opposed to private work).*

Update on Children Making Dens in the Banks of Millway - Balfour Beatty had confirmed it was an offence under the Highways Act to deposit anything on the highway and it is therefore an enforcement issue. Phil Pankhurst also said that the Landowner had a general responsibility but under these circumstances the depositing was being carried out by a third party without the knowledge of the owner. Cllr Prince reported that this practice had now stopped. This would be kept under review.

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Update on Grass Areas in Millway/Mill Lane – Herefordshire Housing had been contacted about the spraying that had taken place and had confirmed that this should not have happened and that, given time, the grass would grow back. This will be monitored.

Flooding by Bridge House: A member of the public had reported via Facebook flooding of the footpath and road drains to the side of Bridge Houses making the path impassable. Phil Pankhurst had been to inspect the area and reported that the drain was clear and he felt this may be runoff from the A49 and as such was within the remit of the Highways Agency. The complainant felt the run off came from the village road rather than the A49 and that this has been worse over the last 12 months or so. This would be kept under review.

10.0 Report on Footpaths

10.1 Update on Footpath Maintenance

Cllr Crane reported that there was issue with signage which he was addressing and that one person had been written to about allowing their dog to foul the pathway and this had now stopped. A member of the public had put on Facebook about a hole being cut in her hedge, allowing sheep to go onto the road. This was criminal damage and had been reported to the police. Cllr Crane felt this was a blatant lack of respect for property and asked everyone to stick to the footpaths and not to wander onto the surrounding land. He said that landowners were very co-operative and helpful when it came to maintaining public access to PROW and this had led to many footpaths now being accessible with gates being installed. Cllr Crane had received another email about lack of dog access to footpaths and he stressed that there was no requirement to give access to dogs and if there were livestock in the field this could cause problems. Cllr Crane encouraged the public to report any incidents of dog fouling to the Parish Council.

11.0 Community Hub

11.1 Update from the Working Group

The broken paving slabs at the rear of Wellington Delights had been reported to D C Gardening who would see what could be done. In the meantime, a plant pot had been placed over the broken slabs to avoid people injuring themselves.

There was a need to establish whether the responsibility for repair and maintenance of various components lay with the tenant or the Parish Council (for example for the light in the shop) and it was agreed to hold a meeting of the Shop Group to establish and agree this.

11.2 To Consider Servicing of Air Conditioning and Heating Units in Shop and Parish Room.

The air conditioning system had been neglected under the previous tenant and this had led to the need to replace one of the external fans and to have the system serviced. The Parish Council had paid for the service of the air conditioning in the Parish Room (see agenda item 7.3) but it had been agreed that the other expenditure should be covered by Rob Ruck as regular servicing had not been maintained. The responsibility for future servicing and repair would be discussed and agreed at a meeting of the Shop Group (see also agenda item 11.1). The lease would be checked to see if this clarified the issue of responsibility.

11.3 To Consider any Expenditure

Resolved: To cover the cost of repair of the paving stones at the rear of the building.

12.0 Community Defibrillator

12.1 Update on Community Defibrillator

This had now been installed and all paperwork completed and returned. A Heartstart course and other training would be arranged but it was stressed that members of the public should ring 999 in event of a problem and they would then be directed to the defibrillator. Thanks were given to Richard and Lyn Bavin for their help and support.

12.2 To Consider Cost of Room Hire for Training Sessions

Resolved: The Parish Council would cover the cost of room hire for training sessions

13.0**Parish Council Website****13.1 To Consider Progress and Content**

CLlr Gowan gave an update on the development of the new website which had been built to fully comply with the Transparency Act. Cllr Gowan and the Clerk had attended a training session with the web developer and were now able to update and amend the content of the website. It was proposed that the original domain would remain with only the community information on it and David Wood would be asked to put a flash onto the site directing people to the new site.

Resolved: For the new Parish Council website to go live and to promoted to the community and that the original site be amended as proposed above.

It was proposed that the Wellington Plan website be taken down and the relevant content moved to the new Parish Council site, this was agreed.

Community Website - The development of a Community website was still under discussion. The CLP Group welcomed the proposal of a separate community website although it was recognised that a Web Master would be required and an advert for a volunteer had been placed in the Welcome Magazine. The offer by the Parish Council to fund the transition into a WordPress site was also welcomed.

13.2 To Consider any Expenditure

There was currently no expenditure but it was noted that when the Community came back with a proposal for the Community Website any relevant expenditure could be put before the Parish Council for consideration.

14.0**Update from the Community Led Planning Groups****14.1 Report from the CLP Implementation Group**

A meeting of the CLP Implementation Team took place on Monday 22nd May 2017

14.2 Playground Initiative

The issue of available land is still being actively pursued.

14.3 Ford Meadow – Progress and Opening Event

The Opening Event will be on Sunday 2nd July 2017 between 12 noon and 3.00 pm at Ford Meadow. It will be open to all parishioners as a celebration of the community working together, with a special thank you to all the many volunteers who had contributed to CLP projects over the years. The Ward Councillor would be assisting at the ribbon cutting ceremony and the MP for North Herefordshire and a representative from the Wildlife Trust would also be in attendance. A picnic would be provided and there would be activities such as children's games and Yoga for all. Jennifer Jarrett asked for volunteers to help with food and drink on the day.

14.4 Postcode Map Sign

The CLP Implementation Team had been asked to consider a suggestion made by Parishioners for a roadside map of the Village containing Postcodes which would be a useful aid to strangers and to those delivering to the Village. Placement of this would necessitate a safe pull in area for medium and large vehicles and possibly 2 sites at each end of village. Postcodes would be useful but very often a name of the house was requested by delivery people and it was not feasible to cover all of this information on one map. Jennifer Jarrett noted that there was already a very comprehensive map of Wellington held in the Shop, containing Postcodes and house names both by location and alphabetical, which was kept up to date by John Palmer and Jan Lyke. The following was therefore being proposed

- No Permanent Postcode Map Board should be installed.
- A sign outside the shop noting that a map was inside and available for reference.
- An awareness campaign for Parishioners to note that this map was in the shop and to direct people to it. It was suggested the awareness campaign could take the form of pointers on posts and on notice boards and in Welcome.
- Consideration should be given to putting the reference Map onto the new Community Website

14.5 Welcome Pack

Jennifer Jarrett reported that Jan and Mike Lyke had done an enormous amount of work and had presented to the IMP team a very comprehensive proposal for a Welcome Pack. It was suggested that this pack should be on the new Community Website enabling it to be readily updated and available for printing. The website version could have links to more detailed information as needed. If new people arrived in the village a copy could be printed off and presented to them on arrival.

14.6 Cycle Paths

It was felt that cycle paths on the A49 would be too problematic to take forward. Discussions were still underway about other routes and this would be brought back to a future meeting.

14.7 Other Issues and Updates

Speedwatch – permanent Neighbourhood Speedwatch signs would cost £60 each and the CLP group asked the Parish Council if they would support this. A costed proposal would come to the next meeting.

14.8 To Consider Future of Wellington History Archive

It was felt that this sat better with the History Society than with the CLP Group and Cllr Gowan had approached them to gain their views on the future of this work.

14.9 To Consider any Expenditure

It was agreed that the Parish Council would cover the cost of ink cartridges used in the printing of the Welcome Pack.

15.0 To Note the Information Sheet (June 2017) and any other updates

Resolved: The Information sheet was noted.

16.0 To Raise Items for the next Scheduled Parish Council Meeting

Code of Conduct, Gift for Internal Auditor

17.0 Public Bodies (Admission to Meetings) Act 1960

Resolved: To close the meeting to the public and to discuss and minute Item 18 as a confidential item

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

Thursday 6th July 2017 at 7.30pm in the Community Centre.

The public part of the meeting closed at 9.40 pm

Signed Date 6th July 2017
Chairman of Wellington Parish Council