

# WELLINGTON PARISH COUNCIL

Regular Meeting of the Parish Council held at the Community Centre  
at 7.30pm on Thursday 2<sup>nd</sup> November 2017

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
	<p><b>Present</b>  <b>Parish Cllrs:</b> Mrs L Langford (Chair), Mrs J Gowan (Vice Chair), Mr A Campbell, Mr S Crane, Mr B Prince, Mr C Tipping  <b>Also in attendance:</b> Ward Cllr P Crockett, Mrs Chris Bucknell (Parish Clerk) and 11 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</b>  There were no declarations of interest</p> <p><b>2.1 To Consider Requests for Dispensations</b>  There were no requests for dispensation</p> <p><b>2.2 To Note Updated Guidance on Dispensations</b>  This had been circulated to all Councillors.</p> <p><b>3.0 To Adopt the Minutes of the Regular Meeting of the Parish Council held on Thursday 5<sup>th</sup> October 2017</b>  <b>Resolved:</b> The Minutes were confirmed and signed by the Chair</p> <p><b>4.0 To Receive Brief Reports from</b></p> <p><b>4.1 Police Update</b>  The November issue of the Safer Neighbourhood Team Newsletter had been circulated to all Councillors. It was reported that between 19:00 and 06:00 on 20<sup>th</sup> /21<sup>st</sup> October in the area of Derndale, person(s) unknown broke into a farm workshop by snapping off the padlock. Once inside offender(s) stole an air compressor and various hand tools.</p> <p><b>4.2 Ward Cllr Pauline Crockett</b>  Cllr Crockett gave the following report</p> <ul style="list-style-type: none"> <li>• Herefordshire Council can confirm that the county has secured £15million of government funding from the Department for Education for the new university</li> <li>• The Care Quality Commission (CQC) has revealed that Herefordshire is providing some of the best care for adults in the West Midlands. Herefordshire has 29 nursing homes, providing specialist care for medical conditions such as dementia, we also have 56 residential care homes and of the 55 inspected by the CQC, 51 are rated as 'Good' and 2 as 'Outstanding' (96%). This puts Herefordshire joint highest in the West Midlands with Shropshire. Herefordshire also has 47 providers delivering home care services, which help people live independently in their own homes.</li> <li>• Due to a National and Local shortage of Social Workers, Herefordshire Council has joined the national return to social work programme, which aims to retrain children's and adult social workers who have previously left the profession.</li> </ul> <p>Locally, Cllr Crockett reported that she was in communication with the Planning Department regarding the parking at the churchyard, the Planning Officer had taken the Parish Council's request back to the applicant and Cllr Crockett was awaiting an update.</p>	

Cllr Crockett reported that the Community Governance Review, discussed at the September PC meeting, was welcomed by the Cabinet last week. Wellington was one of eight Parishes that expressed an interest in this boundary review and this would now be progressed. Finally Cllr Crockett stated that she was assisting a resident with a boundary parking issue in the village, and this was ongoing.

Cllr Crockett asked residents for any comments or questions. Cllr Gowan asked about the 30 mph limit on the Auberrow Road. Cllr Crockett said that she had been in touch with Yvonne Colman at Herefordshire Council who had confirmed that the request was on the Section 106 list and once her report had been completed it would be sent to the Directorate to be signed off. She would then come back to the Parish Council to consider and prioritise the list of actions that had been put forward to be covered by the Section 106 money.

## 5.0 Communications and Updates (not requiring decision)

### 5.1 Wellington Primary School

There was no further update. This item would now be removed from the agenda.

## 6.0 Open Time

Cllr Prince expressed concern that people were being driven out of Hereford City because of the new parking restrictions and charges. Cllr Crockett confirmed that the Independents had lobbied strongly against installation of the on-street parking meters.

## 7.0 Financial Matters

### 7.1 Bank balances: Treasurer's Account £34,142.49 and Business Instant Access £59,144.67

<b>Income since October meeting</b>	September Interest	£2.27
-		
<b>£652.27</b>	Payment of Rent from Wellington Delights (September)	£650.00

- The Wellington Delights October rent was due on 28<sup>th</sup> October and was now overdue.

### 7.2 To Agree Payments made since last meeting

Payment	Expenditure	Amount
BACS	Hereford Window and Conservatory Centre Invoice311022. Fitting new locks at Community Hub. £54.00 + VAT	£64.80
BACS	Mike and Jan Lyke. Welcome pack expenses	£44.34
Chq 1015	B Porter. Clearing of drains outside Wellington Delights	£75.00
SO	Wellington Chapel. 2017 rent for Chapel Fields	£360.00
DD	PWLB Payment	£7,428.11

**Resolved:** Payments noted and approved

### 7.3 To agree payment of outstanding invoices

Payment	Expenditure	Amount
Chq 1016	Cllr Langford to be reimbursed -£4.48 postage on Newsletters, £4.79 new mop for Parish Room, £2.49 cleaning materials for Parish Room.	£11.76
BACS	Jane McNeill invoice 31 Cleaning of Parish Room October	£50.00

**Resolved:** Payments approved

Clerk

**7.4 To Agree 2018/19 Budget and Precept**

The draft budget had been circulated to all Cllrs in advance of the meeting. Cllr Langford went through the key points relating to income and expenditure for 2018/19. There would be no income from the Lengthsman Scheme in 2018/19 and £5,000 had been put in to cover this work. It was proposed that the precept be raised by £1,000 (the first increase in 4 years) to cover the predicted shortfall in income.

**Resolved:** This increase was agreed by all Councillors. The Clerk would submit the 2018/19 precept to Herefordshire Council by the due date.

**7.5 Changes to Data Protection Regulations May 2018**

The Clerk briefly notified the Parish Council that the new General Data Protection Regulations (GDPR) would be introduced in May 2018 and would require Parish Councils to put in place certain safeguards and controls to ensure that sensitive personal data is not mishandled or at risk. The Clerk was currently undergoing training on the requirements which would be brought back to a future meeting.

**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 building for purposes incidental to the residential use of 2 Wellington Court Barns (Additional information) – plans added
173858	Wellington Garden Centre. 1 canopy sign, 1 entrance sign and 1 board sign

Cllr Gowan gave a brief presentation of these applications and plans and other documents were made available for the public to view.

**Resolved:** The Parish Council had no objections to these proposals

**8.2: To Note any Decisions/Notifications Received**

Reference Number	Application	
171706	Land South of Gatherstone, Auberrow Road, Wellington. Proposed Residential development of 4 dwellings (amended and additional application)	Approved with Conditions
172657	1 Wellington Mill, Wellington - Reduce a Weeping Willow by 60% which overhangs two footbridges over stream and remove fractured limb from a Walnut tree	Approved
172659	Kingfishers, 3 Queenswood Close, Wellington– reduction of 1 large Willow tree by 40%	Approved
173063	Burial Ground for St Margaret’s Church, Wellington – Fell Willow Tree	Approved
172259	Land adjacent to Graveyard, Wellington. Outline application for 10 dwellings with garages and construction of new access.	Awaiting Decision

**8.3 To Consider Any Other Planning Issues**

**Consultation on Extraction of Sand and Gravel on land off A49** – the Parish Council had received correspondence from GP Planning who were acting on behalf of Dinmore Aggregates Ltd informing them about a forthcoming planning application for a new Sand and Gravel Quarry at Land off the A49. The application would seek to gain permission for the extraction of approx 2.6 million tonnes of Sand and Gravel over approx 20 years with the land being restored back to agricultural use

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	<p>through the importation of inert waste materials. A site plan had been included which was available for public to view at the meeting.</p> <p><b>Tree Warden Update</b> – Shirley Edgar was not in attendance but reported that Oliver Kaye, a new Herefordshire Council Officer was scrutinising each application for tree works and has queried some already agreed by PC/Tree Warden.</p> <p><b>Variation of Premises License for Wellington Community Centre</b> – the Parish Council had received notification that Wellington Community Centre had applied to vary their premises licence to add Sunday to the licence. Councillors were supportive of this proposal.</p> <p><b>Cemetery Parking</b> – this had been covered by Cllr Corckett under her report in item 4.2</p> <p><b>Section 106</b> - this had been covered by Cllr Crockett under her report in item 4.2</p>	
<p><b>9.0</b></p>	<p><b>To Consider Highways Issues</b></p> <p><b>9.1 A49 Issues</b></p> <p>Cllr Gowan reported that following the last meeting she had been in touch with Ian Connolly of the Safer Roads Partnership and asked him to note the public’s concerns about the central reservation. He had responded saying that Highways England were not prepared to support any further work on the junction as they felt the new road markings were clear.</p> <p><b>9.2 To Receive Other Highways Issues</b></p> <p><b>9.2.1 Drainage at The Marsh and Auberrow</b></p> <p>There was nothing further to report. It was agreed to leave this item on the agenda.</p> <p><b>9.2.2 Speeding in Mill Lane</b></p> <p>Dave Willis was currently organising a risk assessment to carry out a Community Speedwatch exercise in Mill Lane. Once this had been done and permission received to carry out the activity local volunteers would be required to assist with the work. It was expected that volunteers would come forward from Mill Lane and Cllr Prince would arrange for names to be passed on. New volunteers would need to complete a form and be subject to a check and approval by the police, it was noted that this was a simple exercise. It had also been agreed to re-look at the Row to see if anything can be done in that area.</p> <p><b>9.2.3 Buses in Mill Lane</b></p> <p>Following the last meeting letters had been sent to Herefordshire Housing, Mr Colbatch Clarke and Thomas Jay. A response had been received from Mr Colbatch Clarke saying that he would look at the issue and, if appropriate, arrange for the work to be carried out. There had been no response from Herefordshire Housing or Thomas Jay and Cllr Prince confirmed that the work had not yet been carried out.</p> <p><b>9.3 Identification of work to be carried out and any other updates</b></p> <p>There was nothing to report</p>	<p><b>BP</b></p>
<p><b>10.0</b></p>	<p><b>Report on Footpaths</b></p> <p><b>10.1 Update on Footpath Maintenance</b></p> <p>Cllr Crane reported that the kissing gate discussed at the last meeting had now been installed on WG15 which ran from the bottom of The Row to Lower Parks Farm. Once the invoice had been received the Clerk was asked to inform Cllrs of how much P3 grant was remaining.</p> <p>Cllr Crane also reported on the Herefordshire Walking Festival who were currently putting together their plan for 2018. Cllr Crane felt that there may be advantage to the village to be part of this event as the publicity may benefit, amongst other things, the Pub and Village Shop. Cllr Crane would discuss this with Jen Jarrett and bring back to a future meeting.</p> <p><b>10.2 Rights of Way Improvement Plan Consultation</b></p> <p>The CLP Group reported that they supported the link path to Dinmore Hill up to Kipperknowle but</p>	<p><b>Clerk</b></p> <p><b>SC</b></p>

<p>11.0</p>	<p>had been focussing on cycle paths and have been looking at <a href="http://www.routeyou.com">www.routeyou.com</a> which provided circular routes. These comments had been forwarded to Cllr Crane. The group also felt that the path through Wellington to Bodenham and back might be possible but there was a major problem as it took cyclists onto and down the A49. The CLP Group would have further discussions with Cllr Crane to formulate a response to the consultation which ended on 10<sup>th</sup> November.</p> <p><b>11.0 Community Hub</b></p> <p><b>11.1 Report on Shop Meeting Held with Carol Lloyd</b></p> <p>Cllr Campbell gave a brief outline of his experience since becoming Shop Manager, saying that he had been delighted that Carol had taken over the shop and had gone out of his way to help and assist her in any way that she wanted. He felt this had helped her through a very difficult transition and he, with other members of the Parish Council, had wished her well during this time. However, since then it had proved very difficult to get any kind of communication with Carol who had repeatedly refused to respond to requests for meetings where her situation and help that the Parish Council could offer could be discussed. A meeting had finally taken place on 12<sup>th</sup> October between Carol Lloyd, Cllrs Campbell and Langford and the Clerk. On Carol's request her nominated representatives, David Wood (regarding side letter) and John Swift (accountant), were also present. David Wood and John Swift were present at the Parish Council meeting but Carol Lloyd had offered her apologies saying she had a medical appointment to attend.</p> <p><b>11.2 To Consider Requested Changes to Side Letter</b></p> <p>David Wood confirmed that Carol had signed the original Side Letter which had been prepared following discussions with Rob. The Parish Council had felt that the original Side Letter, which had been specifically tailored to Robs tenancy, needed some clarification and a proposed revision had been hand delivered to Carol on 10<sup>th</sup> July. This clarified a number of points, some which it was felt benefitted Carol in terms of identifying expenditure which may be covered by the Parish Council. Despite repeated requests for a meeting to discuss this revised side letter it remained unsigned and Carol had nominated David Wood to liaise with the Parish Council regarding her concerns. This Side Letter had been discussed at the Shop Meeting, with some phrases being amended or deleted at Carol's request. The following issues remained unresolved</p> <p><b>Item 1 – Cleaning of the foyer outside the entrance door to the shop itself is your responsibility – this includes floor, glass, ledges etc.</b> Carol had agreed that she would vacuum the floor but wished the clearing of glass and ledges to be removed as it was not her responsibility.</p> <p><b>Agreed:</b> To remove these and to approach Jane McNeill to see if she could rearrange her schedule to cover these items.</p> <p><b>Item 4 - Toilet consumables are your responsibility except for the paper towels which the Parish Council will supply on request.</b></p> <p><b>Agreed:</b> That the Parish Council would cover the cost of the Toilet Paper provided that Carol agreed to monitor and replace the consumables and purchase the liquid soap.</p> <p><b>Item 13 - Maintenance of the air conditioning unit in the shop and the air source heat pump are your responsibility. If repairs are needed for the latter a contribution from the Parish Council may be negotiated depending on circumstances. (The heating/air con unit in the Parish Room is independent of the shop system and is maintained and repaired by the Parish Council).</b></p> <p>In order to clarify this the Parish Council had suggested that <i>Maintenance</i> to be changed to <i>Servicing</i> and <i>depending on circumstances</i> changed to <i>provided regular servicing can be demonstrated</i>.</p> <p>It was pointed out that this item had been included in order to give Carol the opportunity to discuss a financial contribution from the Parish Council but she had refused to accept this and it was therefore proposed that the clause be removed altogether as Carol had a full repairing lease and any expenditure on heating/cooling systems would be her responsibility within the terms of the lease.</p> <p><b>Agreed:</b> That this point would be removed from the side letter.</p> <p><b>Point 18 - The Parish Council accepts no responsibility for security of goods or money within the</b></p>	<p>SC</p> <p>Clerk/ LL</p> <p>Clerk</p>
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*shop/Post Office either during or after opening hours and expects due diligence to be taken in this regard.*

Carol had requested that the final clause be removed as she felt it was inappropriate for the PC to state this.

**Agreed** – To remove this clause

### **11.3 To Consider Request for Rent Reduction**

John Swift, a qualified accountant, was helping Carol with her financial and business planning. He was in attendance at the meeting and stated that the shop was not turning over enough to be sustainable. Between May and 31 October 2017 turnover had fallen by 20% and to make the shop viable turnover needed to increase by 50%. With John Swift's help Carol had put together a proposal of a special offer, to operate between November and December 2017, in an attempt to try and increase turnover and if this could not be achieved the shop would close.

A discussion followed about why turnover may have fallen. There were comments from Councillors about poor customer service and lack of stock, specifically bread although Carol had stated that items such as this could be ordered in advance. There were few comments from the public. There were also concerns about the recent discount promotion which offered up to 20% discount on sales of over £20, but there was no limitation to this discount and no exclusion for high price/low return items such as cigarettes or alcohol which it was felt may distort the promotion and result in increased loss of revenue.

John Swift stated that Carol was requesting a total rent holiday for 6 months from (and including) October 2017 to March 2018. This would result in a financial loss to the Parish Council of £3,900 which it was felt needed further consideration although it was acknowledged that if the shop closed that would result in a total loss of income for the Parish Council and the village would lose the facility.

A question was asked as to whether if the shop closed the Post Office could continue and it was confirmed that as this was a Post Office local it was likely that this facility could be run by a subsequent shopkeeper. It was noted that Carol received commission from the Post Office and the turnover had increased by 10% over the past months.

It was felt that a decision could not be made with the information currently available and further discussions would take place under Item 17.

### **11.4 To Consider Proposals for Limiting the Use of the Public Toilet**

Carol had stated that she was not prepared to empty the bin in the public toilet and as leaving detritus in this would result in a health and safety issue it was proposed that the toilet was closed and only made available to users of the Parish Room with hirers being responsible for monitoring access and for removal of the rubbish at the end of the session. It was acknowledged that there had been issues with the toilet, with people misusing it which had resulted in cleaning issues and blockage of the drain. A question was asked if there were issues with disability compliance if the toilet was not available, but it was felt this would not be the case as the key would be available. The public felt strongly that the facility should not be closed as it disadvantaged those who were elderly, or who may have health issues.

**Resolved:** To discuss the issue once more with Carol with the offer of payment for the toilet rolls in return for monitoring the toilet and emptying the bin. If this was not acceptable the toilet would be locked and only available to users of the Parish Room.

### **11.5 Proposal to Fund Increased Level of Cleaning**

This would be deferred until discussions had taken place with Jane McNeill (see item 11.2)

### **11.6 To Consider any Expenditure**

The Chair noted that it had previously been discussed whether the Parish Council should pay off one of the loans which it had taken out to build the shop. Depending on interest rates the PWLB imposed a financial penalty if a loan was paid off early. The Chair noted that if the balance of the

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<p><b>12.0</b></p> <p><b>12.1</b></p> <p><b>12.2</b></p> <p><b>12.3</b></p> <p><b>12.4</b></p> <p><b>12.5</b></p> <p><b>12.6</b></p> <p><b>13.0</b></p> <p><b>14.0</b></p> <p><b>15.0</b></p> <p><b>16.0</b></p>	<p>£25,00 loan (which was the smallest and also at the lowest interest rate) was paid off (£21,803) this would result in a penalty of approx £4,645, but would still realise an overall saving. Cllr Langford explained that once a quotation was requested if it was to be acted on this needed to be done within a very limited time. It was agreed that Cllr Langford would get a quotation on the day of the December meeting so that if an agreement to repay were reached this could be done the next day.</p> <p><b>Update from the Community Led Planning Groups</b></p> <p><b>12.1 Report from the CLP Implementation Group</b> There had been no further meeting of the IMP Group</p> <p><b>12.2 Ford Meadow</b> Further planting of daffodil bulbs had been carried out thanks to donations from the Allender family. Nerines had been in flower during the last few weeks, and thanks were given to Doris Knight for the donation. It was noted that these were not strictly Meadow flowers but added colour and were non-invasive. There would be a need to plant more species of garden type plants that would withstand the aggressive grasses (until the yellow rattle helped to reduce their vigour).</p> <p><b>12.3 Welcome Pack (Wellington Parish Information Pack WELLPIP)</b> This had been very well received. To date six packs had been handed to new residents in the village and a copy placed in the Parish Room. Stu (the postie) has very helpfully passed on details of all changes of ownership and house name changes on his round. There was still a need for someone to report resident changes on the top lane from the A49 to Lower Derndale. It was hoped that existing residents who would like a copy of the pack would access the new Community website where there is a PDF version, for downloading and printing.</p> <p>Mike and Jan Lyke had also now updated the map folder held in the Village Shop. This followed on from the immense body of work carried out over the years by John Palmer, who was congratulated and thanked for developing and maintaining such a valuable Parish resource.</p> <p><b>12.4 Community Website</b> The Community Website, <a href="http://www.Wellingtoncommunity.co.uk">www.Wellingtoncommunity.co.uk</a> was now live and thanks were given to the WellWEB team for all their hard work. The WellWEB team was meeting to discuss progress and ways forward, which would include marketing WellWEB so that people are aware of its existence.</p> <p><b>12.5 Other Issues and Updates</b> - There were no other updates</p> <p><b>12.6 To Consider any Expenditure</b> Expenditure on the Welcome Pack had been noted under item 7.2.</p> <p><b>To Note the Information Sheet (November 2017) and any other updates</b> <b>Resolved:</b> The Information sheet was noted. There were no other updates.</p> <p><b>To Raise Items for the next Scheduled Parish Council Meeting</b> Public Works Loan Board quotation</p> <p><b>To Note Date and Time of the next Regular Meeting of the Parish Council</b> Thursday 7<sup>th</sup> December 2017 at 7.30pm in the Community Centre.</p> <p><b>Public Bodies (Admission to Meetings) Act 1960</b> <b>Resolved:</b> To close the meeting to the public and to minute Item 17 as a confidential item</p> <p>The Open Meeting meeting closed at 9.20 pm</p> <p>Signed ..... Date 7<sup>th</sup> December 2017 Chairman of Wellington Parish Council</p>
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