

WELLINGTON PARISH COUNCIL

Regular Meeting of the Parish Council held at the Community Centre
at 7.30pm on Thursday 1st February 2018

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
	<p>Present Parish Cllrs: Mrs L Langford (Chair), Mrs J Gowan (Vice Chair), Mr A Campbell, Mr S Crane, Mr B Prince. Also in attendance: Mrs Chris Bucknell (Parish Clerk) and 13 members of the public.</p> <p>1.0 To Accept Apologies for Absence – Cllr Chris Tipping</p> <p>2.0 To Receive Declarations of Interest There were no declarations of interest</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 7th December 2017 Resolved: The Minutes were confirmed and signed by the Chair</p> <p>4.0 Herefordshire Community Governance Review John Coleman, Democratic Services Manager and Statutory Scrutiny Officer at Herefordshire Council, spoke to the meeting about the forthcoming Community Governance Review, stressing the important of getting the views of the Parish Council and the Community. There was one year to complete the review from publishing the terms of reference and the next step would be to circulate a consultation paper, both in hard copy and online. Proposals included considering some properties in Moreton perhaps better suited to being in Wellington Parish and three properties currently in Wellington Parish which may be better aligned with Hope Under Dinmore Parish. It was stressed that the residents affected would be communicated with and given all the relevant information, including an outline of the differences in Parish Precepts between the 2 Parishes. The consultation period would start on 12 February and, if the proposals were supported, a Community Governance Order would be issued to fix the changes to the parish boundaries. If a Ward Boundary Change were necessary, this would require further dialogue with the Boundary Commission.</p> <p>It was agreed that Herefordshire Council would draft a letter which the Parish Council would deliver to the properties in question. This should include all issues related to the proposed changes, also offering residents a meeting with the Parish Council if they so wished. Cllr Langford would send the relevant addresses to John Coleman who would produce the letter in consultation with the Parish Council.</p> <p>5.0 To Receive Brief Reports from</p> <p>5.1 Police Update The January issue of the Safer Neighbourhood Team Newsletter had been circulated to all Councillors. There were no local issues reported.</p> <p>5.2 Ward Cllr Pauline Crockett Cllr Crockett reported that Herefordshire Council had been accepted as the accountable body for the University project which meant that any money from grants would be held and allocated by Herefordshire Council.</p> <p>The Full Council meeting had approved the budget and the 4.9% Council Tax rise which would make a difference on a Band D property of around £1.30 a week. Cllr Crockett noted that 74% of the</p>	<p>LL</p>

Council budget went on funding Social Care and 2% of the increase would go this.

The Wye Valley Trust had confirmed that the Rehabilitation Centre at Hillside would close in mid-February and were confident that Homecare would work for those leaving hospital although Cllr Crockett said she was sceptical about this and had voiced concerns, particularly about those who did not have family to care for them once they left hospital.

It has been agreed to carry on the free parking passes, which had been issued over the Xmas period, for a further 6 months. Vouchers could be downloaded on the internet and allowed a stay of up to 2 hours in a week in Castle Street and 3 hours at the weekend in Greyfriars overflow car park and the Town Hall Car Park. Cllr Crockett added that the newly installed parking meters (which had cost £320K to install) were being reviewed along with methods of payment.

Cllr Prince queried the benefit of the new link road and Cllr Crockett said she would ask the Cabinet member if this was going to be reviewed, noting that the consultation for the by-pass was starting week beginning 5th February 2018.

6.0 Communications and Updates (not requiring decision)

6.1 Parish Newsletter

This would be sent out at the end of March/beginning of April so that it could communicate the latest on Wellington Delights and also the Community Governance Review. Cllr Crane asked that an article on using footpaths responsibly/appropriately be included. Cllr Langford asked for a volunteer to take over responsibility for the noticeboard at the Marsh.

7.0 Open Time

There were no comments. Request for highways maintenance have been minuted under item 10.3.

8.0 Financial Matters

Bank balances: Treasurer's Account £6,241.93 Business Instant Access £59,144.67

Income since December meeting – £718.94	December Interest	£2.59
	January Interest	£2.35
	Wellington Delights Rent December Invoice 10/17	£650.00
	Income from Dormington and Mordiford (50% of SLCC fees)	£64.00

An invoice for January rent for Wellington Delights had been issued to Carol Lloyd (invoice 011/17)

8.2 To Agree Payments made since last meeting

Payment	Expenditure	Amount
BACS	PWLB Payment of Loan 503230	£26,565.13
BACS	HMRC Qtr 3 PAYE payment for Clerks salary	£248.60
BACS	Clerks net salary Qtr 3	£994.96
BACS	Clerks Expenses Qtr 3	£74.71
BACS	D C Gardening invoice 322-1718. Grounds Maintenance for December. £176 + VAT	£211.80
BACS	ZOLL invoice 56228. Pads for defibrillator £81 + VAT	£97.20
BACS	SLCC Membership 2018/19. 50% paid by DMGPC = £64 net	£128.00

Resolved: All payments noted and approved

8.3. To agree payment of outstanding invoices

Payment	Expenditure	Amount
Chq 1018	Richard Mills invoice 3205. Work on Trimming hedge by school and filling grit bin at the shop £103.50 + VAT	£124.20
BACS	Reimburse to Clerk. Toilet rolls for Community Hub toilet 21/11/17 – 24/1/18	£4.50
BACS	Jane McNeill Invoice 33 for cleaning of Parish Room December and January	£70.00
BACS	WCA Invoice Jan 12. Room Hire from October to December 2017.	£45.00

Resolved: All payments noted and approved

8.4 Update on GDPR Regulations and Actions Required to Ensure Compliance

The Clerk reported that she had been on two GDPR Training programmes and was due to go on one specifically for Parish Councils being delivered by Herefordshire Council. The Clerks' professional body (SLCC) had committed to providing briefing notes, templates etc once the procedures and exact requirements had been finalised by central government. The Clerk stressed that there would be a need for the Parish Council to review all of its processes and procedures in terms of how it collected, held and processed data. More detail would be brought back to a future meeting.

8.5: To review and Re-adopt Financial Regulations, Controls and Risk Assessment

The documents were sent out to all Councillors in advance of the meeting.

Resolved: To remove the requirement to have a separate mandate signed for BACS payments and to state that all payments must be authorised by the Parish Council and minuted as such. This would require taking out 2.2 from the Financial Controls and amending paragraph 6.9 in the Financial Regulations. Proof of payment would be required to be attached to the invoice as is currently the practice.

8.6: To Review Clerk's Salary

There had been no information yet about a national pay rise for Clerk's, although this was expected. It was agreed to set a date for an appraisal and then to discuss the salary at a future meeting once the new pay scales were available.

9.0 To Consider Planning Matters**9.1 To Consider any Planning Applications**

The following application had been received between meetings. The Parish Council had not been required to comment on it.

Reference Number	Application
163900/ 163901	Former poultry unit on land at Upper Buskwood Farm, Hope-under-Dinmore. Prior notification for a proposed change of use of part of an agricultural building to a registered children's day nursery

The following applications were discussed at the meeting

Reference Number	Application
174759	Stocks House Farm, Wellington. Proposed demolition of redundant farm buildings and erection of 4 dwellings

Cllr Gowan gave a short presentation on the application which replaced an approved application

Clerk

Clerk

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dating back to July 2016, noting that what was being discussed were the additions and revisions. The Parish Council had supported the original application on the basis that it stood within the defined settlement boundary and answered one of Wellington's declared needs for smaller open market homes. At the time the Parish Council had asked that due to the location, road and pedestrian safety issues be considered and had asked for a condition to deny movement of construction traffic on and off the site during the times children walk to and from school. This had not been added as a condition on the original application and Cllr Gowan felt needed to be reiterated.

Cllr Gowan outlined the main differences in the applications, the most significant difference being that it was proposed to extend the area of the site to the south by approx 10 mtrs which took it approx 36 square mtrs across the settlement boundary set in the NDP. The advice from the NDP team was that the Parish Council should take a pragmatic approach considering how much of the site extended beyond the boundary, whether the built form encroached beyond the boundary and whether the homes to be built were aligned with that required in the NDP.

Following discussion, it was agreed to support the application with the following comments:

- The application provided much needed 3-bedroom homes in line with the requirements of the NDP
- The Parish Council did not want to set a precedent for building outside the settlement boundary
- That the extension beyond the settlement boundary was for gardens only and that any structure beyond the boundary must be approved by the Parish Council including erection of sheds, conservatories etc.
- Approval to include a condition to restrict vehicle movements on and off the site during the period when children were going to and from the school
- That the physical constraints of the site access/egress be reconsidered – the main street and the pedestrian footpath on the opposite side of the road from the site being very narrow resulting in passing pedestrians needing to also use the carriageway.
- No parking of any site vehicles on the village street should be allowed at any time.
- The developer be asked to consider installing a pedestrian footpath in front of the Haybarn thus providing increased pedestrian safety in the future. This being in line with the recommendations of the CLP.

Resolved: Cllr Gowan would draft a response to the application for final approval before submission

The following two applications for tree works had been seen and approved by Shirley Edgar, the Tree Warden.

180056	Durseley Cottage, Wellington. Tree Works.
180273	Seadrift, Bridge Lane, Wellington. Tree Works.

Resolved: To support the applications

9.2: To Note any Decisions/Notifications Received

Reference Number	Application	
163900/ 163901	Former poultry unit on land at Upper Buskwood Farm, Hope-under-Dinmore. Prior notification for a proposed change of use of part of an agricultural building to a registered children's day nursery	Refused Pending Appeal
173771	Three Arch Barn, Church Farm Barns – Proposed pentice boards to exterior	Awaiting Decision

JG/
Clerk

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Reference Number	Application		
174232	Waterfield House, Auberrow – Proposed removal of existing conservatory and replacement with single storey extension, together with construction of detached garage. <i>Cllr Langford to look at the conditions to ensure it complies with the PC requirements</i>	Approved with Conditions	LL
174420	Flambards, Auberrow Road, Wellington – Propose to remove one Leylandii. To replace with a smaller tree and flower bed.	Approved	
174177	Chelwood, Wellington – Proposed works to Prunus tree in front garden - fell and remove roots. Replace with Acer Pal Osakazuki.	Approved	
172259	Land adjacent to Graveyard, Wellington. Outline application for 10 dwellings with garages and construction of new access.	Awaiting Decision	
<p>9.3 To Consider Any Other Planning Issues</p> <ul style="list-style-type: none"> Section 106 funding – there was no further update 			
10.0	<p>To Consider Highways Issues</p> <p>10.1 A49 Issues</p> <p>Cllr Crockett was arranging a meeting with Highways England which Cllrs could attend if they so wish. A key issue for discussion would be the speed on the Wellington stretch of the A49, particularly in the light of the recent fatality.</p> <p>10.2 To Receive Other Highways Issues</p> <p>10.2.1 Drainage at The Marsh and Auberrow</p> <p>There was nothing further to report.</p> <p>10.2.2 Speeding in Mill Lane</p> <p>The CLP Speedwatch Group confirmed that Dave Willis was now in a position to recruit volunteers for Speedwatch in Mill Lane and The Row. Currently there were 2 volunteers from Mill Lane but additional volunteers were needed from The Row. Requests for volunteers had been posted on the notice board. Cllr Crane would assist with this.</p> <p>10.2.3 Road Surface and Drains in Mill Lane</p> <p>The Chair noted that if any potholes were marked up for the Lengthsman the Parish Council would need to meet the cost as there was no longer a Lengthsman Grant. It was agreed to wait until winter was over and then only to do the serious potholes. The Clerk noted that at the recent Scrutiny Meeting it was said that there may be a grant available for Parish Councils and the reinstatement of the Lengthsman Grant was also suggested. Further information would be available in due course.</p> <p>10.3 Identification of work to be carried out and any other updates</p> <ul style="list-style-type: none"> Pothole opposite Church Close – the Chair confirmed this had already been reported On the school side of East Cottage the road was collapsing – Cllr Langford would arrange to visit this with Phil Pankhurst 		
11.0	<p>Report on Footpaths</p> <p>11.1 Update on Footpath Maintenance</p> <p>Cllr Crane reported that it had been a busy period with several trees down due to the recent bad weather. The Lengthsman was currently doing maintenance work on paths in Wellington Woods and Kipperknoll. A finger post also needed replacing in Mill Lane. Cllr Crane noted that this post had been replaced less than 3 years ago and had rotted through, a reason why most Parishes were</p>		
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now moving to using galvanised posts, although these came at a cost to the Parish. Cllr Crane still held 2 wooden posts but felt that going forward galvanised posts should be used. There were concerns about stiles and gates needing replacing. Cllr Crane reported that there were a lot of issues due to walkers not using the footpaths correctly (dog fouling, using the fields rather than sticking to the footpaths etc) and suggested that some polite notices could be posted around the village. It was agreed to look into these.

11.2 Update on P3 Grant and Work Still to be Carried out in 2017/18

There was £565.93 of P3 grant remaining which must be claimed by the end of February or would be lost. The invoice from Richard Mills for work in Wellington Woods and Kipperknoll was awaited. Cllr Crane said if there was still grant remaining after that he had work that could be carried out. The Clerk stressed that the invoice needed to be received in time to make the final claim by the end of February.

12.0

Community Hub

12.1 Report from Hub Management Group

12.1.1 Update on Plans for Wellington Delights and Post Office

Cllr Campbell reported that, up until Wednesday, Mark Burch of Carrot & Wine (Wormelow and Whitney on Wye), had been running the shop on Carol's behalf. He wanted a new lease to run the shop as his own business and Carol had agreed to surrender the lease to make this possible.

However, unexpectedly things changed on Wednesday when Carol announced to Mark that she wanted him to leave and that she intended to close the shop from Thursday. The reason for this, and Carol's future plans, were not entirely clear.

It was also noted that the PO had carried out the necessary audit and training and is now Mark Burch's responsibility.

Cllr Campbell outlined the background to these events and concluded that for Mark and his colleague to run the shop Carol had granted them a Licence to Occupy which had been invoked in full allowing the shop to open as normal despite Carol saying it must close.

In order to move things forward, Cllr Gowan had contacted the Parish Council solicitor, Alex Cunliffe, and his advice was that Carol must willingly agree to surrender the lease and that the email currently held is not sufficient. The Parish Council would pursue this over the next few weeks and try and get things to a satisfactory conclusion so that the shop could continue to trade under Mark's management.

12.1.2 To Agree New Lease

In order to progress things as quickly as possible Mark Burch has asked his solicitor to draw up a standard lease, which the Parish Council could comment on, looking at specific issues which it felt need to be noted and protected.

Resolved: Once Carol has surrendered the existing lease, to agree a new lease with Mark Burch of Carrot and Wine

12.1.3 To Consider Removal of Bollards outside Community Hub

Some of the bollards had been hit and were now a hazard. It was felt there was some need to have the entrance to Wellington Delights defined, with maybe some kind of reflective markings on the fixed bollards to avoid them being a hazard to those turning into the car park.

Resolved: Cllr Campbell to arrange for Sean Hudson (Electrician) to remove the damaged bollards, making the electrical feed safe and to consider suggestion for reflective markings.

12.2 To Consider any Expenditure

Resolved: To agree expenditure on legal fees for advice and implementation of the Deed of Surrender. Legal fees for the new lease would be met by the incoming tenant.

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13.0**Update from the Community Led Planning Groups****13.1 Report from the CLP Implementation Group**

The Group met on Wednesday 24th January 2018. The group felt justifiably proud of what had been achieved and had discussed at the meeting whether there was a necessity for the IMP Team to continue as it was suggested it may come to its natural end when all actions had been completed. It was generally felt that there would always be a need to start and drive actions arising from the CLP and that there was a role for the IMP team.

13.2 Refresh of 2013-2018 Community Led Plan

Consideration was given as to whether the five-year plan needed refreshing. The group did not wish to carry out a complete in-depth review process as undertaken in 2013 but suggested delivering a short questionnaire to every household, asking how they might wish to see things in the future and what they might like to see changed or actions taken. This would give an opportunity for all the new households to input into the future of the village.

The Parish Council confirmed that they wished the CLP Implementation Group to continue as a Working Group of the Parish Council and suggested that a short questionnaire be included in the next Parish Newsletter.

Jen Jarrett gave the Parish Council a short summary of some of the responses to the previous questionnaire and also feedback gained from some local groups. This would be further developed.

13.3 Community Speedwatch

Minuted under item 10.2.2

13.4 Community Website (WellWEB)

The website was now live, the Google counter showing 86 hits in January. It was noted that the WellWEB team had undergone some changes with Claire Tolley standing down as admin and Harry Cleveland moving into the role. A vacancy for a volunteer with website knowledge has been posted on the noticeboard. It was noted that there may be need for Wordpress training at a later date once the volunteers had been identified.

13.5 Other Issues and Updates

Information Pack – Thanks were given to Jan and Mike Lyke. The WellPIP has been updated and a further 5 packs had been circulated since the PC meeting in December. (11 in all). A notice had been put in the Noticeboard about its availability.

Litter Pick – The CLP Group would be arranging a litter pick for the weekend after Easter and have noted the Great British Spring Clean 2-4th March advertised by Herefordshire Council.

Footpaths – The CLP Group continued to ask that the Parish Council considered potential footpath opportunities when planning applications are made, noting specifically the resubmitted Stocks Barn Application (see also item 9.1).

Hereford Summer Walking - Hereford Council had asked if Wellington wanted to take part in the Herefordshire Summer Walking Festival 2018. John Allender had agreed to organise a walk on Tuesday 19th June and Peter Manson was doing the history section. The walk would be called General History of Wellington with Stunning Views. This would start and end at the pub. Dick Makin had agreed to open the Dovecote for viewing and the walk would take in the views from the benches placed along the walk, thus embedding the work of the CLP into the activity.

Rose Thomas – The group had been saddened to hear of the death of Rose, who had been a member of the CLP Group from the very beginning. In her memory the CLP Group were planning to put a plaque and plant a rose in the planter by the telephone box.

13.6 To Consider any Expenditure

There was no further expenditure.

