

WELLINGTON PARISH COUNCIL

Regular Meeting of the Parish Council held at the Community Centre
at 7.30pm on Thursday 5th April 2018

<u>Item</u>	<u>Minutes</u>	
	<p>Present Parish Cllrs: Mrs L Langford (Chair), Mrs J Gowan (Vice Chair), Mr A Campbell, Mr S Crane, Mr B Prince</p> <p>Also in attendance: Ward Cllr Pauline Crockett, Mrs Chris Bucknell (Parish Clerk) and 10 members of the public.</p> <p>1.0 To Accept Apologies for Absence – None</p> <p>The resignation of Chris Tipping with effect from 27th March 2018 was noted. The Clerk confirmed that this had been notified to the Elections Team. Chris Tipping was thanked for his contribution to the Parish Council.</p> <p>2.0 To Receive Declarations of Interest</p> <p>There were no declarations of interest</p> <p>2.1 To Consider Requests for Dispensations</p> <p>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 March 2018 (Open and Closed Sessions)</p> <p>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</p> <p>The April SNT Newsletter had not yet been received. Details of the reorganisation of the SNT Team had been received and circulated to all Cllrs.</p> <p>4.2 Ward Cllr Pauline Crockett</p> <p>Ward Cllr Crockett gave her report:</p> <p>The new leader of Herefordshire Council, Cllr Jonathan Lester, Ward member for Three Crosses, was appointed at the Full Council meeting in March. The outgoing Leader, Cllr Tony Johnson was thanked and congratulated on his achievements in his term of office.</p> <p>The Council Tax setting was approved to include a 4.9% increase. Cllr Crockett added that Social Care costs were increasing and there was a need to make sure that senior citizens were appropriately looked after.</p> <p>Cllr Crockett had received numerous questions from members of the public regarding the proposed Western By-Pass - these had been directed to the Cabinet member for Infrastructure and full replies would be available on the Council website.</p> <p>The By-Pass Consultation was now closed and the outcome of the consultation would be available in due course; the next stage being to gain funding for this extensive project.</p> <p>The next Full Council meeting would be held on 25th May 2018, this would also include the AGM. Cllr Crockett added that the recent Adult Social Care meeting was the first to be recorded and streamed as part of a pilot.</p> <p>The Weeping Window Exhibition had been launched at Hereford Cathedral, and will be in the city until</p>	

April 29th. It is estimated to drawing in 2,000 people per day, with up to 5,000 people per day have visited daily over the Easter period.

RVS Meals on Wheels service was closing on 20th of April. Cllr Crockett had been involved in several meetings with Adult Services to ascertain the viability of Herefordshire Council becoming involved in continuing this vital service. Cllr Crockett noted that there were 90 people subscribed to the Meals on Wheels service, 24 of whom were deemed to be in critical situations.

Wellbeing Information Signposting for Herefordshire (WISH) has closed its contact point in the Hereford library and was now an internet only service with extensive information having been added to their website.

Herefordshire Council had been shortlisted for additional Government funding of £1.2 million for repairing potholes and BBLP had invited all Parish Councillors to an update this month where more information would be available.

4.2.1 Highways England Proposed Meeting

The date for this was still awaited and Cllr Crockett said this was now a priority with the Cabinet Member. Cllrs would be notified when the date was agreed.

4.2.2 Update on Culvert Clearing

Herefordshire Council had confirmed the culverts had been checked in February and were deemed to be fine, with further work scheduled for June. Cllr Crockett asked anyone with issues to please notify her.

5.0 Communications and Updates (not requiring decision)

5.1 Parish Newsletter

These had been printed and would be delivered with the CLP questionnaire.

5.2 General Data Protection Regulations (GDPR)

The Clerk gave an update on the training that had been provided for Parish Councils through Herefordshire Council who had also provided a range of templates. The next step was to appoint a Data Protection Officer and the Clerk was currently getting quotes which would be brought to the May meeting for discussion and decision.

6.0 Open Time

John Swift asked if the Wellington Delights rent from 11th January had been paid by Carrot and Wine and the Clerk confirmed it had been but had not yet been banked. John Swift noted that once it had been banked Carol would pay the remainder of the January rent.

7.0 Financial Matters

7.1 To Receive a Report from the RFO:

Bank balances: Treasurer's Account £4,582.19 Business Instant Access £59,144.67

Income since March meeting – £782.91	March Interest	£2.27
	P3 Grant	£780.64

The January rent for Wellington Delights was still outstanding (invoice 011/17 dated 28/01/18)

The March rent for Wellington Delights was now due (invoice 13/17 dated 26/02/18)

A VAT claim for the period 01/09/17 – 31/03/18 had been submitted (£763.01)

7.2 To Agree Payments made since last meeting

Payment	Expenditure	Amount
BACS	D C Gardening invoice 354-1718. Maintenance work for February 2018	£72.00

Clerk

Payment	Expenditure	Amount
BACS	D C Gardening invoice 361-1718. Maintenance work for March 2018 including repair of fence at shop (£178.83 to be reclaimed). £268.83 + VAT	£322.60
BACS	P Hudson and Son invoice 19140. Removal and disconnection of bollards at shop. £45 + VAT	£54.00
BACS	Clerks net salary quarter 4	£994.76
BACS	HMRC Payment for Clerks salary Quarter 4	£248.80
BACS	Jane McNeill invoice 35 Cleaning of Parish Room and toilet March 2018	£40.00
BACS	Clerks Expenses Qtr 4	£42.75

Resolved: Payments approved

7.3. To agree payment of outstanding invoices

Payment	Expenditure	Amount
BACS	PIP Printing Invoice 66174 Printing of April Newsletter and Questionnaires £273.12 + VAT	£288.91
BACS	WCA Invoice APR12 Room Bookings February and March	£30.00
BACS	Payment to Carrot and Wine for toilet rolls for public toilet in Community Hub up until 2/4/18. Reimbursed to Clerk	£10.00
	Paper Towels for Community Hub. £64.99. Paid for our of credit from ink cartridges returned to Viking following change of Clerk's printer.	

Resolved: Payments approved

The April payment to PWLB would be taken on 30th April 2017. Payment would be £6,546.75 as the third loan had been paid off in full. The total owing as of the end of March 2018 was £154,288.10.

7.4: To Consider Cost of Upkeep of Ford Meadow - D C Gardening had not yet gone on a site visit but had quoted a cost of £25 to mow Ford Meadow. Councillors felt this cost was too high and the Clerk was asked to explore this further once a site visit had been undertaken.

7.5: To Note End of Year Lengthsman and P3 Grant Expenditure

All Lengthsman (£417) and P3 Grant (£795) has been claimed. The actual amount of P3 income received was £780.64 as some materials had been purchased directly from Balfour Beatty.

7.6: To Consider Process for Internal and External Audit

The Clerk briefed Cllrs on the External Audit for Smaller Authorities who are not exempt audit (ie those with a gross income of more than £25k) which was now being done electronically by PKF Littlejohn.

Resolved: To appoint Gill Bullock as Internal Auditor.

The deadline for submission had been notified as Monday 11th June. Once Cllr Langford had done her review of the 2017-18 accounts they would be delivered to the Internal Auditor with a view to approving them at the June meeting.

8.0 To Consider Planning Matters

8.1 To Consider any Planning Applications

No Planning Applications had been received

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	<p>8.2: To Note any Decisions/Notifications Received</p> <table border="1"> <thead> <tr> <th>Reference Number</th> <th>Application</th> <th></th> </tr> </thead> <tbody> <tr> <td>180453</td> <td>3 Derside Close, Wellington – Tree Works.</td> <td>Approved</td> </tr> <tr> <td>180628</td> <td>3 St Margarets Close, Wellington – Tree Works</td> <td>Awaiting Decision</td> </tr> <tr> <td>180703</td> <td>White House, Auberrow, Wellington – Tree Works</td> <td>Awaiting Decision</td> </tr> <tr> <td>174759</td> <td>Stocks House Farm, Wellington. Proposed demolition of redundant farm buildings and erection of 4 dwellings</td> <td>Awaiting Decision</td> </tr> <tr> <td>173771</td> <td>Three Arch Barn, Church Farm Barns – Proposed pentice boards to exterior</td> <td>Approved with Conditions</td> </tr> <tr> <td>172259</td> <td>Land adjacent to Graveyard, Wellington. Outline application for 10 dwellings with garages and construction of new access.</td> <td>Awaiting Decision</td> </tr> </tbody> </table> <p>8.3 To Consider any Other Planning Issues Section 106 funding – there was no further update</p>	Reference Number	Application		180453	3 Derside Close, Wellington – Tree Works.	Approved	180628	3 St Margarets Close, Wellington – Tree Works	Awaiting Decision	180703	White House, Auberrow, Wellington – Tree Works	Awaiting Decision	174759	Stocks House Farm, Wellington. Proposed demolition of redundant farm buildings and erection of 4 dwellings	Awaiting Decision	173771	Three Arch Barn, Church Farm Barns – Proposed pentice boards to exterior	Approved with Conditions	172259	Land adjacent to Graveyard, Wellington. Outline application for 10 dwellings with garages and construction of new access.	Awaiting Decision	
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9.0	<p>To Consider Highways Issues</p> <p>9.1 A49 Issues The bus shelter had been damaged and Cllr Prince had obtained a quote of £400 + VAT for the repair. The Clerk noted that the excess on the Insurance Policy was £250. The Clerk was asked to notify the insurers and ask for their advice.</p> <p>9.2 To Receive Other Highways Issues</p> <p>9.2.1 Drainage at The Marsh and Auberrow There was nothing further to report. Cllr Langford would follow this up.</p> <p>9.2.2 Speeding in Mill Lane The police were still re-calibrating the equipment and until this had been done, the Speedwatch Team could not carry out the exercise in Mill Lane and The Row.</p> <p>9.2.3 Cars Parking at Watermill Cllr Prince noted that this was a problem with large vans and cars parking on the pavement which was causing a problem and blocking the ramp which was used for wheelchairs and pushchairs. Cllr Prince confirmed it was Kemble Housing and the Clerk was asked to contact them to ask them to deal with it. It was also suggested that the local PCSO be contacted.</p> <p>9.3 Identification of work to be carried out and any other updates The potholes in Mill Lane had been notified to the Lengthsman, who was waiting for some sealant before he could complete the work. The Clerk was asked to check the timescale for this work to be done. There was a pothole in the road outside the Barn conversion which needed attention. Some utilities work carried out opposite to the entrance to Brookside had stated to sink. Cllr Langford would contact Phil Pankhurst to discuss the above.</p>	<p>Clerk</p> <p>LL</p> <p>Clerk</p> <p>Clerk</p> <p>LL</p>																					
10.0	<p>Report on Footpaths</p> <p>10.1 Update on Footpath Maintenance Cllr Crane reported that he was pleased how well the footpaths had held up over the recent bad weather and although there was some general work still to be done, overall the surfaces were in good</p>																						

	<p>repair. New signage would be installed over the coming months and general maintenance work would continue. Cllr Crane had understood that replacement furniture was provided at no cost, but the Parish Council had recently been charged for finger posts. The Clerk was asked to clarify this with Balfour Beatty.</p> <p>11.0 Community Hub</p> <p>11.1 Report from Hub Management Group</p> <p>11.1.1 Update on Wellington Shop and Post Office</p> <p>The Chair reported that Carol Lloyd had agreed to surrender the lease for Wellington Delights and a permanent lease was currently being negotiated with Carrot and Wine. The detail of the new lease was currently being discussed with the Parish Council solicitors to ensure it fully met the requirements of the Parish Council, safeguarding their interests whilst facilitating a well-run shop for the community.</p> <p>11.1.2 Update on Surrender of Lease</p> <p>See also 11.1.1. A Surrender document was being prepared by the Parish Council solicitor and this would be signed once the new lease was completed and agreed so that the operation of the shop and post office could continue without a break if possible.</p> <p>11.1.3 To Agree Expenditure on Legal Fees</p> <p>These were not yet known</p> <p>11.2 To Consider Future Hub Management Structure and Position of Building Manager</p> <p>Cllr Langford recapped on the background of the Hub Management Group, which had been put in place during the time the building had been in construction and for the period afterwards. She now felt that this group was not needed in the same way, but there was a need for a Building Manager to deal with day to day issues that arose. Anything else could be dealt with by the whole Parish Council at their regular meetings. It was stressed that the Parish Council would not be involved in the running of the shop itself, which ran as a commercial business, their only involvement being to ensure the rent was paid. The Clerk emphasised that the building belonged to the Parish Council who were responsible for the overall maintenance and liability issues that may arise and as such a nominated contact on the Parish Council to oversee the building was a necessity. Cllr Campbell stated that he had no interest in being Buildings Manager as he felt the role had been reduced to purely carrying out minor maintenance. It was agreed to consider and agree the role of Buildings Manager at the May meeting.</p> <p>12.0 Update from the Community Led Planning Groups</p> <p>12.1 Community Speedwatch</p> <p>This had not progressed and there had been no response from the Police regarding calibrating the equipment. Dave Willis was in contact with the police and would report back.</p> <p>12.2 Community Website (WellWEB)</p> <p>WWW.Wellingtoncommunity.co.uk The group were still on the look-out for a keen volunteer to join the team; one volunteer was currently working with the website on a trial basis. The website has had 500 hits including some who thought they were looking at New Zealand and 2 from South Korea.</p> <p>12.3 Play Area (WellPAC)</p> <p>It was reported, with regret, that the group working as WellPAC to establish a play area in Wellington would be standing down and the initiative put on hold for 12 – 24 months. Acquisition of land was key to moving this initiative forward and the previously identified parcel of land was no longer available. With the support of the parishioners and together with the Chairman and Secretary of the WCA, WellPAC had approached all known landowners who had land appropriate for a play area, but none had been willing to commit their land, and without this the play area could not go forward. The initiative would return to the CLP Implementation Team and sit as an open agenda item in case an appropriate piece of land emerged, and, if so, WellPAC would be reformed and the initiative taken forward once more. Chris Riches and her team were very grateful to the WCA and thanked the Chair and Secretary for their involvement and support. Thanks also went to the people within the village who had given the team, and Chris Riches in particular, help and support over the past two years.</p>	Clerk
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12.4 Litter Picking

This would take place on the weekend of 7th/8th April. Pat Lewis had all the equipment including High viz jackets.

12.5 IT Courses

The CLP Team were currently negotiating with Fastershire for funding and Jennifer Jarrett was meeting with a representative from AGE UK Hereford and Localities to investigate what could be delivered.

12.6 Other Issues and Updates

Memorial to Rose Thomas – now that the weather had improved the rose would soon be planted and the plaque erected.

Refresh of 2013-2018 CLP – a refresher questionnaire had been included with the April Parish Newsletter, asking people to respond and return the questionnaire either to Jen Jarrett or to the Annual Parish Meeting. Once responses have been received a document with updated actions would be drafted.

Annual Parish Meeting - John Hayward and Jennifer Jarrett were working to provide both speakers and a series of display boards to cover the wide-ranging topic of Health and Wellbeing in our Community.

12.7 To Consider any Expenditure

There was no further expenditure.

13.0 To Consider Noticeboard at The Marsh

A car accident had damaged the noticeboard at The Marsh which had had to be removed and the posts cut back to ensure the safety of pedestrians and road users. It was uncertain how much interest there was in the noticeboard. Cllr Crane, stressing the need for transparency, suggested that at the Annual Parish Meeting the public were asked if they would value a noticeboard at the Marsh and, if so, where would be a safe place for it to be located. It was agreed not to replace the noticeboard until it was established whether the community wanted one. The Clerk asked that in future if there were any accidents or damage to Parish Assets a photograph be taken which would be submitted to the insurance company to support any claim.

14.0 To Note the Information Sheet (April 2018) and any other updates

Resolved: The Information sheet was noted. There were no other updates.

15.0 To Note Date and Time for the Annual Parish Meeting

Monday 23rd April at 7.00pm in the Community Centre

16.0 To Raise Items for the Annual Meeting of the Parish Council

Data Protection Officer, Asset Register

17.0 To Note Date and Time of the Annual Meeting of the Parish Council

Thursday 3rd May 2018 at 7.30pm in the Community Centre.

18.0 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

The Open Meeting closed at 8.50 pm

Signed Date 3rd May 2018
Chairman of Wellington Parish Council