

WELLINGTON PARISH COUNCIL

Regular Meeting of the Parish Council held at the Community Centre
at 7.30pm on Thursday 7th June 2018

Item	Minutes	
	<p>Present Parish Cllrs: Mrs J Gowan(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 26 members of the public.</p> <p>1.0 To Accept Apologies for Absence – Cllr L Langford</p> <p>2.0 To Receive Declarations of Interest Cllr Crane declared a pecuniary interest in Agenda Item 9 Planning (Application 180581)</p> <p>2.1 To Consider Requests for Dispensations There were no requests for dispensation</p> <p>2.2 To Adopt Revised Standing Orders and Code of Conduct The Standing Orders had been revised and updated taking into account a newly issued template which incorporated up to date legislation etc. This has been circulated to Cllrs in advance of the meeting. Resolved: To Adopt the Updated Standing Orders</p> <p>Herefordshire Council had just issued a revision to the Code of Conduct which included the requirement to declare membership of certain organisations eg Freemasons. The Parish Council is not required to adopt these changes and it was agreed to bring this back to the July meeting for consideration.</p> <p>3.0 To Adopt the Minutes of the Regular Meeting of the Parish Council held on Thursday 3rd May 2018 (Open and Closed Sessions) 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 SNT Team say there are looking at how their newsletters are produced and circulated, and they hope these will be resumed soon.</p> <p>4.2 Ward Cllr Pauline Crockett Ward Cllr Crockett gave her report saying that phase two of Hereford City Centre Improvements had begun. The refurbishment project is planned to be consistent with the look of Widemarsh Street and High Street, but Herefordshire Council has confirmed the paved areas meet safety standards in regard to any trip hazards.</p> <p>Full Council met in May and Members voted on the Constitutions Code of Conduct rules. It was agreed that transparency and openness should be adhered to and all declarations of interest forms will now have to include membership of organizations such as The Freemasons. It is up to Parish Councils if they adopt this Code or continue to use their own.</p> <p>Councillors are awaiting further information regarding the route of the proposed Hereford by-pass and this will be discussed at the next Cabinet meeting at the end of June.</p> <p>Locally, Cllr Crockett reported that she has been involved in planning applications, speeding concerns and roadway markings around the school area.</p>	Clerk

A member of the public asked what was happening about repair of the village road and Cllr Crockett confirmed that resurfacing up to the green triangle was in the 2018/19 budget, but no timescale had been given for this work to be carried out.

4.2.1 Protocols for 20 mph speed limit outside Wellington School

The Chair reported that she had been asked whether it was possible to have a 20mph limit outside the school and as a result the Chair and Cllr Crockett had met with a Senior Engineer from Balfour Beatty to ascertain the criteria. The first step would be to get evidence of speeding to support any potential cost and the Chair had contacted the Safer Roads Partnership to request an electronic monitoring survey. This would be reported on at the next meeting. If speed was proven to be a problem any solution would have to be funded by the Parish Council or by any future 106 contributions. The existing yellow flashing warning lights could be changed for large flashing 20mph signs, but it was noted they were expensive and had a significant visual impact. An alternative option was part time 20mph limits such as in Sutton St Nicholas, which could be looked into if anything were to go ahead. The Chair noted that enforcement was a significant issue and virtually impossible to carry out.

The Chair had also asked about a 20mph limit throughout the village, but this would need a Traffic Regulation Order, which would require extensive monitoring and expense and take many years to put in place.

In the meantime, Cllr Crockett had taken photographs and was going to report the lack of yellow markings outside the school as well as trying to get the SLOW markings reinstated on the road, using children's safety as a lever. Cllr Crockett was thanked for her support over this matter.

5.0 Communications and Updates (not requiring decision)

5.1 Recruitment of Parish Councillors

The Chair had asked for this to be a standing item on each agenda, as it was important to recruit new Councillors in the coming year. Wellington Parish Council has 8 places with currently only 5 filled. The Chair urged anyone who was interested to contact either her or the Clerk, stressing that the council works very hard for the good of Wellington and there was a great sense of satisfaction to be achieved.

5.2 Parish Newsletter

The next Parish Newsletter was due in September and the WCA had asked if they could include a sheet, funded by them, included. This was agreed.

6.0 Open Time

The issue of accessible pavements in the village was raised with reports that one resident unable to use his mobility scooter because of the unevenness of the existing pavements, the width not necessarily being an issue. It was noted that pavements came under the jurisdiction of Balfour Beatty and Cllr Gowan said that she would bring it up when she next met with Phil Pankhurst. Cllr Crockett had taken photographs and had put in a report to Balfour Beatty.

A resident reported the drain on the corner by the gate past The Mill was deep and dangerous. The Clerk noted that this had been reported before, but it would be re-reported. Cllr Prince noted that it looked as if it had no cover and was a danger to children.

The condition of the footpath on the road outside the shop was poor with roots growing through it which was a hazard to pedestrians. It was thought this footpath was the property of The Chapel, but this would be confirmed. *Post Meeting note: It was confirmed that the footpath was the responsibility of the Chapel and this would be followed up.*

7.0 Financial Matters

7.1 To Receive a Report from the RFO:

Bank balances: Treasurer's Account £17,112.35 Business Instant Access £49,144.67. Income since the May meeting was interest of £2.14.

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7.2 To Agree Payments made since last meeting

Payment	Expenditure	Amount
BACS	D C Gardening Services invoice 27-1819 Grounds maintenance for April including strimming bus stop and Form Meadow. £380 + VAT	£456.00
BACS	Roman Glass. Deposit of £150 for repair of Bus Shelter (Total Quote £286 + VAT)	£150.00
BACS	Roman Glass invoice 28693. Balance of invoice for bus shelter work.	£193.20
BACS	Came and Company Renewal of Insurance Policy 01/06/18 – 31/05/19. £498.34 to be invoiced back to Wellington Delights (75% of £664.45 which relates to the building)	£1,136.10
BACS	Direct 365 invoice 028012. Feminine Hygiene disposal at Community Hub and Duty of Care certificate. £129.66 + VAT	£155.59

Resolved: All payments noted and approved.

7.3. To agree payment of outstanding invoices

Payment	Expenditure	Amount
BACS	Jane McNeill Invoice 38. Cleaning of Parish Room May	£40.00
BACS	Payment for toilet rolls at Wellington Delights	£3.60
BACS	D C Gardening Services invoice 70-1819 Grounds maintenance for May including strimming bus stop and Form Meadow. £420 + VAT	£504.00
Chq 1023	Richard Mills invoice 3279. Work trimming back hedge to uncover footpath on WG7. A£89.50 + VAT. To be invoiced back to owner via Cobb Amos.	£107.40
BACS	Payment for materials related to upgrade of signpost and cost of additional key for Community Hub toilet. Various till receipts.	£53.51

Resolved: All payments approved.

7.4: To Receive Internal Auditors Report

The Chair read out the report from the Internal Auditor who confirmed that the Internal Audit had been completed with no outstanding queries all the internal control objectives had been met; commending the work of the Clerk and the Councillors in relation to the accounts.

7.5: To Approve Annual Accounting Statement

The key documents had been circulated to Councillors in advance of the meeting.

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

This together with the other required documents would now be sent to the External Auditor.

8.0 Update on General Data Protection Regulations

Cllr Crane and the Clerk had met and looked into the various requirements and the templates issued by Herefordshire Council. Cllr Crane reported that he is currently considering the various documents and a presentation will be given at the July meeting

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

The Chair reminded the public that the Parish Council could only concern itself with material planning matters and that any objections needed to be based on this rather than personal views on the proposals.

Reference Number	Application
180581	Land adjacent to 19 Brookside, Wellington. Proposed one-bedroom dwelling.

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Cllr Crane left the meeting at this point

This application was related to an earlier application for a single bedroom and the Chair reminded the meeting that the Parish Council (with the exception of one Councillor) supported the original application and it was subsequently approved with conditions. The Chair invited the applicant's Agent to briefly summarise the conditions and how these were to be met. The Agent outlined the actions that had taken place to address the issues related to sewage, parking and design, saying that 3 alternatives had been offered in terms of drainage and a Flood Risk Assessment had been approved. There were now 2 parking spaces for 19 Brookside and 1 for the single dwelling, with one additional space available.

Resolved: To support the application

Cllr Crane re-joined the meeting at this point and his agent left the meeting.

Reference Number	Application
181800	2 Wellington Court Barns. Variation of condition 2 ref 171524. Insertion of 2 windows

Resolved: To support the application

Reference Number	Application
181754	Land at Kingcup Cottage. Proposed erection of 10 self/custom build dwellings, 5 affordable dwellings and alteration to existing access

The Chair recapped on the background to the proposal reminding the meeting that previous applications had been refused, went to appeal and the appeal dismissed. The Parish Council had objected to the earlier application and the Chair felt that the current issue was to consider whether the new application removed any of the previous concerns which were

- There was adequate land within the village to satisfy the housing targets and sites to meet these targets were allocated in the NDP. The Marsh site was not put forward for consideration in the NDP, nor had it been identified with the Strategic Housing Land Assessment.
- It was felt it did not satisfy section RA3 of the local plan which laid down 7 criteria for housing away from local villages
- Sustainability and safety were of major concern with pedestrian access to Wellington requiring crossing the A49 at the site entrance or close by and again at the village entrance in the 70mph zone
- Concern about the impact on the Marsh itself as the scheme increased the number of properties significantly
- Issues flooding, sewage and drainage.

The Chair invited comments from the public and several spoke against the application, one giving a very detailed and reasoned outline of why this development should not go ahead. Many of the objections focussed on the A49 and the related safety issues which would be worsened if additional dwellings were to have access onto what was a very dangerous stretch of road where there had been many accidents.

The Chair then outlined her thoughts and concerns

- The site was not included in the NDP and although the applicant cited policy W1 this is an outline application and as such it was not possible for the mix of size/tenures to be set and there were no guarantees as to what might happen if outline permission was granted
- Policy H2 of the Core strategy referred to rural exception sites for affordable homes but also referred to ease of access to services. It was felt the Marsh was too far away from the village for

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the services to be accessed any other way than by car, which would exacerbate the safety issues on the A49

- The application was still in direct conflict with policy RA3 for sites outside settlements where there were seven criteria: *agricultural use, growth of rural enterprise, replacement of an existing dwelling, use of redundant buildings, H2 rural exception, innovative design and sites for travellers.*
- Safety and sustainability – nothing had changed since the original application; the A49 was no safer and the need to cross twice (once in the 70mph zone) had not changed. The accident statistics quoted were historic from 2014 and 2015 and it was noted there were later statistics including 6 RTAs, 2 of which resulted in fatalities, which had not been taken into account.
- The impact on Wellington Marsh does reduce but was still an increase of 40%, which would equate to 104 homes being built in Wellington at any one time
- Flooding and sewage – recent work done by Welsh Water did not necessarily makes the site more acceptable. The claim in the application that the work would reduce the incidence of failure of the pumping station was unproven. It was noted that it is assumed that this work removed the need for a surface water drain across the site and also for attenuation tanks which were part of the original application.
- A reference to work conducted by BBLP on a ditch to the west of the site was misleading. BBLP had confirmed that nothing had been done since 2014 (prior to the earlier application refusal) and that work was done in conjunction with efforts by the parish council to stop overflowing sewage in heavy rain with Marsh Lane itself. Both those pieces of work instigated by the Parish Council were to resolve issues for the existing residents of the Marsh and were not connected in anyway with making the Kingcup site more suitable for building.

It was also felt that if this application were to be approved there was potential for a precedent to be set for further developments in The Marsh.

Resolved: To oppose the application. A statement, taking all the above issues into account would be prepared by the Chair and circulated to all Cllrs for approval before submission

9.2: To Note any Decisions/Notifications Received

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

Appeal Decision: Former poultry unit on land at Upper Buskwood Farm Hope-under-Dinmore 163900 & 163901. Both appeals were dismissed.

9.3 To Consider any other Planning Issues

Section 106 – this would be covered under item 10.2.5

Burghill Neighbourhood Development Plan Regulation 16 Consultation – this had been circulated to all Councillors in advance of the meeting. There were no comments. The Chair noted that there was a solar farm mentioned and the site identified as Winston Pit – The Chair asked Cllr Crockett for clarification of the exact location in order to ascertain whether there would be any impact on Wellington Parish. Cllr Crockett said she would ask the Chair of Burghill Parish Council to contact Cllr Gowan to discuss.

10.0 To Consider Highways Issues

10.1 A49 Issues

The Chair asked Cllr Crockett if anything could be done to engage Barry Durkin, the Cabinet Member for Highways and Transportation in a meeting about the A49. Cllr Crockett said she would continue to pursue this.

The Chair also noted that confirmation was needed that the scheduled culvert clearing had been

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<p>carried out. This would be followed up.</p>	JG
<p>It was noted that the grass was very long in the middle of the A49 which was causing a safety hazard in terms of visibility. This would be reported.</p>	JG
<p>Cllr Prince noted that the speed limit for HGVs had now been increased from 40 mph to 50 mph and he was concerned about the speed of vehicles at The Marsh. Cllr Gowan said she would talk to Ian Connolly of the Safer Roads Partnership to see if something could be done.</p>	JG
<p>The hedge at The Marsh bus top had become overgrown and was overhanging the pathway. Cllr Gowan said that a letter would be sent to the resident.</p>	Clerk
<p>10.2 To Receive Other Highways Issues</p>	
<p>10.2.1 Drainage at The Marsh and Auberrow</p>	
<p>The Chair reported that thanks to all the work Cllr Langford carried out on this issue the relining work had been completed during May, which should address the problems of excess surface water entering the system and causing the issues that residents in Marsh Lane experienced. This could now be removed from the agenda.</p>	
<p>10.2.2 Speeding in Mill Lane and The Row</p>	
<p>Jen Jarrett, Chair of the CLP Group reported that the forms had been sent out and Dave Willis was following up with the Police team to get a date sorted for the training and the return of the speed gun, which had now been calibrated. In the meantime, David Willis was proposing a group from the original team would start the process in Mill Lane and The Row as soon as the gun was returned.</p>	
<p>10.2.3 Rubbish Bin at Auberrow</p>	
<p>Following the discussion at the May meeting, Phil Pankhurst had been contacted about the potential to install a bin at Auberrow. He had confirmed that a new bin could be installed through the new Balfour Beatty commissioning model at the Parish Council's expense. Balfour Beatty could then either quote to empty the bin on the rural round, or the Parish could employ the services of the Lengthsman or another to empty the new bin. The Chair was following this up with BBLP in order to ascertain costs and whether this would be value for money.</p>	JG
<p>10.2.4 To Consider Noticeboard at The Marsh</p>	
<p>The residents of Wellington Marsh had requested that the Parish Council consider a new notice board to replace the one that got destroyed in the recent accident. A volunteer had offered to print off and put notices up for the Parish Council and Jennifer Jarrett had requested that some space be allocated to community notices (which would need to be done in agreement with the volunteer). The Chair had sourced onenoticeboard from the same company that supplied the one by Wellington Delights, saying that a board with a display area of 750 cm x 520 cm that would 6xA4 sheets was £350. A slightly larger one that provided an additional 300mm on the depth would be £360. The Clerk was asked to get a quote for installation of the noticeboard and this would be brought back to the July meeting for decision.</p>	Clerk
<p>10.2.5 Section 106 funding</p>	
<p>As reported at previous meetings there was section 106 money available for roads within the Parish and some time ago the Parish Council had agreed and submitted the list of items that they wanted considered. Nothing had yet happened and, although it had been reported that the items were being costed and prioritised the Parish Council was keen to have an input into what was being planned. Cllr Crockett said that the request was taking some time to process, and she would contact Yvonne Coleman to try and speed the process up.</p>	
<p>10.3 Identification of work to be carried out and any other updates</p>	
<p>10.3.1 Ford Depth Gauges</p>	
<p>The Chair confirmed that a job had been raised to revise the depth markers at the Ford so that the depth shown directly related to the depth of the water on the centre of the concrete causeway. The Chair added that as the ground was not completely level this would never be 100% accurate and people should still take care when crossing the Ford.</p>	

<p>11.0</p>	<p>Report on Footpaths</p> <p>11.1 Update on Footpath Maintenance</p> <p>Cllr Crane reported that the past month had been very busy with 3 paths becoming overgrown and needing cutting back. 2 stiles that needed repair had been reported to landowners and a field post had been replanted in Auberrow. There had been issues with ploughed fields reported – Cllr Crane said this was a difficult subject as farmers had a right to plant crops on their land but also had a duty to reinstate the footpaths within a reasonable time. Of the 4 reported 2 had been restored.</p> <p>The incidence of people either not clearing up after their dogs or leaving the bags in the hedgerows was increasing. Cllr Crane said he was reluctant to put up large signs but suggested small plaques which could be put up at points where this behaviour was worst. Cllr Crane asked for members of the public to let him know where the specific areas were, and he would take steps to put up the plaques. Cllr Crane added that dog fouling could lead to illness both to cattle, causing them to abort their calves and to dogs, which could result in death.</p> <p>11.2 Aerial Photography for Great Britain Agreement (APGB)</p> <p>The Parish Council had been notified that it was now entitled to benefit from the Aerial Photography for Great Britain Agreement (APGB) which would make aerial photography and height data free-at-the-point-of-use to the public sector in Great Britain. Cllr Crane had looked through the agreement and could see nothing that would disadvantage the Parish Council, saying that he felt that this agreement would be particularly useful for planning, footpaths and maybe hedge lines and boundaries.</p> <p>Resolved: To sign up to the Agreement</p>	<p>Clerk</p>
<p>12.0</p>	<p>Community Hub</p> <p>12.1 Update on Wellington Shop and Post Office</p> <p>The Chair noted that progress had been made with the transfer of the lease and the Parish Council were looking forward to Carrot and Wine being able to launch the new format for the shop. Cllr Gowan reported that there had been a lot of discussions between solicitors and the Parish Council had met every request for information promptly. Thanks was given to Councillors, for all the hard work they had put into this, the Clerk noting that the amount of work and time this had demanded should not be underestimated.</p> <p>12.1.1 Update on Surrender of Lease</p> <p>The surrender document for the original lease has been signed by Carol Lloyd and by the Parish Council, but was not binding until dated, and that depended on finalisation of the deal between Carrot and Wine and Carol which the Parish Council were not party to.</p> <p>12.1.2 Update on New Lease</p> <p>The Chair reported that the Parish Council had recently received another draft of the lease for comment. There were still issues to be resolved and some land registry details which were being asked for; these were in hand. The Chair and the Clerk were meeting the following day to go through the latest comments/suggested amendments and a revised copy of the lease, with suggested actions on the various issues would be circulated to Councillors to give them the opportunity to comment before the draft went back to the solicitor.</p> <p>12.1.3 To Agree Process for Finalising Lease with New Tenant</p> <p>To minimise the time before the lease could be signed the Chair proposed that there was no Confidential Session at the end of this meeting but that the outstanding issues on the lease were resolved between Councillors and the Parish Council solicitor in between meetings. Once all parties were happy that the lease was complete and covered all the issues it was proposed this could be signed without the need for a further meeting.</p> <p>Resolved: To finalise and sign the lease as proposed</p> <p>12.1.4 To Agree Expenditure on Legal Fees</p> <p>An exact figure for legal fees was not yet known but it was noted that Lambe Corner had taken this on as part of their social responsibility, so it was felt that fees would not be excessive and the last meeting</p>	<p>JG/ Clerk</p>

the Parish Council agreed to meet fees up to £2,000.

12.1 To Consider Any Other Expenditure

One issue that had come out the lease was the level at which the Parish Council insure for loss of rent in the event that the building was uninhabitable (fire, flood etc.). Currently the Parish Council were insured for just one year and the Clerk had been asked to obtain costs to increase to two or three years loss of rent. These would be £25.30 for £20K cover over 2 years and approx. £50 for £30K cover over 3 years, but the latter would need to be referred to a senior underwriter and a formal quote obtained. The Chair proposed that the cover was raised to 2 years. This was agreed.

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13.0 Community Led Planning Groups

13.1 Update on Projects and Activities

Jen Jarrett, Chair of the CLP Group, gave an update on all the latest activities

13.2 To Consider IT Courses and cost of Room Hire

IT courses on Understanding Social Networking were now set to commence Monday 23rd July 2-4pm. There would be 3 x 2-hour sessions. The cost of the course instructor, her time and expenses etc would be underwritten by Fastershire. The tutor would provide all equipment. There was a planned attendance of 10 people. The CLP Group would like to ask the Parish Council to cover the cost of the room hire so that the course could be offered free (£45 for all 3 sessions). This was agreed

13.3 Accessible Footpath Project

The aim of the project was to improve the accessibility of footpaths for all parishioners, the feeling being that Wellington should be able to provide a circular footpath giving access for wheelchairs, mobility scooters, walkers, push chairs, children's scooters and small bikes. This path should be flat, with no unmanageable gates or stiles. It should have a porous, all weather, hardcore surface. It should have points of interest e.g. along the brook, it should have views e.g. up to Wellington Wood and Queenswood and have benches in appropriate places.

The CLP Implementation Team (WellIMP) was proposing a Pilot Project be undertaken to test the viability and need for such a footpath. This project would link Ford Meadow to a point north of the Ford via the bridge and the existing footpath to the right of the bridge. If this project was both possible and/or successful then consideration should be given to extend the footpath westwards along the brook towards Bridge Lane. Other appropriate footpaths would be included and carefully considered.

A paper had been submitted to the Parish Council outlining the background, the aims and objectives of the project and the proposed actions. It was proposed that the project would be driven by WellIMP together with a representative from the Parish Council.

Cllr Crane asked how accessible the CLP wanted the footpaths to be, given that stiles had already been replaced by gates. To try and meet the DDA regulations would give more support and more potential to access grants but potentially would also bring more challenges. Alternative sites could be considered, and Cllr Crane said he had 4 in mind for further discussion, but each would have its challenges. In principle he was pleased to get involved in the project.

13.4 Other Issues and Updates

Neighbourhood Watch (Lite) - A meeting was being set up to look at the current position and ways of improving the two-way communication

Refresh CLP Responses – A precis of the 14 questionnaires returned has been circulated to Councillors and to the CLP Group. Further responses are welcomed.

13.5 To Consider any Expenditure

There was no further expenditure

14.0	To Note the Information Sheet (June 2018) and any other updates Resolved: The Information sheet was noted. There were no other updates.	
15.0	To Raise Items for the next Regular Meeting of the Parish Council (no discussion) Data Protection (GDRP)	
16.0	To Note Date and Time of the next Regular Meeting of the Parish Council Thursday 5 th July 2018 at 7.30pm in the Community Centre.	
17.0	Public Bodies (Admission to Meetings) Act 1960 It was agreed not to have a confidential session (see item 12.1.3) The Open Meeting closed at 9.20 pm	
	Signed	Date 5 th July 2018
	Chairman of Wellington Parish Council	