

WELLINGTON PARISH COUNCIL

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

Item	Minutes	
	<p>Present Parish Cllrs: Mrs J Gowan (Chair), Mrs L Langford (Vice Chair), Mr A Campbell, Mr S Crane</p> <p>Also in attendance: Mrs Chris Bucknell (Parish Clerk) and 18 members of the public.</p> <p>1.0 To Accept Apologies for Absence – Cllr B Prince, Ward Cllr Pauline Crockett</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>2.2 To Consider Adoption of Revised Code of Conduct Herefordshire Council had revised their Code of Conduct to include the requirement for Cllrs to declare their membership of certain groups, the categories of which were outlined in the Updated Code of Conduct. It was not a requirement for Parish Councils to adopt this amendment and Cllrs were asked to consider the relevance and whether WPC wished to adopt the additional clause. If it were adopted all Cllrs who had interests to declare under this category would be required to complete an updated Declaration of Interests Form. Resolved: To adopt the updated Code of Conduct.</p> <p>3.0 To Adopt the Minutes of the Regular Meeting of the Parish Council held on Thursday 7th June 2018 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 There had been no Police Newsletter or update, but it was noted that the local team had been seen in and around the village.</p> <p>4.2 Ward Cllr Pauline Crockett Cllr Crockett apologised for not being able to attend the meeting, stressing that she took her duties very seriously and only apologised if absolutely necessary. She had submitted a report which was read out by the Chair. Cllr Crockett reported that not only had Herefordshire Council had to produce the proposal for the Budget for the next financial year but have also had to adjust the Annual Plan of Road and Street Works for this year, due to news that their bid for an extra £5m towards these works had been unsuccessful. Cllr Crockett stressed that the year on year cuts from Central Government funding had proved very challenging, and all Parish Councillors had been invited to the latest budget consultation in order that these challenges could be openly explored and discussed. This Budget proposals would continue to be discussed by Cabinet and Members and voted on at Full Council in due course. It was agreed the Highways issues in Cllr Crockett's report would be discussed and minuted under agenda item 10.</p>	Clerk

5.0 Communications and Updates (not requiring decision)**5.1 Recruitment of Parish Councillors**

The Chair reiterated the fact that there were vacancies on the Parish Council, and encouraged residents, particularly those from The Marsh, to consider putting themselves forward. Cllr Crane added that anyone interested could come and discuss the options with any Councillor before making a decision.

5.2 Parish Newsletter

The next Parish Newsletter was due in late September/early October and Cllr Gowan asked for suggestions for content.

6.0 Open Time

There were no issues raised

7.0 Financial Matters**7.1 To Receive a Report from the RFO:**

Bank balances: Treasurer's Account £16,533.38 Business Instant Access £49,144.67. Income since the May meeting - interest of £2.22 and back rent from Carrot and Wine for January (part, as agreed with Carol Lloyd) £430.32.

Invoices outstanding included

03/18 – (currently under discussion with Cobb Amos) reimbursement of the hedge trimming at Watermill £107.40

02/18 - Carrot and Wine reimbursement of 75% of the cost of building insurance £498.34

7.2 To Agree Payments made since last meeting

Payment	Expenditure	Amount
BACS	Gift Voucher and thank you card for Internal Auditor	£53.00
BACS	Eyelid Productions. Website support, hosting and domain name	£135.00
BACS	P T Plumbing and Heating. Repair of tap in Community Hub	£125.00

Resolved: Payments Agreed

7.3. To agree payment of outstanding invoices

Payment	Expenditure	Amount
BACS	Clerks net Salary Qtr 1 (as per salary summary)	£1,024.93
BACS	HMRC PAYE Payment relating to Clerks Salary (as per salary summary)	£256.20
BACS	Clerks Expenses Qtr 1 (Including printing)	£62.14
BACS	Niteforce Fireworks. Radway Bridge. Fireworks for Fun Week	£600.00
BACS	WCA Invoice Jul13. Use of Community Hall for P C Meetings April/May/June	£60.00
BACS	WCA Invoice Jul06. Use of Community Hall for Heartstart Training 07/05/18	£15.00
BACS	D C Gardening invoice 109-1819. Grounds Maintenance June 2018 £420 + VAT	£504.00
BACS	Jane McNeill invoice dated 25/06/18. Cleaning of Parish Room and toilet June 2018	£40.00
BACS	Hereford Fire Protection invoice 163411. £92.59 + VAT. 50% invoiced to C&W	£111.11

Resolved: Payments Approved

The Clerk asked for authority to pay any regular invoices before the September meeting as there was no Regular Meeting in August.

Resolved: To Authorise the Clerk to pay regular invoices between meetings

Clerk

Budget Consultation

The Clerk gave a brief overview of Herefordshire Council Budget Consultation Meeting which had taken place on Wednesday 4th July. As expected Herefordshire Council were facing making considerable budget cuts and it was predictable that responsibility for some services would be devolved to Parish Councils, although at this stage it was not known what they would be. The Clerk had asked that details were given to Parish Councils as soon as possible as consideration of additional expenditure would need to be built into the budget setting process. The public would be encouraged to respond either online or via hard copy. Copies of the consultation response document would be made available in the Community Library.

8.0 Update on General Data Protection Regulations (GDPR)

Cllr Crane gave a brief overview of what the new GDPR regulations covered, noting that these rules and regulations were relevant to all organisations, however small. Cllr Crane went on to say that the amount of information the Parish Council held was limited and steps were already taken to protect that information. Data was collected by letters and emails to the Parish Council; verbal data was also in scope for the regulations. The Clerk noted that she held the Electoral Role but this data belonged to Herefordshire Council and the Parish Council, in this respect, was a processor of the data.

Jen Jarrett asked how volunteer data should be collected and handled and it was agreed to consider this further, noting that any actions should be proportionate. It was also noted that as the CLP Group was a working group of the Parish Council their data handling processes needed to be monitored in line with the requirements of the act.

Cllr Crane presented a Data Protection Privacy Notice and proposed that this, together with links to a Parish Council Data Protection Policy and documents relating to Subject Access Requests should be put on the website. It was also proposed that a half yearly review be carried out of what data was held and how this was being managed.

The Clerk noted that she had been in touch with Eyelid Productions regarding the website and had been assured by Mark Millmore that as people who subscribed to the newsletter did so voluntarily and had to confirm their subscription before it was activated, this did not breach any GDPR regulations and no further action regarding the website was needed.

Cllr Crane proposed that these documents and strategy be adopted, and this was agreed. Cllr Crane would continue to work with the Clerk to finalise these documents and upload them onto the website. It was also suggested that the Privacy Statement and a brief overview was included in the next Parish Newsletter.

SC/
Clerk**9.0 To Consider Planning Matters****9.1: To Consider any Planning Applications**

Reference Number	Application
181983	Claremont, Wellington. Tree Works to Willow Tree.

Shirley Edgar, the Tree Warden, had been to see the site and agreed that the tree did need some work as some of the side branches were interfering with telephone wires etc. She felt just pollarding would not help this problem and hoped that a little thinning would also be included. Shirley Edgar also noted that she felt this tree was too big, too close to the house and to phone cables but agreed to the work provided it was done professionally.

Clerk

9.2: To Note any Decisions/Notifications Received

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

The Chair gave the meeting an update on the Wellington Marsh application, noting that Highways England had asked for a three month lay-off in order to look into the access issues and also the internal road's capacity to allow large vehicles, like the refuse truck, to turn around. Land Drainage also required additional information including more testing, and there were a number of objections from residents that need to be considered. The Chair reported that the Neighbourhood Planning Team at Herefordshire Council had also objected as the application did not conform with the adopted plan. The applicant had responded to some of the issues already raised; they were undertaking a noise assessment, were challenging the need for an archaeological assessment and any further drainage reports and were looking at the access issue.

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

The Chair noted that it was reassuring to know that the NDP was being referred to and used when considering applications. She went on to explain that refusal of the above application was on the basis that the proposal failed to provide the number of dwellings that could be reasonably accommodated on the site and not providing any affordable homes or a range of market housing. The Planning Team had also recognised the fact that it circumvented the need for a Section 106 agreement and was contrary to W2 of the NDP and several policies in the Core Strategy. The Chair went on to say that she was aware that some residents had objected to any development on that site, pointing out that it was a site identified for development in the NDP and therefore extremely likely that there would be some development there in the future.

Reference Number	Application	
181800	2 Wellington Court Barns. Variation of condition 2 ref 171524. Insertion of 2 windows	Awaiting Decision
180581	Land adjacent to 19 Brookside, Wellington. Proposed one-bedroom dwelling.	Awaiting Decision

9.3 To Consider any other Planning Issues

Section 106 Funding

The Chair explained that the Section 106 funding from both Parsonage Fields and Church Close had been allocated to children's play. The available cash reverting back to the developer if it was not spent by November 2026 in the case of Parsonage Fields, and April 2026 in the case of Church Farm (these dates were queried, and Cllr Gowan agreed to confirm). Following the June meeting the Chair had been approached by a former member of the Playground Action Group to say that given the fact that it had proved impossible to identify a site for the play area, could some of the money be diverted to the CLP accessible footpath project. The Chair had followed this up and has been told that the Parsonage Farm money could only go to formal play but the wording on the agreement with Church Farm was different and potentially some of the money could be used if the footpath project met Herefordshire Council's criteria for Section 106 money.

The Chair went on to say that this could be a difficult decision as if the money were to be spent on footpaths and then land for a play area became available, there could be a conflict of interests. She therefore asked the CLP team to consider their priorities and bring suggestions back to a future meeting.

Cllr Gowan added that he had been asked to meet with the 106 Officer to go over Wellington's land availability issues and would report back following that meeting.

Burghill Neighbourhood Development Plan Regulation 16 Consultation

At the June meeting it was noted that there was a solar site mentioned in the draft, the location of

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<p>10.0 To Consider Highways Issues</p> <p>10.1 A49 Issues</p> <p>10.1.1 Safer Roads Partnership Response to Request for Speed Checks</p> <p>10.1.2 Meeting with Highways England</p> <p>10.2 To Receive Other Highways Issues</p> <p>10.2.1 Protocols for 20mph speed limit outside Wellington School</p>	<p>which was queried. Cllr Gowan had followed this up but had been unable to identify the location other than it was north west of Burghill towards the A4110. The Chair noted that nothing had happened on this since their original call for sites, so it was felt that this was not not an active issue and further discussion would be possible if there were a planning application submitted. It was therefore agreed not to pursue this at this stage.</p> <p>It was noted that Highways England had responded rapidly to the report of long grass in the middle of the A49 which was causing visibility issues. They had also mowed along the footpath to the Garden Centre from the bridge. The Parish Council had been made aware that a parishioner carried out some strimming on the A49 and the Parish Council wished to put on record that this was highly dangerous and not something that any member of the public should even consider, and the Parish Council categorically did not support this action in any way. It was also noted that any issues could be reported directly onto the Highways England website specifying the location as junction of A49 with C1108.</p> <p>At the June meeting it was suggested that excessive speed on the A49 needed to be investigated and the Chair had contacted the Safer Roads Partnership who responded that they had data on file for the 50mph section in Wellington Marsh taken in Jan 2017, showing an 85th percentile speed of 48.4mph which they felt indicated a good level of compliance with the posted speed limit and no further speed checks were deemed necessary. A request was made in terms of obtaining further information of how many cars were monitored and what measures were used. Cllr Gowan would follow this up.</p> <p>Cllr Crockett was still trying to get a meeting arranged with Highways England. The recent RTA on the A49 junction was noted but no further information as to its cause was known.</p> <p>Cllr Crockett reported that she had been advised that the works to the entrance to Wellington village would not go ahead in this year's plan, due to the Herefordshire Council's £5 million bid for funding for B, C and U roads being unsuccessful. Cllr Crockett reported that she was fighting this decision and was in continual talks with the Cabinet member, Officers and BBLP. Both the Chair and Cllr Crockett would continue to pursue this as it was recognised how important this work was the village.</p> <p>Cllr Gowan and Cllr Crockett had met with BBLP who had recommended that the first step was to ask the Safer Roads Partnership to conduct a speed monitoring exercise. As a result of this recommendation the Chair had asked the Safer Roads Partnership for an electronic speed check to be installed. The Safer Roads Partnership responded that they could not assist as they had a large number of requests with finite equipment and did not use their limited equipment as a data gathering tool for potential Traffic Regulation Orders. They added that they did have some speed data on file for further back in the village, taken in January 2015, and whilst this was now 3 years old they did not envisage there being any major changes to this data, as there had been no significant changes to the surrounding road network. The data they held showed very low traffic volumes (a 7-day average of less than 100 vehicles per hour) and 85th percentile speeds of 31.5mph. The Safer Roads Partnership concluded that if the speeds in the village were 31.5mph then they would be significantly lower around the school at the peak times due to the number of parked vehicles which have a traffic calming effect.</p> <p>Cllr Gowan said that a TRO was expensive and took a significant amount of time, and without any real evidence to support an application would be hard to justify. It was suggested that if the school itself and its governors had major concerns they could lobby for action to be taken but it was felt there was little more the PC could do although it would continue to be followed up.</p>	<p>Clerk</p> <p>JG</p> <p>JG</p>
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10.2.2 Speeding in Mill Lane and The Row

Jen Jarrett, Chair of the CLP Group reported that a Speedwatch had taken place in Mill Lane on Wednesday 13th June from 8.30am to 9.00, with a further 30 minutes Speedwatch taking place at the corner of the Vinery. In Mill Lane they noted 5 cars approaching the village, all doing 20mph or below. On the Vinery corner 35 cars (in either direction) were noted, of which only one was over 30 mph – 34mph. All vehicles being under the 35mph the police require before the Community Speedwatch could record and report it. Jen Jarrett noted that they still required 2 more volunteers before they could carry out more speed watch in both The Row and Mill Lane.

The Chair added that the parking obstructions on the pedestrian footpath were being monitored both by the PC and the Police, adding it was not an enforcement issue so all that could be done was to rely on the good nature of residents to be considerate to pedestrians and other road users.

10.2.3 Rubbish Bin at Auberrow

It had not yet been possible to get a quotation from Balfour Beatty and the Chair would continue to follow this up.

10.2.4 To Consider Noticeboard at The Marsh

A quotation for installation of £100 plus materials had been obtained. The Chair had sourced a noticeboard online for £360 + VAT. Thanks were given to Mr and Mrs Peters who had agreed to look after the noticeboard and once the board had been installed they would be contacted.

Resolved: To purchase the noticeboard and arrange installation

10.2.5 Section 106 funding

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. There had still been no information about the money that had been allocated to local roads and both Cllr Gowan and Cllr Crockett were following this up.

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

It was reported that the new white lines at the end of Millway had been done but the faded ones at Watermill had not been. It was thought that this was not an adopted road and responsibility would therefore lie with the residents or the Housing Association, but this would be confirmed.

The Derside Close road sign was missing a leg. This would be reported.

The issue of the 30mph limit at Auberrow and down to Parsonage Fields was with Herefordshire Council who have a long list of TROs that need funding, and this is likely to take some significant time.

The depth markers in the Ford have been re-set to better represent the depth at the centre of the Causeway.

The Parish Council are investigating a complaint from a resident regarding light pollution from the quarry or industrial estate, this will be reported on further once more is known.

10.3.1 Update on latest meeting with Locality Steward

Cllr Gowan and Cllr Prince had met with Phil Pankhurst and the following issues discussed.

Wellington had one of the lowest rates of defect reporting in the Locality. Defects discussed at the PC meetings were reported directly, but very few defects were reported by members of the public. This meant that a true picture of the issues in Wellington did not emerge as defects that were reported on line were automatically allocated a work number. The Chair stressed that where there were issues residents were unhappy with these should be reported directly on line, as if Wellington continued to have a low reporting rate less maintenance would be done.

The state of the pavements was raised on behalf of the CLP IMPS team who were concerned that the uneven condition was dangerous for those less able, especially those in mobility scooters etc. Phil Pankhurst replied that he could only report actionable defects (which the uneven surface was not), and any major work to improve the surfaces was highly unlikely to be funded. The Chair had suggested trying to find someone at Herefordshire Council who champions disability discrimination

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	<p>and the issue is now back with the CLP team.</p> <p>The drain cover at the Mill was inspected. Richard Mills has quoted £190 + VAT to clear and rod the 2 drain pits/pipes, to fix the culvert wall and to manufacture a steel cover to prevent children getting into the drain.</p> <p>Resolved: To commission this work from Richard Mills</p> <p>The local landowner has raised a problem with field drainage and damage which has a blocked drain. This has been left with the landowner to prove the damage before Balfour Beatty will get involved.</p> <p>Balfour Beatty will be doing a complete inspection in July and the Chair had reported the broken road edge at Auberrow cross roads.</p> <p>11.0 Report on Footpaths</p> <p>11.1 Update on Footpath Maintenance</p> <p>Cllr Crane reported that the past month had been very busy, and many issues had now been resolved, although there were still some ongoing maintenance with stiles. Following intervention from the Enforcement Officer, Cllr Crane was able to report that WG18, which ran through the ploughed field, had now been reinstated but WG15, which ran the same way as the ploughed potato ridges, would probably not be reinstated. This would continue to be pursued.</p> <p>Cllr Crane reported there were many issues with overgrown hedges blocking footpaths and pavements. Thanks were given to the resident of Plough House for carrying out the necessary work. There were significant problems at Parsonage Fields, mainly from properties in Derside which backed onto it and from one property Parsonage Fields. It was agreed to send one standard letter to all the residents. Cllr Gowan would draft the letter and confirm to the Clerk which properties were affected.</p> <p>A number of dog fouling signs were now up in and around the village. Cllr Crane urged residents to let him know if there were particular areas which would benefit from a notice.</p> <p>12.0 Community Hub</p> <p>12.1 Update on Wellington Shop and Post Office</p> <p>12.1.1 Update on Surrender of Lease</p> <p>As reported at the last meeting, this had been signed by Carol Lloyd and the Parish Council and would be activated once all the other documentation was in place.</p> <p>12.1.2 Update on New Lease</p> <p>The Chair reported that both the Parish Council and Carrot and Wine had finally signed the lease and once a couple of small administrative issues between solicitors were sorted out the Lease and the Deed of Surrender would be completed. The Chair noted that there had been six drafts of the lease and it had been a significant amount of work, but the Parish Council were now looking forward to Carrot and Wine putting into place the plan that they had for the shop and post office.</p> <p>Application for Extended Opening Hours</p> <p>Carrot and Wine had notified the Parish Council they would like to increase the opening hours of the shop to 7am - 9pm every day including Sundays; they may not action this straight away but would like the flexibility to do it as and when appropriate. It was noted that the planning approval was in the Parish Council's name so the application to vary the hours needed to come from the Parish Council.</p> <p>The Chair asked the public if there were any comments or objections to this. One member of the public said about the strain this would put on staff in the shop but apart from that there were no other objections and one resident who lived near the shop was supportive and did not envisage any issues with the extended hours.</p> <p>The Parish Council was not unanimous in its support of the application, with Cllr Campbell opposing it on the grounds he felt an extension of hours was not necessary.</p> <p>Resolved: To submit the application to vary the shop opening hours.</p>	<p>Clerk</p> <p>JG/ Clerk</p> <p>JG/ Clerk</p>
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CLr Gowan proposed that once the application was submitted all of the neighbours be advised of the proposals which would also be posted on the noticeboards. It was mentioned that this may be something the Carrot and Wine could also do themselves.

Shop Refit

On 19th and 20th July Carrot and Wine wanted to undertake a re-fit of fixtures and fittings and had asked if they could use the Parish Room to continue to sell essentials like bread, milk and papers. This would only be until around midday on the 2 days in question. This was agreed, and CLr Gowan said she would liaise with Mark Burch on the practicalities, especially with regard to the safeguarding of the library books.

12.1.3 To Note Increased Insurance Cover for Loss of Rent

Following on from a discussion at the last meeting the insurance cover for loss of revenue (rent) had been increased by £10,000 to a new total of £20,000 and the indemnity period increased from 12 to 24 months. The annual additional premium due would be £25.30 including Insurance Premium Tax which would increase the future annual premium payable to £1,111.40. There was no pro rata additional premium due.

12.1.4 To Agree Expenditure on Legal Fees

These were not yet known but at the June meeting the Parish Council had agreed a sum up to £2,000.

12.1 To Consider Any Other Expenditure

There was no other expenditure over and above the cost of repairing the tap which was listed under item 7.2.

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 Accessible Footpath Project

There was an enthusiastic group of volunteers and already some interesting suggestions for the pilot project. A meeting was planned for the near future to take this forward.

13.3 IT Seminars

These courses were now booked for Monday 23rd July, Thursday 26th July and 6th August 2018. 2-4pm The courses were free to residents and there were 10 people booked so far. The cost of the course instructor, her time and expenses etc would be underwritten by Fastershire, and the Parish Council had agreed to pay for the hall. The instructor would be providing all equipment.

13.4 Responses to Refresher Questionnaire

There had only been one additional response to the questionnaire following the request in Welcome magazine, making 15 in total. The precis of the replies received from the 15 questionnaires returned was tabled at the June meeting and Jen Jarrett suggested that she meet with a member of the PC and jointly decided who is going to reply to which issue raised. Following that, with the agreement of WellIMP, the agreed actions will be published in Welcome, on the noticeboards and on WellWEB.

13.5 Other Issues and Updates

WellWEB – A volunteer has come forward to work with Harry as a back-up administrator. The group were currently reviewing the website and would be making some changes and additions following that. Ongoing thanks were given to the Clerk for the access to the Facebook page.

Neighbourhood Watch (Lite) - Whilst it was acknowledged the Lite version of NHW was not proving an overall success it was felt the full blown NHW with Co-ordinators and a database was a step to far unless someone came forward to take on the whole project. To do this it would need many more volunteer Co-ordinators than the group had been able to raise and the database may have GDPR implications. Dave Willis suggested that the group have another publicity push for email subscribers to the Lite version. It was also suggested that there could be a link to local information on the website. Jen Jarrett was asked to investigate this with Dave Willis

JG

Ford Meadow – Shirley Edgar had asked the Parish Council to consider funding additional work to maintain Ford Meadow, which had grown more than expected, due to the current conditions. As well as mowing the path, which had already been agreed, she had requested a two weekly trim in the growing season, plus a reduction of plant height for half meter distance of benches. An alternative suggestion was that the Parish Council purchased a cordless trimmer and this work was undertaken by volunteers. The Clerk cautioned against this because of the safety and liability issues.

Ford Meadow had recently been trimmed by volunteers but the Parish Council has received a complaint about the rubbish that was left following this exercise. It was understood from Shirley that Mr Makin was asked to clear this, but to date it had not been done.

As Shirley Edgar was not able to attend the meeting it was agreed to defer the discussion until September. Jen Jarrett was asked to liaise with Shirley Edgar about this.

13.6 To Consider any Expenditure

There was no further expenditure

14.0

To Note the Information Sheet (July 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)

16.0

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

Thursday 6th September 2018 at 7.30pm in the Community Centre. There would be no Regular meeting in August.

17.0

Public Bodies (Admission to Meetings) Act 1960

It was agreed that a confidential session was not required

The Meeting closed at 9.20 pm

Signed Date 6th September 2018
Chairman of Wellington Parish Council