

# WELLINGTON PARISH COUNCIL

Regular Meeting of the Parish Council held at the Community Centre  
at 7.30pm on Thursday 4<sup>th</sup> October 2018

<u>Item</u>	<u>Minutes</u>	
	<p><b>Present</b> <b>Parish Cllrs:</b> Mrs J Gowan (Chair), Mrs L Langford (Vice Chair), Mr A Campbell, Mr B Prince</p> <p><b>Also in attendance:</b> Mrs Chris Bucknell (Parish Clerk) and 14 members of the public.</p>	
1.00	<p><b>To Accept Apologies for Absence</b> – Cllr S Crane and Ward Cllr Pauline Crockett</p>	
2.00	<p><b>To Receive Declarations of Interest</b> None</p>	
	<p><b>2.1 To Consider Requests for Dispensations</b> There were no requests for dispensation</p> <p>The Chair noted that Jennie Guille, a long-time member of the community and supporter of the Parish Council, had recently passed away and the Chair read out a message from her son which, amongst other things, thanked those in the village for their friendship and support. The meeting acknowledged the gratitude of the community for all the work she had undertaken, particularly in her role as Parish Council Tree Warden. It was suggested that a donation should be made in her memory and once more was known about any memorial service and her wishes this would be brought back to the Parish Council.</p>	
3.0	<p><b>To Adopt the Minutes of the Regular Meeting of the Parish Council held on Thursday 6<sup>th</sup> September 2018</b> <b>Resolved:</b> The Minutes were confirmed and signed by the Chair</p>	
4.0	<p><b>To Receive Brief Reports from</b></p> <p><b>4.1 Police Update</b> The Chair noted that there was now little communication with the police, there were no newsletters and no surgeries held in the Parish. It was understood that this was largely a resource issue, but it was felt that this situation was a loss to the community and it was suggested that Cllr Crockett be asked to re-establish some dialogue with the local policing team.</p> <p><b>4.2 Ward Cllr Pauline Crockett</b> Cllr Crockett was not present and there was no report. Parishioners were asked if there were any specific issues they wanted passed on to Cllr Crockett, there were none.</p>	JG
5.0	<p><b>Communications and Updates (not requiring decision)</b></p> <p><b>5.1 Recruitment of Parish Councillors</b> The Chair once again reiterated the need to recruit Parish Councillors, encouraging anyone who may be interested to get in touch.</p> <p><b>5.2 Parish Newsletter</b> The Autumn edition of the Parish Newsletter, which also contained a flier from the WCA, was ready for distribution. Thanks, were given to the WCA volunteers who had offered to deliver many of these, the remainder being either delivered by Councillors or sent by post. The next edition of the Newsletter would be in Spring 2019 and the Chair asked Councillors to consider contributing towards the content.</p>	

### 5.3 Representation at Parish Council Summit

The Chair noted that on 17<sup>th</sup> October Herefordshire Council were holding a summit chaired by the Leader of Herefordshire Council, with the intention of improving ways in which the Council worked with Parish Councils to benefit parishioners. Neither the Chair nor the Clerk was able to attend, and no other Councillors were able or prepared to attend. It was felt important that Wellington was represented as it was generally acknowledged as one of the most dynamic and go-ahead Parish Councils in the county. The Chair asked once more if any Councillors would consider attending, but it was agreed to ask Cllr Crockett to represent the Parish Council and report back, so a judgement could be made about whether this was worth supporting in the future.

### 5.4 The Vinery Allotment Plans

The Parish Council had been approached by the residents of The Vinery who wanted to offer some plots within their walled garden for community use. The residents said that they want their Victorian walled garden to be fully utilised and have found over the last three years that this has not been possible on their own. They are offering 2 of the plots as allotments, there would be a signed agreement, with the usual conditions, and a fee of £1 per week. It was made clear that this would be a private arrangement between any interested residents and the allotment owners and would not be a formal allotment or managed by the Parish Council in any way. The Clerk reiterated that Parish Allotments were firmly governed under various Acts of Parliament and if the Vinery went ahead with their proposals the Parish Council would have no liability or responsibility and any interested residents should contact the Vinery directly.

### 6.0 Open Time

A member of the public asked if the entrance to the school could be included in the forthcoming re-surfacing work. The Chair answered that this was not under the jurisdiction of the Parish Council and the WCA had reported that the school was satisfied with the work that had been done. It was suggested that if the school wished to, they could contact Balfour Beatty or the Highways Team directly.

### 7.0 Financial Matters

#### 7.1 To Receive a Report from the RFO:

**Bank balances:** Treasurer's Account £22,485.56. Business Instant Access £49,144.67.

Income since the September meeting

- Invoice 03/18 – Reimbursement of the hedge trimming at Watermill £107.40
- Invoice 05/18 – Carrot and Wine reimbursement for Planning Application £117.00
- VAT Claim 01/04/18 – 31/07/18 £955.25
- Interest £2.15
- Repayment from Jan Lyke for 2 print cartridges £21.98 (only 1 claimed)
- Herefordshire Council Part 2 Precept £11,250
- First rental payment from Carrot and Wine for October 2018 £700
- Invoice 06/18 - Reimbursement from WCA for printing newsletter inserts £21.22

An insurance claim had been put in for the Marsh Noticeboard and been approved. Net of the £250 policy excess, this would be a payment of £249.99.

#### 7.2 To Agree Payments made since last meeting

Payment	Expenditure	Amount
BACS	Lynette Jones. Cleaning of Parish Room September 2018. <i>Note: The invoice was wrongly made out for August cleaning which is what is reflected on the BACS payment.</i>	£40.00
BACS	Reimbursed to Clerk. Payment for Printing of Planning Documents	£37.04
BACS	PIP Printing invoice 67187. Printing Newsletters and WCA Insert £215.39 + VAT	£219.63
BACS	PKF Littlejohn LLP. Invoice SB201801526 External Audit £300 + VAT	£360.00

**7.3. To agree payment of outstanding invoices**

Payment	Expenditure	Amount
Chq 001051	Richard Mills invoice 3309. Revisit to blocked drain requested– no blockage found. £24.75 + VAT	£29.70
BACS	Clerks net salary quarter 2 as per salary summary sheet	£1,024.92
BACS	HMRC PAYE Payment related to Clerks salary quarter 2	£256.20
BACS	Clerks Expenses Quarter 2 (including printing)	£62.65
BACS	D C Gardening invoice 221-1819. Maintenance work for September 2018. £260 +VAT	£312.00
BACS	WCA invoice OCT11. Use of Community Centre for July/August/Sept	£45.00
BACS	Toilet Rolls for Parish Room up until 28/09/18. Reimbursed to Clerk	£6.00

**Resolved:** All payments approved

**7.4 Completion of External Audit**

The External Audit had been completed with no issues. The notice of Electors Rights had been placed on the website and on the noticeboard in the Community Hub.

**7.5 To Update on 2019-2020 Budget and Precept Setting**

A half year summary of agreed budget against actuals had been circulated to the Finance Group who would meet and bring proposals to the November Parish Council Meeting.

**7.6 To Consider Grounds Maintenance Contracts for 2019 and 2020**

Following the September meeting a costed proposal had been requested from D C Gardening and, as proposed costs had risen since the 2017-1018 contract was issued, this had been carefully scrutinised, and a summary sent to all Councillors in advance of the meeting. The following costs had been put forward in the proposal

**Wellington Cemetery** - Mowing/strimming of grassed areas, Cutting grass on triangular piece of land Based on 14 cuts between March and November = **£110.00 plus VAT per cut**

Cutting of hedges to include top and side of main road hedge, removal of cuttings and trimmings as created

**Based on 2 cuts per year = £130.00 plus VAT per cut**

**Wellington Community Hub** - Mowing/strimming of grassed areas – grass clippings to be removed from site

Based on 1 visit every fortnight from end March and during the months of April, August, September, October with 1 visit to finish off in early November (weather permitting) = £35.00 plus VAT per cut

Based on 1 visit every week during the months of May, June and July = £30.00 plus VAT per cut

Weeding as necessary along yew trees, gravelled areas and patio area, check plants are OK and carry out any necessary maintenance, carry out any remedial spreading of gravel as necessary, prune shrubs, yew hedge and standard hollies to keep them low and tight, trimming back of nettles and brambles encroaching through wooden slatted fence from the Social Club

**Routine Maintenance for the above works based on the above works being carried out during the mowing visits between March and October = £70.00 plus VAT per month**

**Routine Maintenance for the above works during the winter months of November, December, January, February and March = £70.00 plus VAT per month**

**Bus Stop on A49** - Strimming around bus stop on A49

**Based on 1 visit to be carried out at the same time as the Grounds Maintenance visit at Wellington Cemetery (ie 14 cuts during Season from end March-early November) = £25.00 plus VAT per cut**

**Area by The Ford** - Strimming of designated pathway at the Ford

**Based on 1 visit per month from end March-early November (weather permitting) = £25.00 plus VAT per cut**

**Resolved:** To Accept the D C Gardening Tender Proposal fixed price for 2019 and 2020

Clerk

LL/  
AC/  
Clerk

Clerk

**7.7 To Consider Donation to British Legion Poppy Appeal**

In 2017-18 the PC had donated £30 which was the cost of the Poppy Wreath (£17) plus a donation of £13. Cllr Campbell proposed that the donation was raised to £40, this was agreed.

Payment	Expenditure	Amount
Chq 1051	British Legion Poppy Appeal	£40.00

Clerk

8.0

**To Consider Planning Matters****8.1: To Consider any Planning Applications**

Reference Number	Application
183001	Bathfield, Hope Under Dinmore – proposed replacement dwelling

It was noted that in 2006 approval was granted for retention of barns and additional stables, from 2007 those were lived in and it was not until 2017 that a certificate of lawfulness was granted for residential use. The current application was to build a conventional two storey home on approximately the same footprint. Cllr Langford had contacted the neighbours, 1 was objecting and 1 did not object but did not want this to set a precedent for future planning applications, so potentially allowing development which may spoil the rural location. Following discussion, it was agreed to support the application but to note the concern regarding future planning applications.

JG/  
Clerk

Reference Number	Application
183629	Oak Tree Farm Barn, Wellington Marsh, Wellington – proposed conversion of existing agricultural building to residential dwelling

It was noted the application was for a prior approval determination for a change of use and the Parish Council was not required to comment on it.

An email from a resident was read out at the meeting. The resident wished it to be recorded that the scheme did not take into account the requirements of the NDP with regard to Wellington Distinctiveness and felt the unless an objection was raised the Planning Authority would pay increasingly less attention to the standards outlined in the NDP.

The Parish Council discussed the application and agreed that before it progressed any further the access to the A49 should receive Highways England full approval, also noting the outstanding application for the 15 new homes almost opposite this site entrance where there was already recorded concerns about road safety.

JG/  
Clerk

Reference Number	Application
183375	Stocks House Farm, Wellington – application for variation of condition 2, to incorporate design changes to detached garage.

This application had come in just before the meeting and details were not yet available on the website. It was agreed that it would be discussed between meetings with a decision made by email. If, once the details were available it was felt that a meeting was necessary an extension to the deadline would be applied for.

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

Reference Number	Application	
181468	Hayward Industrial Estate – Proposed erection of an industrial steel frame building to be used for the sorting of waste prior to onward transfer off-site. External concrete yard, drainage works, realignment of bund and the installation of a weighbridge.	Awaiting Decision

Reference Number	Application	
182878	Land Adjacent to Graveyard, Wellington – proposed erection of 15 dwellings	Awaiting Decision
182783	Wellington Shop and Post Office – variation of condition 13 to allow extended opening hours	Approved with Conditions
182669	1 Parsonage Fields, Wellington. Erection of garden pagolas, insertion of a window. Fell a pear tree and replace with a birch tree.	Awaiting Decision
181754	Land at Kingcup Cottage. Proposed erection of 10 self/custom build dwellings, 5 affordable dwellings and alteration to existing access	Awaiting Decision
180581	Land adjacent to 19 Brookside, Wellington. Proposed one-bedroom dwelling.	Awaiting Decision

### 8.3 To Consider any other Planning Issues

#### Update on application 181754 – Land at Kingcup Cottage

At the September meeting the Chair had reported that the determination date had been extended until 27th September. The Chair had now been advised that some revised documentation was with the Planning Officer and this may require further internal or external consultation and the determination date had been further extended until 31st October.

#### Update on application 181468 – Hayward’s Lane Industrial Estate

On advice from the Planning Officer this application had been withdrawn due to lack of information and was not expected to come back in for about three months. The Chair had picked up on a comment from the Landscaping Officer that referred to a ‘new building in a different location to that on the application’ and had subsequently contacted the Planning Officer who confirmed that another building had been erected without planning permission and that too would need a retrospective and separate application. The applicant claimed that they had simply re-clad an existing building, but the Planning Officer had site photographs which clearly disproved this. On a positive note the Chair noted there was a comment in some of the correspondence to the effect that the applicant was being ‘proactive with regards to public comments regarding lighting’ and would install downlight fittings to replace the existing ones. It was hoped that this would resolve the issue for the parishioner affected by the lights.

#### Section 106 Funding

There was nothing new to report.

### 9.0 To Consider Highways Issues

#### 9.1 A49 Issues

##### 9.1.1 Meeting with Highways England

As Cllr Crockett was not present there was no further information. It was noted that the unsuitability of the Haywards Lane junction would be reinforced.

##### 9.1.2 HGV U Turns on A49

Following the comments at the September meeting about the HGV U-turns, which had also been seen by a Councillor, the Chair had contacted Robert Jaffier of Highways England. He had responded saying that the matter would be investigated by the Route Stewards and that they would contact the Parish Council in due course. No further information had been received.

A resident noted that HGV vehicles had also been seen doing U Turns by the Garden Centre as well as by the village turn.

#### 9.2 To Receive any Other Highways Issues

The Chair had been asked to raise the issue of the drains at the bottom of Auberrow Road as the village street was under water by about six inches on the evening that there was the torrential rain.

<p>10.0</p>	<p>Phil Pankhurst was confident the drains were running well and felt it was just the exceptional amount of rain that had fallen in a short time.</p> <p>The Chair had also been asked to report blocked drains at the Auberrow cross roads along the lane to the A49. This had been reported and would be discussed again with Phil Pankhurst, again it was felt this may simply be as a result of the exceptional rain.</p> <p>A resident asked if it would be possible to get a planning requirement for the developers of the land next to the cemetery to make good any damage caused to the village road. It was felt this would be a good idea and would be pursued.</p> <p><b>9.3 Identification of work to be carried out and any updates</b></p> <p><b>9.3.1 Section 106 funding for Road Surface Infrastructure Improvements</b></p> <p>The Chair reported that around £47,000 had been allocated to infrastructure improvements and that she and Cllr Crockett had met with a senior project manager from BBLP to discuss which items had passed the scrutiny of the 106 Officer and what these might cost. As a result, it had been hoped that a decision could be made, but following additional investigation the Chair had found out that the cost of some of the items was not accurate. For example, the Chair had been told that to mark out a formal bus stop would cost £500 plus the cost of a traffic order and once that was done parking infringements could be formally tackled. However, it had subsequently been established that this would require a TRO and consultation with the Public Transport Team. The Chair was now awaiting a further meeting with the PT team to discuss this further. In addition, the installation of SIDs could only be done in areas with a proven 'record' of speeding, which was not the case in Wellington.</p> <p>The Chair noted that there were also cost estimates for pavement re-surfacing, pavement creation etc but she felt that these should not be taken forward until accurate facts on all issues had been established. She stated she intended to meet with Cllr Crockett on her return and would report back, stressing that it was the intention of the Parish Council to spend the Section 106 money to get as many things done as possible, adding that some of the bigger projects may take up all the budget and probably would not proceed more Section 106 money had been identified.</p> <p><b>9.3.2 Update on Village Road Resurfacing</b></p> <p>The Parish Council had been advised that the resurfacing of the entrance to the village would take place on 18<sup>th</sup> and 19<sup>th</sup> October with the road closed between 9am and 5pm for those two days. The details of the work and diversion routes had been received by residents on the day of the meeting and so no further notices were needed.</p> <p>At the same time Phil Pankhurst had looked at the drain outside Bridge House and as this is raised slightly it was one of the reasons water pooled there. He highlighted this with the Surfacing Supervisor who would ensure that when resurfacing work was carried out, profiles of the road would be amended to alleviate the problem. The Chair asked that Cllr Prince monitor this as work progressed.</p> <p><b>9.3.3 Update on Latest Meeting with Locality Steward</b></p> <p>The Chair noted that there had been no further regular meeting with the Locality Steward but one was planned for early October.</p> <p><b>9.3.4 Tree Work by Herefordshire Housing</b></p> <p>Work was due to be done in Mill Lane in the Autumn, and Cllr Prince was asked to let the Clerk know by the middle of October if this had been carried out. If not the Clerk would contact Herefordshire Housing.</p> <p><b>10.1 Update on Footpath Maintenance</b></p> <p><b>10.2 The Causeway</b></p> <p>Cllr Crane was not at the meeting and there was no update</p>	<p>JG</p> <p>BP</p> <p>BP/ Clerk</p>
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<p><b>11.0</b></p> <p><b>11.1</b></p> <p><b>11.2</b></p> <p><b>11.3</b></p> <p><b>11.4</b></p> <p><b>11.5</b></p> <p><b>11.6</b></p> <p><b>12.0</b></p> <p><b>12.1</b></p> <p><b>12.2</b></p> <p><b>12.3</b></p>	<p><b>Community Hub</b></p> <p><b>Policy for Clearance of Ice and Snow</b> Cllr Campbell confirmed that a policy was in place and this would be reinforced with Carrot and Wine. It was noted the snow and ice clearance was carried out well in 2017/18 with no reported issues.</p> <p><b>Building Risk Assessment</b> Cllr Campbell reported that he had now completed the Risk Assessment which also encompassed Health and Safety issues. He confirmed that there was nothing of undue concern and most issues had now been addressed and processes well established. Some Health and Safety responses had still to be addressed by the Senior Management of Carrot and Wine. Cllr Campbell would continue to pursue this.</p> <p>Cllr Campbell felt that with extended opening hours there may be a need for a higher level of lighting outside the building, but it was noted that the existing LED light which had been installed as part of a regional test programme, was working well. There were also issues with residents to be considered.</p> <p><b>Access Issues with Front Door</b> There had been some comments made about the difficulty of opening the heavy glass doors both into the foyer and into the shop by the elderly and less able. Specific difficulties with wheelchair users and those with pushchairs were mentioned. Discussion took place about whether automatic doors would be a possibility and also whether a bell on the shop door to alert staff inside that someone was having difficulties would be appropriate. It was agreed that Cllr Campbell should contact Hereford Windows and Conservatories to discuss the options and to establish broad costs. It was mentioned that the Clerk could investigate grant funding on the basis of disability access.</p> <p><b>To Consider Condition of Patio Paving at Rear of Building</b> Cllr Campbell had been to look at this, following comments from Dave Campbell that it was potentially unsafe. Cllr Campbell said that there were some issues with deep grooves between the paving slabs which had required filling with gravel. Cllr Campbell had carried out some remedial work on the patio and suggested this was now left and if things deteriorated over the winter this would be addressed further.</p> <p><b>To Consider any Other Updates</b> There was nothing further to add</p> <p><b>To Consider Any Other Expenditure</b> There was no other expenditure</p> <p><b>Community Led Planning Groups</b></p> <p><b>Update on Projects and Activities</b> Chris Riches gave an update on all the latest activities</p> <p><b>Ford Meadow</b> – the CLP group will be holding a Rake &amp; Rattle day of the weekend of 21<sup>st</sup>/22<sup>nd</sup> October (look out for notices) when the group will rake the area and plant yellow rattle and other seeds. All volunteers welcome</p> <p><b>IT Courses - Understanding Social Networking</b> - the courses set for August were postponed when problems with the WiFi at the Community Centre were identified. Thanks to the attention of the chair of the WCA it is understood that the wi-fi is now up running and reliable. The courses will be reorganised for November</p> <p><b>Responses to Refresher Questionnaire</b> – Details of responses had been published in the Welcome and in the Parish Newsletter</p> <p><b>Accessible Footpath Project (WellPATH)</b> No further meetings had taken place A report would be brought to November meeting</p> <p><b>Speeding in Mill Lane and The Row</b> This could not be progressed until 2 more volunteers are identified to carry out the training to enable speed watch to be carried out in Mill Lane and The Row.</p>	<p>AC</p> <p>AC</p> <p>AC/ Clerk</p> <p>BP/ SC</p>
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**12.4 Community Website (WellWEB)**

The CLP Group were continuing to develop the website and thanks were given to Harry and his team. The CLP report was now sent out via email and an e-noticeboard had also been created.

**12.5 To Consider any Expenditure**

There was no further expenditure

**13.0 To Note the Information Sheet (October 2018) and any other updates**

**Resolved:** The Information sheet was noted.

Cllr Langford gave a short briefing about the Inaugural Meeting of Herefordshire Centre for Community Led Housing which she had attended on behalf of the Parish Council. The various speakers dealt with the subject of community led housing and the help and support available for groups looking at this. It was felt this was not something that could be taken forward with the current low numbers of councillors but may be something that Wellington might want to look at in the longer term, particularly if there was someone interested in driving such a project forward.

**14.0 To Raise Items for the next Regular Meeting of the Parish Council (no discussion)**

Mill Lane Tree Maintenance, Donation in memory of Jenny Guille, Parish Council involvement in Xmas Tree Festival

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

Thursday 1<sup>st</sup> November 2018 at 7.30pm in the Community Centre.

The Meeting closed at 9.00 pm

Signed ..... Date 1<sup>st</sup> November 2018  
Chairman of Wellington Parish Council