

WELLINGTON PARISH COUNCIL

Regular Meeting of the Parish Council held at 7.30pm
on Thursday 3rd December 2020 via Zoom

Item	Minutes	
	Present: Parish Cllrs: Mr S Crane (Chair), Mr S Marron, Mr A Spittle Also in attendance: Ward Cllr Pauline Crockett, Mrs Chris Bucknell (Parish Clerk) and 8 members of the public. 1.00 To Accept Apologies for Absence Cllr Prince and Cllr Langford. It was confirmed that the meeting was quorate. 2.00 To Receive Declarations of Interest – None 2.1 To Consider Written Requests for Dispensations There were no requests for dispensation 3.0 To Adopt the Minutes of the Regular Meeting of the Parish Council held on Thursday 5th November 2020 Resolved: The Minutes were confirmed, and it was agreed these could be signed electronically by the Clerk on behalf of the Chair 4.0 To Receive Brief Reports from 4.1 Ward Cllr Pauline Crockett Cllr Crockett apologised for the fact that the last Leader's report had been circulated later than she had hoped due to publication deadlines, saying that the December edition would be forwarded to all Councillors as soon as possible. Cllr Crockett encouraged everyone to read the reports saying they encompassed a lot of interesting and relevant information. The meeting with Richard Timothy of Highways England had taken place on Friday 13th November and the concerns of the Parish, Speed at Wellington Marsh, Haywards Lane Traffic, Lorries turning right and making U Turns, Village entrance design and overtaking on hatchings travelling north on A49 were put forward. Richard Timothy responded that having visited the Wellington Marsh site with the Police, he was satisfied that there were no highway related improvements that could be made to address the situation. He stated that the Police had confirmed that the incidents in question were related to driver error rather than highways related issues and Highways England would continue to monitor the site and react accordingly. Cllr Crockett had been advised that the incidents had been due to oversteering and it was felt there was little that could be done about this. In terms of Wellington Junction Richard Timothy confirmed that he was aware that there were further improvements required and Highways England were currently conducting a study to examine what future works may improve things further. A No U Turn sign was going to be included in that configuration and possible raised curbs by the current hatching, whilst maintaining the single lane approach to the Village junction. Cllr Crockett said the majority of concerns were regarding traffic going north on A49 not south and this would probably result in expenditure being concentrated on the north side of the A49. Highways England were not prepared to consider changing the speed limit as they felt they needed to maintain traffic flow.	Clerk

A member of the public said the statement that the incidents were not speed related was flawed and that reducing speed would not affect flow of traffic. He felt that other road users, such as ramblers, cyclists and pedestrians that also needed to be considered.

It was noted that many residential areas of the A49 south of the river had 40 mph speed limits and it was felt that Highways England were not taking a consistent approach.

Cllr Crockett said she would ask Richard Timothy from Highways England to attend the February meeting of the Parish Council.

4.2 West Mercia Police Local Policing Team

PC Josh Kitchen was welcomed to the meeting. He gave a brief overview of two recent incidents in the Parish, both relating to livestock. In terms of ASB there was nothing to report.

A member of the public asked whether the police had seen a rise in activity during lockdown, for example breaches of coronavirus regulations. PC Kitchen said that the force had received an additional allowance from the Home Office to police the coronavirus issues and there had been nothing in Wellington in recent weeks.

PC Kitchen was thanked for attending the meeting and asked whether it was the intention of the Safer Neighbourhood Team to be more visible in Wellington, may be holding surgeries or calling into the Village Shop from time to time. PC Kitchen said that the force intended to do as much as possible but were obviously constrained at the current time due to the Covid regulations. He said they would do their best to attend Parish Council meetings or other activities when requested to do so.

5.0 Communication and Updates (not requiring Decision)

5.1 Process for Co-opting Parish Councillors

Cllr Crane said that the Parish Council was keen to encourage new Parish Councillors as there was an increasing number of projects that needed taking forward with the help and support of Councillors. The Clerk had recently been contacted by a member of the public who said they did not agree with the way that the Parish Council functioned. That person had been contacted and encouraged to join the Parish Council but had not responded. Cllr Crane said that if anyone was interested in joining the Parish Council, or knew of someone who may be interested, they were encouraged to sit in on a Parish Council meeting to get to know what the Parish Council did and how it operated.

5.2 Parish Surgery

It had been noted that whilst the Clerk had been on duty at the shop during the fitting of the automated doors a number of people had taken the opportunity to come and discuss issues of importance to the Parish. It was felt that a Parish Council Surgery, held maybe quarterly in the shop or other community venue, would help engage with the wider public, encouraging them to put forward ideas which could be taken forward by the Parish Council. This would be added to a future agenda.

6.0 Open Time - To Note Matters Raised by Local Residents Relevant to the Parish

A member of the public asked how more parishioners could be encouraged to attend the Parish Council meetings. Cllr Crane said he had recently had conversation with at least 2 newcomers to the Parish but to date they had not taken up the invitation to come along to the meetings. The Clerk added that she was happy to run test sessions if it was the use of Zoom that was putting people off. It was suggested that something could be added to the Welcome pack or to the Community Website. It was also suggested that an email could be sent out encouraging people to try Zoom and offering help if needed.

Jan Lyke noted that twice in the Auberrow Road area she had been asked by delivery men where Hunters Way was as it was not on the map. Jan said that a search of the Royal Mail postcode website for St Margarets Close, which had a postcode of HR4 8BF, came up with St Margarets Close, Hunters Way, Wellington. This was what was causing the confusion with delivery companies and she asked if this could be removed. Cllr Langford had said it was related to the name that was given to the area when it was being built. It was felt that before anything was done the residents should be asked for

their opinion and the Clerk was asked to write to the 4 households in St Margarets Close.

7.0

Financial Matters

Bank balances: Treasurer's Account £11,084.51 Business Instant Access £64,144.67.

Income since the November Meeting

- Interest £ 0.54
- December Rent from Wellington Shop £700
- Contribution from PCC towards Cemetery Maintenance (inv 04/20) £736.25

7.2 To Agree Payments Made since the November Meeting

Payment	Expenditure	Amount
BACS	DAC Automation invoice 10787 Balance of Door Automation at Shop £4,359 + VAT	£5,230.80

7.3 To Agree Payments of Outstanding Invoices

Payment	Expenditure	Amount
BACS	D C Gardening invoice SI-864 Drainage work £4,660 + VAT	£5,592.00
BACS	D C Gardening Invoice SI- 875 Maintenance Work November £190 + VAT	£228.00
BACS	Amazon – Folder plus pockets for Information Pack £32.31 + VAT	£38.76
BACS	Lynette Jones – Cleaning 4 weeks November and 1 week in December	£50.00
BACS	Zoom Licence December (to be reclaimed from Keeping Connected grant) £11.99 + VAT	£14.39

Resolved: Payments Approved

7.4 Review of PWLB Loan - This item was deferred until Cllr Langford could be present

7.5 To Consider Proposals for 2021/22 Budget

Cllr Langford had prepared a draft budget for consideration which has been circulated to all Councillors in advance of the meeting. This was based on the acknowledgement that 2020 had been a difficult year for many residents and the aim was to keep the Precept at £22,500 for one more year, whilst acknowledging that this would need to rise in future years in order to cover additional tasks that Herefordshire Council were no longer able to fund. It was noted that any shortfall in 2020 could, for one year, be covered by reserves.

Resolved: To Approve the 2021/22 budget and precept as presented.

7.6 To Consider Grass Maintenance Contract Renewal for 2021/2022

The quotation from D C Gardening was circulated to all Cllrs in advance of the meeting

Activity	2019 - 2020	2021 - 2022
Wellington Cemetery – grass cutting. 14 per year	£110 pr visit	£125.00 per visit
Wellington Cemetery – Cutting of hedges and removal of cuttings 2 per year	£130.00 per visit	£145.00 per visit
Wellington Community Hub – mowing of grass areas	£35.00 per visit. Fortnightly late March, April, August, September, October, early November	£55.00 per visit. Fortnightly late March, April, August, September, October, early November
Wellington Community Hub - mowing of grassed areas	£30.00 per visit weekly during May, June, July	£50.00 per visit weekly during May, June, July
Wellington Community Hub – routine maintenance	£70.00 monthly	£80.00 monthly

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Activity	2019 - 2020	2021 - 2022
Bus Stop on A49	£25 per visit 14 cuts per year	£25 per visit 14 cuts per year
Ford Meadow	£25 per visit 14 cuts per year	£25 per visit 14 cuts per year

Resolved: To accept the quotation for the maintenance of the Cemetery, Community Hub, Ford Meadow and Bus Stop.

To Consider Planning Matters

8.1 To Consider New Planning Applications

Reference Number	Application
203924	Holly House, Wellington. Proposal to Red Field Maple in a boundary corner overhanging the property and a neighbour’s property such that in full leaf the branches are beginning to impede vehicular movement and hedge beneath. Request to reduce the crown by 20-25% on tree surgeons’ advice in order to retain tree safety and keep hedge healthy and prevent damage to vehicles.
203985	The Farm, Wellington. Proposed works to: T1 - Silver Birch tree. Fell. T2 - Silver Birch tree. Remove co-dominant stem. T3 - Fell Apple tree

In the absence of Shirley Edgar, Tree Warden, both applications had been considered by Cllr Langford who had no objections to the work being proposed.

Resolved: To Support the Applications

8.2 To Note any Decisions/Notifications Received

Reference Number	Application	Decision
203478	Ridgebourne, Wellington. Large Cedar of Lebanon in the front lawn. 30% crown reduction to remove branches close to overhead BT fibre cables, overhead power lines and those branches too close to the house and boundaries. Also to tidy up boughs left jagged after branches broke off a while back.	Approved
203485	The Swallows, Wellington. Proposed works to T1 Cypress - Fell and remove due to excessive height and shading. T2 Silver Birch, T3 Lime and T4 Ash - Lift canopy to give more light	Awaiting Decision
203272	St Margaret’s Church, Wellington. To reduce the height of the dry-stone walling from approximately 1.7 to 2 metres to approximately 1 metre and grade the retained bank back at an angle of approximately 45 degrees.	Awaiting Decision
203218	Gowerlea, Auberrow, Wellington. Proposed carport to side of existing garage.	Approved
203188	Land at Wellington House, Wellington. Proposed new dwelling	Awaiting Decision
201326	Land at Kingcup Cottage. Erection of 3 dwellings and alteration to existing access from A49 (amended application)	Awaiting Decision
203534	Wellersley, Wellington. Pollard/reduce 2 x Ash trees, 1 x Alder tree and 1 x False Acacia.	Approved

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Reference Number	Application	Decision
203582	Maple View, Wellington. Tree 1. Bramley Apple tree. Reduce size of tree by 25% for tree health and maintenance as the tree is now impeding onto the neighbours property and our driveway. Tree 2. Oak tree. Reduce size of tree by 25% for tree health and maintenance as the tree is now impeding onto the neighbours property and our driveway.	Approved
203432	The Old Stables, 3 Causeway Close, Wellington. Demolition of existing rear projection and construction of single storey rear elevation	Awaiting Decision
203016	Southbank, Wellington – proposed works to Cotoneaster – reduce number and height of branches which are overhanging fence and next doors garden. Silver Birch – remove 3 lower branches which are shadowing garden underneath. Cypress – remove as now too large for garden and too close to garage	Approved
202982	4 Queenswood Close, Wellington – Maple – proposed removing tree and then attempting to reinstate soakaway. Eucalyptus – remove and not replace.	Approved
203006	Morwood Bridge Lane, Wellington – Willow – to pollard. Sorbus and Prunus – to remove excessive growth. 3 x Birches – remove excessive growth and threat to power and telephone cables along Bridge Lane	Approved
203140	The Apple House, Wellington. Pollard Oak Tree within front garden along property boundary	Approved
203178	2 Queenswood Close, Wellington. To Pollard Goat Willow to reduce overhang of water course	Approved
203209	12 Brookside, Wellington. Proposal to fell Maple Tree in front garden	Approved
203260	Walnut House, Wellington. Yew Trees – 50 % reduction to prevent damage to neighbouring property. Ash – removal of self-seeded Ash following loss of several branches in bad weather	Approved
203264	The Ridges, Wellington. Conifer Hedging – removal of hedging along footpath WG11 for approx. 82 meters and replacing with 6ft high wooden fencing.	Approved
202596	Wellington Home and Gardens -Change of use from part garden centre (A1) to architectural salvage business (B8) together with the erection of buildings for garden centre and architectural salvage storage with ancillary retail area.	Awaiting Decision
194229	Bathfield, Hope under Dinmore HR6 OPX – Replacement Dwelling	Awaiting Decision
192810	Land at Yew Trees, The Row, Wellington – Dwelling with detached garage and vehicle access. Re - Consultation	Awaiting Decision
193618	Wellington Quarry, Haywood Lane, Wellington. Proposed southern extension and consolidation of existing planning permissions	Awaiting Decision
182878	Land Adjacent to Graveyard, Wellington – proposed erection of 15 dwellings	Awaiting Decision

Regulation 14 Consultation Marden NDP – this had been circulated to all Councillors in advance of the meeting. There were no comments and it was debated whether the Parish Council should put in a Council response or whether it should be done by individual Councillors. Deadline for comments was 16th January 2021.

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9.0	8.3 To Consider any Other Planning Updates 8.3.1 To Receive any Updates on Planning Proposals and Implications for NDP Jenni Gowan noted that there had been no updates and to date there was no change relating to the NDP. 8.3.2 To Receive Updates on Section 106 Funding It was noted that the Parish Council did not necessarily agree with the figures given by Herefordshire Council, but felt there was no more to be gained by prolonging the discussions, which needed to be formally brought to an end. Yvonne Coleman had said she would be sending a new spreadsheet through confirming access to Section 106 portal and correcting the previous error on the figures. This had not been received and would be followed up. Cllr Crockett agreed to notify the Officers concerned. Cllr Crockett and Jenni Gowan were thanked for all their hard work in pursuing this 8.3.3 Update on Wellington Football Club Application (203191) The application had been approved. The Clerk noted that as the application had been put in in the name of the Parish Council there needed to be an overview of the work in order to ensure it conformed with the requirements of the planning approval. Cllr Crane agreed to liaise with the Football Club over the work taking place.	Clerk SC
	To Consider Highways Issues 9.1 A49 Issues Following on from the discussions that Cllr Crockett had been having with Richard Timothy of Highways England (minuted under item 4.1), some of the work Cllr Crane and Cllr Langford had been doing would be put on hold but the installation of flashing signage in the grounds of Yew Tree House would still be looked into. It was noted that the Police and Crime Commissioner had grant funding available to road signage and that would be investigated. 9.2 To Receive any other Highway Issues 9.2.1 To Consider Drainage Work Proposals Dave Campbell had reported that the quotation for Mayglothing to jet the drains and gullies did not include the costs for disposal of the waste and suggested that the Parish Council either paid for this over and above the jetting work (circa £2,500 - £3,000) or reduced the number of days originally proposed to release funding to cover the cost. Balfour Beatty's view was that the Drainage Grant was designed to negate the need for Parish Councils to pay towards the work and said that Wellington should stick with the agreed quotation, rather than amend it in any way by reducing the number of days, as that would go against what they had contracted via the grant agreement. Phil Pankhurst said the 4 days quoted for should cover the whole Parish and allow for the disposal of waste. It was therefore proposed that the work was completed as per the original quote without the Parish Council providing any additional funding. However, it was felt that if any additional work was identified over and above the original quotation, Dave would be asked to provide a written quotation, and this would be considered outside of the grant funded project. This was agreed. 9.2.2 Identification of work to be carried out and any other updates It had been noticed that lorries were still making U turns at the Garden Centre. It was noted that Tarmac would take action against any of their branded vehicles that did this but, other than making it clear to their other contractors, there was little that could be done in terms of enforcement. Anyone seeing this should take the registration number of the vehicle, time etc and report it. Cllr Marron reported that the C1121, which ran from the A49 to the Railway Inn, had been closed without any notification and a local resident had damaged her car. The work was being undertaken by Openreach. Cllr Crockett suggested Cllr Marron contact Julia Lawrence who compiled the list of road closures.	SM

10.0 11.0	Report on Footpaths 10.1 Update on Footpath Maintenance Cllr Crane reported that over the past 3 years there had been issues with WG15 and WG16. Earlier this year the paths had been ploughed out, the kissing gate allowed to grow over and the stile and small bridge left derelict and dangerous. Cllr Crane had spoken to landowners, but nothing had happened and it was referred to the new Balfour Beatty Enforcement Officer, Louise Hart. Cllr Crane was pleased to report that the path, although still wet was now accessible, the stile had been made safe and both paths had been sprayed to a 1-meter width. The Clerk was asked to thank Louise Hart for her intervention in this. Cllr Crane had spoken with John Clay, who worked for Mr Colbatch Clarke, about the challenges being faced with people not following the path from the top road to Xmas Tree farm. New signage had been fitted clearly indicating which areas were PROW, asking people to keep to the footpaths, but at least one of these signs had been pulled out and defaced. Cllr Crane said this was clearly criminal damage and would be reported. Work Needing to be Undertaken – There were 3 stiles which needed replacing or repairing, and Cllr Crane had written to Richard Rees asking him to address this with some urgency. Community Led Planning Group 11.1 Update on WellPATH Accessible Pathways and Agreement with Landowners Jen Jarrett reported that following the meeting with Jan and Richard Rees, relating to a piece of ground and separating the footpath between the bridge and north of the Ford, a draft lease agreement had been prepared and sent to the Reeses for comment. Their advisor indicated that it would cost £1,000 to fully draft an agreement and the suggested 25-year span was problematic. In conclusion it was felt this suggestion would not be acceptable, but they would be content for the improvements to the footpath to go ahead without a lease arrangement. Jen Jarrett reported that following this, the emphasis of the proposal had now widened to designing a complete accessible footpath project from Bridge Lane to north of the Ford. A discussion with Dave Tristram, the Herefordshire Council Funding and Enterprise Officer had resulted in the following: • The project should be eligible for grant application • The Parish Council would need to register as an "environmental body" with ENTRUST. This had been done previously by the Community Association in order to obtain a grant • Any grant would require third party contribution of 10% of the total application to be provided by the applying body in order to show commitment. A draft scheme had been drawn up and discussed with Cllr Crane, the Parish Footpath Officer, who indicated that he was happy for the scheme to be worked up in more detail for presentation to Richard and Jan Rees, the Herefordshire Council Footpath Officer and The River Lugg Drainage Board. If all were in agreement, the scheme would be presented to the Parish Council, with an estimate of cost, for their approval and support. Jen Jarrett thanked Mike Lyke for his work on the project 11.2 Update on WellLINK Talk Community Project The Wellington Virtual Talk Community Hub was now up and running and listed on the WISH (Wellbeing Information and Signposting Herefordshire) website. The initial seed funding request for £250 had been submitted and would be put to the Talk Community panel for approval. Jen Jarrett said that in many ways the WellLink Team (John Hayward, Chris Riches and Jennifer Jarrett) would continue to do what they had always done, issuing information via the Website, Facebook and Noticeboards. It was understood that the link with Talk Community would add an extra level of bureaucracy with, at the moment, weekly meetings being held with the Project Manager, Jess Howdle. It was also noted that Wellington was the first to become a virtual hub, first to be run by volunteers which has led to	Clerk SC
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some probing questions possibly new to the Talk Community team.

11.3 WellWILD – update on Wildlife Sightings

Jan Lyke and Viv Quinn had set up a Whatsapp group which continued to grow and now had an added responsibility as several sightings had been made of dead wild fowl that had subsequently been reported to DEFRA as possible Avian Flu. Thanks were given to Jan Lyke and Viv Quinn for their work managing the Whatsapp group.

11.4 Any Other Updates on Projects and Activities

WellWEB - Harry Cleveland was continuing to amend and update the Website to take into account WellLINK but also to update all entries for 2020/2021. On average the group were sending out a weekly information email to 144 subscribers.

WellPIP -The regular review of the content of the Parish Information Pack was currently taking place. During the last 3 months 4 packs had been given to new people to the Parish with another due to go out soon.

11.5 To Consider any Expenditure

There was no other expenditure

12.0 Community Hub

12.1 Update on Accessibility Project

Cllr Marron reported that the doors were now installed and operational and all that was needed was to arrange a maintenance visit every 6 months. A resident whose husband was in a wheelchair said that the doors had worked well and thanked the Parish Council.

Summary of Costs Automation of Doors at Shop

DACS Automation	£8,718
Kings Alarm	£155.00
Total	£8,873
Lottery Grant	£6,300
Parish Council Contribution	£2,573

12.2 Update on Drainage Work

There was no further progress on this, and Cllr Spittle still had to obtain a second quotation for the work. Cllr Langford had reported that there was a problem with the cistern in the toilet which was overflowing and she was looking into this.

12.3 To Consider Proposal and Costs for Installation of Solar Panels

This item was deferred until Cllr Langford could be present.

12.4 To Consider Updating Building Valuation for Insurance Purposes

The Clerk had contacted the insurance company who had said that although the value of the building was uplifted annually in line with inflation, they still recommended the Parish Council get a valuation for demolition and rebuilding. This would be followed up.

12.5 To Consider any Other Expenditure

There was no other expenditure.

13.0 To Consider Code of Conduct Complaints Procedure Consultation

Cllr Crane and Cllr Marron confirmed that they had sent in personal responses to this consultation

14.0 Report on Wellington Flood Group

Cllr Crane read out the following statement on behalf of the Parish Council

Following the last Parish council meeting I wrote to the flood group asking that they formalise their group in order to allow them to undertake certain activities. I received a reply saying that they did not need to formalise their group as from the start their objective was only to share information. This was a

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surprise to me as at the March meeting a presentation was made suggesting they would form a group similar to the Bodenham flood group. They then went on to say that the Parish Council should make it their overriding priority to implement the group's recommendations and that they would keep a watchful eye on our progress.

I am uncertain as to what these recommendations are and have asked for the group to submit them in writing to the Parish Council for consideration. In addition, I have asked for background and evidence to support these recommendations along with their qualifications and consultees used. To date I have not received any of this information.

Over recent weeks there has been a number of things with which the group are associated that are causing me concern. Firstly, their view that we should not deal with potholes but use that money to sort issues with the brook. Secondly their expectation that the Parish Council should complete work they have identified within a month. This work being referenced requires further investigation, central funding it also forms part of a larger project being managed by Herefordshire council. It is therefore no surprise that this work has not yet been completed.

I have further concerns around lack of public liability insurance and a data protection procedure as I understand the group are involved in activities that require both. With all this in mind I must stress that as the group has not formalised its structure it is not covered in any way by the Parish Councils insurances or data protection policies. Any activities this group undertakes will be a personal liability to the members of the group.

It was agreed to remove the Flood Group item from the agenda on the basis that if they wished to submit specific concerns or recommendations that could be done on a meeting by meeting basis. It was agreed to report regularly on Parish Council Flood Resilience activities and Environmental Concerns.

15.0 To Note the Information Sheet (December 2020) and any other updates

Resolved: The Information sheet was noted.

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

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

The next Regular Meeting of the Parish Council would take place on Thursday 4th February 2021 at 7.30pm to be held via Zoom.

The Meeting closed at 21.45



Signed 4th February 2021
Chairman of Wellington Parish Council