

WEOBLEY PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING

Wednesday 17th May 2017

TO: ALL MEMBERS OF WEOBLEY PARISH COUNCIL: Councillors L Anderson (Chair), M Ware (Vice Chair), C Breen, B Havard, P Lloyd, V Mackie, H Quinlan, C Saunders, J Simons and M West.

NOTICE OF MEETING

You are hereby summoned to attend the Annual Parish Council Meeting of Weobley Parish Council which will be held at the Hopelands Village Hall, Weobley HR4 8SN on Tuesday 23rd May 2017 commencing at 7:30pm at which your attendance is required.

Paul Russell

Paul Russell
CLERK TO THE COUNCIL

PUBLIC OPEN SESSION

Members of the public are invited to address the Council on any matters relating to the work of the Council or to raise any issues of concern. (Public Bodies (admission to meetings) Act 1960).

AGENDA

- 1. ELECTION OF CHAIR FOR 2017/18**
Nominations to be invited for the position of Chair. If more than one nomination is received then an election will be held immediately. The Declaration of Acceptance of Office will be received following election.
- 2. ELECTION OF VICE CHAIR FOR 2017/18**
Nominations to be invited for the position of Vice Chair. If more than one nomination is received then an election will be held immediately. The Declaration of Acceptance of Office will be received following election.
- 3. APOLOGIES FOR ABSENCE**
To receive apologies for absence
- 4. DECLARATION OF INTEREST**
Members are reminded that at the start of the meeting they should declare any known interests in any matter to be considered, and also during the meeting if it becomes apparent that they have an interest in the matters being discussed.
- 5. MINUTES**
The Minutes of the Council Meeting held on 28th March 2017 need to be agreed and signed as a correct record.

6. MATTERS ARISING

Please see update sheet attached to the agenda.

7. POLICE REPORT

To receive the Police report, if available.

8. WARD COUNCILLOR REPORT

A report will be received from Ward Cllr Cooper, if available.

9. FINANCES & POLICY

(a) **Accounts Outstanding and Financial Statement** – To approve the payment of accounts relating to April and May 2017. A full list will be presented at the meeting.

(b) **Annual Governance Statement** – To formally adopt the Annual Governance Statement relating to the 2016/17 financial year. Please see attached.

(c) **End of Year Accounts** – To formally adopt the End of Year Accounts for the 2016/17 financial year. Please see attached.

(d) **Risk Management** – Please see the attached Risk Register for approval.

(e) **Internal Auditor** – To consider the appointment of the internal auditor for 2017/18

10. STANDING ORDERS AND FINANCIAL REGULATIONS

To review and adopt Standing Orders and Financial Regulations for 2016/17.

11. INSURANCE COVER

To review the Annual Insurance provision and approve payment. Renewal is £1,452.89

12. COUNCIL COMPLAINTS PROCEDURE

To review the Parish Council's Complaints Procedure.

13. FREEDOM OF INFORMATION

To review the Parish Council's Freedom of Information policy.

14. MEETING SCHEDULE

To adopt the Parish Council's meeting scheduled for the following year:

27 th June 2017	28 th November 2017	27 th March 2018
25 th July 2017	23 rd January 2018	24 th April 2018 APM
26 th September 2017	27 th February 2018	22 nd May 2018 APCM
24 th October 2017		

15. PLANNING MATTERS

(a) **Planning** – To discuss planning applications received from Herefordshire Council since the previous meeting.

(b) **Gadbridge Road** – To receive an update following the meeting held on Monday 22nd May 2017 and to consider a formal response which will be presented at the meeting.

(c) **Neighbourhood Plan Update** – To receive an update if available.

16. WEBSITE WORKING GROUP

To receive an update from the Working Group on progress.

17. PARISH MATTERS

(a) **Defibrillator** – An update will be provided, if available.

(b) **Signage** – To receive an update on progress.

(c) **CCTV** – To receive an update regarding the purchase of the new system.

(d) **Electrical Power, Rose Garden** – To receive an update.

(e) **Old Pump House** – To consider the following matters:

- Do the Parish Council remain interested in acquiring the site?
- What would the site be used for by the Parish Council?

(f) **Dog Bins** – To consider the request to provide dog bins within the main village area.

18. HIGHWAY MATTERS

To consider/receive an update on the following Highway Matters:

- School Crossing Point Request – To receive an update;
- Community Speedwatch – To receive an update;
- Bell Square Car Park – The Chair will provide an update to Council;
- Western Power – To receive an update on cabling works being carried out;
- Cobbles – To consider options to protect or cover;
- Footpath update – Cllr Ware to report;

19. CORRESPONDENCE

To receive the following correspondence:

- Sarnesfield Estate - Woodland Management Plan (copy distributed to Members)
- Hereford City of Culture Bid update;
- Community First E-Bulletin March 2017;
- Rural Hub Newsletter – April 2017;
- HALC Information Corner – April 2017;
- Armed Forces Day – June 2017;
- Police Monthly News Bulletin;

20. DATE OF NEXT MEETING

The next meeting of the Council will be held on Tuesday 27th June 2016 at 7.30pm in the Hopelands Village Hall, Weobley HR4 8SN.

WEOBLEY PARISH COUNCIL

Minutes of the Weobley Parish Council Meeting held at the Hopelands Village Hall, Weobley HR4 8SN on Tuesday 28th March 2017 commencing at 7:30pm.

MEMBERS PRESENT: Councillors L Anderson (Chair), M Ware (Vice Chair), C Breen, B Havard, P Lloyd, V Mackie, H Quinlan, C Saunders, J Simons and M West.

ALSO PRESENT: PCSO Allford, Ward Cllr Cooper and one member of the public.

OFFICER PRESENT: P Russell (Clerk to the Council)

PUBLIC OPEN SESSION

There was one member of the public present who raised concerns regarding the increase of the business rates related to the Old School Shop, which had increased by £9,000 per annum. The significant increase in the business rates could potentially make the business unviable.

Cllr Cooper had raised the issue with the new Finance Director at Herefordshire Council and he was now looking into this. The Chancellor had promised that increases would not exceed £600 per annum and it was probable that the shop had been placed in the wrong category. Herefordshire Council was also investigating whether it had any discretionary powers to help support local businesses. A new appeals process was coming into force but this had not yet been finalized. It was understood that the shop had been given a stay of execution by Herefordshire Council rating department.

The Parish Council **RESOLVED** to write to the Finance Director requesting urgent action be taken to address this matter.

116/16 APOLOGIES FOR ABSENCE

There were no apologies received. Members welcomed Cllr Simons on to the Council.

117/19 DECLARATION OF INTEREST

The following Declaration of Interest was made:

- Cllr Lloyd: Tree removal

118/16 MINUTES

Council **RESOLVED** that the minutes of the Council Meeting held on 28th February 2017 be agreed and signed as a correct record, subject to the agreed amendments.

119/16 MATTERS ARISING

The following matters arising were noted:

- It was agreed to request details of the planning history related to the Old Bowling Green;
- It was agreed to request the Lengthsman to remove the overgrowth on the footpath by the by the old Bowling Green and Church;
- It was agreed to find out how the refurbishment of the Victorian Lamppost was proceeding;
- It was agreed to obtain a quotation to provide an electrical supply to the Rose Garden from Western Power;
- It was agreed to find out whether there were any cycling maps relating to the Black & White trail.

120/16 POLICE REPORT

The following report was noted:

- Two incidents had been recorded since the previous Parish Council meeting;
- A rogue trader had been reported operating in the village on the 16th/17th March. It was requested that residents keep vigilant;
- There had been an incident in the Old School Shop which had been dealt with;

- The sub-station in Folly Lane had suffered some vandalism and this would be investigated;
- The next PACT meeting would be held on 30th March 2017;
- Concern was expressed regarding the flying of drones over the village. It was agreed to investigate the legal issues around flying drones;
- PC Allford confirmed that he would be attending the Annual Parish Meeting on 25th April 2017.

121/16 WARD COUNCILLOR REPORT

Ward Cllr Cooper presented the following report:

- A request for a pedestrian crossing outside the school had been received. Cllr Cooper was in full support of this request and had contacted the Lead Member, Cllr Rone;
- It was suggested that investigations be carried out to provide a temporary school crossing with a formal school patrol in the interim until a permanent crossing could be provided;
- The Parish Council agreed to submit a request to Ian Connolly, Traffic Management Advisor, West Mercia Police for the crossing;
- Cllr Ware agreed to co-ordinate a meeting with the interested parties to discuss the matter;
- It was agreed to write to the School giving the Parish Council's full support.

122/16 FINANCES & POLICY

- (a) **Accounts Outstanding** – Council approved the payment of outstanding accounts relating to February 2017 amounting to £1,840.37 inclusive of VAT. Council also approved a replacement cheque to Cllr Ware amounting to £37.32 inclusive of VAT and the rates for the Library and Museum for 2017/18 amounting to £1,328.10.
- (b) **End of Year Accounts** – Council noted that the End of Year accounts for 2016/17 had to be submitted to the External Auditor, Grant Thornton, by 14th June 2017. Internal audit would have to be completed by the end of May.
- (c) **Library, Museum and Public Convenience** – Council noted that insurance cover of £478,000 had been arranged. It was understood that a maintenance assessment plan had previously been drawn up. This would be investigated. Cllr Simons agreed to carry out an inspection and draw up a draft plan.
- (d) **Code of Conduct Consultation** – Council noted that Herefordshire Council was reviewing the existing Members' Code of Conduct. Consultation responses were required by 25th April 2017. It was agreed to establish what the main changes were.

123/16 PLANNING MATTERS

- (a) **Planning Matters** – It was agreed to submit the following comments to Herefordshire Council.

APPLICATION: P170594
SITE: 10 Broad Street, Weobley, Herefordshire HR4 8SA
DESCRIPTION: Proposed works to Beech (T1). Reduce lateral branches over garden by approximately 3 metres. Reason: Encroachment, general management.
COMMENT: No objection

APPLICATION: P171015
SITE: Little Orchard, Hereford Road, Weobley, Herefordshire HR4 8SW
DESCRIPTION: Proposed works to (T1) Eucalyptus and (T2) Ornamental Fir to be felled and root removed.
COMMENT: No objection

APPLICATION: P171083
SITE: 2 The Garbutts, Burton Gardens Weobley, Herefordshire HR4 8RU
DESCRIPTION: Fell Lleylandii tree.
COMMENT: No objection

Council noted that P170057 had been refused.

The Parish Council considered the request for a dropped kerb at 47 Burton Wood and following discussion **RESOLVED** to support this request.

- (b) **Gadbridge Road Development** – Members noted that no further news had been received from the Planning Department regarding this development as nothing further had been submitted by the developer.
- (c) **Neighbourhood Plan Update** – Council noted the following update:
- The Steering Group had undertaken a village walkabout with the Planning Consultant, Mr Bloxsome, and had discussed various policies to be included in the NDP;
 - Consideration would have to be given to both existing and prospective development sites identified in the Strategic Housing Land Availability Assessment (SHLAA);
 - Responses received from residents following the consultation would have to be taken into consideration;
 - 83 dwellings were required by the Core Strategy in Weobley. This had all but been met and only about six dwellings remained;
 - The public consultation event on 12th/13th May 2017 would include the vision, objectives and draft policies;
 - There would be an update provided at the Parish Meeting on 25th April 2017.

124/16 WEBSITE WORKING GROUP

Council was presented with a report and recommendation from the Working Group regarding the development of both a Parish Council and a Community website. Following discussion it was **RESOLVED** to accept the quotation received Roger Withnell of Upperbridge for £350 + VAT. A further £200 + VAT was agreed to help populate the Community Website.

125/16 PARISH MATTERS

- (a) **Defibrillator** – The Chair agreed to continue to pursue the refurbishment of the Kiosk as no date to carry out the works required had been agreed as yet.
- (b) **Signage** – Council noted the signage report presented. Following discussion it was **RESOLVED**:
- To investigate the possible relocation of the village entrance sign along the Hereford Road, subject to a site visit;
 - To retain the current position of the entrance sign at Whitehill;
 - To further consider the design and purchase of three new entrance signs to the Village;
 - To further consider purchasing two notice boards to be sited near the Bell Square car park (to include a map of the village) and the Village Hall car park;
 - To prioritise the replacement of the notice board at the Bell Square car park;
 - That the material for the notice boards should be wood;
 - To update the current information.

It was noted that the Working Group would meet again to further develop options and submit a set of recommendations and costs to the Parish Council in due course.

Cllr Breen was congratulated and thanked for the new sign that had been erected at the Rose Garden.

- (c) **CCTV** – Council noted that permission had been given to erect CCTV in the centre of the village. It was agreed to develop a policy for this location and with the Village Hall.
- (d) **Community Litter Pick** – Thanks were extended to the volunteers who helped on the 2nd and 3rd March 2017 with the village litter pick.

- (e) **Gritting of Streets** – A reply was still awaited from Balfour Beatty following the options submitted by the Parish Council to the Locality Steward.
- (f) **Electrical Power, Rose Garden** – This item had been covered under Minute 119/16.

126/16 HIGHWAY MATTERS

The following updates were noted:

- Parking/Congestion Issues – It was acknowledged that some of the issues being experienced related to delivery vehicles. It was agreed to remind local businesses to request delivery vehicles to act considerately and to again encourage better use of the village car parks by their staff and customers. Local shops could erect signage indicating that there was a voluntary time restriction in place to deter long stay parking;
- Community Speedwatch – No further update was available;
- Bell Square Car Park – No further update was available;
- Western Power – It was noted that the cabling works were behind schedule. It was agreed to request that the white lines in the village required repainting once the works had been completed;
- Footpath update – It was noted that various signs had been replaced, trimming and maintenance works had been undertaken and a new gate had been installed. A notice of consideration had been received that the diversion of the footpath at Pepper Plock Ley had been agreed;
- Hedge Laying, southern border of Play Area – Council noted that it was now too late to lay the hedge. Further enquiries would be made to Holme Lacy College and the Young Farmers who had expressed an interest in undertaking this project. It would be reviewed in September 2017;
- It was agreed to request that the hedge along 16 Chapel Orchard be cut back.

127/16 CORRESPONDENCE

The following correspondence received was noted:

- Community First E-Bulletin March 2017;
- Rural Hub Newsletter – March 2017;
- Hereford Area Plan Consultation – 4th to 6th April 2017;
- Police Monthly News Bulletin;
- Neighbourhood Planning Regulation 16 workshop – 5th May 2017

128/16 DATE OF NEXT MEETING

Council noted that the Annual Parish Meeting would be held on Tuesday 25th April 2017 at 7.30pm in the Hopelands Village Hall, Weobley HR4 8SN.

Council noted that the next meeting of Weobley Parish Council would be the Annual Parish Council meeting to held on Tuesday 23rd May 2017 at 7.30pm in the Hopelands Village Hall, Weobley HR4 8SN.

There being no other business the Chair thanked Members for their attendance and closed the meeting at 10:08pm.

CHAIR:

DATE: