

WEOBLEY PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING

Wednesday 21st June 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 27th June 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. APOLOGIES FOR ABSENCE**
To receive apologies for absence
- 2. 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.
- 3. MINUTES**
The Minutes of the Council Meeting held on 23rd May 2017 need to be agreed and signed as a correct record.
- 4. MATTERS ARISING**
Please see update sheet attached to the agenda.
- 5. POLICE REPORT**
To receive the Police report, if available.
- 6. WARD COUNCILLOR REPORT**
A report will be received from Ward Cllr Cooper, if available.
- 7. FINANCES & POLICY**
Accounts Outstanding and Financial Statement – To approve the payment of accounts relating to June 2017. A full list will be presented at the meeting.
- 8. PLANNING MATTERS**
(a) Planning – To discuss planning applications received from Herefordshire Council since the previous meeting. Please see agenda update.

(b) **Gadbridge Road** – To note the response submitted regarding this application.

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

9. WEBSITE WORKING GROUP

An initial proposal has been developed and sent to Members for consideration. A further update will be provided at the meeting.

10. PARISH MATTERS

(a) **Defibrillator** – To receive an update.

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

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

(d) **Electrical Power, Rose Garden** – Please see the update report.

(e) **Summer Newsletter** – To discuss content for the next edition of the Parish Council Newsletter. An article has been received from the Lengthsman.

(f) **Play Area/Skate Park** – The annual inspection will take place in the next month and a meeting to discuss funding for the proposed skate park will take place on 3rd July 2017 at 10am.

(g) **Revised Code of Conduct** – Advice from HALC suggests that the Council does not need to adopt the new Code of Conduct until the 2019 elections.

11. 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;
- Highway Repairs/Potholes – Balfour Beatty were currently repairing the highway under its new maintenance plan. Defects are normally addressed within 28 days with lesser defects within 48 days of reporting.
- Speeding Issues – To consider contacting the Safer Roads Partnership.
- Bell Square Car Park – To consider the purchase of a new notice board for this location;
- Western Power – To receive an update on cabling works being carried out;
- Cobbles – Options to protect this area have been outlined in the monthly update report attached;
- Footpath update – Cllr Ware to report.

12. CORRESPONDENCE

To receive the following correspondence:

- Community First E-Bulletin June 2017;
- Rural Hub Newsletter – June 2017;
- HALC Information Corner – June 2017;
- HALC Training Events;
- Rural Site Allocations consultation which runs from 12th June to 28th July 2017

13. DATE OF NEXT MEETING

The next meeting of the Council will be held on Tuesday 25th July 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 23rd May 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 Boden and one member of the public.

Prior to the commencement of the meeting one minutes silence was held for the victims of the Manchester bomb attack.

PUBLIC OPEN SESSION

One member of the public was present and the following issues were raised:

- Concern was expressed regarding the inefficiencies in repairing potholes. Clarification was requested as to why only some potholes were repaired whilst adjacent ones were not, which resulted in additional visits and additional costs. Council advised him that repairs were carried out based on the categorisation of the pothole which might affect repairs. It was agreed to pass on the concerns to Balfour Beatty.
- It was reported that dogs were loose on public roads, specifically Westhope, Burton Court and Parkgate, and were posing danger to cyclists. PCSO Dave Boden advised that any future incidents be reported via 101 as this was classed as an offence.

01/17 ELECTION OF CHAIR FOR 2017/18

Nominations were invited for the position of Chair.

Cllr Anderson was proposed by Cllr Saunders and seconded by Cllr Breen. There being no other nominations, Cllr Anderson was formally elected Chair of Weobley Parish Council. Cllr Anderson duly signed her Declaration of Acceptance of Office.

02/17 ELECTION OF VICE CHAIR FOR 2017/18

Nominations were invited for the position of Vice Chair.

Cllr Ware was proposed by Cllr Anderson and seconded by Cllr West. There being no other nominations, Cllr Ware was formally elected Vice-Chair of Weobley Parish Council. Cllr Ware duly signed his Declaration of Acceptance of Office.

03/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from the Clerk (illness) and Ward Cllr Cooper (illness).

04/17 DECLARATION OF INTEREST

There were no Declaration of Interest made.

05/17 MINUTES

Council **RESOLVED** that the minutes of the Council Meeting held on 28th March 2017 be agreed and signed as a correct record.

06/17 MATTERS ARISING

The following matters arising were noted:

- Glebeland wall – No action to report. The Clerk was requested to sent a further reminder
- Former Bowling Green – It was agreed to seek further clarification regarding this matter. An invoice had been issued for works undertaken by the Parish Council on behalf of the landowner but not yet paid

- Planning History – Chair noted that Cllr Cooper could go no further with his enquiries. It was suggested that a private individual may have more success via Freedom of Information to establish past reasons for refusal.
- Cycling Maps had been circulated.
- Victorian Lamp post – Barriers had been erected but no work appeared to have been carried out. It was agreed to establish the timescale for the work.
- Parish Newsletter – It was agreed to place this matter on the June agenda

07/17 POLICE REPORT

The following report was noted:

- Vandalism – Council was provided with an update on the arson attack at the Football Club on 22nd April 2017. The Fire Service had attended between 10 – 11 pm. Police have positive leads and were in the process of obtaining statements. Cllr Breen reported that £35 had been donated by member of the public to pay for a replacement for the original rope which had been taken from an item of equipment at the Play Area. There had been further interference to the new rope and cable ties used to secure the rope. It was agreed to make the rope more secure.
- Speeding vehicles in the village – Police had the power to issue warning notices under Section 59 for antisocial driving and could seize vehicles if necessary. Residents were encouraged to keep reporting incidents to 101 with description and vehicle registration numbers if known. The Chair noted the imminent launch of the Community Speed Watch scheme now that the volunteer checks had been approved. Training sessions were to be organised.
- Parking Matters – Concern was expressed regarding the parking in the village especially at the relocated Post Office and by the schools. The Police did not have powers to address the issue unless the vehicles were causing an obstruction. It was recommended that Herefordshire Council be contacted to carry out some enforcement. Council discussed the legality of parking near a junction and it was suggested that signage be erected by the Post Office to deter parking. PCSO Dave Boden suggested that confirmation be obtained from the Locality Steward that the relevant highway regulations were in place to assist with parking enforcement. The Chair noted the correspondence received from Steve Burgess, Head of Transportation & Access at Herefordshire Council, offering support for a school crossing patrol by carrying out a site risk assessment and the provision of equipment, clothing and training. The High School needed to identify a volunteer.
- The next PACT meeting would be held on 8th June 2017 from 9.30 – 10.30am in the Old School Shop.

08/17 WARD COUNCILLOR REPORT

Ward Cllr Cooper had submitted a written report which was read out by the Chair. The Chair also noted the response received regarding the Business Rates increase enquiry.

09/17 FINANCES & POLICY

- (a) **Accounts Outstanding** – Council approved the payment of outstanding accounts relating to May 2017 amounting to £690.04 inclusive of VAT. Council also approved the payment to PIP Printing amounting to £303.55.
- (b) **Annual Governance Statement** – Following consideration Council **RESOLVED** to approve the 2016/17 Annual Governance Statement.
- (c) **End of Year Accounts** – Following consideration it was proposed Cllr West, seconded Cllr Simons and **RESOLVED** to formally adopt the End of Year Accounts for the 2016/17 financial year.
- (d) **Risk Management** – Following consideration Council formally approved and adopted the Risk Register for 2017/18.

(e) **Internal Auditor** – Following consideration Council formally agreed to appoint Mr John Sharpe to act as internal auditor for 2017/18

10/17 STANDING ORDERS AND FINANCIAL REGULATIONS

Council **RESOLVED** that the Standing Orders and Financial Regulations be adopted for 2017/18 without amendment.

11/17 INSURANCE COVER

Following consideration Council agreed to undertake a review of the Annual Insurance provision from Came & Company as the renewal increase to £1,452.89 was considered excessive.

12/17 COUNCIL COMPLAINTS PROCEDURE

It was **RESOLVED** to adopt the Parish Council’s Complaints Procedure without amendment.

13/17 FREEDOM OF INFORMATION

It was **RESOLVED** to adopt the Parish Council’s Freedom of Information policy without amendment.

14/17 MEETING SCHEDULE

It was **RESOLVED** to adopt the meeting scheduled below 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		

15/17 PLANNING MATTERS

(a) **Planning** – It was **RESOLVED** to submit the following observations Herefordshire Council regarding the following planning applications:

APPLICATION: P171362
SITE: Anchor Hold, Meadow Street, Weobley, Herefordshire HR4 8QS
DESCRIPTION: Proposed two storey extension to the rear.
COMMENT: No objection

APPLICATION: P171379
SITE: Weobley High School, Weobley, Herefordshire HR4 8ST
DESCRIPTION: Additional Special Education Needs accommodation to provide for new pupils starting in the school September 2017.
COMMENT: No objection

APPLICATION: P171805
SITE: 53aBurton Wood, Weobley, Herefordshire
DESCRIPTION: Works to trees.
COMMENT: No objection subject to the Parish Tree Warden’s report.

(b) **Gadbridge Road** – Cllrs considered the main points discussed at a meeting with representatives from Pegasus Group held on Monday 22nd May 2017 to discuss amendments to the reserved matters application.

Concerns related mostly to the parking provision and road congestion. A small concession had been made following the Parish Council’s request for a revised layout of parking provision on Gadbridge Road but the Developer considered they could not do more due to visibility splay requirements and loss of building land. It had been noted that parking issues caused by demand for surgery parking were not the responsibility of the Developers. It was suggested that a request to place a covenant on the affordable properties on Gadbridge Road be drawn up to restrict any on street parking but it would need to be enforced. The Developer had offered to arrange a meeting

between the Parish Council and the Site Manager to address the possible amenity issues during construction.

It was **RESOLVED** to draft a response to the Developers and submit it subject to approval by Members.

- (c) **Neighbourhood Plan Update** – Council noted that a Public Consultation event had been held on 12th and 13th May 2017. Attendance had been lower than hoped for but there had been general agreement for priorities on Vision, Objectives and Policy options. Positive comments had been received on the presentation. The responses received would be used to help draft the Plan's Policy document. It was estimated that the Plan could be completed by Spring 2018. A further grant application was being submitted to fund the project.

16/17 WEBSITE WORKING GROUP

Work on the website was currently progressing and Julie Peacock and the Clerk were currently liaising with Roger Withnall of Upperbridge Enterprises.

17/17 PARISH MATTERS

- (a) **Defibrillator** – There was no further news to report regarding the refurbishment of the kiosk. Concern was expressed that it was unlikely that door could be repaired or a suitable replacement found. The request made to the schools for a potential use of the adopted phone box in Burtonwood was noted.
- (b) **Signage** – Council discussed Cllr Simon's proposals regarding the entrance signs. It was acknowledged that wood was preferred to metal for the frame, even though metal was more durable, and that the existing signs were reflective. Further designs were presented and Council agreed:
- That the initial proposed illustration of village be approved;
 - That 'Herefordshire' need not be included;
 - That Cllr Simons be appointed to the Signage Working Group;
 - That a further meeting be arranged.

The damaged village map sign board had now been removed from Bell Square car park and a replacement was required as soon as possible. The key to the footpaths signboard in Bell Square needed to be located to address issues of condensation and to update contents.

- (c) **CCTV** – Council noted that the first village installation had been completed and the second was to be installed on 9th June 2017.
- (d) **Electrical Power, Rose Garden** – Council noted that the initial quotation was higher than expected and it was suggested that savings tried to be achieved through the relocation of the proposed connection point. Funding could be raised either through sponsorship or fundraising. It was confirmed that a transformer would reduce voltage to ensure public safety.
- (e) **Old Pump House** – Following consideration Council **AGREED**:
- That the Parish Council remained interested in acquiring the site;
 - That the site could be used for the following:
 - An additional Toilet
 - A Tourist Information Point
 - An exhibition space
 - Possibly demolish to create additional car parking

It was acknowledged that the following items needed to be considered:

- Disabled access
- Future cost of the repair and maintenance including addressing the issue of the water storage tank.

It was agreed to establish what works Welsh Water would carry out prior to handover. Cllrs Anderson, Ware, Simons and Havard would attend the site meeting when arranged.

- (f) **Dog Bins** – Council considered the request to provide dog bins within the main village area but agreed that it would not be financially viable due to the cost of both provision and collection. It was reiterated that dog waste could be disposed of using the existing bins.

18/18 HIGHWAY MATTERS

The following Highway Matters were considered:

- School Crossing Point Request – This had been dealt with under Minute 07/17;
- Community Speedwatch – This had been dealt with under Minute 07/17;
- Bell Square Car Park – A meeting of the Working Group and volunteers would be arranged. It was noted that the surface of car park had been restored satisfactorily by the Western Power contractors;
- Western Power – The cabling works were not quite finished yet. Cllr Havard requested that a letter of thanks be sent to Sargeants Motors for their patience in managing to maintain the village bus service throughout the works.
- Cobbles – The Chair had formally responded in the June edition of the Magpie regarding the cost of repairs to the cobbles and the need for Balfour Beatty or another authorised contractor to carry out the works. It was generally agreed that the cobbles should be saved and made more durable. Additional quotations would be obtained. A number of suggestions were proposed to help deter parking including:
 - An installation of a feature to deter parking;
 - An amenity board;
- Footpath update – Cllr Ware reported that broken foot bridges had been undergoing repair and some damage had been inflicted due to vandalism. It was agreed to open an account with a local supplier to source required materials to repair wear and tear and damage.

19/17 CORRESPONDENCE

The following correspondence was noted:

- 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;

Additional correspondence had been received from Ms Austin and it was agreed to draft a reply. It was further agreed to put an item on speeding on the June agenda.

The History Society was seeking permission to install the Church Bell Wheel on the external wall of the Museum. Council expressed concern that this was not an appropriate location and could be vulnerable to the elements and vandalism.

The History Society also sought clarification as to whether the existing arrangements for the Museum to use Library building would remain as they were with Herefordshire Council now that the Parish Council owned the building.

20/17 DATE OF NEXT MEETING

Council noted that the next meeting of the Council would be held on Tuesday 27th June 2016 at 7.30pm in the Hopelands Village Hall, Weobley HR4 8SN. Cllr Mackie tendered her apologies.

There being no other business the Chair thanked Members for their attendance and closed the meeting at 10:15pm.

CHAIR:

DATE: