

WEOBLEY PARISH COUNCIL

PARISH COUNCIL MEETING

Tuesday 20th June 2018

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

NOTICE OF MEETING

You are hereby summoned to attend the Parish Council Meeting of Weobley Parish Council which will be held at the Hopelands Village Hall, Weobley HR4 8SN on Tuesday 26th June 2018 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 22nd May 2018 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. To consider submitting a response to the Police & Crime Commissioner's Parish Council Survey.
6. **WARD COUNCILLOR REPORT**
A report will be received from Ward Cllr Cooper, if available.
7. **FINANCES & POLICY**
 - (a) **Accounts Outstanding and Financial Statement** – To approve the payment of accounts relating to June 2018. A full list will be presented at the meeting.
 - (b) **Length of Parish Council Meeting** – It has been requested that Council consider ways it can reduce the length of its meetings. Standing Orders restrict meeting length to 2 hours.

- (c) **Code of Conduct** – To note that the Herefordshire Code of Conduct has been updated.

8. PLANNING MATTERS

- (a) **Planning** – To discuss planning applications received from Herefordshire Council.
- (b) **Gadbridge Road (P163963)** – To receive an update if available.
- (c) **Neighbourhood Plan Update** – To note that the 7 week Regulation 14 consultation commenced on Monday 18th June and will end on Monday 6th August 2018

9. PARISH MATTERS

- (a) **Telephone Box** – To receive an update on the refurbishment of this asset.
- (b) **Pump House** – To consider the survey report and agree a way forward.
- (c) **Post Office** – To receive an update if available.
- (d) **Play Area/Skate Park** – To receive an update on the play area and plans for a new skate park.
- (e) **WW1 Commemoration Display** – To consider the two options submitted.

10. HIGHWAY MATTERS

- (a) **Footpath update** – Cllr Ware to report.
- (b) **Lengthsman/P3** – To agree works to be undertaken.

11. CORRESPONDENCE

To receive the following correspondence:

To receive the following correspondence:

- Community First E-Bulletin – June 2018;
- Rural Hub Newsletter – June 2018;
- Road Closures update;
- Herefordshire Council budget consultation;
- Herefordshire Armed Forces Day;
- Bus Service 498 update;
- The Alzheimer's Society has published a Dementia- friendly rural communities guide.

12. DATE OF NEXT MEETING

The next meeting of the Council will be held on Tuesday 24th July 2018 at 7.30pm in the Hopelands Village Hall, Weobley HR4 8SN.

WEOBLEY PARISH COUNCIL

Minutes of the Weobley Annual Parish Council Meeting held at the Hopelands Village Hall, Weobley HR4 8SN on Tuesday 22nd May 2018 commencing at 7:30pm.

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

ALSO PRESENT: PCSO S Annette and one member of the public

OFFICER PRESENT: Clerk to the Council

PUBLIC OPEN SESSION

One member of the public was present. He expressed concern that a site to the rear of his property had been identified as potentially suitable for development as part of the Neighbourhood Development Plan (NDP).

He was assured that the site in question had been identified during the call for sites phase of the development of the NDP. It had been reviewed and was considered unsuitable for development within the current plan period. Although no guarantee could be given it was unlikely that the site would be developed between now and 2031.

01/18 ELECTION OF CHAIR FOR 2018/19

Nominations were invited for the position of Chair.

Cllr Anderson was proposed by Cllr Ware and seconded by Cllr Lloyd. There being no other nominations, Cllr Anderson was formally elected Chair of Weobley Parish Council.

02/18 ELECTION OF VICE CHAIR FOR 2018/19

Nominations were invited for the position of Vice-Chair.

Cllr Ware was proposed by Cllr Anderson and seconded by Cllr Quinlan. There being no other nominations, Cllr Ware was formally elected Vice-Chair of Weobley Parish Council.

03/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr West and Ward Councillor Cooper.

Council noted that Brenda Havard had resigned from the Council. Electoral services had been notified and the vacancy would be advertised in due course. Council agreed to consider marking her contribution to the Parish at its next meeting.

04/18 DECLARATION OF INTEREST

There were no declarations of interest made.

05/18 MINUTES

It was **RESOLVED** that the Minutes of the Council Meetings held on 20th March, 27th March and 17th April 2018 be agreed and signed as a correct record.

Council noted the draft minutes of the Annual Parish meeting held on 26th April 2018.

06/18 MATTERS ARISING

The following matters arising were considered:

- The Clerk would chase up the connection of the Victorian lamppost which had still not been undertaken;

AGENDA ITEM No: 3

- Arrangements to refurbish the telephone box at the entrance to Castle Green were underway. The Perspex would be replaced with something more suitable and volunteers were requested;
- Council agreed to the request to undertake a clean along the Chicken Run path. Council would liaise with Stonewater regarding the cutting of the hedges especially by the bungalows.

07/18 POLICE REPORT

Council welcomed PCSO Annette who presented the following report:

- She would be based in the area for the next six weeks only as two new PCSOs were being trained;
- She had been transferred from Bromyard to the area following the retirement of PCSO Allford and the relocation of PC Bowden;
- There had been a number of antisocial incidents in Weobley recently but these were dealt with quickly and it had currently quietened down. Residents were once again encouraged to report any incidents to 101;
- It was hoped that the Police surgeries would be restarted once the new PCSOs had taken up their posts and their shift patterns had been formalised;
- The two new PCSOs were Felix Rawlinson and Emma Dunn;
- The Rural Matters van was available for events where over 500 attendees were expected. It was similar to a mobile police station. It was suggested that it was booked to attend the fireworks display;
- The Police would submit an article for the Parish Newsletter and the Magpie magazine.

08/18 WARD COUNCILLOR REPORT

Ward Cllr Cooper had presented his apologies but submitted a written report. It was noted that the Bowling Green application had reduced to one dwelling and the S106 monies from the Gadbridge Road site were reviewed. Further clarification would be sought regarding these monies though it was noted that the library contribution had been deleted from the agreement.

09/18 FINANCES & POLICY

- (a) **Accounts Outstanding and Financial Statement** – Council approved the following payment of accounts relating to April and May 2018:

DATE	PAYEE	SERVICE	CHQ	TOTAL
26/04/2018	P Russell	Salary April 2018	1423	£258.11
26/04/2018	P Russell	Clerk's Expenses	1423	£35.30
26/04/2018	HMRC Cumbernauld	PAYE/NI P Russell	1423	£64.40
26/04/2018	C Breen (Play Area)	Post	1424	£12.74
26/04/2018	C Breen (Play Area)	Postfix	1424	£6.45
26/04/2018	Glasdon	Column bracket	1425	£77.95
26/04/2018	Weobley Village Hall	Council Meeting	1426	£60.00
26/04/2018	Weobley Village Hall	NDP Meeting	1426	£30.00
26/04/2018	Cannon Hygiene Ltd	Sanitary Disposal	1427	£16.27
26/04/2018	Stop That Thief (Kington Rural)	CCTV	1428	£440.00
26/04/2018	Broxap Ltd	Bench	1429	£848.40
26/04/2018	PIP Printing	Newsletter	1430	£126.76
22/05/2018	P Russell	Salary May 2018	1431	£258.11
22/05/2018	P Russell	Clerk's Expenses	1431	£39.80
22/05/2018	HMRC Cumbernauld	PAYE/NI P Russell	1431	£64.40
22/05/2018	C Breen (Play Area)	LBS - Plates	1432	£10.18
22/05/2018	C Breen (Play Area)	Morrisons Fuel	1432	£21.00
22/05/2018	C Breen (Play Area)	LBS - Keys	1432	£3.50

22/05/2018	C Breen (Play Area)	CPA Horticulture (woodchip)	1432	£497.18
22/05/2018	Zurich Municipal	Insurance	1433	£1,087.10
22/05/2018	Mrs Kenny	Sundries (Aldi)	1434	£9.95
22/05/2018	Mrs Kenny	Sundries (mop head)	1434	£4.00
22/05/2018	Richard Mills	Tree Maintenance	1435	£432.00
				£4,404.60

- (b) **Annual Governance Statement** – Following consideration Council **RESOLVED** to approve the 2017/18 Annual Governance Statement.
- (c) **End of Year Accounts** – Following consideration it was proposed, seconded and **RESOLVED** to formally adopt the End of Year Accounts for the 2017/18 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 Mrs Scott to act as internal auditor for 2017/18 and 2018/19.

10/18 STANDING ORDERS AND FINANCIAL REGULATIONS

Council **RESOLVED** to adopt Standing Orders for 2018/19 with the amendments as recommended by NALC. The amendments included:

- A revision to Standing Order 3(l) reporting of meetings;
- Standing Order 13 Code of Conduct and Dispensations;
- Standing Order 18 Financial Controls and Procurement;
- Standing Order 21 Responsibilities under the Data Protection Act.

It was **RESOLVED** to adopt the Financial Regulations for 2018/19 without amendment.

11/18 INSURANCE COVER

It was **RESOLVED** that the annual insurance cover for the Parish Council for the next year provided by Zurich Municipal Insurance at a cost of £1,087.10.

12/18 COUNCIL COMPLAINTS PROCEDURE

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

13/18 DATA PROTECTION & FREEDOM OF INFORMATION

Council **RESOLVED** to adopt its existing procedures for handling requests made under the Freedom of Information Act 2000 publication scheme without amendment.

Following consideration Council **RESOLVED** to adopt the following policies in line with the new General Data Protection Regulations and the Data Protection Act 2018:

- Data Protection Policy;
- Data Breach procedure;
- Subject Access Request.

Council noted that new email addresses had been ordered.

14/18 MEETING SCHEDULE

Council formally **ADOPTED** the Parish Council’s meeting scheduled for the following year:

Tuesday 26 th June 2018	Tuesday 27 th November 2018	Tuesday 26 th March 2019
Tuesday 24 th July 2018	Tuesday 22 nd January 2019	Tuesday 23 rd April 2019 APM
Tuesday 25 th Sept 2018	Tuesday 26 th February 2019	Tuesday 28 th May 2019 APCM
Tuesday 23 rd Oct 2018		

15/18 PLANNING MATTERS

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

APPLICATION: P181565
SITE : Troisdorf, Hereford Road, Weobley HR4 8SW
DESCRIPTION: Propose to fell x 1 Leylandii to ground level because of disturbance to garden wall/archway
COMMENT: No objection

APPLICATION: P181605
SITE : 17 Burtonwood, Weobley, Hereford, Herefordshire HR4 8SU
DESCRIPTION: Cypress x 2 - reduce the over all crowns by 50%
COMMENT: No objection

APPLICATION: P181385
SITE : Land north of Gadbridge Road, Weobley, Herefordshire
DESCRIPTION: Application for approval of details reserved by conditions 5 6 8 & 9 attached to planning permission 163963.
COMMENT: Council noted this application

APPLICATION: P181185
SITE : Land north of Gadbridge Road, Weobley, Herefordshire
DESCRIPTION: Application for approval of details reserved by conditions 8 and 12 attached to planning permission 132924.
COMMENT: Council noted this application

APPLICATION: P180279/F Planning Re-consultation
SITE : Land adjacent to the Red Lion Church Street Weobley Herefordshire
DESCRIPTION: Amendment to one dwelling
COMMENT: To resubmit the original response.

- (b) **Gadbridge Road (P163963)** – There was no further update regarding the proposed lighting scheme. It was understood that the developer would be applying to temporarily hard-surface the grass verge adjacent to the village hall for the duration of the build. Council considered that a request could be made for kerbing to be installed when the grass was reinstated.
- (c) **Land off Burtonwood, Weobley** – No further update was available.
- (d) **Neighbourhood Development Plan Update** – Council noted that the NDP was currently with Herefordshire Council prior to its Regulation 14 submission for The Environmental Assessment and Habitat Assessments was being completed. Copies would be made available in the village and the Environmental Assessment was being completed.

16/18 PARISH MATTERS

- (a) **Post Office** – Council noted that the Chair was still in contact with the owner and it was understood that discussions were currently taking place with the Post Office. The Council agreed to continue to monitor the situation and would support the retention of the Post Office service in the village.
- (b) **Play Area/Skate Park** – Council noted that the grant application to Sport England had successfully passed through Stage One of the application process. The Stage Two application would now be submitted which would include the design details and costs of the new park.

The mower was now operational and it had been agreed to sell the grass catcher for £100. The woodchip order would be delivered on 26th May 2018 and volunteers were being sought to help unload and lay it. The new litter bin had been commissioned in Hereford Road and the new bench was being delivered imminently. Thanks were extended to Cllr Breen for all his work and efforts coordinating the management and maintenance of the play area.

17/18 HIGHWAY MATTERS

- (a) **Lighting in the Village** – Council noted the correspondence received regarding the plans to improve street lighting in the centre of the village. Following discussion it was agreed to review the report developed by Cllr Simons.
- (b) **Footpath update** – Cllr Ware provided the following report:
- The Rose Garden had been mowed 3 times to date. It was a difficult area to mow and a volunteer was now helping to trim it;
 - The majority of bridges had now been repaired with two more outstanding;
 - An alternative parking site had been identified for the fireworks display;
 - Cllr Ware had attended the Balfour Beatty briefing and had now made contact with the PROW Officer;
 - A number of additional permissive paths had been agreed subject to restricted access between 7am and 9pm with dogs on a lead and litter taken home. It was noted that permissive paths could have restricted access but a PROW was unrestricted;
 - The new paths would be publicised in the Magpie Newsletter;
 - It was agreed to arrange an annual Parish Council walk to walk a local footpath.

It was agreed to establish whether the Rose Garden was on the current Balfour Beatty mowing schedule.

18/18 CORRESPONDENCE

Council noted the following correspondence received:

- Community First E-Bulletin – May 2018;
- Rural Hub Newsletter – May 2018;
- HARC Information Corner/Training – May 2018;
- Advertise you event on WISH;
- Road Closures update.

Council agreed to write a letter of support for the proposed WW1 commemorations planned.

Council further agreed to obtain quotations to purchase a new Barbeque as previously agreed and the cost of a new projector for the library as the current one required replacement. It was noted that the laminator had now been written off.

19/18 DATE OF NEXT MEETING

Council noted that the next meeting would be held on Tuesday 26th June 2018 at 7.30pm in the Hopelands Village Hall, Weobley HR4 8SN.

There being no further business the Chairman declared the meeting closed at 10.14 pm.

CHAIR:

DATE: