

# WEOBLEY PARISH COUNCIL

## PARISH COUNCIL MEETING

Wednesday 17<sup>th</sup> October 2018

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

### 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 23<sup>rd</sup> October 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 25<sup>th</sup> September 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.
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 October 2018. A full list will be presented at the meeting.
  - (b) **Bonfire/Fireworks** – To discuss arrangements for this year's bonfire and fireworks extravaganza on 2<sup>nd</sup> November 2018. Please see attached schedule.

- (c) **Newsletter** – To discuss content for the Winter Newsletter.
- (d) **2019/20 Parish Precept Request** – A budget meeting is being held on Tuesday 30<sup>th</sup> October 2018 to draft the budget. An initial budget is attached.
- (e) **Meeting Start Time** – To consider moving the meeting start time forward to 7pm.
- (f) **Museum/Library Building** – The Weobley and District Local History Society has enquired what plans, if any, the parish council has for external decoration of the museum/library building. The toilet building also requires some remedial works to be undertaken.
- (g) **Annual Audit** – The following qualification has been received: The smaller authority has disclosed that it made proper provision during the year 2017/18 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered 'No' to this assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering 'Yes' to Section 1, Assertion 7, which, on the basis of the above, is not correct.

## 9. 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 receive an update on progress.

## 9. PARISH MATTERS

- (a) **Telephone Box** – To receive an update on the refurbishment of the telephone box.
- (b) **Pump House & Car Park, Bell Square** – To receive an update.
- (c) **Post Office** – To receive an update.
- (d) **Play Area/Skate Park** – To receive an update on the play area and plans for a new skate park.

## 10. HIGHWAY MATTERS

- (a) **Footpath update** – Cllr Ware to report.
- (b) **Lengthsman/P3** – To agree the development and costing of an annual maintenance plan for Weobley. Funding from Herefordshire Council discontinued in 2018. A draft plan will be circulated.
- (c) **Herefordshire Council Scrutiny Committee** – To consider submitting a response regarding pothole repair and public realm maintenance by Balfour Beatty to Herefordshire Council.

## 11. CORRESPONDENCE – To receive the following correspondence:

- Community First E-Bulletin – October 2018;
- Rural Hub Newsletter – October 2018;
- Road Closures update.

## 12. DATE OF NEXT MEETING

The next meeting of the Council will be held on Tuesday 27<sup>th</sup> November 2018 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 25<sup>th</sup> September 2018 commencing at 7:30pm.

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**MEMBERS PRESENT:** Councillors L Anderson (Chair), C Breen, I Dyer, P Lloyd, H Quinlan, C Saunders, J Simons and M West.

**ALSO PRESENT:** Ward Cllr Cooper.

**OFFICER PRESENT:** Clerk to the Council

### **PUBLIC OPEN SESSION**

There were no members of the public present. Council noted that a complaint had been received regarding the tree works to the rear of Bearcroft. This would be addressed.

Council noted the letter received regarding the Burton Gardens Community Centre.

### **44/18 DECLARATION OF ACCEPTANCE OF OFFICE**

Council received the Declaration of Acceptance of Office from Mr Dyer.

### **45/18 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs M Ware and V Mackie.

### **46/18 DECLARATION OF INTEREST**

The following declarations of interest were made:

- Cllr Anderson: Hopelands Village Hall: P183292
- Cllr Lloyd: P183333

### **47/18 MINUTES**

It was **RESOLVED** that the Minutes of the Parish Council Meeting held on 24<sup>th</sup> July 2018 be agreed and signed as a correct record.

### **48/18 MATTERS ARISING**

The following matters arising were considered:

- Council noted that the glass panes in the Victorian Street lamp needed to be replaced due to corrosion. This was in hand;
- No further progress to repair the Glebeland wall had been noted;
- The interpretation panel at the old Bowling Green required repair;
- The abandoned car had now been removed;
- The update regarding the leak at the village hall was noted. A new supply had been installed and was awaiting connection by Welsh Water. Once the new supply had been turned on the old one would be switched off, which should address the current leak.

### **49/18 POLICE REPORT**

The Police were not in attendance. It was noted that the PACT meetings were expected to be reintroduced but in a different format. This would be welcomed by residents.

### **50/18 WARD COUNCILLOR REPORT**

Ward Cllr Cooper presented the following report:

- Post Office – The current application appeared to be progressing well and an update was awaited. Cllr Anderson would continue to keep in contact;
- The letter from Bill Wiggin MP was noted;
- It was confirmed that no formal notification had been received regarding the amendments to the outline planning application for land off Burton Woods;

- S106 funding appeared to looking positive for the proposed skate park. Some funding from Sport England had been secured.

It was **RESOLVED** to contact Herefordshire Council to confirm what S106 funding was available from the Gadbridge Road development, clarify the timescale for when it would be available, and request that it should all be used in Weobley to help support the local infrastructure. The Council S106 wish list would be resubmitted.

## 51/18 FINANCES & POLICY

- (a) **Accounts Outstanding and Financial Statement** – Council approved the payment of accounts relating to August and September 2018 amounting to £2,478.18.

PAYEE	SERVICE	CHEQUE	TOTAL
West Mercia Energy	Library	DD	£41.08
West Mercia Energy	Toilets	DD	£14.87
West Mercia Energy	Library	DD	£45.49
West Mercia Energy	Toilets	DD	£15.42
P Russell	Salary Aug 18	1447	£258.11
P Russell	Salary Sept 18	1447	£258.11
P Russell	Clerk's Expenses	1447	£71.67
HMRC Cumbernauld	PAYE/NI P Russell	1447	£128.80
Magpie Magazines	Postal Subscription	1448	£12.00
Chris Breen	Wickes - sundries	1449	£15.94
Chris Breen	Timpson - Keys	1449	£7.00
M Kenny	ALDI (Toilet sundries)	1450	£10.45
Upper Bridge Enterprises	Website Licences	1451	£483.46
Helping Hand Company (Ledbury) Ltd	Litter Pickers	1452	£240.34
Ye Olde Salutation Inn	Buffet	1453	£120.00
Mrs Anderson	Flowers	1454	£35.00
M Ware	P3 Materials	1455	£94.48
M Ware	P3 Materials	1455	£60.34
X2Connect Ltd	Kiosk Parts	1456	£565.62
			<b>£2,478.18</b>

- (b) **Purchase of Equipment** – Council noted that a number of options were being investigated to replace the Barbeque, including a gas powered griddle. For the 2018 Fireworks event a griddle would be hired.

It was further noted that the Village Hall would be installing a TV in the Committee Room which could be linked to a laptop to receive presentations.

- (c) **Councillor Email Accounts** – Council noted that the new Council email had now been set up and would be phased in over the next few months.
- (d) **Herefordshire Tree Warden Annual Subscription** – Council **RESOLVED** to renew this annual subscription at a cost of £25.
- (e) **2019/20 Parish Precept Request** – It was agreed to appoint Cllrs Anderson, Breen, Ware and West to consider setting a budget for 2019/20. Members were requested to submit any project ideas. A meeting would be held on Tuesday 30<sup>th</sup> October 2018.

## 52/18 PLANNING MATTERS

- (a) **Planning** – Council noted that no objections had been submitted regarding applications P183292, P183323, P183270, P182864 and P183333.

It was agreed to submit the following comments to Herefordshire Council regarding P181050:

- Express concern that the Parish Council had not been formally notified of the amendments to this sensitive application;
- To resubmit and reiterate the Council's previous objections;
- The proposed amendments to widen the existing pavement adjacent to Burtonwood would narrow the road and would be detrimental to the traffic flow;
- The proposed improvements to road markings are considered unlikely to reduce the level of obstructive parking due to the lack of both provision of regular enforcement and off road parking facilities for parents of school pupils;
- The proposed additional crossing point would significantly increase the danger to the school pupils that have to use this part of the highway to access their school.

**(b) Gadbridge Road (P163963)** – Council noted that Phase Two of the development had been released. The show home was now open and Freemans had provided assistance to address the Village Hall water leak.

**(c) Neighbourhood Plan Update** – Council received the final revised version of the Regulation 16 Plan. Following discussion, it was proposed, seconded and **RESOLVED** to approve the Weobley Neighbourhood Development Plan.

It was agreed to confirm what outstanding funding was required to complete the Plan and the remaining work to be undertaken. It was currently estimated that a further £3,000 would be required. Approximately £2,000 could potentially be secured through external funding and the Parish Council had allocated £1,000. It was proposed, seconded and **RESOLVED** to allocate an additional £1,000 from Parish funds to help complete the Plan, if the funding could not be obtained from external grants.

### **53/18 PARISH MATTERS**

**(a) Telephone Box** – Council noted that £494 had been raised to help towards the cost of parts to refurbish the telephone box. The spare parts had now been purchased and work was progressing.

**(b) Pump House & Car Park, Bell Square** – Council noted that Garnstone Estates was proposing to grant a lease at will at a peppercorn rent for the car park. A copy of the draft lease was still awaited. Following discussion, it was **RESOLVED**:

- To request Welsh Water to confirm the proposed contribution to demolish/refurbish the Pump House;
- To identify the issues related to accessibility if the Pump House was refurbished;
- To obtain some initial costings to demolish the Pump House and remove the tank;
- To note that a full asbestos survey would be required prior to any works being undertaken.

**(c) Post Office** – This matter had been dealt with under Minute 50/18.

**(d) Play Area/Skate Park** – Council received an update regarding the play area. The annual inspection had now been undertaken and remedial works identified in the report were being undertaken. Most items were either low risk or very low risk. Following consideration, Council **RESOLVED** to allocate up to £500 to purchase the required spare parts.

### **54/18 HIGHWAY MATTERS**

**(a) Parking in Hereford Road** – Council received a report regarding parking along Hereford Road. This was causing a significant traffic hazard and frequent delays and hold ups. An informal traffic survey had been undertaken and 313 vehicle movements had been recorded within an hour during the peak period in the morning. The issues being experienced included damage to the footpath and highway, and the effect it was having on the quality of life of local residents.

Following discussion, it was **RESOLVED**:

- To put an article in the Magpie to draw attention to the issue;
- To send a letter to local residents highlighting the safety issues;
- Include an article in the next Parish Council Newsletter regarding traffic and safety issues in Hereford Road and Gadbridge Road.

- (b) **Footpath update** – Council noted that 63 hours of mowing had been undertaken during the season and materials had been purchased to repair a faulty bridge.
- (c) **Lengthsman/P3** – Following discussion, Council agreed to develop and cost an annual maintenance plan for Weobley. It was noted that footpath funding from Herefordshire Council would be discontinued in 2019. Members were requested to submit a list of areas that required annual attention for inclusion in the plan. The Plan would form the basis of a tender which would be sent out to a minimum of three Lengthsmen to provide a quotation. Funding would be included in the 2019 budget.

It was agreed to request the Lengthsman to carry out clearance works at the Whitehill junction.

- (d) **Herefordshire Council Scrutiny Committee** – Council agreed to develop a response regarding pothole repair and public realm maintenance by Balfour Beatty to Herefordshire Council. The deadline was 2<sup>nd</sup> November 2018.

#### **55/18 CORRESPONDENCE**

Council noted the following correspondence:

- Herefordshire Council Parish Council Summit – An invitation has been received to attend this summit on Wednesday 17<sup>th</sup> October 2018 commencing at 5.30pm;
- Invitation to NMiTE inauguration at Hereford Cathedral on Friday 19<sup>th</sup> October 2018;
- HCCLH Invitation – 29<sup>th</sup> September from 11am at Gardner Hall, Royal National College for the Blind, Hereford. Community led housing initiative;
- Community First E-Bulletin – August & September 2018;
- Rural Hub Newsletter – August & September 2018;
- Road Closures update;
- HALC Training sessions;
- Children’s and young people’s plan consultation – ending on 30<sup>th</sup> September 2018;
- Parish Footpath Officer Briefing notes;
- Bus service changes from 4<sup>th</sup> September – 507 and 509 services.

#### **56/18 DATE OF NEXT MEETING**

Council noted that the next meeting of the Council would be held on Tuesday 23<sup>rd</sup> October 2018 at 7.30pm in the Hopelands Village Hall, Weobley HR4 8SN. The following items would be included on the agenda:

- Commencement of meetings at 7pm;
- Bonfire & Fireworks
- Winter edition of the Newsletter

There being no further business the Chairman declared the meeting closed at 10.06pm.

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**CHAIR:**

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**DATE:**