

WEOBLEY PARISH COUNCIL

PARISH COUNCIL MEETING

Wednesday 21st November 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 27th November 2018 commencing at 7:00pm 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 October 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**
Please see the attached report from Ward Cllr Cooper.
7. **FINANCES & POLICY**
 - (a) **Accounts Outstanding and Financial Statement** – To approve the payment of accounts relating to November 2018. A full list will be presented at the meeting.
 - (b) **Newsletter** – To review the draft Winter Newsletter. A copy will be available at the meeting.

(c) **2019/20 Parish Precept Request** – Please see the final draft budget attached for consideration and adoption. To consider requesting a precept of £25,781 from Herefordshire Council for 2019/20.

(d) **Bonfire & Fireworks** – To receive an analysis of event, to agree a date for 2019 and to allocate the profit to a project.

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.

10. PARISH MATTERS

(a) **Defibrillator** – The British Heart Foundation grant application has been successful. Council is requested to agree purchase of a BT approved Secure box for the existing defibrillator in the phone box, and to relocate the existing box to the Village Hall. Council is requested to arrange to deactivate the lock on the existing box and to arrange and oversee arrangements for community training sessions to use the new defibrillator.

(b) **Pump House & Car Park, Bell Square** – To formally consider entering into a new lease for the car park. A copy of the draft lease is attached. A reply is awaited from Welsh Water regarding the matters raised by the Parish Council relating to the Pump House.

(c) **Post Office** – To receive an update. Confirmation has been received that the resignation and proposed business transfer date of the existing Post Mistress has now passed.

(d) **Play Area/Skate Park** – To consider the following items:

- To receive an update on the play area;
- To consider formally setting up a Strategic Projects Steering Group to develop village projects;
- To receive an update from the meeting with Herefordshire Council to discuss S106 funding held on 27th November 2018 regarding the proposed Skate Park.

11. HIGHWAY MATTERS

(a) **Footpath update** – Cllr Ware to report.

(b) **Lengthsman/P3** – To agree the draft plan of the schedule of works required.

(c) **Speeding, Traffic and Highway Issues in The Village** – To note the draft letters that will be sent residents and the surgery

(d) **Safety Audit** – To receive an update on the request to carry out a safety audit on the B4230 on the approach to Mill Bank.

(e) **Speed Indicator Device** – To agree to investigate the hire/purchase of a SIDs?

12. **CORRESPONDENCE** – To receive correspondence. Please see update sheet.

13. DATE OF NEXT MEETING

The next meeting of the Council will be held on Tuesday 23rd January 2019 at 7.00pm 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 October 2018 commencing at 7:30pm.

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

ALSO PRESENT: Ward Cllr Cooper and two members of the public.

OFFICER PRESENT: Clerk to the Council

PUBLIC OPEN SESSION

There were two members of the public present. Council agreed to bring forward agenda item 9(a) Skate Park.

Council received an update regarding progress towards securing a skate park in Weobley. Funding had been secured from an external grant fund and S106 contributions and further grant applications were being developed, both locally and nationally.

In order to continue to develop the skate park the Steering Group needed to be formalised. Current members were Cllr Breen, Cllr West, Heather Morrison and the Clerk. Approaches had been made to Freeman Homes and the Head of the High School. In addition to these members young people would also be invited. The Group would meet in December, develop a tender, which would be sent out in January 2019, and it was hoped that the skate park would be constructed and ready to use by summer 2019.

In addition to the initial S106 secured, further sums were available and it was suggested that a Weobley Strategic Projects Steering Group be set up to develop new projects as identified by the Neighbourhood Plan and to meet the needs of local residents. The aim of the Strategic group would be to develop collaborative partnerships with local organisations, review the NDP, create a vision and undertake a needs assessment. Council **RESOLVED** to set up the Steering Groups outlined above.

57/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr M West

58/18 DECLARATION OF INTEREST

There were no declarations of interest made.

59/18 MINUTES

It was **RESOLVED** that the Minutes of the Parish Council Meeting held on 25th September 2018 be agreed and signed as a correct record.

60/18 MATTERS ARISING

The following matters arising were considered:

- Council noted that the outstanding works to the Victorian Street lamp had been completed;
- There appeared to be some progress regarding the Glebeland wall;
- Council noted that the Slow sign had been moved further out on the B4230 by the Ley Turn following the number of collisions there;
- It was agreed to investigate the possibility of requesting a Speed Indicator Device (SID) to help address speeding vehicles;
- It was agreed to request Herefordshire Council to carry out a safety audit on the B4230 on the approach to Mill Bank, and Hereford Road;
- The leak at the village hall had not yet been resolved. Welsh Water was scheduled to attend on 3rd December. Works had been held up as a road closure was required. Once works had been

completed Balfour Beatty would then be able to investigate whether there was a collapsed drain.

61/18 POLICE REPORT

The Police were not in attendance and no update had been received.

62/18 WARD COUNCILLOR REPORT

Council noted the report presented by Ward Cllr Cooper.

- A pothole reporter app had been developed by Herefordshire Council and was available to download. Over 9,000 potholes had been repaired to date by Balfour Beatty;
- Herefordshire Council had purchased a jet patcher, which doubled up to clear snow in bad weather;
- A budget overspend was currently being projected and there were funding concerns after 2020;
- Due to the large number of highway repairs bring carried out complaints had been received regarding the amount of road closures.

Council agreed to bring forward agenda item 9(c) – Post Office.

Council noted that a request had been received for a subsidy to help create a sustainable business and ensure the future provision of a post office in the village. It was acknowledged that the Parish Council was restricted by the legal powers it had available to spend public money.

Following consideration, it was **RESOLVED** to respond to the subsidy request outlining the various legal constraints and indicate that the Parish Council would be willing to consider allocating £3,000 per annum (£250 per month) towards the costs, including overheads, of running the Post Office, subject to the development of a Service Level Agreement to create a local Information Point for residents and visitors to obtain information regarding local events and attractions.

63/18 FINANCES & POLICY

- (a) **Accounts Outstanding and Financial Statement** – Council approved the payment of accounts relating to October 2018 amounting to £2,169.86 as outlined below:

PAYEE	SERVICE	CHEQUE	TOTAL
West Mercia Energy	Library	DD	£38.25
West Mercia Energy	Toilets	DD	£15.29
West Mercia Energy	Library	DD	£45.37
P Russell	Salary Aug - Oct 2018	1458	£258.11
HMRC Cumbernauld	TAX/NHI	1458	£64.40
P Russell	Clerk's Expenses Oct	1458	£40.69
P M Lloyd	BBQ Hire	1459	£90.60
PKF Littlejohn LLP	Audit (External)	1460	£240.00
Fran White	Play Area inspection	1461	£58.60
Richard Mills	Tree works	1462	£432.00
Hopelands Village Hall	Council	1463	£30.00
Hopelands Village Hall	NDP	1463	£15.00
Microshade Ltd	Audit (internal)	1464	£90.00
Chris Breen	Jmart	1465	£5.98
Chris Breen	Morrisons	1465	£23.68
Chris Breen	Hintons	1465	£8.50
Chris Breen	Leominster BS	1465	£24.54
Chris Breen	Wynnstay	1465	£24.71
Chris Breen	Hereford Mowers	1465	£51.60
Chris Breen	Tudor BS	1465	£156.00
Royal British Legion	Wreath	1466	£25.00
M Ware	P3 materials	1467	£132.54

Caple Ltd	Metal Seat	1467	£299.00
			£2,169.86

- (b) **Bonfire/Fireworks** – Council discussed the arrangements for this year’s bonfire and fireworks extravaganza on 2nd November 2018. Requests for additional sponsorship would be made to Freeman Homes and Border Oak. It was understood that some propane gas was available via the village hall. This would be checked.
- (c) **Newsletter** – Council agreed to develop content and produce a Winter Newsletter. Articles would include updates on the Victorian Streetlight, the Glebe wall, the Post Office, the telephone kiosk refurbishment, speeding and parking issues previously highlighted and highlight the concern that vehicle insurance cover may not extend to on-street car parking.
- (d) **2019/20 Parish Precept Request** – Council noted that a budget meeting would be held on Tuesday 30th October 2018 to draft the 2019/20budget. An initial budget was presented and Councillors were requested to submit any comments to the Clerk or Chair. The allocation of reserves would also be developed.
- (e) **Meeting Start Time** – Following discussion, it was **RESOLVED** to move the meeting start time forward to 7pm as from November 2018.
- (f) **Museum/Library Building** – Council noted that the Weobley and District Local History Society submitted a request for external decoration of the museum/library building to be carried out. A quotation to undertake essential repairs to the toilet building had been received.

Following discussion, it was **RESOLVED**:

- To accept the quotation amounting to £650 plus materials to carry out the repairs to the toilets;
- Request a quotation for the cost of undertaking external decorations as required to the library/museum.

- (g) **Annual Audit** – Council noted that the annual audit had been completed with a qualification.

64/18 PLANNING MATTERS

- (a) **Planning** – Council noted that no planning applications had been received from Herefordshire Council. It was noted that the application relating to the tree at the village hall had been superseded by the weather, which had caused damage and necessitated its urgent removal.
- (b) **Gadbridge Road (P163963)** – Council noted that a sum of just over £53,000 had been allocated for wellbeing as part of the S106 contributions from the development. It was agreed to request that this sum be passed over to the Parish Council to invest in the open spaces in Weobley.
- (c) **Neighbourhood Plan Update** – Council noted that the Condition Statement had been prepared and additional funding was being applied for.

65/18 PARISH MATTERS

- (a) **Telephone Box** – Council noted that the refurbishment of the telephone box had been completed. Thanks were formally extended to all those involved in raising the funds and carrying out the refurbishment.
- (b) **Pump House & Car Park, Bell Square** – Council noted that no further update was available. Welsh Water would be contacted again.
- (c) **Post Office** – This matter had been considered under Minute 62/18.
- (d) **Play Area/Skate Park** – This matter had been considered under public open session.

66/18 HIGHWAY MATTERS

- (a) **Footpath update** – Council noted that all the bridges had now been repaired. A number of gates had been erected instead of stiles as requested.
- (b) **Lengthsman/P3** – Council noted the draft annual maintenance plan for Weobley. Funding from Herefordshire Council was to be discontinued in 2018. It was agreed to feed comments back to the Chair and Clerk for inclusion prior to tendering the schedule of works out to three Lengthsmen.

It was agreed to obtain a quotation from the Lengthsman to resurface the Bell Square car park.

- (c) **Herefordshire Council Scrutiny Committee** – Council agreed to submit a response regarding pothole repair and public realm maintenance by Balfour Beatty to Herefordshire Council based on the draft presented by the Chair.

67/18 CORRESPONDENCE

Council noted the following correspondence:

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

68/18 DATE OF NEXT MEETING

Council noted that the next meeting of the Council would be held on Tuesday 27th November 2018 at **7.00pm** in the Hopelands Village Hall, Weobley HR4 8SN.

There being no further business the Chairman declared the meeting closed at 10.15pm.

CHAIR:

DATE: