

WEOBLEY PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING

Tuesday 21st May 2019

TO: ALL MEMBERS OF WEOBLEY PARISH COUNCIL: Councillors L Anderson, C Breen, I Dyer, P Lloyd, V Mackie, H Quinlan, C Saunders, J Simons, M Ware 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 28th May 2019 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. ELECTION OF CHAIR**
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**
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. New Declaration of Interest forms also need to be completed and submitted the Herefordshire Council.
- 5. MINUTES**
The Minutes of the Council Meeting held on 26th March 2019 need to be agreed and signed as a correct record. A copy of the APM draft minutes (16th April 2019) are also attached for information.
- 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 the new Ward Councillor recently elected, if available.

9. FINANCES & POLICY

- (a) **Accounts Outstanding and Financial Statement** – To approve the payment of accounts relating to April and May 2019. A full list will be presented at the meeting.
- (b) **Annual Governance Statement** – To formally adopt the Annual Governance Statement relating to the 2018/19 financial year.
- (c) **End of Year Accounts** – To formally adopt the End of Year Accounts for the 2018/19 financial year.
- (d) **Risk Management** – Please see the attached Risk Register for approval.
- (e) **Internal Auditor** – To consider the appointment of the internal auditor for 2019/20.
- (f) **Staffing Matters** – To receive the attached report.

10. STANDING ORDERS AND FINANCIAL REGULATIONS

To review and adopt Standing Orders and Financial Regulations for 2019/20.

11. INSURANCE COVER

To review the Annual Insurance provision.

12. COUNCIL COMPLAINTS PROCEDURE

To review the Parish Council's Complaints Procedure.

13. DATA PROTECTION & FREEDOM OF INFORMATION

To adopt the Data Protection policy, data breach and Subject Access Request procedures and review the Parish Council's Freedom of Information policy.

14. MEETING SCHEDULE

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

Tuesday 25 th June 2019	Tuesday 26 th November 2019	Tuesday 24 th March 2020
Tuesday 23 rd July 2019	Tuesday 28 th January 2020	Tuesday 28 th April 2020 APM
Tuesday 24 th Sept 2019	Tuesday 25 th February 2020	Tuesday 26 th May 2020 APCM
Tuesday 22 nd Oct 2019		

15. PLANNING MATTERS

- (a) **Planning** – To discuss planning applications received from Herefordshire Council.
- (b) **Gadbridge Road (P163963)** – To receive an update regarding this development.
- (c) **Pepperplock Application (P181050)** – To receive an update, if available.
- (d) **Neighbourhood Plan Update** – The Plan is currently at the examination stage.

16. PARISH MATTERS

- (a) **Telephone Box & Defibrillator** – To receive an update. A new cabinet has been ordered for the telephone box along with signage.
- (b) **Pump House** – To receive an update from Welsh Water regarding the asset transfer of the Pump House and land to the Parish Council
- (c) **Post Office** – To receive an update.
- (d) **Highways Task & Finish Group** – To receive an update from the Group, if available.

- (e) **Library & Public Convenience Maintenance Plan Development** – To receive an update on the redecoration planned and works to the public conveniences.
- (f) **Play Area/Skate Park** – To receive an update on the play area and an update regarding the proposed Skate Park.
- (g) **LEADER Funding Project** – To confirm that a Working Group meeting will be held on Tuesday 4th June 2019 at 5.30pm in the Library.

17. HIGHWAY MATTERS

- (b) **Footpath P3 update** – To receive an update.
- (c) **Lengthsman Update** – To receive an update.

18. CORRESPONDENCE

To receive the following correspondence:

- Community First E-Bulletin – May 2019;
- Rural Hub Newsletter – May 2019;
- Road Closures update

19. DATE OF NEXT MEETING

The next meeting of the Council will be held on Tuesday 25th June 2019 at 7.00pm in the Hopelands Village Hall, Weobley HR4 8SN.

WEOBLEY PARISH COUNCIL

PARISH COUNCIL MEETING

Minutes of the Weobley Parish Council Meeting held at the Hopelands Village Hall, Weobley HR4 8SN on Tuesday 26th March 2019 commencing at 7:00pm.

MEMBERS PRESENT: Councillors L Anderson (Chair), M Ware (Vice-Chair), C Breen, P Lloyd, H Quinlan and M West.

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

OFFICER PRESENT: Clerk to the Council

Prior to the commencement of the formal meeting Council was informed that Stan Simons had recently passed away. He had been an active member of both the community and the Parish Council, chairing the Council for 12 years. Council sent their condolences and best wishes to the family. A memorial service was being held on 27th March 2019.

PUBLIC OPEN SESSION

There was one member of the public present. The following issues were raised:

- The Parish Council was requested to consider endorsing a local community site, Next Door Weobley;
- A request to erect signage to discourage HGVs off the A4112 towards The Riddox was requested;
- Concern was expressed that no further progress appeared to have been made following the break in during November 2018 into a local shop;
- A request to address the heating issues at the library was made.

105/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs I Dyer, V Mackie, C Saunders and J Simons.

106/18 DECLARATION OF INTEREST

The following Declaration of Interest was made:

- Cllr Lloyd: P190491
- Cllr Ware: P190491

107/18 MINUTES

It was **RESOLVED** that the Minutes of the Parish Council Meeting held on 26th February 2019 be agreed and signed as a correct record.

108/18 MATTERS ARISING

There were no matters arising.

109/18 POLICE REPORT

The Police had been unable to attend.

110/18 WARD COUNCILLOR REPORT

Ward Cllr Cooper presented his written report, which was noted. The following matters were raised:

- BT had disconnected the telephone kiosk located at the entrance of the Castle Green. It was agreed to look into the possibility of powering the kiosk with solar panels. Western Power would also be contacted regarding reconnection;
- Concern was expressed regarding the increased volume of traffic along Hereford Road. It was noted that Herefordshire Council had recently changed its funding policy regarding transport subsidies for school pupils, which may have had an effect on the increase in traffic as more parents were using their own vehicles. The school had also become more successful;

AGENDA ITEM No: 5

- It was noted that the Head Teacher had requested parents to utilise the village car parks and had encouraged car sharing. The issues highlighted the inaccuracies of the traffic survey undertaken by Kodiak regarding its outline planning application;
- It was requested that future local road works were undertaken during school holidays as recent works had caused a number of traffic issues;
- It was agreed to forward Cllr Cooper all the correspondence regarding the recent road naming issue relating to the Gadbridge Road development for information;
- It was noted that the decision to grant outline permission on the Pepperplock site was expected to be challenged;
- It was noted that the latest news regarding the future of the post office had been included in the Newsletter alongside a form to encourage people to financially support the continuation of the service.

111/18 FINANCES & POLICY

- (a) **Accounts Outstanding and Financial Statement** – Council approved the payment of accounts relating to March 2019 amounting to £3,317.26, including VAT:

PAYEE	SERVICE	CHEQUE	TOTAL
C Breen	Tudors Building Supplies	1488	£179.40
C Breen	JDS DIY	1488	£15.32
C Breen	Keys	1488	£10.00
West Mercia Energy	Toilets	DD	£15.29
West Mercia Energy	Library	DD	£98.28
West Mercia Energy	Toilets	DD	£14.49
West Mercia Energy	Library	DD	£194.90
Sutcliffe Play South West Ltd	Spring Horse parts	1489	£133.50
P Russell	Salary Mar 19	1490	£258.11
HMRC Cumbernauld	TAX/NHI	1490	£64.40
P Russell	Clerk's Expenses Mar 19	1490	£40.77
C Breen	Petrol Sainsbury's	1491	£19.25
C Breen	Screws - Toolstation	1491	£18.78
PIP	Newsletter	1492	£182.42
Herefordshire Tree Wardens	Subscription	1493	£25.00
HALC	Subscription	1494	£0.00
Herefordshire Council	Library rates	1495	£1,399.35
Richard Mills	Lengthsman	1496	£648.00
			£3,317.26

It was formally **RESOLVED** not to renew Weobley Parish Council's annual subscription to HALC. This would be reviewed in 2020.

- (b) **Nominations** – It was agreed to nominate Cllr Mackie to be the Council's representative on the Village Hall, subject to her agreement.

112/18 PLANNING MATTERS

- (a) **Planning** – It was **RESOLVED** to submit the following comments to Herefordshire Council:

APPLICATION: P190491

SITE: Plot 4 The Paddocks, Weobley

DESCRIPTION: Proposed dwelling with double garage to replace previous approval NW2000/0941/F.

COMMENT: Council requested that this application be deferred for the following reasons:

- The design was unsympathetic and did not reflect a reasonable blend of contemporary design within the local environment;

- There were no details regarding the materials to be used. The plans suggested that the materials were not in keeping with the neighbouring properties.

APPLICATION: P190574
SITE: St Peter and St Pauls Church, Church Road, Weobley HR4 8SD
DESCRIPTION: Proposed works to Weeping Ash (T1) east side of churchyard - raise canopy by 15 % and thin out heavy leaders 15%, remove deadwood which currently falls on to public road and is therefore a danger. Cherry Tree (T2) by Garden of Remembrance - remove long low limbs and raise canopy to allow light through to ground below. Mature Beech and adjacent mature sycamore (T3 and T4) raise canopy and remove lower limbs over-hanging road.
COMMENT: No objection subject to the Tree Warden's comments.

APPLICATION: P190613
SITE: Land adjacent to Arrow Cottage, Ledgemoor, Weobley
DESCRIPTION: Application for approval of details reserved by conditions 10, 12, 13 attached to planning permission 181956
COMMENT: No objection. (It was noted that this application was adjacent to the parish)

- (b) **Gadbridge Road (P163963)** – This matter had been discussed under Minute 110/18.
- (c) **Pepperplock Application (P181050)** – This matter had been discussed under Minute 110/18.
- (d) **Neighbourhood Plan Update** – Council noted that the Plan had successfully gone through the Regulation 16 consultation and was ready for examination. Amendments were currently being considered and the final Plan would be presented to the Parish Council for approval.

Consideration was currently being given to the future designation of the Glebeland following submissions from the Diocese and the need to create additional car parking capacity for the village centre. Views from Councillors were requested.

Following discussion, it was **RESOLVED** that the Steering Group be given delegated authority on behalf of the Parish Council to appointment an Examiner to examine the Plan.

113/18 PARISH MATTERS

- (a) **Telephone Box/Defibrillator** – This matter had been discussed under Minute 110/18.
- (b) **Pump House** – Council noted that confirmation from Welsh Water regarding the asset transfer of the Pump House and land to the Parish Council was still awaited. This matter would continue to be pursued.
- (c) **Post Office** – Council noted that a leaflet had been distributed with the Spring Newsletter.
- (d) **Highways Task & Finish Group** – The following update was noted:
- The report from the meeting was noted;
 - A project list was being developed and this would be completed as soon as possible;
 - Letters regarding parking had been sent to residents and an article had been included in the Spring Newsletter;
 - A walkabout with the Locality Steward would be arranged to discuss options.
- (e) **Library & Public Convenience Maintenance Plan Development** – Following discussion, Council **RESOLVED**:
- To accept the quotation received to decorate external woodwork at Library and toilets, Back Lane at a cost of £980, which included materials;
 - To ratify the purchase of a fan heater at a cost of £39.99;

- To undertake electrical works to repair the wall heater. An electrician had been approached and a quotation was awaited;
- To allocate the funding required to enable electrical works to be undertaken.

(f) Play Area/Skate Park – Council noted the following update:

- The spring horse had now been repaired;
- Mowing had commenced;
- A meeting related to the skate park was being held on 27th March 2019.

(g) LEADER Funding Project – Following discussion it was agreed to appoint Cllrs Anderson, Lloyd, Saunders, Simons and West to oversee the LEADER signage project. A meeting would be arranged as soon as practicable.

114/18 HIGHWAY MATTERS

(a) Footpath update – Council noted the following report:

- The footpath at Garnstone Hill required clearing;
- Mowing would commence in the near future.

(b) Lengthsman/P3 – Council noted the following update:

- Work undertaken to date included the clearing of pavements between the Catholic Church and Sawne, Primasil to Park View and Red Lion carpark to the Church entrance;
- A quotation to remove the cherry tree at the Rose Garden had been received and a further quotation had been requested;
- Works at Weobley Marsh had commenced;
- The blocked drains at the library were still outstanding and would be addressed at the beginning of May;
- It was agreed to apply for permission to remove the cherry tree.

(c) Gritting, Portland Street – Council noted that this road would be removed from the gritting schedule by Balfour Beatty due to access issues. In future if this part of the highway needed gritting it would have to be undertaken by hand probably by the Lengthsman.

115/18 CORRESPONDENCE – Council noted the following correspondence:

- Locality Steward Weekly Briefings – March 2019
- Herefordshire Council, Road Closures March 2019 – Update to programme
- Herefordshire Rural Hub March 2019 newsletter
- Police Newsletter – March 2019
- Cabinet Update – March 2018
- HALC Information Corner – March 2019

116/18 DATE OF NEXT MEETING

Council noted that the Annual Parish Meeting would be held on Tuesday 16th April 2019 at 7.30pm in the Hopelands Village Hall, Weobley HR4 8SN.

Council noted that the Annual Parish Council meeting would be held on Tuesday 28th May 2019 at 7.00pm in the Hopelands Village Hall, Weobley HR4 8SN.

There being no further business the Chairman declared the meeting closed at 9.30pm.

CHAIR:

DATE:

WEOBLEY PARISH COUNCIL

WEOBLEY ANNUAL PARISH MEETING

Minutes of the Weobley Parish Meeting which was held on Thursday 16th April 2019 at the Hopelands Village Hall, Weobley, commencing at 7.30pm.

In the chair: Mrs Lorraine Anderson

Present: 16 members of the electorate and the Clerk to the Council.

1. WELCOME & INTRODUCTION

Cllr Anderson welcomed everyone to the Annual Parish Meeting.

2. APOLOGIES

Apologies were received from Ward Cllr Cooper, Jo Ware and PCSO Rawlinson.

3. MINUTES

The minutes of the previous meeting held on 26th April 2018 were approved and signed.

4. MATTERS ARISING FROM THE MINUTES

The following matters were raised:

- The Victorian lamppost in the centre of the village was now operational following the purchase of a new bulb;
- The Parish Council had appointed a Traffic & Parking Working Group to consider highway matters and develop options to help address the concerns raised previously;
- Yellow lines were suggested at various locations as a possible deterrent to help address parking issues, but these would need to be enforced and there was a cost for a new Traffic Regulation Order that would need to be met by the Parish Council;
- A brief overview was provided regarding S106 funding that had been generated by the development at Gadbridge Road. There was a sum allocated to improving the highway as well as other infrastructure, but the allocation was the responsibility of Herefordshire Council. A sum had been secured towards the proposed skate park by the Parish Council;
- A resident requested a bus shelter at the bus stop on the other side of the road to the existing shelter. The Working Group would consider both replacing the seating in the existing bus shelter and the cost of providing a canopy on the opposite side of the road.

5. Policing Issues

Apologies had been received from PCSO Rawlinson. The following written report was received:

- Around summer 2018 the Police received many reports of youths firing "catapults" into people's gardens and occasionally at their properties. Those involved were identified and spoken with. We were assured the catapults were destroyed and no further reports of catapults recently have been received;
- In August last year a burglary took place in Portland street. Unfortunately, no

- charges were brought forward;
- Between August and November last year the Police received many reports of vehicles having their wing mirrors damaged, especially in the Burton Gardens area. Patrols were increased in the area. No further reports of any recent damage happening in this area have been received although a report of a vehicle being damaged in Meadow Street car park was received recently;
- At the start of the year there were several reports of items being thrown at properties, especially near Meadow Street. Potential offenders were identified and spoken with at the time;
- Over the previous few weeks there have been a number of reports of incidents occurring near the Church and surrounding fields. Patrols were increased in this area to identify potential offenders and deter those who may be involved;
- Reports of youths knocking on doors in Burton Gardens and running away, causing distress to residents have been received. The Police actively patrol the area in the afternoon and evenings to identify and deter those involved;
- Several residents have raised concerns over speeding in the village. The Police will attempt to conduct some speed enforcement when and where possible. Residents have requested that the speed limits be changed to 20 throughout the village;
- Many residents are now reporting issues to the Police and this was welcomed.

6. Herefordshire Councillor Update

Apologies had been received from Cllr Cooper. He requested residents to submit any concerns to him so that he could take any action required.

7. Parish Council Report

Cllr Anderson, Chair of the Council, presented the following report:

- Thanks were extended to Councillors for all their hard work and support during the previous year, and for standing for the forthcoming election, though it would be uncontested in Weobley;
- Brenda Havard had resigned her position during 2018 and a bench had been installed in Bell Square in recognition of her long service to the Council and the community;
- Cllr Ian Dyer had been co-opted on to the Council to fill the vacancy;
- The Ward Councillor and the Police regularly attended Parish Council meetings;
- There had been a number of planning applications during the year that had caused concern. Permission was granted for a single dwelling on the old Bowling Green and outline permission was granted for a further 50 dwellings at Pepperplock despite over 130 comments being lodged. This was passed at the Planning Committee by 8 votes for and 6 against;
- The Gadbridge Road site had commenced development and new residents were already living in some of the new dwellings. £375,000 of S106 funding would be generated by the site of which £120,000 was allocated towards highway improvements;
- The Parish Council had expressed its objections to the development at the old Bowling Green. The original application had been for two dwellings but this had been reduced to one.
- The Locality Steward continued to encourage additional investment in Weobley and a number of improvements had been delivered;
- A Traffic and Parking Working Group had been set up to address highway issues.

- Among its aims was better use of existing car parks;
- A new skate park was currently being developed. It would be sited on the existing play area;
- LEADER funding had been secured to help improve the local signage;
- A maintenance plan was being developed for the library and toilets, which were now the responsibility of the Parish Council;
- Negotiations were in progress to secure an asset transfer of the Pump House from Welsh Water;
- The telephone kiosk at the entrance to the Castle grounds had recently been refurbished. Thanks were extended to the volunteers involved in both raising the money and carrying out the refurbishment;
- The Parish Council continued to receive support from the Tree Warden, Alan Jones, who was also Chair of the Herefordshire branch;
- Funding had been withdrawn by Herefordshire Council for both the Lengthsman and P3 footpath schemes. These were currently being funded by the Parish Council directly;
- The 2018 fireworks had been another success and the 2019 display would take place on Tuesday 5th November 2019;

The following matters were raised:

- Concern was expressed that one of the footpaths along Hereford Road was being misused. The matter would be reported to the Locality Steward and the local Police;
- Concern was expressed regarding the naming of the new development at Gadbridge Road. The Parish Council had requested a name change but the matter was no out of its hands.

Cllr Ware, Vice Chair and Footpath Officer, presented the following report:

- The local footpaths were very popular and attracted a significant number of visitors to the area;
- There were 25 official footpaths with a combined length of 35 miles. Infrastructure included 26 stiles, 81 gates and 10 bridges, all of which has to be maintained;
- Recent works undertaken has included clearing the footpath in the Garnstone Hill area and replacing signage;
- Approximately 60 hours were spent mowing the footpaths in 2018. The mower was owned by the Parish Council but it hired the tractor to pull the mower and paid for the fuel;
- Weekly walks were organised and were open to all.

8. Post Office

The meeting received an update regarding the post office in Weobley, which covered the original application in 2016, its opening in March 2017, the issues it has faced using the new operating model which required a host business to support a post office and the current uncertainty about its future. An article had appeared in the Parish Council's newsletter along with a form asking residents whether they were willing to support the post office financially. Some funding had been ringfenced by the Parish Council as well to meet overhead costs in return for as Tourist Information Point being provided in the Post office. This would be subject to a Service Level Agreement being entered into. The meeting was reminded that the closing date for the return of support forms was 18th April 2019.

The following comments were made:

- Concern was expressed that a commercial business was requesting a subsidy from both the Parish Council and local residents. This would not normally be available for other small businesses;
- If the village wished to retain a Post Office then it would probably need some sort of subsidy to make it viable;
- The proposed private trust to oversee any donations would not be part of the Parish Council and would be managed by independent Trustees. At present no Trustees had been formally identified or recruited;
- Any support from the Parish Council would be subject to a Service Level Agreement for the provision of a Tourist Information Point;
- It was acknowledged that it was a national issue that post offices were no longer viable to run as single businesses in rural areas;
- A number of people relied on the post office for basic financial transactions;
- It was confirmed that Costcutter The Old School Shop would be happy to host a post office but would not run it.

9. Neighbourhood Plan/Planning Update

The following Neighbourhood Plan update was noted:

- The Plan had developed from the initial Planning for Real exercise to the current version;
- Two consultations had been held at Regulation 14 and 16 and the Plan had been amended after each of those consultations;
- The final draft had now been approved by Herefordshire Council and would now proceed to Examination, followed by referendum.

10. Play Area Update

The following play area update was provided by Cllr Breen:

- The Play Area was managed and maintained by a Working Group with financial support from the Parish Council;
- An annual ROSPA risk assessment was carried out and a number of repairs were undertaken as a direct result of this;
- The Working Group met on a monthly basis and there was a mowing and litter picking rota in place. A new member had recently joined and the Group were always looking for additional volunteers;
- £90,000 had been secured to help towards the cost of building a new skate park. The funding was specifically for recreational facilities and was not available for other initiatives such as resurfacing roads;
- Two tenders were required to meet the requirements of the funders and one had already been received;
- There was a very positive liaison with the local schools. Skate boarding was to become an Olympic sport and some of the funding would be used to purchase skate equipment. The school would be making skating part of the school curriculum.

11. Open Forum

The Parish Council was asked whether it had considered a previous request to endorse the Next Door Weobley website. The meeting was informed that a Parish Council was

AGENDA ITEM No: 5

not in the position to endorse a privately run website although Councillors were able to use the facility.

Prior to the closure of the meeting thanks were extended to Cllr Anderson, Chair of Council, for all her hard work during the year, which seemed to be increasing.

There being no further business the Chair declared the meeting closed at 9:11pm.

CHAIR:

DATE: