

WEOBLEY PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING

Minutes of the Weobley Annual Parish Council Meeting held at the Hopelands Village Hall, Weobley HR4 8SN on Tuesday 28th May 2019 commencing at 7:00pm.

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

ALSO PRESENT: Ward Cllr Jones.

OFFICER PRESENT: Clerk to the Council.

PUBLIC OPEN SESSION

There were no members of the public present. No issues were raised. Ward Cllr Jones was welcomed to the meeting.

01/19 ELECTION OF CHAIR

Nominations were invited for Chair of the Council. Cllr Anderson was proposed by Cllr Lloyd and seconded by Cllr Breen. There being no other nominations, Cllr Anderson was formally elected Chair of Weobley Parish Council. Cllr Anderson completed her Declaration of Acceptance of Office.

02/19 ELECTION OF VICE CHAIR

Nominations were invited for Vice-Chair of the Council. Cllr Simons was proposed by Cllr Ware and seconded by Cllr Lloyd. There being no other nominations, Cllr Simons was formally elected Vice-Chair of Weobley Parish Council. Cllr Simons completed his Declaration of Acceptance of Office.

03/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr West (work).

04/19 DECLARATION OF INTEREST

There were no Declarations of Interest made. Councillors completed their Registrable Interest forms which would be submitted to Herefordshire Council.

Council noted that Mr Dyer had formally resigned from the Council. The Herefordshire Council Electoral Services Office would be informed to enable the process to fill the vacancy to commence.

05/19 MINUTES

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

Council noted the Annual Parish Meeting draft minutes of the meeting held on 16th April 2019.

06/19 MATTERS ARISING

Council considered the update report. The following matters were discussed:

- It was confirmed that the redecoration of the public conveniences and library had commenced;
- Permission had been secured from the Garnstone Estate to carry out tree works in the Bell Square car park;
- It was agreed to defer consideration of the in-house maintenance proposal until a full report had been submitted to Council, which would be considered at its meeting in July 2019.

07/19 POLICE REPORT

The Police had been unable to attend.

08/19 WARD COUNCILLOR REPORT

Ward Councillor Jones was in attendance. The following informal report was noted:

- He was currently in the process of undertaking mandatory training for new Councillors;
- He was looking forward to working with the Parish Council and encouraged everyone to contact him if they wished to raise any issues.

09/19 FINANCES & POLICY

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

PAYEE	SERVICE	CHEQUE	TOTAL
P Russell	Salary April 2019	1497	£268.45
P Russell	Clerk's Expenses	1497	£40.99
HMRC Cumbernauld	PAYE/NI P Russell	1497	£178.40
P Russell	One Retail Group (heater)	1497	£39.99
Richard Baugh	Repair fence & gate	1498	£320.00
Western Power Distribution	New Electrical supply	1499	£4,911.36
Cannon Hygiene Ltd	Sanitary Disposal	1500	£17.42
West Mercia Energy	Toilets	DD	£14.44
West Mercia Energy	Library	DD	£129.24
			£5,920.29

PAYEE	SERVICE	CHEQUE	TOTAL
West Mercia Energy	Toilets	DD	£24.29
West Mercia Energy	Library	DD	£96.80
Data Orchard	NDP	1501	£96.00
C Breen (Play Area)	Paint	1502	£12.47
C Breen (Play Area)	Travis Perkins - posts	1502	£27.12
C Breen (Play Area)	Apple Green - Petrol	1502	£48.29
P Russell	Salary May 2019 (4 hrs)	1503	£134.23
P Russell	Clerk's Expenses	1503	£43.82
HMRC Cumbernauld	PAYE/NI P Russell	1503	£89.20
Defib Store	Cabinet	1503	£742.80
Weobley Village Hall	Hire Council	1504	£45.00
Glasdon	New litter bin	1505	£91.62
Harry Stebbing	New Notice Board	1506	£1,807.20
D.M. Electrical Services	Toilet electrics	1507	£247.00
Leominster Country Tourism Group	Membership Subs	1508	£25.00
Dwr Cymru	Water Rates	1509	£135.26
Zurich Municipal	Insurance	1510	£1,103.20
Mrs Kenny	Aldi - toilet rolls	1511	£10.45
Mrs Kenny	LBS - Key	1511	£4.50
Richard Mills	Lamp repair, drains etc	1512	£952.80
Richard Mills	Drainage Weobley Marsh	1512	£645.60
			£6,382.65

Council noted that it had eventually been confirmed that the water leak at Weobley Marsh was a Welsh Water issue. It was agreed to try to seek a refund from Welsh Water for the works undertaken by the Parish Council to date to address the leak.

Following consideration, Council **RESOLVED** to develop and update the following policy documents:

- Health & Safety policy;
- Lone Worker policy;
- Risk assessments including confirmation that Herefordshire Council had a risk assessment for the library and its volunteers.

- (b) **Annual Governance Statement** – Following consideration, Council **RESOLVED** to formally adopt the Annual Governance Statement relating to the 2018/19 financial year, subject to the agreed amendment.
- (c) **End of Year Accounts** – Following consideration, Council **RESOLVED** to formally adopt the End of Year Accounts for the 2018/19 financial year and submit these to PKF Littlejohn for external audit.
- (d) **Risk Management** – Following consideration, Council **RESOLVED** to formally adopt the Council’s Risk Register as amended.
- (e) **Internal Auditor** – Following consideration, Council **RESOLVED** to appoint Microshade Business Solutions Ltd to act as internal auditor for 2019/20.
- (f) **Staffing Matters** – Following consideration, Council **RESOLVED**
- To note the staffing report;
 - To reduce the Clerk’s hours from 8 to 4 hours per week (208 hours per annum);
 - To appoint Rochelle Russell as Administration Officer on salary scale SCP15 for 4 hours per week (208 hours per annum) to job share with the current Clerk;
 - To review the arrangement prior to 31st March 2020 to assess whether it is functioning in a satisfactory way.

10/19 STANDING ORDERS AND FINANCIAL REGULATIONS

Following consideration, Council **RESOLVED** to formally adopt the Standing Orders and Financial Regulations for 2019/20 without amendment.

11/19 INSURANCE COVER

Following consideration, Council **RESOLVED** to renew the Council’s Insurance with Zurich Municipal at a cost of £1,103.20.

12/19 COUNCIL COMPLAINTS PROCEDURE

Following consideration, Council **RESOLVED** to formally adopt the Parish Council’s Complaints Procedure subject to the agreed amendment.

13/19 DATA PROTECTION & FREEDOM OF INFORMATION

Following consideration, Council **RESOLVED** to formally adopt the Data Protection policy, data breach and Subject Access Request procedures without amendment.

Council **RESOLVED** to formally adopt the Parish Council’s Freedom of Information policy subject to the agreed amendments as follows:

- Include byelaws for Weobley Marsh – a copy of the byelaws would be obtained;
- Include public conveniences following the recent asset transfer.

14/19 MEETING SCHEDULE

Following consideration, Council **RESOLVED** to formally adopt the Parish Council's meeting scheduled for the following year as outlined below:

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		

15/19 PLANNING MATTERS

(a) **Planning** – Council **RESOLVED** to submit the following responses to Herefordshire Council.

APPLICATION: P191421
SITE: Orchard Gardens, Hereford Road, Weobley, Hereford, Herefordshire HR4 8SW
DESCRIPTION: Single storey rear extension, catslide dormer to front elevation roof. Demolition and replacement of garage.
COMMENT: No objection

APPLICATION: P191617
SITE: 15 Bearcroft Weobley Hereford Herefordshire HR4 8TA
DESCRIPTION: Proposed single storey extension to rear.
COMMENT: No objection

APPLICATION: P191663
SITE: Sunnymeade Back Lane, Weobley, Hereford, Herefordshire HR4 8SG
DESCRIPTION: Proposed two storey rear extension and new external rendered finish to fair faced blockwork walls.
COMMENT: No objection

APPLICATION: P191707
SITE: Land at Meadow Street, Weobley, Herefordshire
DESCRIPTION: Application for approval of details reserved by conditions 2, 3, 6, 8,9 & 11 of planning permission 171730
COMMENT: Noted

(b) **Gadbridge Road (P163963)** – Council noted the following update regarding this development:

- Clarification of how the S106 funding would be used had been received;
- To submit a request to fund a Parish Council mower for the future maintenance of the play area, skate park area and the Rose Garden;
- Request the reinstatement of the verge by the Village Hall and to request that the pavement be linked into the play area to improve access.

(c) **Pepperplock Application (P181050)** – Council noted that no further update was available.

(d) **Neighbourhood Plan Update** – Council noted that the Plan was currently at the examination stage. A query had been received about land allocation and this was currently being dealt with.

16/19 PARISH MATTERS

(a) **Telephone Box & Defibrillator** – Council received the following update.

- A new cabinet and signage had been delivered for the telephone box;

- Arrangements needed to be made to install the cabinet and signage in the telephone box and to relocate the existing cabinet to the Village Hall;
 - Arrangements to publicise the additional defibrillator and training needed to be made.
- (b) **Pump House** – Council noted that Welsh Water was in the process of organizing the paperwork for the asset transfer of the Pump House and land to the Parish Council. The asbestos report requested was still awaited.
- (c) **Post Office** – Council noted the update report provided by Cllr Anderson. There were no further actions agreed at present but the matter would continue to be monitored.
- (d) **Highways Task & Finish Group** – Council noted the following update:
- The notes of the previous meeting were noted;
 - A meeting of the Group would be arranged as soon as possible.
- (e) **Library & Public Convenience Maintenance Plan Development** – Council noted the following update:
- It was agreed to organise the renewal of the lock on the disabled toilet as a priority and carry out any other emergency repairs;
 - It was agreed to prioritise the redecoration of the public convenience doors as a priority in the hope that it would be completed for the Open Gardens event.

Council **RESOLVED** to appoint Cllrs Quinlan, Simons and West to sit on the Library Refurbishment Task & Finish Group. The Clerk and Mrs Ware would also sit on the Group

- (f) **Play Area/Skate Park** – Council received the following update regarding the play area and proposed Skate Park.
- A unit had been removed from the area following its disintegration;
 - Additional posts would be required along the permissive path. Richard Baugh would carry out the repairs;
 - A request for a new mower was made. There was £1,500 allocated towards the cost in reserves but it was agreed to request its replacement via S106 funding;
 - Tenders had been reviewed for the skate park and a preferred contractor that was able to develop, design and construct in-house had been identified;
 - The park would take 8-10 weeks to construct and it was hoped that work would commence in September/October 2019.
- (g) **LEADER Funding Project** – Council noted that a Task & Finish Group meeting would be held on Tuesday 4th June 2019 in the Library. The electrical supply had been ordered from Western Power and the notice board from Harry Stebbing had been purchased and received. A quotation to install the notice board was awaited from the Lengthsman.

17/19 HIGHWAY MATTERS

- (b) **Footpath P3 update** – Council received the following update:
- A replacement lamp had been purchased for the Victorian Lamp;
 - The Magpie had been repainted;
 - 22 hours of mowing along public footpaths and other areas had been undertaken;
 - A number of issues had been experienced with gates which had required additional maintenance to be undertaken.

(c) Lengthsman Update – Council received the following update:

- A full walk about in the village centre had been undertaken with the Locality Steward;
- A number of highway issues had been logged for action;
- Concern was expressed regarding the width of the new pavement opposite the Village Hall. This was being pursued with Herefordshire Council;
- Weed spraying was currently in progress in the village

18/19 CORRESPONDENCE

Council noted that the following correspondence had been received:

- Community First E-Bulletin – May 2019;
- Rural Hub Newsletter – May 2019;
- Road Closures update;
- Police Survey – Members were requested to provide feedback prior to the completion of this survey;
- The Balfour Beatty information for new Councillors.

19/19 DATE OF NEXT MEETING

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

There being no further business the Chairman declared the meeting closed at 9.29pm.

CHAIR:

DATE: