

WEOBLEY PARISH COUNCIL

PARISH COUNCIL MEETING

Thursday 23rd July 2020

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

NOTICE OF MEETING

You are hereby summoned to attend a remotely hosted Parish Council Meeting of Weobley Parish Council which will be held via Zoom on Tuesday 28th July 2020 commencing at 7:00pm at which your attendance is required. Please follow this [link](#). The full link is provided at the end of the agenda.

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 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 June 2020 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**
To receive a report from Ward Cllr Jones.
7. **FINANCES & POLICY**
 - (a) **Covid-19 Support Update** – To receive an update on the Covid-19 Support Group if available.
 - (b) **Accounts Outstanding and Financial Statement** – To approve the payment of accounts relating to July 2020 and to review supporting the August issue of Magpie.
 - (c) **Internal Audit** – To note the outcome of the recent internal audit undertaken.

- (d) **Annual Governance Statement** – To formally approve the Annual Governance Statement for 2019/20. Please see attached AGAR.
- (e) **Accounting Statements** – To formally approve the Accounting Statements for 2019/20. Please see attached AGAR.
- (f) **Post Office Van** – To receive an update regarding the Mobile Post Office van following the matters discussed at the previous meeting.
- (g) **Deliveries to Doctors Surgery** – To note the reply received from the surgery regarding deliveries.
- (h) **Website Revision** – The Public Sector Bodies (Websites & Mobile Applications No.2) Accessibility Regulations 2018 comes into force on 23rd September 2020. By that date all parish, town & borough councils must have a website that complies with Website Content Accessibility Guidelines (WCAG) 2.1 AA rating so that it meets Accessibility Guidelines as set in the Public Sector Bodies Accessibility regulations. The current website does not meet these requirements.
- (i) **Clerk to the Council** – To note that the Clerk will be leaving this post and to begin the recruitment of a new Parish Clerk.

8. HIGHWAY MATTERS

- (a) **Footpath update** – To receive an update if available. A decision regarding the use of the Village Hall mower needs to be agreed. In addition, to confirm the details of the Parish Footpath Officer as requested by Balfour Beatty.
- (b) **Lengthsman Tasks** – To consider works to be undertaken by the Lengthsman.
- (c) **No Cycling Signage** – A request for additional/improved no cycling signage at the top of Bearcroft has been received.
- (d) **Garnstone Drive and Bearcroft Fence** – To receive an update regarding this matter.
- (e) **Noticeboard, Surgery** – To consider renovating this noticeboard.

9. PLANNING MATTERS

- (a) **Planning** – To discuss planning applications received from Herefordshire Council.
- (b) **Planning Working Group** – To consider the setting up of a Planning Working Group to respond to planning applications within the 21 day consultation period and to give it delegated authority to respond on behalf of Weobley Parish Council during the months of August and December when the Parish Council does not meet.

10. PARISH MATTERS

- (a) **Play Area** – To receive an update regarding play area maintenance, including the installation of a new kissing gate at the Gadbridge Road entrance.
- (b) **Skate Park** – To receive an update regarding the development of the Skate Park.
- (c) **Rose Garden** – To consider the two quotations received to remove the stump, an update from the Working Group which has recently met and the request to use the Rose Garden as an extension to the Green Bean Café. The request has been submitted to Herefordshire Council for consideration.

- (d) **Donation of Land** – To note the recent information regarding land that is being donated to the village and put in Trust for use by the community, and to begin developing some ideas of future uses.
- (e) **LEADER Funding Project** – To note that the interpretation panels will be installed in the next few weeks alongside the entrance signs, and to finalise the Welcome to Weobley map.
11. **CORRESPONDENCE** – To note the receipt of the following correspondence:
- Locality Steward update – July 2020
 - Herefordshire Council Covid-19 updates
 - Road Closure information – July 2020
 - Annual Canvass information
 - HWFR - Community Risk Management Plan 2021-25
 - HALC Training and updates – July 2020

12. **DATE OF NEXT MEETING**

The next meeting of the Council will be the Annual Parish Council Meeting to be held on Tuesday 22nd September 2020 at 7.00pm and will be held either remotely via Zoom or at the Hopelands Village Hall, Weobley HR4 8SN.

Topic: Weobley Parish Council Meeting

Time: July 28, 2020 07:00 PM London

Join Zoom Meeting:

<https://us02web.zoom.us/j/89180109717?pwd=K08yb1hSQIVjVVZLZ3dacTQwTjZDUT09>

Meeting ID: 891 8010 9717

Passcode: 828909

WEOBLEY PARISH COUNCIL

PARISH COUNCIL MEETING

Minutes of the Weobley Parish Council Meeting held remotely via the Zoom platform on Tuesday 23rd June 2020 commencing at 7:00pm.

MEMBERS PRESENT: Councillors L Anderson (Chair), J Simons (Vice Chair), A Apps, C Breen, P Lloyd, V Mackie and M Ware.

ALSO PRESENT: Ward Cllr Jones.

OFFICER PRESENT: Clerk to the Council.

PUBLIC OPEN SESSION – There were two members of the public were present. The following matters were raised:

- Council noted the letter circulated to all members regarding planning application 201532;
- An update was provided regarding the development of the skate park. Funding had been secured from Sport England and the formal procedure to draw this money down had now commenced. 5% was retained until the works had been completed;
- S106 funding had been secured and received from Herefordshire Council;
- Concrete expected to commence construction in the next 7-9 weeks. A site visit would be undertaken in the next 2 weeks;
- Contact had been made with the school and it was hoped that a number of workshops observing social distancing rules would be held over the next few months.

13/20 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs H Quinlan, C Saunders and M West.

14/20 DECLARATION OF INTEREST

The following Declaration of Interest was made:

- Cllr Lloyd: Planning Application P201778.

15/20 MINUTES

It was **RESOLVED** that the Minutes of the Council Meeting held on 26th May 2020 be agreed and signed as a correct record.

16/20 MATTERS ARISING

Council considered and adopted the update report. The following matters were noted:

- It was noted that the planning application to carry out tree works in Bell Square would be resubmitted.

17/20 POLICE REPORT

PC Wall was present and Council noted the following report:

- The police had enforced a number of Covid-19 related issues locally;
- The Team was keen to engage with young people especially with regard to the skate park development;
- It was agreed to monitor the concerns raised regarding the carrying and use of catapults, as catapults could be classed as an improvised weapon depending on the circumstances. Some low level intervention had already been undertaken to address this concern by the Police;
- Residents were encouraged to report incidents if they witnessed people carrying catapults using the 101 service;
- The advice not to release CCTV images on request was noted;
- It was confirmed that flytipping was a civic enforcement issue undertaken by Herefordshire Council.

18/20 WARD COUNCILLOR REPORT

Council received the following report from Ward Cllr Jones:

- Herefordshire Council had replaced five pool cars with electric vehicles as part of its climate emergency actions;
- 275 laptops had been issued to pupils to help with remote learning. There were still some available;
- Most pupils would be returning to full time education in September 2020. Currently around 3,000 pupils were in school;
- Herefordshire Council had experienced a very low illness rate within its staff since the Covid-19 emergency restrictions had been put in place;
- Stocks of PPE were beginning to run low;
- The cabinet meeting remote session had to be cancelled after 40 minutes as the live streaming facility was not working. It had been rescheduled to 25th June 2020;
- Herefordshire Council had received funding to improve cycling and walking infrastructure;
- The A40 would be closed for 3 days from 15th July 2020 to enable resurfacing works to take place;
- The provision of green bags locally would be followed up, as residents were unable to buy them from the library at present;
- A number of telegraph poles had been left in a dangerous position following works to improve the visibility splay at Fenhampton on the B4230. This would be reported.

19/20 FINANCES & POLICY

- (a) **Covid-19 Support Update** – Council received the following update on the Covid-19 Support Group:
- A remote meeting of the group had been held recently. Concerns raised included the importance of continuing to observe safety measures within the community, including social distancing and the use of PPE;
 - It had been agreed to carry on with the support group as there will probably still be a need for it once the restrictions were relaxed/lifted;
 - A new secretary had been appointed for the support group;
 - Food bank donations had been very high and a good quantity of food had been delivered to the Leominster Food Bank.

- (b) **Accounts Outstanding and Financial Statement** – Council **RESOLVED** to approve the following payment for June 2020.

PAYEE	SERVICE	CHEQUE	TOTAL
West Mercia Energy	Toilets	DD	£23.95
West Mercia Energy	Library	DD	£96.80
P Russell	Salary June 20	1606	£402.45
P Russell	Clerk's Expenses	1606	£39.40
P Russell	HMRC Cumbernauld	1606	£44.00
P Russell	SLCC Membership Subs	1607	£58.00
C Breen (Play Area)	Morrisons (Fuel)	1608	£16.18
C Breen (Play Area)	Morrisons (Fuel)	1608	£17.33
C Breen	Travis Perkins	1608	£9.00
Richard Mills	Bell Square Car Park	1609	£492.00
Herefordshire Council	Uncontested May 2019 election	1610	£113.02
L Anderson	Chair's Allowance 2019-20 (replacement)	1611	£150.00
			£1,462.13

- (c) **Magpie Printing** – Following discussion, Council formally ratified the payment of £510.80 towards the cost of printing additional copies of Magpie for delivery to all parish households for the months of April, May, June and July. Council would consider whether it wished to continue with this support in August.

- (d) **Post Office Van** – Council noted that a reply had been received following the various queries raised. At present additional days could not be considered but there could be an option of additional hours in the afternoon. It was agreed to leave the arrangements as they were for now and consider the option to place a notice up in the Old School Shop when the service would be unavailable.
- (e) **Deliveries to Doctors Surgery** – Following discussion, it was agreed to request that the surgery considered continuing having deliveries made to the rear of the building as this had reduced a certain amount of congestion along Gadbridge Road.

20/20 HIGHWAY MATTERS

- (a) **Proposed Footpath, Village Hall** – Council noted the verbal report provided following the site meeting with Herefordshire Council and Balfour Beatty regarding the installation of a new pavement and kerb leading from the Village Hall to the Gadbridge Road entrance to the recreation ground. Following discussion, it was agreed to locate the kissing gate at the gate end nearest the village hall and to request that the path continues up to it. It was further agreed to purchase a metal kissing gate. Quotations would be sought.
- (b) **Footpath update** – Council noted the report provided. Paths continued to be well used and the grass cutting and maintenance would continue.
- (c) **Lengthsman/P3** – Council noted that signage had now been erected in the Bell Square car park and the weed spraying had been carried out. Stonewater had been contacted regarding the Chicken Run hedge and it would be cut back in July. A reminder would be sent.

Council also noted the issue surrounding the applications for the flood grant from Herefordshire Council. The Parish Council was not eligible in the 2020/21 financial year to apply as it had not completed a contract. However, no evidence had been found that a revised contract for 2019/20 had been received from Balfour Beatty for completion. This would be further investigated.

It was agreed to contact CR & J Jenkins to confirm the mowing price received and the route to be taken in the Rose Garden.

- (d) **Tree Planting** – Council noted that the area identified in the Castle Green was not part of the Scheduled Ancient Monument. Permission to plant any additional trees would need to be requested from the Garnstone Estate. Cllr Ware was identifying suitable areas on the footpath network for additional trees and an application had been made for free trees for the play area.

21/20 PLANNING MATTERS

- (a) **Planning** – Council agreed to submit the following comments to Herefordshire Council.

APPLICATION: P201162
SITE: St Thomas, Meadow Street, Weobley, Herefordshire HR4 8QS
DESCRIPTION: Proposed erection of two sets of gates at the entrance and exit of the car park.
COMMENT: No objection.

APPLICATION: P201577
SITE: 2 Portland Street, Weobley, Herefordshire HR4 8SB
DESCRIPTION: The replacement of all external windows and doors and internal alterations.
COMMENT: Fully support the objections raised by the Conservation Officer and recommend refusal. However, should be noted that the adjoining property has new windows on the ground floor in the original style, which were installed at the time the property was converted from commercial to residential. The windows are wooden framed sash windows with double glazed units.

APPLICATION: P201578
SITE: 2 Portland Street, Weobley, Herefordshire HR4 8SB
DESCRIPTION: LBS – The replacement of all external windows and doors and internal alterations.
COMMENT: Fully support the objections raised by the Conservation Officer and recommend refusal. However, should be noted that the adjoining property has new windows on the ground floor in the original style, which were installed at the time the property was converted from commercial to residential. The windows are wooden framed sash windows with double glazed units.

APPLICATION: P201601
SITE: 53a Burtonwood, Weobley, Hereford, Herefordshire HR4 8SZ
DESCRIPTION: Proposal to Leylandii (T1) - side reduction by 3m as encroaching neighbour's garden.
COMMENT: No objection.

APPLICATION: P201580
SITE: 3 High Street, Weobley, Hereford, Herefordshire HR4 8SL
DESCRIPTION: Non Material Amendment ref 184664 (Proposed alterations to the dwelling house, conversion of loft, and change of use of adjoining barn to provide additional living accommodation.) - Provision of 2 no. additional roof windows on North Elevation of Barn.
COMMENT: No objection.

APPLICATION: P201645
SITE: 3 High Street, Weobley, Hereford, Herefordshire HR4 8SL
DESCRIPTION: Provision of 2 no. additional roof windows on North Elevation of Barn.
COMMENT: No objection.

APPLICATION: P201599
SITE: 50 Bearcroft, Weobley, Hereford, Herefordshire HR4 8TA
DESCRIPTION: Proposal to remove one branch from existing Ash tree on edge of property overhanging decking area.
COMMENT: No objection.

APPLICATION: P201432
SITE: Field named Emily's Meadow, Opposite Marsh House Farm, Weobley
DESCRIPTION: Proposed site for a portable cabin for use as an agricultural classroom
COMMENT: The Parish Council wishes to raise the following concerns:

- The plans submitted are very sketchy and more details are requested to be able to make an informed comment on the application. If these details are not forthcoming then the application should be refused on lack of information provided;
- There are concerns regarding the educational and hygiene provisions especially with regard to the current restrictions;
- There are concerns regarding the close proximity of the unit to the highway;
- If permission is granted then it should only be temporary and the time limit restricted to a maximum of 5 years.

APPLICATION: P201532
SITE: 15 Bearcroft, Weobley, Hereford, Herefordshire HR4 8TA
DESCRIPTION: Proposed single storey extension to rear of existing dwelling. (Part retrospective)
COMMENT: Recommend refusal for the following reasons:

- The extension is now approximately 2 metres wider and 1 metre longer than approved and therefore constitutes over-development of the site;

- The original approval was for a more modest extension but this has now been disregarded;
- The revised proposal is very close to the neighbouring property and significantly impinges on them;
- The purpose of the additional side extension is unclear. Access to the sun room can be created on the other side of the property;
- The flat roof will require maintenance in the future and this can only be carried out by gaining access from the neighbouring property and will require their agreement. There is also concerns run off from the roof when wet weather is experienced;
- There are concerns regarding the positioning of the window and patio doors, which seem at odds with a sun room;
- If retrospective permission is granted, then it is requested that a restrictive covenant to prevent any further development of the site is included.

APPLICATION: P201703
SITE: Newton Court, Weobley, Hereford, Herefordshire HR4 8QY
DESCRIPTION: Proposed agricultural building to store machinery.
COMMENT: No objection.

APPLICATION: P201728
SITE: 2 Oaklands, Weobley To Causeway Cottage Road, Weobley, Herefordshire
DESCRIPTION: Proposed works to Silver birch (T1) - fell as in unsuitable position in garden. Poplar (T2) - remove branch which is overhanging shed
COMMENT: No objection.

APPLICATION: P201845
SITE: 1 The Garbutts, Burton Gardens, Weobley, Herefordshire HR4 8RU
DESCRIPTION: Proposed works to Goat Willow (No 4) is in serious decline and leaning into the road. Remove dangerous tree. Flowering Cherry (No 13) next to garage has rot in 1 raised root. Cut rot out to stop it spreading into main trunk.
COMMENT: No objection subject to the views of the tree warden.

- (b) **Planning Application P200922** – Following consideration, it was agreed not to take any further action regarding the correspondence received and submitted.

22/20 PARISH MATTERS

- (a) **Play Area** – Council noted the update report provided. A new mower to cut the Rose Garden and other areas was requested. Council agreed that three quotations were required. It was further noted that the play area handmower had been refurbished and was available if required.
- (b) **Skate Park** – Council noted that this update had been provided as part of the Public Open Session.
- (c) **LEADER Funding Project** – Council noted that the Welcome signs were awaiting erection, the interpretation panels had now been manufactured and were awaiting collection and that the design of the new information boards was awaited. Once the initial design had been received this would be sent out to all members for further input.

23/20 CORRESPONDENCE – Council noted the following correspondence:

- Locality Steward update – June 2020
- Herefordshire Council Covid-19 updates
- HALC Training and updates – June 20
- Highway updates – June 2020

24/20 DATE OF NEXT MEETING

Council noted that the next meeting of the Council will be held on Tuesday 28th July 2020 at 7.00pm, and would be held either remotely via Zoom or at the Hopelands Village Hall, Weobley HR4 8SN, subject to restrictions being relaxed.

There being no further business the Chairman declared the meeting closed at 9:50pm.

CHAIR:

DATE: