

WALFORD PARISH COUNCIL
MINUTES of the MEETING held on 11 FEBRUARY 2009
at WALFORD VILLAGE HALL

PRESENT Chairman F Myers in the Chair, Cllrs. SW Cole, M Downey, H Evans, G Symonds, M Thomas, B Vine, A Whitlock, the Clerk, 6 members of the public.

APOLOGIES Cllrs. L Freeman, P Heath, G Jones, E Drummond, SM Cole

DECLARATIONS OF INTEREST None

MINUTES of January meeting were agreed and signed after one minor alteration was made.

MATTERS ARISING

1. **Local Development Framework Study Day.** The hard copy of our reply to the questionnaire had been sent to the Forward Planning Officer concerned for her to copy and return. She apologised for the lack of an invitation to attend the study day.

2. **Forest Green .**The papers and application form for the registration had been obtained but not yet completed. The Clerk had been advised that the path behind Bishopswood Village Hall should not be included in the application, but WPC should apply for the path to be put on the Definitive Map. It was decided that Cllr M Thomas and Mr John Daniels should pursue this, together with other paths in the parish.

FINANCE for February see Appendix A

The Clerk presented the report. A corrected invoice had been agreed with the Lengthsman and the cheque paid. She asked that a cheque, omitted at the January meeting, be signed for her back-pay from April 2008. This was agreed

CORRESPONDENCE for February See Appendix B

1. Freedom of Information Model Publication Scheme

It was agreed that the Clerk should add to her suggestions for the revision of the scheme, the email addresses and telephone numbers of councillors where they agreed for them to appear on the web-site and on other papers.

2. **Dog Control Orders.** The brief questionnaire containing proposed orders for the control of dogs in various areas in the parish was completed.

3. **Bishopswood Village Hall Committee Letter.** The meeting was closed to hear Bishopswood residents speak. It was decided that the matters raised by the Committee resulting from their recent meeting with Cllr Simeon Cole needed remedy. As a start, two dates were chosen where Parish Council meetings were to be held at Bishopswood Village Hall now that Wednesday evenings were not permanently booked. The Chairman welcomed the sincere input from the representatives from Bishopswood and emphasised that everybody was anxious to develop and preserve the best possible relationship with all people in the Parish. He requested that everybody involved should do their utmost to improve communications so that some of the misunderstandings, which had clearly materialised in the past, would not be repeated. He thanked Cllr Simeon Cole for his efforts in this welcome initiative. The meeting was-re-opened.

4. **Forward Planning – Services Questionnaire** Preferences for various matters contained in the questionnaire led to some disagreement about how to score individual ratings and completion was delegated to The Clerk with the intention that it would be completed and returned at the earliest opportunity.

Further Correspondence received after the meeting

1. Notice of forthcoming closure of C1275 (Coughton Road) for renewal of water mains between Coughton Corner and Cobrey Farm (Coleraine) from 2nd March. Discretionary access would be allowed to pedestrians/vehicles for those dwellings with no alternative access.

2. West Mercia Policing Summary

3. Wicksteed catalogue of play equipment

PLANNING See Appendix C

No new matters.

The Enforcement Officer wanted to know whether the building (previously reported) at Dunderhole Farm was being used for domestic accommodation (Not known)

PARISH PLAN See Appendix D for any reports

The Chairman was to pursue with Ward Councillor John Jarvis the matter of the adoption of the WPC Parish Plan by Herefordshire Council, especially in relation to **S106 Agreements**, before any offers of help with re-formatting were accepted.

S137 Expenditure Cllr Jones had asked for clarification on this at the previous meeting. It was used where a Local Council wished to spend money on matters that were not included on the items for statutorily-permitted expenditure, if the results were agreed to be to the benefit of the community. The money spent was not extra income – it had to come from existing funds. The last time this was used in Walford was to purchase Millennium spoons for the pupils at Walford School

STANDING ORDERS

Cllr Cole asked whether our Standing Orders contained Financial Regulations. It was confirmed that they did. WPC also has separate financial regulations that were reviewed from time to time. The Chairman asked that the date of the Standing Orders be checked. Clerk to pursue.

PUBLIC SPEAKING TIME

1. Mrs Exton reported again the danger of leaf accumulation on Bulls Hill which had become a driving hazard. Apparently the Lengthsman had cleared the grips but not the leaves. Cllr Cole said that he used to hire a small road-sweeper/gully-sucker to do the job. Cllr Freeman to be informed.

STATE OF ROADS

1. Cllr Evans said that a salt-bin was needed on U70409 near the bus shelter opposite the junctions with the Kiln Green/Howle Hill road, approximate GR 59997, 19609, since ice had caused great difficulty there recently. Clerk to request.
2. Cllr Symonds said that he had noticed much detritus falling from hedges and overhead trees into the gutters on Bollins Pitch on the B4234. Clerk to inform Cllr Freeman.

ITEMS FOR A FUTURE AGENDA

None was proposed.

DATE OF NEXT MEETING

1. The Clerk reminded Councillors of the HALC training session arranged for Monday 23rd February. It was agreed that refreshments should be offered.

2. **Wednesday 11 March 2009 at Walford Village Hall at 7.30 pm**

The meeting closed at 8.50 pm

Chairman

Date

FINANCE REPORT for WPC meeting 11 March 2009

		Current Account	Deposit Account	Lengthsman Account No. 2	
BALANCE	at 02.03.09	932.20	19,924.58		1006.55
PAID IN since last meeting	A &L Bank interest		9.33		
PAID OUT since last meeting		Nil			
PAYMENTS DUE at this meeting	Local Council Review subscrip'n Walford Flier subs Village News subs <i>Clerk – expenses</i> BB connec (vat 1.50) Tel Postage Miles (30x 58.7p.) Stationery Stapler, staples, paper clips and book on "Getting Greens Registered" Total Vat £1.12 Total 1.March salary (post-dated)	13.50 10.00 10.00 11.50 <u>.80</u> 12.30 0.81 17.61 19.59 <u>50.31</u> 305.38			

Note

1. Further to VAT reclaim section in training session (see App D), further information has been obtained. On-line purchases: VAT can be reclaimed using the VAT invoice, even tho' the invoice is not made out to the Parish Council as ordered but automatically to the name of the card-owner who paid. A Minute is needed to be agreed to the effect that
" The invoice/receipt received for the goods purchased in the paper attached was made to Walford Parish Council". A copy of this has to be attached to every relevant invoice.

Appendix B

CORRESPONDENCE for 11 March 2009 meeting from 21.02.09 to 02.03.09

(All letters will be brought to the meeting if you wish to have further details)

HEREFORDSHIRE COUNCIL

1. New Funding Directory (22nd Edition, Feb 2009) Contains details on Project Development Team whose members can help with funding; grant on food waste disposers of up to £80; Playbuilders – grants to develop and improve play sites (for 8-13 yrs); Heritage Lottery Fund 'Young Roots' grants to groups of 13-25yrs to find out about heritage – 2 hr workshop 30 April in Hereford; free management consultancy from Cranfield Trust for charities.
2. Posters for Baywatch Campaign (putting an end to parking abuse for Blue Badge holders)
3. Joint Municipal Waste Management Strategy for Hfd & Worcs. Currently costs £32 million falling on every council tax payer. Changes in National Waste Strategy have forced a revision. Key elements of revised document: climate change reduction; reducing amount of waste; waste as a resource; re-cycling; new service for garden-waste (chargeable); avoiding land fill; long-term treatment for energy generation. Questionnaire for residents to be sent out 13th April
4. Sustainable Communities Act 2007. Communities, councils and parish councils' ability to influence central govt. policy: see advert. in Herefordshire Matters, delivered to all households. Proposals to be submitted before 17th April. DO YOU HAVE ANY PROPOSAL? (What about: govt legislation to permit local authorities to make compulsory purchase orders on land in order to facilitate continuous footways/cycle ways alongside main roads in rural settlements and grants towards funding JP)
5. 'No Wrong Door'- devt. of locality teams to improve effectiveness of services to children and young people. Workshop 3rd March Ross, booking form to be returned by 12 Feb (received 24 Feb)
6. Stop the Drop – litter campaign. CPRE designed Parish Council Tool kit at www.cpre.or.uk/library/campaign/litter-and-fly-tipping or I can take hard copies if wanted. Fly-tipping and road-side litter can be reported: take vehicle reg. number, make and model and report immediately to local police or local authority
7. Local Bus Service Contracts. A list of services to take effect in September 2009. Many services will be retendered and some withdrawn. None on the list affects Walford

HALC (Herefordshire Association of Local Councils)

LOCAL

1. Forest Green. Mrs M Wilce has emailed two photos to WPC, one from 1919. More photographs (roughly dated if possible) of local activities at Forest Green would be welcomed by the Clerk in the effort to register it officially as a 'green'

MISCELLANEOUS

1. Hereford Hospitals NHS Trust. If you would like to show your interest in the development of the hospital you might be interested in becoming a member. Please contact Janette Ward, Foundation Trust Programme Support Officer, Hereford Hospital Trust HQ at 01432 363000 ext 5111 or join via website www.herefordhospital.nhs.trust
2. Rural Services Community newsletter 26 Feb 2009 (emailed to Cllrs. Let Clerk know if you would like to see a hard copy)
3. CPRE – Rural Public Transport leaflet. CPRE believes scheduled public transport services will remain backbone of rural transport and should be supported wherever possible; wants more effort by local authorities to integrate demand-responsive services; wants full community involvement in decisions on rural services; demanding targets for growth. Full report on wmcpre.org.uk

WPC PLANNING REPORT for 11 March 2009 meeting from 11.02.09 to 02.03.09

H C Consent

HC Refusals

New Applications

- 1213 Rose Cottage, Hom Green. Side extension, part two-storey, part single –storey
- 1214 Land adjacent to The Oxlet, Bishopswood. Construction of small housing for micro hydro electricity generator and control gear - retrospective

Planning Appeal Allowed

(1196) DCSE2008/2154/F Great Howle Farm, Howle Hill. Erection of wind turbine on 15m monopole. Inspector's report available.

Planning Enforcement Matters

1. Dunderhole Farm Bishopswood. Reported possibility of change of use of wooden building behind dwelling

Reply: *When the building was investigated previously, the local planning authority concluded that it was not expedient to take enforcement action and closed the case. I apologise if you were not informed of the situation.*

Please confirm whether you are alleging that that the building is now being used for residential occupation. If this is the case, I will proceed with a further investigation. L Hughes enforcement officer.

Lighted window reported; purpose of building unknown. WPC

2. Coleraine Farm, Coughton. Further caravans being brought onto site.

Reply: *"As I understand, 5 have already been brought on and a further 15/16 are expected in the coming weeks. We do not propose to take action as we are awaiting resubmission of the planning application which was refused earlier this year to be with us very soon.*

It is strange that no-one has reported to you the polytunnels that have also been erected. We have asked that an application be made to cover these also."

Reports for 11th March 2009 Walford Parish Council Meeting

1. Notes from HALC Training Session 23rd February 2009 held WVHall Cllr B Vine/Clerk

Present Mrs Lynda Wilcox (CEO HALC), Cllrs SW Cole, M Downey, H Evans, G Symonds, M Thomas, B Vine, A Whitlock, the Clerk. Each person was handed a pack of basic information sheets which led to discussion points (*packs for those councillors not present will be distributed at March meeting*)

i) The difference between an **Annual Parish Meeting** (for electors to raise any matter for discussion and possible future action and normally chaired by the PC chairman) and the **Annual Meeting of a Parish Council** at which the first matter is always the election of the chairman was made clear.

ii) It was confirmed that an annual **budget** was produced for the November meeting so that the Precept could be set accordingly. We were advised that the WPC should always obtain 3 estimates for any purchase of goods or services over a certain figure and these should be considered / discussed at a WPC mtg to decide on which one to progress. It would have been more satisfactory to purchase the needed computer and printer from dealers and not on-line so that all quotations could have been studied (on-line quotations obtain more accurate specifications and are more keenly-priced but have the disadvantage that they are time-consuming to complete and quotes received are valid for only that day.) The claiming of VAT on non-WPC- addressed invoices is not valid. Finance Working Group should meet more often and payment cheques should be signed at WPC mtgs

iii) **Parish Plan**. LW said that there was now a one-year simplified scheme that could be followed and on which she could advise. She recommended that help be obtained from a planning officer on the now-needed review and possible re-writing of WPC parish plan so that the planning element could be adopted by Hfd Council.

iv) **Planning Applications**. These should be considered at WPC meetings and not by email comments although em can be used for notification to PCllrs of appns received. Must be made clear in final comment whether application is supported or objected to. Planning site meetings are for councillors only to look at the issues – with any comments being made at a public mtg held in an appropriate place eg VHall. Special meetings can be called to hear public 's views. Public can stay to hear council's deliberations and decision.

v) The Clerk is responsible for the meeting **Agenda** which should give as much information as possible for action to be taken at the meeting. Apologies for absence (and reason) should be given directly to Clerk and not via another councillor. Six months' absence from meetings means the concerned councillor automatically fails to be a member of the council unless due notice for absence has been requested/given and accepted (eg serious illness). Any external meeting attended by a PCllr representing the PC counts as a meeting. **All meetings, training sessions etc should be reported on to WPC** using bullet points for brevity with the papers for the following council meeting (our new Appendix D). **Minutes**, which are a legal record after being confirmed and signed, should be short and provide subject-matters and brief discussion and then decisions taken. Discussion concerning salary of an employee of the WPC eg the Clerk should not be made in public; this does not apply to a contractor e.g. the lengthsman

vi) **Councillors** should read all papers for the coming meeting carefully and take note of points in Good Councillor's Guide so that they can contribute with knowledge, forethought and brevity to the business of the meeting.

2. Footpath Report- Cllr M Downey

The contractor is replacing missing sign posts where necessary and during March will be cutting back overgrowth around all signs and stiles at the roadside

3. Lengthsman Report

Cllr Freeman has asked that he be allowed to submit a report every two months as he did not think enough happens to make a monthly report worthwhile.

4. Forest Green – Application for Registering as a Green - Clerk

Some photographs have been received from Mrs Wilce showing F G in use in 1919. More recent ones would be welcome. The obtaining of the relevant maps is being pursued. With the permission of the Chairman, a copy of the book "Getting Greens Registered" has been purchased

5. Walford Links Cycle Path – Cllr P Heath

Still waiting for HC's nomination of rights of way negotiating officer,