

WALFORD PARISH COUNCIL

Minutes of the meeting of Walford Parish Council on Wednesday 14th July 2010 at 7.30 pm
In Walford Village Hall.

Present:

Frank Myers MBE – Chairman

Councillors: Simeon Cole, Heather Evans, Marc Thomas, Geoffrey Symonds, Bridget Vine, John Jarvis, Eric Drummond, Phillip Heath, Alan Whitlock, Michael Downey and 4 members of the Public.

In attendance: Clerk – Catherine Murray

1. Apologies for absence

Sandra Cole, Luke Freeman, Derek Allen.

2. Declaration of personal / prejudicial interests – None were declared by those present.**3. Reports:**

3.1: To receive a verbal report from West Mercia Police – As no Police representative had arrived for the start of the meeting, the Clerk read out an e mail from Paul Leighton outlining ongoing criminal activity and requesting continued vigilance on the part of the Public.

3.2: To receive a verbal report from Ward Cllr John Jarvis: Blind World Football Championships: The hosting of this was won against stiff opposition. The Blind College at Hereford are putting it on and there are tickets available. Those attending have to be very quiet otherwise the blind cannot hear bell inside the ball. Planning Dept re-organisation: There have been savings made, but one of the areas which has grown is the enforcement team, due to significant complaints about non-enforcement. There has been a significant improvement in this area. Schools: Sadly a decision was made to close Dilwyn Primary School, as it fell within the closure system for small schools. He asked that if any Callers can help a less strong school it would be useful. Complaints: He reported a complaint about roadside grass from John Daniels, Amej have dealt with it. He also mentioned the article about Poly Tunnels in the national press. 'Shaping your Places': Cllr Jarvis reminded the Cllrs to attend John Kyrle High School on 26th July, as comments have come back from PCs, which has been analysed and now there are a set of proposals. Attending the meeting to voice views is very important. Cllr Myers questioned having such an important meeting in one of the busiest holiday weeks of the year. Cllr Jarvis explained that they had a limited amount of time available. Written reports will be required from PCs after the meeting; Cllr Jarvis said that he could allow WPC 6 weeks to reply, to enable them to discuss their report at their next meeting in September. Cllr Thomas asked what were the benefits of being a hub? Cllr Jarvis replied: to build more affordable houses. This brought up the question about what WP wants to achieve. To be included on next Agenda.

3.1. Postponed item - Lisa Austin arrived to represent the Police and gave her report: Oil and diesel thefts are ongoing, from Lorry parks along the A40, in the evenings as well as at night. Some arrests have been made based on information received. Rogue Traders are operating in the area; don't sign up to anything on the doorstep. Problem cases have been tarmac and block paving. But if any one does sign there is a legal cooling off period – Trading Standards have the info. Cllr Whitlock reported sighting of a white VW caddy van @ 06.30 in Bishopswood – the two occupants seemed to be looking around. It was an N reg van. Ms Austin reminded the public to give registration info to the Police. There was a report of fly tipping in the Bishopswood area and at Bulls Hill. Ms Austin mentioned the Council Dept for Fly Tipping. It was suggested that the information would be worth putting on the website. <<**Action Clerk**>> Thanks were given to Ms Austin.

4. Adoption of minutes of previous meeting – 09/06/10 RESOLVED: To accept as a true record. All in favour.**5. Finance**

5.1 – To receive a report from the Chairman of Finance on Bank Signatories: Cllr Thomas stated that the Bank had been slow in processing the request to alter signatories, but that it was almost finalised, he had now got internet access to the two current accounts. He said that there would be a consideration of moving Bank to one which is more Parish Council friendly, this would be discussed at the next Finance meeting. To be included on the next Finance Agenda.

5.2 + 5.3 - To pay the Clerk's Salary and expenses: Cllr Thomas explained the breakdown of the hours, he and the Clerk agreed that the basic admin work was considered achievable within 7 hours a week, to allow for additional Projects and training in the remaining 8 hours. The Clerk explained the keeping of timesheets, which she would send to Cllr Thomas, as an accurate record for scrutiny. Cllr Thomas commended the Clerk's time sheets as clear, detailed and informative. Cllr Myers proposed that the Council adopt this as the process for scrutiny of the additional hours: The

Clerk will report to Cllr Thomas, who reports to the Finance Committee as necessary. It was agreed that the Clerk's salary and expenses should be paid at each meeting. Cllr Myers put to the Council that Cllr Thomas would be delegated the responsibility for the scrutiny of this. It was agreed that, provided the hours worked were within the 7 hours for admin and 8 hours for other projects, that the Clerk would be paid subject to submission of timesheets - without further scrutiny. Only when the hours worked exceeded the agreed amount, would it be necessary to call a meeting of the Finance committee to scrutinise and authorise additional hours for payment.

Cllr Myers asked Council if they agreed with this adoption of process. ADOPTED: All Cllrs agreed and the process was adopted without opposition. To be included on the next Agenda for ratification.

5.4 To pay the SLCC WWYC Training Fee of £50:00. RESOLVED: To pay for training as previously agreed at the Finance meeting on 9.6.10

5.5 To pay TCT invoice for annual Computer support of £150.00. RESOLVED: To pay the invoice as previously agreed at the Finance committee meeting on 09.6.10

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5.6 To pay a donation of £50 to the Samaritans for Website hosting by Alan Kitto. RESOLVED: To pay the donation as previously agreed at the Finance committee meeting on 09.6.10

5.7 To pay BVH Invoice for the 2nd qtr of 2010 – for £85.00. RESOLVED. To pay the invoice for hire of BVH.

5.8 To pay the vat outstanding on the Ross Gazette invoice - £21.84: RESOLVED. To pay the vat.

5.9 To pay a sum of £5 owed to HALC: This was underpaid on the last cheque to HALC. RESOLVED. To pay the amount due. Cllr Cole pointed out that there was a typo, that the Agenda said NALC, when it should read HALC. This was noted and amended.

5.10 To pay invoice for hire of Walford Village Hall – for £12.00: RESOLVED. To pay the invoice.

5.11 To Pay £50 for the Internal Audit: RESOLVED. As this amount was previously agreed as appropriate for the Internal Audit. Cllr Thomas explained that some issues arose during the audit, but that these had been satisfactorily resolved.

5.12 To pay Brian Charlton £267.30 for footpaths assessment and associated work: RESOLVED. As this work is covered by the existing footpaths grant – amount previously agreed to cover such work. Cllr Thomas explained that scrutiny had been carried out on the invoice and any queries about the scope of work done had been satisfactorily resolved.

5.13 To read, complete and sign relevant sections of the Annual return form and to approve the Internal Audit. RESOLVED.

5.13.1 The Internal Audit was approved.

5.13.2 The Clerk read out the questions in section 2 of the Annual Governance statement, the Councillors answered all questions and section 2 was completed. The Chairman signed all the relevant sections of the form.

6. Roads:

6.1 – To receive an update from the Clerk on the Highways Department response to reports of worsening pot holes: The Clerk read out a response from Amey, stating that any resurfacing work had been completed for this financial year and that remaining pot holes will be dealt with as routine. Assurances were given that Walford will be included in the resurfacing programme for 2011/12. Comments were made about local problem areas. Cllr Myers commented that most of the potholes appeared to be due to lack of proper reinstatement and that this was something which the Council should take care to enforce. He added that, as far as he understood it The Streetworks Act gave the Council rights of inspection and enforcement which could be self funding. He urged the Council to explore this possibility. During discussion it was suggested that reinstatement work was not being completed within the 12 month timeframe.. Cllr Jarvis explained that the department had been seriously stretched due to adverse weather. Cllr Myers explored the avenues of remedy available to WPC. It was suggested that the work could be carried out by local effort if tarmac was to be supplied by Amey. Cllr Jarvis offered to make enquiries in this regard – as he was doing the same for Whitchurch. <<Action Cllr Jarvis>> Cllr Jarvis suggested that the PC could write to him formally, particularly making reference to the obligations to enforce proper reinstatement which would give him more power to negotiate the budget. <<Action Clerk>> Cllr Symonds asked if the budget cuts would affect the footway project in Walford, Cllr Jarvis replied that it was earmarked for this year's plan and that no money had been cut from Highways budget this year. Cuts will come into force in October. Cllr Jarvis stated that the PC should write to Ruth Kinsella or Richard Ball at Amey to ask whether WPC's 10k earmarked for the footway was protected. <<Action Clerk>> Post meeting note, the work has commenced.

7. Planning Applications:

7.1 To comment on planning applications:

7.1.1 DMSE/ 101227/F - The Inn on the Wye – a 6000 gallon cess pool + associated drainage: RESOLVED – The Application was unanimously approved.

7.1.2 DMSE/101045/F - Meeting re: Canoe Launch at Kerne Bridge – Cllr Downey said he was happy to attend if he was not working, he asked the Clerk to email him the details. <<**Action Clerk**>> Cllr Myers asked Cllr Downey to advise if he could not attend, so that someone else could. <<**Action Cllr Downey**>>

7.2 To discuss and decide upon S101 delegated powers for Planning decisions required between July and Sept. A discussion was had about how to deal with the holiday period, when there is no meeting in August. Cllr Cole said that we had decided against delegated powers at the last meeting, but it was suggested that some process had to be decided upon for this exceptional period. Cllr Cole suggested there could be extra meetings to discuss applications, Cllr Myers pointed out that for non-contentious applications a meeting was not necessary. It was proposed that the Clerk would send any applications to Cllrs for comment, circulate the responses for Cllrs scrutiny and, for non contentious items, would be given delegated powers to submit the summarised response, unless any one Councillor was unhappy, in which case they would have power of veto and a meeting would have to be called. This was proposed by Cllr Drummond and seconded by Cllr Symonds. ADOPTED: The process was adopted unanimously. <<**Action Clerk**>>

8. To consider sign provision at Arbour Hill:

8.1 Dog Fouling: Cllr Cole said that a number of signs had been delivered in Ross and that Arbour Hill is on the list to have signs put up and that it would be done in a couple of months unless the weather broke. Cllr Myers said that an enquiry had been made with Royal British Legion, but that this could easily be cancelled. <<**Action Cllr Myers**>>

8.2 Weight restriction: The Clerk read a reply from Amey saying that weight restriction signs could only be placed at the beginning of the weight restricted area. If a driver had a legitimate reason to be in the area there was no need for repeater signs. Cllr Drummond asked why this matter had been raised and suggested that anyone going to Arbour Hill had a legitimate reason and if not the Police should be advised.

9. Website:

9.1 To receive an update from the Clerk on the status of the website: The Clerk drew Councillors' attention to the Website information sheet provided. The display of the Map on the website was discussed – as the Map can only be viewed using Internet Explorer, it was decided that the Map should be displayed on the website with a clear instruction that it could only be viewed using Internet Explorer. Cllr Downey explained that Internet Explorer was a browser available to all and therefore it could be used to view the Map, Cllr Thomas agreed. Cllr Vine said that it should not just be available to Cllrs, but to the Public. Cllr Myers commended that all this info should be passed onto the Website host for action. <<**Action Clerk**>> Website information sheet available for scrutiny.

9.2 To discuss official website policy and responses to the Questionnaire: The Clerk drew Cllrs attention to the responses to the Website Questionnaire and the suggestions for a cohesive approach to the display of information. Cllr Drummond suggested that as Cllrs were elected to represent parishioners, so the very basics of their contact information should be displayed. Cllr Vine mentioned that there were 9 Quality parishes that all had different approaches Cllr Myers pointed out that this was an information item, rather than a matter for further debate and that the responses already received gave a clear picture of Cllrs views. The Clerk explained that a photograph and a name was the minimal requirement, to be uploaded as soon as possible and asked Cllrs to provide photographs which they were happy to have displayed for the Public. <<**Action Cllrs**>> As the model website policy had not become available from HALC, Cllrs could not discuss its contents. To go on the next Agenda.

9.3 To consider the use of a website notice board for display of relevant information: Councillors were in agreement that this was an appropriate and useful addition to the website and it should be explored. Cllr Jarvis suggested that anyone who had an event locally could use the notice board. Cllr Thomas said that it should be free to use and Cllr Vine agreed that it should be a community notice board to serve the Parish. It was also agreed that non political items could be submitted by Councillor Jarvis. All Cllrs were in agreement. Clerk to discuss with Web host. <<**Action Clerk**>>

10. To receive an update on land at Forest Green: Cllr Myers read out the e mail which Cllr Whitlock had brought to the meeting, from the commons assistant at Herefordshire Council property services. It stated that the end of the transitional period for the commons act 2006 pilot scheme was 30th Sept 2010 and enquired if WPC still wished to register the land at

Forest Green Walford, as village green. Cllr Whitlock stated that all the relevant information had been supplied, but that it had got lost in the system. It was suggested that the Clerk should contact the relevant people to express WPCs desire to continue with the application and to get clarification on how far the registration process had progressed and what more, if anything, needed to be done to progress it. Cllr Symonds said that the application has already been accepted.

<<Action Clerk>>

- 11. To receive an update on the status of the Bishopswood War Memorial:** Cllr Cole stated that the work had been done. No bill for the work had yet been received. The conclusion was that WPC should await the bill for the work.

12. To note correspondence received:

12.1 To sign letter of thanks to Jackie Perry: The Chairman read out a letter of thanks, which the Councillors approved and it was duly signed by the Chairman.

The Clerk drew the attention of the Councillors to the Correspondence sheet and to the file which contained all the relevant paperwork. Correspondence sheet 14/07/10 available for scrutiny.

13. To receive Councillors reports on local matters:

EMERGENCY CO-ORDINATOR: Cllr Cole reported that the Emergency Plan was being put in place, he was getting a team together and that he had attended training as Emergency Co-ordinator.

Cllr Symonds reported the pot holes on Coughton Place.

WALFORD LINKS: Cllr Phillip Heath had a meeting with Herefordshire council on 5th July with representatives of the ROW department, it will cost around £880 to put in an application for a new right of way for Walford links. Their new policy is that it has to go to a Consultancy, which will cost over £3000, however – the manager of the ROW Dept has decided that as the WPC project is of Public benefit it looks as if they will pay for it. They are still carrying out due diligence checks and they want to walk the route, they have asked Cllr Heath to get permission from the Landowner, which he is doing.

PARISH FOOTPATHS OFFICER: Cllr Downey stated that, following the rain, the grass was growing and that the paths were being strimmed as necessary, could Cllrs report any paths which needed doing.

Cllr Drummond mentioned the underground cable which goes through Walford and under the river is due to be replaced over the next 4 years and that a 60m swathe will be cut through Walford in order to lay new cables, after 3 years the old ones will be removed. It is part of the upgrade of the national grid.

Cllr Thomas had been contacted by a satisfied parishioner after paths he had reported had been cleared in a timely fashion, he also mentioned the finger post opposite Walford Court had been knocked down. <<Action Cllr Downey>>

Cllr Evans reported that the double finger post that points to Bishopswood Church has been knocked off and has disappeared. <<Action Cllr Downey>>

She also mentioned the ragwort problem at Thorney Orchard and asked for an update on the footpath. Cllr Downey said that it was an indefinite closure; Cllr Evans stated that WPC should not accept this. Cllr Jarvis said that he had taken this matter up 2 days ago and is waiting for a report.

There was a general discussion about the Ragwort problem.

The Clerk mentioned the Wye Valley Walk up to Chase Hill, after the fields – had this part of the path been cleared?

Also mentioned was the bus shelter at Coughton and clarification was sought as to whether the Lengthsman is using the appropriate means to dispose of Parish rubbish. Clerk to send report to Cllr Freeman. <<Action Cllr Freeman>>

- 14. To raise matters for the next Agenda:** Increased opening hours for the civic amenity site at Ross. Clerk to write to Cllr Jarvis with this request. <<Action Clerk>>

- 15. Open Session for views and queries from Local residents:** A member of the Public reported the terrible condition of the road up to Coughton Place, that needed immediate work done. It was queried whether this road had been adopted or was a Herefordshire Housing road. Cllr Jarvis said he would look into it. <<Action Cllr Jarvis>>

Another parishioner asked when the minutes and the Clerk's contact details would be published in the Walford Flyer, the Clerk said she was addressing this matter and that they would be published in the future <<Action Clerk>>

- 16. To note the date of the next meeting:** Wednesday 8th September at Bishopswood Village Hall: Finance committee: 18.30. Full Council: 19:30.

SIGNED DATE

Catherine Murray – Clerk to Walford Parish Council – 28.07.10