

**Minutes of the meeting of Ewyas Harold Group Parish Council held on Tuesday 8<sup>th</sup> April 2014 in St Michael's Hall, Ewyas Harold at 7.15pm**

**Present:** Cllr J Webb(Dulas) – Chairman, Cllr P Jinman (from Item 8), Cllr R Weaver, Cllr S Eynon, Cllr J Wilson-Thomas, Cllr E Overstall (Dulas), Cllr S Clayton (Rowlestone), Cllr P Tandy

**In attendance:** CCllr G Powell, Mr T Griffiths (Lengthsman), Clerk and 4 members of the public

**1 To accept Apologies for Absence**

Cllr S Probert.

**2 To receive Declarations of Interest & Dispensation Applications**

Cllr E Overstall: DPI - Item 10 and Cllr S Clayton: DPI - Item 8.3.

**3 To consider Minutes of the Previous Meeting**

The Minutes of the Meeting held on 11<sup>th</sup> March 2014, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman.

**4 To consider applications to co-opt for current Councillor vacancies**

Ms Ellie Murphy put herself forward for consideration to be co-opted.

**Resolved** that Ellie Murphy be co-opted to the GPC. Ms Murphy completed and signed the declaration of acceptance of office and written undertaking to observe the code of conduct.

**5 Open Forum**

5.1 None received.

5.2 A report was received from Ward Councillor, Graham Powell. Cllr Powell gave information on the bus consultation, highway plans, Bath St, Hereford site, retail development delay and village warden scheme.

5.3 Comments from local residents: A complaint about the quality of the workmanship of the bridge pier rebuilt in the village centre was raised. CCllr Powell offered to look at this later in the week with Vince Playdon, the newly appointed locality manager for the area. Queries as to what the GPC gets for its money for the HALC subscription, water running down the road in Dulas and members from outside the parish joining the GPC were raised and discussed. Damage to the boundaries by sports club members was raised and the clerk would write to the Cricket and Football Clubs to remind them to respect the boundary fencing/hedges. A request for Neighbourhood Plan steering group meeting dates and membership to be included on the website was received and this was agreed. The state of play following the Herefordshire Housing consultation last year was raised. CCllr Powell informed those present that HH would await the outcome of the proposed application for the land east of Callowside before taking any action forward.

**6 Clerk Update**

The clerk provided an update on defects reported, a new community resilience template and community library business rates assessment.

**7 Neighbourhood Plan**

7.1 The Supporting Communities in Neighbourhood Planning Grant from Locality had been approved and details of the terms & conditions had been provided.

**Resolved** to agree acceptance of the terms and conditions and the grant.

7.2 The report from the last steering group meeting was considered, which included details of action required to progress the plan to the first draft. It was confirmed that Cllr Overstall and Cllr Wilson-Thomas were the GPC representatives on the steering group.

**Resolved** to proceed to the first draft with Cllr Overstall and Cllr Wilson-Thomas to compile a document to support the evidence provided by the Parish Plan etc. to include the vision, issues and objectives for the parishes. This and supporting evidence would be provided to Kirkwells by 18<sup>th</sup> April, they would then provide a draft plan by 23<sup>rd</sup> May for consideration. Once agreed, the first six week consultation period would take place and it was agreed to investigate various consultation methods to maximise participation.

**8 Recreation Ground**

8.1 The monthly audit report was received. There was a leak in the toilets which had been stopped

Action

GP/  
Clerk

EO/  
JWT/  
Clerk

temporarily but would require a plumber.

**Resolved** for a quote to be sought to fix the leak and subject to it being under the financial regulations threshold, the work undertaken.

Clerk

8.2 One damaged cradle swing seat had been removed but it was reported that the second one was also in poor condition. The price from HAGS, who supplied the equipment, is £137.00 per cradle seat plus £27.40 delivery, a total of £301.40 for the two. It was queried whether they may still be under warranty.

**Resolved** to identify if a warranty is still in force and if so, get the seats replaced under warranty. If the warranty has expired it was agreed for the clerk to order two cradle seats.

Clerk

8.3 Quotes for the fencing works were received at prices of £1392.55, £1480.00 and £1520.00 excluding VAT and were discussed.

**Resolved** that all quotes were beyond the budget available for this and therefore none were accepted. A lesser specification to retain the existing hedge, trim back where required and erect stock netting would be considered in line with financial regulations. If a quote was under the threshold, the work should be undertaken as soon as possible.

Clerk

8.4 The grass cutting tenders for 2014/15 were considered further, with clarification provided on request from one of the contractors. The tenders were priced at £1864.92, £2400.00 and £2380.00 excluding VAT on a cut and drop specification, 16 times per season, March to October, every two weeks.

**Resolved** that the tender received from Highground Maintenance be accepted and request they start as soon as possible.

Clerk

8.5 Litter bin emptying options had been explored. Balfour Beatty had quoted £65.00 plus VAT per visit, which at once per week would cost £3380.00 plus VAT per year. The usual waste collection would pick the bags up on the route, but wouldn't come onto the site to empty them and Quick Skip could provide a 660l metal lockable bin that would be tipped weekly for £12 per empty, but this would still involve someone emptying the bins into it.

**Resolved** for Cllr Eynon, having offered, to continue to empty the bins and leave them out for collection. She would purchase bin bags and rubber gloves and the cost reimbursed by the GPC. Cllr Eynon was thanked for all her work doing this and for the offer to continue.

SE

8.6 The report from the sports working group was received. A letter confirming that the GPC would underwrite any deficit in running costs of the pavilion and confirmation of VAT status was required by the Football Foundation for the grant application. A draft letter had been circulated.

**Resolved** that the letter be approved for submission with the grant application.

Clerk

8.7 The Football Foundation had stipulated that should the grant be successful, an independent consultant would be required to oversee the whole project, including carrying out the tender process. This cost could be included in the grant application. Therefore the clerk had sought three quotes for provision of this service. Two had confirmed they did not have the relevant expertise for all aspects required so would not submit a quote. The remaining quote from Gwillam Darby Carr was for a total of £5,300.00 exclusive of VAT to undertake all pre-contract services, post-contract services and CDM services. There was a potential risk that as the Football Foundation decision would not be until around June, should it not be successful, the GPC would have already incurred some cost to undertake the tendering, but should tendering be delayed there was a risk that the Inspired Facilities funding would be lost.

**Resolved** that the quote from Gwillam Darby Carr be accepted and for the tendering process to start as soon as possible.

Clerk

## 9 **To receive the Parish Paths Officer's report and note works to EH12**

The report was received and works to EH12 were noted.

## 10 **To consider lengthsman worksheets and agree action**

Terry Griffiths gave details of work undertaken and defects and these were discussed. An issue with a culvert under the property access drive of Little Cwm, Dulas had been found. It was thought the pipe is damaged and is estimated to be £350 to resolve, although it could be more if the problem is more complex. Mr Griffiths explained that as it is water from the highway that goes into the culvert and as the property is the main beneficiary, in situations like this, the cost is usually shared between landowner and PC. The landowner had confirmed they would share the cost. The culvert at Belpha Farm entrance was already being addressed by Balfour Beatty. The works required to the ditches, headwalls, culvert pipes and grips from the Westwood Trading Estate to the Memorial Hall could be done at a cost of £575.00 with the spoil spread on site or

£675.00 with the spoil transported.

**Resolved** that the works to the culvert at Little Cwm, Dulas be undertaken with the GPC paying half of the £350.00 cost. The clerk would confirm this by email.

**Resolved** that the works near Westwood Trading Estate be undertaken with spoil transported. The clerk would confirm this by email.

**Resolved** that the remaining defects be reported to Balfour Beatty.

Clerk

Clerk

Clerk

11 **Finance Report**

11.1 Copies of the finance report were circulated and noted.

11.2 Payments approved:

PAYE £0.00 NI £0.00 employee £0.00 employer

Stationery/Office expenses £53.62 Postage £15.70 Mileage £52.65 Total £121.97

St Michaels Hall (Hall hire 8/4/14) £17.00

HALC (Annual subscription 2014/15) £484.85

Terry Griffiths (Lengthsman work) £633.60

Dore Community Transport (Donation for 2014/15) £100.00

Rowlestone Village Hall (Donation for 2014/15) £50.00

SLCC Enterprises Ltd (Local Council Administration book) £63.00

E Overstall (Reimburse newsletter printing) £43.20

S Eynon (Car park barrier key cutting) £10.00

12 **To note Correspondence list**

13 **To agree venues for future meetings**

It was agreed that St Michaels Hall was a suitable venue and meetings should continue to be held here, with a meeting in Rowlestone and Dulas also, depending on venue availability.

14 **Matters for Next Agenda (no discussion)**

None.

**A resolution was passed that the public be excluded from some discussions on the following item due to its confidential nature**

15 **To consider requesting borrowing approval to enable to bid for the former Catholic Church for a Community Building/Site and instructing a valuation of the site**

A report on the proposal for the site and three quotes to provide a valuation of the site were discussed in detail. The quotes obtained were two independent valuers at £450.00 excluding VAT and one from the Valuations Office Agency at £1200.00 excluding VAT. The following was agreed:

**Resolved** to apply for borrowing approval to acquire the site.

**Resolved** that subject to borrowing approval an application be made to the PWLB for a fixed rate loan, with EIP terms of repayment, over 40 years. After consulting Herefordshire Council's Project Development Officer, Dave Tristram, it was known that there were no grants available towards purchasing the site, but once acquired funding could be sought towards improvements.

**Resolved** to borrow the sum identified in the confidential file note accompanying these minutes.

**Resolved** to submit a bid to acquire the site for the community, subject to contract, by 1<sup>st</sup> May, subject to all relevant approvals, up to the sum identified, for the freehold interest with a clawback clause of 25% of the uplift in value in favour of the vendors on the granting of planning consent for residential use within 25 years. A draft supporting statement for the bid had been circulated and was approved.

**Resolved** to accept the quote from Arkwright Owens for £450.00 to provide a valuation as they were able to carry it out within the deadline. It was agreed the VOA quote was prohibitive and they had indicated they may not be able to meet the deadline.

Clerk  
Clerk

Clerk  
Clerk

**The meeting closed at 10.00pm**

**Next Meeting Tuesday 13<sup>th</sup> May 2014, venue TBC.**