

**Minutes of the Meeting of Ewyas Harold Group Parish Council held on Tuesday 8<sup>th</sup> December 2015 at St Michaels Hall, Ewyas Harold at 6.30pm**

**Present:** Cllr C Pogson (Llancillo) – Acting Chairman, Cllr J Wilson-Thomas, Cllr S Eynon, Cllr M Watkins (Rowlestone), Cllr S Clayton (Rowlestone), Cllr L Overstall (Dulas) and Cllr R Evans (Dulas).

**In attendance:** The Clerk and two members of the public.

**Absent:** Cllr M Price.

**1 To accept Apologies for Absence**

Cllr P Jinman, Cllr S Probert, Cllr R Baker, Ward Cllr G Powell and the Local Policing Team.

Cllr J Hayes had forwarded her resignation to the Parish Council. As Cllr M Price has not attended any council meetings for over six months he has automatically ceased to be a member of the council. The clerk would inform the elections department of the vacancies.

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

None.

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

The Minutes of the Meeting held on 10<sup>th</sup> November 2015, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman.

**4 Open Forum**

4.1 There was no report from the Local Policing Team.

4.2 Cllr Powell had provided a report including a response to concerns about the new street lighting and ways he is currently investigating to address the issues. Other information included an update on the school footway proposals, progress report on camera inspections by Welsh Water and decisions made by Herefordshire Council on the Smallholdings Estate, Hereford Library and car parking charges.

4.3 A letter had been received from Savills on behalf of the Kentchurch Court Estate regarding footpath EH1 and complaints received that the footpath is no longer there due to the field being ploughed and sown. They explained that a new grass ley had been sown, the reasons behind this and confirmed that once the grass has matured the footpath will once again be re-established across the field.

4.4 Comments from local residents: It was reported at the junction of EH33 with the road, a top handrail has snapped. The clerk would request the lengthsman look at this. A progress update on the cricket nets was requested. The cricket club had not responded to emails sent and therefore this had not progressed at present.

**5 Clerk Update and to note Correspondence List**

The clerk's update and correspondence list was noted.

**6 To receive update re. Ewyas Harold Primary School traffic issues and agree action**

Ward Cllr Powell, Cllr Jinman and the clerk had met with the headteacher Tracey Kneale to discuss proposals for the parking and traffic issues. These proposals had been sketched onto a map and included extending and widening the parking bay by removal of some of the bank area with a TRO proposed to restrict parking along the remainder of School Lane between 8-9am and 3-4pm. It was also proposed that cars use the school roundabout to improve the flow of traffic. Cllr Powell had provided a copy of an example licence and the GPC would need to be prepared to enter into a similar agreement if the scheme was feasible. The scheme would require a suitable engineering design to be prepared by the GPC or suitable representative to enable costings to be determined. Traffic management would also need to be agreed and any TRO for the parking restrictions associated with the finished works would need to go through the normal BBLP process for this. If the GPC wanted to proceed further with this the next stage would be for Cllr Powell to meet with the Locality Steward.

**Resolved** to progress this and request Cllr Powell meet with the Locality Steward.

**7 Lengthsman Scheme (incorporating the P3 scheme)**

Action

Clerk

GP

Clerk

Clerk

7.1 The lengthsman worksheet and invoice was received and noted. The lengthsman had taken delivery of materials for P3 work, those being 8 x waymarker posts for the common and 1 x footbridge handrail but not the gatepost requested for EH17. The Parish Path Officer had chased up the gatepost with the Locality Steward, requested a map to enable the posts to be accurately sited and placed a request for a metal self-closing gate.

## 8 **Kemble Centre**

8.1 The weekly inspections required no action. Cllr Wilson-Thomas now had the keys to the front door.

8.2 The risk assessment for The Kemble Centre had been updated and circulated.

**Resolved** that this was approved.

8.3 Cllr Wilson-Thomas gave a report from the Kemble Centre working group. The gates had now been widened and car park advisory signs would be attached by Cllr Pogson. A Red/Amber/Green progress chart had been compiled and was noted. This would be published on the website etc. The shortlisting and interviews for the Feasibility and Planning projects had taken place.

CP/Clerk

8.4 Two quotes had been received for the Feasibility Project, with two other consultants confirming they had decided not to submit quotations. Clever Elephant had submitted a quote of £7,000 and Impact Consultancy had submitted a quote with two budget options of either £6,000 or £7,250. The working group had agreed to interview both of the consultants who had submitted a quote. Both had impressed the working group with their interviews and proposals, but based on the extent of experience with other relevant projects, track record of their work assisting organisations to secure further funding and more diverse cross-sector experience, the working group proposed that Clever Elephant be appointed.

**Resolved** that it was approved to accept the quote from Clever Elephant and arrange an inception meeting.

Clerk

8.5 Several quotes had been received for the Planning Project. There was a wide variation of scope and cost between the quotes received and therefore they were not comparable, with all being over the budget available. It appeared that the specification had not been interpreted as it had been intended. Therefore it was proposed by the working group that the specification be revised and new quotes invited based on the revised specification. It was hoped that Herefordshire Council's property services may be able to provide advice on a revised specification. Consideration was also given to whether the budget available be included in the specification.

**Resolved** to defer the planning project to allow the specification to be revised, that the budget available of £3,000 be included in the specification and that advice from Property Services would be sought.

Clerk

8.6 The newsletter/information leaflet was discussed. Text had been approved at the last meeting but some text had been amended on the proposed leaflet and these were both considered. Cllr Wilson-Thomas suggested that now consultants were in place that it may be worthwhile waiting to publish a newsletter. Cllr Evans suggested the working group consider the frequency of newsletters, content etc. ongoing and this was agreed as a good idea.

**Resolved** not to publish a newsletter at this time, but to publish the approved text, with the addition of details of the loan, alongside the Red/Amber/Green progress chart. These would be displayed on the notice boards and website, with Cllr Pogson laminating A3 copies for display on The Kemble Centre fence.

CP/Clerk

## 9 **Finance**

9.1 **Resolved** that the finance report was approved and it was agreed to move £85 from General Reserves to the Community Groups budget and £1,000 from General Reserves to the Salaries budget. Balances held at 24<sup>th</sup> November 2015 were £36,569.03 current account and £913.50 savings account, which included grant money for Neighbourhood Plan flood risk assessment work, Kemble Centre feasibility/planning etc.

9.2 Reports from the finance working group were received and discussed.

9.3 The precept and budget proposals for 2016/17 from the Finance working group were considered. It was proposed that while it was recognised that increasing the level of reserves should be worked towards, with the proposed increase in precept, reserves should remain at the current level for the time being. Details of planned expenditure and projects were discussed. The proposed precept for

2016/17 was £35,682.70. While the precept for 2015/16 had been £28,500, the projected expenditure of the parish council for 15/16 was £204,796.52. This includes the extension and modernisation of the pavilion at the recreation ground, the feasibility and planning project for The Kemble Centre (former Catholic Church), the Lengthsman Scheme (minor highway maintenance), the P3 Scheme (public rights of way maintenance) and flood risk assessment work for the Neighbourhood Development Plan, all of which are of benefit to the local community, but have been funded by grants, not the precept.

**Resolved** that it was unanimously agreed to set the precept at £35,682.70 for 2016/17. Details of the precept, budget and explanatory notes would be published.

Clerk

**Resolved** to contact Cllr Powell re. Balfour Beatty prices quoted for signs and for Cllr Pogson to obtain prices of road signs for Dulas.

Clerk/CP

9.4 Overtime worked by the clerk during the previous month was 32 hours, which included 1 hour of lengthsman scheme administration.

**Resolved** to pay the clerk 32 hours of overtime.

Clerk

9.5 SLCC were running a Quotes, Contracts and Tendering course in Milton Keynes in January at a cost of £145.00 to members. It was felt this could be a useful course for the clerk to attend and Madley Parish Council were prepared to split the cost of the course and mileage 50/50.

**Resolved** that the clerk's attendance on the course be approved.

Clerk

9.6 A grant request from Ewyas Harold Memorial Hall for £150.00 towards new heating in the kitchen area was considered.

**Resolved** to approve a grant of £150.00 for this purpose from the budget for 2015/16.

Clerk

9.7 **Resolved** payments for approval:

Highground Maintenance Ltd (Recreation ground grass cutting October payment) £186.49

Herefordshire Council (Quarterly trade waste collections) £108.42 (Direct Debit)

Clerk's salary for November 2015 as per contract of employment

Pension £51.43 EE, £220.70 ER, PAYE £72.40 NI £26.21 EE, £21.39 ER

Postage £1.26 Stationery/Office Expenses £29.01 Mileage £73.80 Total £104.07

SSE (Quarter 3 electricity for the Pavilion) £33.32 (Direct Debit)

SSE (Quarter 3 electricity for the Kemble Centre) £20.96 (Direct Debit)

National Association of Local Councils (Local council award scheme registration fee) £30.00

Terry Griffiths Contracts (Lengthsman works for November 2015) £132.00

Diane Malley (Payroll services, second half of 2015/16) £29.00

Highground Maintenance Ltd (Recreation Ground grass cutting November payment) £186.49

Mrs C Boyles (Reimburse for padlocks and key cutting) £45.61

CT Groundcare (Hedge cutting and bin emptying) £180.00

Clerk

## 10 Recreation Ground

10.1 The weekly inspection reports were not received. Cllr Evans would carry out the checks for this month.

RE

10.2 The report from the Recreation Ground working group was received and noted. Brightstripe had provided an update on the Active Parishes project, with some positive results so far. The cricket club had not attended the meeting and had been contacted for an update on possible help from Hereford & Ludlow College regarding the cricket nets and to progress arrangements to finalise the stewardship agreement, which had now incorporated their requested additions, but no response had been received. Michael Wrigglesworth had asked to join the working group and this was considered for approval. Mr Wrigglesworth had offered to fix the pavilion side door at no cost rather than parish council pay for it to be replaced. Collins had been requested to replace it but had not done so and this needed to be progressed as potentially it presented a security risk.

**Resolved** that a recreation ground working group meeting be scheduled to take place prior to the next parish council meeting and for working group members to speak to the cricket club re. attendance so that the stewardship agreement and nets could be progressed. An update on this would be put on the agenda for the January parish council meeting.

Clerk

**Resolved** that Michael Wrigglesworth join the Recreation Ground Working Group.

**Resolved** to accept the offer from Michael Wrigglesworth to fix the side door at no cost.

10.3 Collins had now provided costings for various items to finalise the grants and these were discussed. Remaining pavilion project budget was £2,081.75. There was an amount of £868.02 budgeted by the parish council towards the recreation ground footpath extension and if this was

pursued with the remaining grant funding this budget could be contributed towards the cost. The options would either be to provide a disabled access ramp or fill in the redundant septic tank, reinstate the ground and extend the path. The clerk had requested clarification on a couple of points relating to the costings and a response was awaited.

**Resolved** for the clerk to arrange for the septic tank to be emptied now it was no longer in use.

**Resolved** that the preferred option was the groundworks/extension of the path and that if this could be completed with a tarmac surface within the total budget remaining that it was approved for completion.

10.4 The fire risk assessment had been completed by Cllr Baker and was received, along with a list of action points arising from the assessment for consideration by the parish council.

**Resolved** that action agreed on the fire risk assessment was to compile a training record of fire awareness training, but not for any additional training to be undertaken at this stage, monthly fire alarm and emergency lighting tests to be added to the councillor recreation ground checks, various signage suggested would be obtained by the clerk and displayed and a copy of the fire risk assessment to be kept at the pavilion. It was decided that hirers fire risk assessments were not necessary, whether to relocate the bin next to the pavilion would be considered at the next meeting and upside down light switches and safety cut off on water type heaters to be raised with Collins when snagging is looked at. Installation of movement sensor LED lighting and changes to the heating system would not be pursued at this time.

10.5 Quotes for fire alarm testing and fire fighting equipment had been requested and were currently awaited. PAT testing could be carried out for £35.00 exc. VAT for up to 10 items and £1.00 exc. VAT for each additional item. A quote for a water/Legionella risk assessment to be carried out was £300.00.

**Resolved** that PAT testing be arranged and the Environmental Health department be contacted about Legionella testing requirements.

10.6 **Resolved** to approve the playing field risk assessment.

10.7 **Resolved** to approve the play area risk assessment.

11 **To receive update on the Neighbourhood Development Plan, receive report from Submission and Examination training and consider action required**

The report was received and noted.

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

Funding offer from The Events Committee.

**The meeting closed at 8.50pm**

**Next Meeting Tuesday 12<sup>th</sup> January 2016, venue St Michael's Hall, Ewyas Harold.**

Clerk  
Clerk

Clerk

Clerk