

Minutes of the Meeting of Ewyas Harold Group Parish Council held on Tuesday 12th January 2016 at St Michaels Hall, Ewyas Harold at 6.30pm

Present: Cllr P Jinman – Chairman, Cllr S Eynon, Cllr R Baker, Cllr S Probert, Cllr C Pogson (Llancillo), Cllr L Overstall (Dulas) and Cllr R Evans (Dulas).

In attendance: CSO Witcher, the Clerk and four members of the public.

1 To accept Apologies for Absence

Cllr M Watkins, Cllr J Wilson-Thomas, Cllr S Clayton and Ward Cllr G Powell.

2 To receive Declarations of Interest & Dispensation Applications

None.

3 To consider Minutes of the Previous Meeting

The Minutes of the Meeting held on 8th December 2015, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman.

4 To consider applications for co-option to the casual vacancies

The elections office had confirmed that there had been no request for an election for two of the casual vacancies for Ewyas Harold and therefore the parish council could co-opt. Two expressions of interest from Mr Michael Wrigglesworth and Mrs Amanda Loudon had been received.

Resolved unanimously that Mr Michael Wrigglesworth and Mrs Amanda Loudon be co-opted to the parish council. Mr Wrigglesworth and Mrs Loudon each signed a declaration of acceptance of office and were welcomed to the council. Each were given Notice of Registrable Interests paperwork to complete and return to the clerk within 28 days.

5 Open Forum

5.1 The Local Policing Team gave an update on policing issues included within the bulletin.

5.2 There were no comments from local residents.

6 To receive Clerk Update and to note Correspondence List

The clerk's update and correspondence list was noted. A volunteer to investigate options for a new parish council website was requested. Cllr Baker offered to do this and would report back to parish council. Cllr Powell had chased up outstanding issues he was currently progressing on behalf of the parish council and an update on the white lining amendments had been received to say that it would take place by 31st March 2016, however no update on the associated foliage being cut back had been received and the clerk would chase this up with Linzy Outtrim and Cllr Powell. Cutting back of other foliage on the Rowlestone junction had taken place and it was reported that the large amount of cuttings had been left in the ditch, completely filling it and it was agreed for Cllr Wrigglesworth to forward photos of this in order to progress a solution.

7 To consider comments on planning application 153611, Rosebury Place, Ewyas Harold – Proposed demolition of existing garage to be replaced with new three bedroom dwelling

Resolved to support the application as the proposals would be an improvement of the site and in keeping with the village.

8 Lengthsman Scheme (incorporating the P3 scheme)

8.1 Three lengthsman worksheets were received as well as two additional invoices to the one already on the agenda, TGC1465 for £90.00 and TGC1455 for £450.00. The lengthsman had also provided a report and looked at the flooding on the B4347 by the Westwood trading estate. He had suggested works required on the B4347, but as this was a B road, it was not under parish council's remit for the lengthsman scheme. He had also suggested maintenance days until the end of the financial year totalling £2,400.00. The clerk advised that after the invoices brought to this meeting, there was only £1,227.99 remaining in the lengthsman budget (excluding P3). The clerk had received enquiries from members of the public regarding sand bags and filling of grit bins and had contacted Linzy Outtrim, who had advised that it was now the responsibility of the parish council to purchase sand bags and

Action

**MW/AL/
Clerk**

**Clerk/RB/
MW**

Clerk

they would no longer be provided by Balfour Beatty. A response from her regarding grit bins was awaited, however the lengthsman thought that Balfour Beatty may now expect parish councils to undertake the filling of blue grit bins.

Resolved that the invoices were approved for payment.

Resolved that the clerk request Cllr Powell assist the parish council in getting action taken to address the flooding issue.

Resolved that the clerk pass on details of the remaining budget to the lengthsman.

Resolved that the responsibility of grit bins and sand bags be raised with Cllr Powell for clarification.

8.2 There were works currently in the pipeline under the P3 scheme, however slow supply of materials from Balfour Beatty was delaying work taking place. There was significant P3 budget to use before year end.

Resolved that the PPO and lengthsman progress maintenance and improvements under the P3 scheme and for the clerk to order a map for the PPO.

Clerk

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Clerk

9 Finance

9.1 **Resolved** that the finance report was approved and the bank reconciliation was verified. It was agreed to move £1,000 from General Reserves to the Salaries budget. Balances held at 24th December 2015 were £34,670.26 current account and £913.54 savings account, which included grant money for Neighbourhood Plan flood risk assessment work, Kemble Centre feasibility/planning etc.

9.2 It had previously been agreed to investigate provision of a separate parish council telephone number, either landline or mobile. The clerk had been advised that to provide a separate landline there would be a £50.00 installation cost, £17.00 per month line rental and £9.00 per month for all landline calls and 100 minutes of mobile calls. Madley Parish Council could be approached about sharing the cost. Mobile phone options were discussed and the matter of callers having to pay to call a mobile was considered.

Resolved for the clerk to contact HALC for advice and to investigate options for a mobile phone.

9.3 Overtime worked by the clerk during the previous month was 9 hours, which included 4 hours of lengthsman scheme administration.

Resolved to pay the clerk 9 hours of overtime.

9.4 Details of external audit arrangements from 2016/17 had been received. A Sector Led Body had been set up by NALC/SLCC to take over the role of the Audit Commission and parish councils were being covered by this unless they opted out. If they choose to opt out it would mean they would have to set up an independent audit panel and procure the relevant services themselves.

Resolved that no action be taken and the parish council remain covered by the Sector Led Body.

9.5 **Resolved** payments for approval:

St Michaels Hall (Hall hire for December meeting) £17.00

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

Pension £60.32 EE, £258.84 ER, PAYE £103.20 NI £43.34 EE, £38.20 ER

Postage £2.84 Stationery/Office Expenses £10.95 Mileage £73.80 Total £87.59

Terry Griffiths Contracts (Lengthsman scheme, invoice TGC1433) £450.00

Clever Elephant LLP (Stage 1 payment for KC feasibility and business plan) £1,750.00

Mrs C Boyles (Reimbursement for pavilion signage etc.) £14.21

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

Herefordshire Council (Trade waste collections, quarterly in advance) £108.42 (Direct Debit)

St Michaels Hall (Hall hire for January meeting) £17.00

Clerk

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10 Kemble Centre

10.1 Cllr Wilson-Thomas had reported that the weekly inspections required no action.

10.2 The report from the Kemble Centre Working Group was received and noted and comprised of notes from the inception meeting with Clever Elephant. A further meeting with Clever Elephant had taken place on 11th January and it was proposed that local parish councils served by the GP surgery be approached as the first stage of engagement of the feasibility project. It was suggested that an initial letter from the chairman, to be drafted by Clever Elephant and circulated for approval before sending out, be sent to these parish councils to introduce the project and request and invitation to a parish council meeting. The Kemble Centre update approved at the December meeting, could be given out at the meetings and a list of questions for the parish councils composed, including how they would like to

<p>be kept informed of the project and would they support it via their precept etc. A rota of volunteers to visit the parish council meetings would be compiled. The option of holding a separate annual parish meeting, focussing on The Kemble Centre, was discussed.</p>	
<p>Resolved that the action proposed regarding contacting other parish councils be approved. It was requested that other GP surgeries within the affected area be contacted. The suggestion of a separate annual parish meeting would be considered at a future meeting.</p>	Clerk
<p>10.3 The revised brief for the planning project part of the Awards for All funding was considered, along with advice received from Herefordshire Council property services. It was proposed that a pre-planning application be submitted at this stage to ascertain any planning issues relating to the site and whether any development may be possible, before inviting architects to quote on the revised brief.</p>	
<p>Resolved that a pre-planning application be submitted to Herefordshire Council, at no cost to the parish council, providing a site plan, the December Kemble Centre update and draft plans previously done showing potential use of either the existing building or new build, clarifying that these are drafts included only to provide an example of possible options.</p>	Clerk
<p>Resolved that the planning project brief be considered further once the pre-planning application had been completed.</p>	
<p>11 Recreation Ground</p>	
<p>10.1 The weekly inspection reports were received. The notice board required cleaning, a missing fence post on the play area required replacement and various signage was either damaged or deteriorated. Cllr Baker would compile a list of signage required and the clerk had requested a quote from CT Groundcare for replacement of the fence post. Cllr Baker would carry out the checks for this month.</p>	RB
<p>11.2 The report from the Recreation Ground working group was received and noted.</p>	
<p>11.3 The cricket club were not engaging with the recreation ground working group and therefore the stewardship agreement was still not finalised. The parish council were keen to encourage cricket within the parish and members were disappointed that no progress had been made having given ample time and opportunity to the cricket club.</p>	
<p>Resolved for Cllr Jinman to speak to the cricket club as a matter of urgency.</p>	PJ
<p>Resolved that Cllr Wigglesworth take down the cricket nets as they were not usable in their current location.</p>	MW
<p>11.4 Quotes from Herefordshire Fire Alarm Services Ltd for service of the fire alarm and emergency lighting system for £85.00 plus VAT and any parts required and from Herefordshire Fire Protection Services Ltd for a 6lt foam and a 2kg Co2 fire extinguisher for the Pavilion fire exit and a 2kg powder fire extinguisher for the football store room for £97.50 plus VAT and including delivery, wall mounting and identification signs were received.</p>	
<p>Resolved to accept the quotes from Herefordshire Fire Alarm Services Ltd and from Herefordshire Fire Protection Services Ltd.</p>	Clerk
<p>11.5 Based on guidance provided by the Environmental Health department the recreation ground working group recommended that a Legionella Risk Assessment be carried out by Dantek Environmental at a cost of £300.00 plus VAT. This would then provide details of any ongoing requirements.</p>	
<p>Resolved that a Legionella Risk Assessment be carried out and the quote from Dantek Environmental be accepted.</p>	Clerk
<p>11.6 The bin located next to the pavilion posed a fire hazard due to its close proximity to the building. The recreation ground working group had reviewed bin emptying frequency and recommended that the trade waste bin collection be reduced to fortnightly for the time being.</p>	
<p>Resolved for CT Groundcare to relocate the bin away from the Pavilion. Cllr Baker would meet them to agree a location.</p>	Clerk/RB
<p>Resolved to reduce trade waste collections to fortnightly for the time being.</p>	Clerk
<p>11.7 The pavilion project still needed to be finalised and Collins had not replied to the queries from the last meeting regarding specification of the path etc. Golden Valley Construction had provided a quote to carry out the work, but this exceeded the budget agreed.</p>	
<p>Resolved that Cllr Jinman would contact Collins as a matter of urgency to facilitate getting the final work done as soon as possible.</p>	PJ
<p>11.8 The Events Committee had offered to carry out improvement works to the car park and</p>	

comments from the parish council were sought. No comments were raised and this would be taken to the next recreation ground working group meeting to consider further. Thanks were expressed to the events committee for this and also for the work involved with providing the Christmas lights in the village.

- 12 **To consider response to the Draft Herefordshire Local Transport Plan 2016-31 Consultation**
Resolved that a response be drafted by Cllr Loudon and circulated prior to the clerk submitting before the deadline of 29th January.
- 13 **To consider response to the NALC Review of Local Council Tax Support Schemes**
Resolved that no response be submitted.
- 14 **To consider response to the NALC Community Infrastructure Levy Review**
Resolved that no response be submitted.
- 15 **Matters for Next Agenda (no discussion)**
Salt/grit storage.

The meeting closed at 8.50pm

Next Meeting Tuesday 9th February 2016, venue St Michael's Hall, Ewyas Harold.

AL/Clerk