

Minutes of the Meeting of Ewyas Harold Group Parish Council held on Tuesday 9th June 2015 at The Pavilion, Ewyas Harold Recreation Ground at 6.30pm

Present: Cllr P Jinman – Chairman, Cllr R Weaver, Cllr S Probert, Cllr J Wilson-Thomas, Cllr R Baker, Cllr J Hayes, Cllr L Overstall (Dulas), Cllr S Clayton (Rowlestone) and Cllr M Watkins (Rowlestone).

In attendance: Cllr G Powell, Jan Perridge (Brightstripe), Leoni Linton (Brightstripe), Clerk and three members of the public

Cllr Probert and Cllr Wilson-Thomas signed their declaration of acceptance of office prior to the meeting. As Cllr Pogson was not present it was agreed for him to sign his before the next meeting.

	Action
1 Election of Vice-chairman Resolved that Chris Pogson be unanimously re-elected.	
2 To accept Apologies for Absence Cllr C Pogson, Cllr S Eynon, Cllr R Evans, Cllr M Price, Linzy Outtrim (Locality Steward), Mark Chester (proposed Tree Warden).	
3 To receive Declarations of Interest & Dispensation Applications None.	
4 To consider Minutes of the Previous Meeting The Minutes of the Meeting held on 12 th May 2015, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman.	
5 Open Forum 5.1 No report received from the Police. 5.2 Cllr Powell gave a report including information on the Herefordshire Council budget and budget planning, planning, broadband, highways and parish councillor training. 5.3 Comments from local residents: The current status of the lengthsman scheme and the cricket nets were raised. These items would be covered by later in the agenda.	
6 Jan Perridge and Leoni Linton from Brightstripe – Active Parishes Project A presentation about Brightstripe and the Active Parishes Project was given. Brightstripe would like to engage with the parish council about possible opportunities within the area and members agreed this was a good idea. The Recreation Field Working Group would discuss at their next meeting.	
7 Clerk Update and to note Correspondence List The clerk's update and correspondence list was noted. The councillor training sessions, details of which had been circulated, were important for as many councillors as possible to attend. Office equipment from Herefordshire Council's Brockington site was available free to community groups. Cllr Watkins, Cllr Baker and the clerk would attend to get any equipment that would be suitable for the pavilion.	MW/RB/ Clerk
8 Parish Council Appointments for 2015/16 8.1 The appointment of the parish paths officer was considered. Cllr Hayes volunteered for the role. Resolved that Cllr Hayes be appointed Parish Paths Officer. 8.2 The appointment of a tree warden was considered. Mr Mark Chester had volunteered for this role. Resolved that Mr Mark Chester be appointed Tree Warden. 8.3 The appointment of an internal auditor was considered. Resolved that Sue Probert continue in the role, if she was happy to, for an honorarium of £50.00.	Clerk Clerk Clerk
9 To review Parish Council Working Groups, Membership and Terms of Reference and Appointment of Representatives to Outside Bodies The draft document based on discussions at the last meeting had been circulated. Resolved that the draft be adopted, attached as Appendix 1.	Clerk

10	Lengthsman Scheme	Clerk
	10.1 Resolved to approve the contract between Herefordshire Council/Balfour Beatty and EHGPC.	Clerk
	10.2 Resolved to approve the contract for use between EHGPC and the Lengthsman contractor.	
	10.3 Lengthsman contractor quotes was deferred to the end of the meeting .	
11	Planning	
	11.1 Planning application 150960, Battlelands at Middle Cefn, Dulas – (Retrospective) change of use from agriculture to agriculture and an outdoor paintball activity centre was discussed.	
	Resolved to support this application.	Clerk
	11.2 Planning application 151180, Ewyas Harold Fire Station, Elmdale, Ewyas Harold – Erection of 15m slim line aerial mast and demolition of existing 17m training tower (part of dangerous structure replacement programme) was discussed.	
	Resolved to support this application.	Clerk
12	Finance	
	12.1 Resolved that the finance report be approved. Balances held at 22 nd May 2015 were £57,339.67 current account and £21,454.75 savings account. This includes grants held for the P3 Scheme, Pavilion project and other budgeted expenditure.	
	12.2 Overtime worked by the clerk during the previous month was 31 hours, which included 4 hours of lengthsman scheme administration. The clerk had also now submitted her CiLCA portfolio, which had been agreed to pay 10 hours of study, with Madley PC also paying 10 hours of study.	
	Resolved to pay the clerk 41 hours of overtime.	Clerk
	12.3 The annual return for 2014/15 was considered.	
	Resolved that the annual return was approved for submission.	Clerk
	12.4 A request from Ewyas Harold & Dulas PCC for a grant towards churchyard maintenance was discussed.	
	Resolved that a grant of £550 be given.	Clerk
	12.5 The clerk had been made aware that the William Pye Charity (share attributable to the parish of Ewyas Harold) was still in existence, despite the parish council requesting it be dissolved several years ago. The clerk had contacted the Charities Commission to request details of the status, explaining that the parish council had requested it be dissolved previously and they had responded to say that the charity has now been removed as of 9 th June 2015.	
	12.6 Resolved to print copies of the newsletter within the designated budget, once Cllr Overstall had completed the final draft and circulated to members.	LO/Clerk
	12.7 Resolved payments for approval:	
	Clerk's salary for May 2015 as per contract of employment	Clerk
	Pension £59.70 EE, £256.16 ER, PAYE £101.00 NI £42.14 EE, £37.02 ER	
	Postage £25.22 Stationery/Office Expenses £66.12 Mileage £60.30 Total £151.64	
	Collins Design & Build Ltd (2 nd interim valuation) £74,482.82	
	Total Gas & Power (Electricity standing charge 4/4/15-6/5/15) £32.58	
	HALC (Audit answers session, 50% of cost with Madley PC) £15.00	
	Broker Network Ltd (Additional insurance premium for pavilion) £139.66	
	Highground Maintenance Ltd (Recreation ground grass cutting) £186.49	
	CT Groundcare (Grass cutting, bin emptying, install swing seat and remove saplings) £180.00	
	Eon (Pavilion electricity 15/4/15-13/5/15) £36.59	
	Brian Ball (P3 works) £364.75	
	Collins Design & Build Ltd (Final Valuation – retention to be held back) £62,895.06 NOTE: The clerk was awaiting a revised invoice to reflect the retention to be held back until the end of the 12 month rectification period. Therefore this payment would be made once this had been received with 2.5% retained by the parish council.	
13	Kemble Centre	
	13.1 The weekly inspections had been carried out by Cllr Weaver and no action was required.	
	13.2 A report by Cllr Wilson-Thomas had been circulated and a member of the public who had enquired re. possible church items remaining at the Kemble Centre had responded to say she may be interested in some items and would come and view them.	

	JWT
<p>13.3 Cllr Jinman had spoken to the solicitor regarding the ownership issue of the small piece of land adjacent to the surgery site. There was still confusion and this needed further investigation.</p>	
<p>Resolved for Cllr Jinman to continue to liaise with Gabbs regarding this.</p>	PJ
<p>13.4 There had been no further progress on site clearance, fencing or signage and Cllr Jinman and Cllr Clayton would progress this for the next meeting. Cllr Pogson had obtained some items that would be useful for the car park and thanks were expressed for this.</p>	PJ/SC
<p>13.5 The Kemble Centre sounding board session that was being facilitated by Herefordshire Council would be on Tuesday 16th June at 6.30pm in The Temple function room. The parish council, steering group, surgery and ward member were invited to attend. The Kemble Centre is a significant project and attendance was encouraged. It would be an informal workshop and the agenda would be circulated when received from Herefordshire Council.</p>	Clerk
<p>13.6 The clerk had contacted Total regarding whether there was any charge to reconnect if the option to de-energise was taken and they had not responded. Total had advised they had scheduled work to upgrade the meter to an advanced meter. A member of the public had offered to obtain the relevant electrical test certificate for the building and also offered to fix the electricity meter cabinet with Cllr Weaver.</p>	
<p>Resolved to get a new quote from the Utility Helpline for electricity and if the cost was cheaper than Total, it was approved to switch supplier.</p>	Clerk
<p>Resolved not to upgrade to an advanced meter due to The Kemble Centre being a development site.</p>	Clerk
<p>Resolved to accept the offer of electrical testing and accompanying certificate and that the cabinet be fixed. Thanks were expressed for this offer.</p>	RW
<p>A resolution was passed that Standing Orders be suspended to allow completion of the agenda</p>	
<p>14 Recreation Ground</p>	
<p>14.1 Cllr Clayton had carried out the recreation ground checks. The trade waste bin was filling up quickly and it was agreed that it needed emptying weekly for the time being.</p>	Clerk
<p>14.2 The report from the Recreation Ground Working Group had been circulated. The grass cutting contractors had agreed to a meeting, but had yet to suggest a date. The cricket club had submitted quotes for the relocation of the cricket nets, but had not responded regarding the stewardship agreement and were not represented at the parish council meeting, despite this being agreed. The quotes for relocating the cricket nets would be considered at the end of the meeting.</p>	
<p>14.3 Repair options for the fencing and play surfacing would be considered at the next meeting.</p>	CP/RW/SC
<p>14.4 The pavilion project had now been issued with a practical completion certificate and the usual insurance policy had resumed, but based on the revised sum insured, which had resulted in an increase in premium. There were a couple of minor works still for Collins to do and the mains water connection was scheduled for the end of June as there was a notice period required before the works are done. Cllr Watkins had carried out work to reinstate the ground, which the parish council was grateful for. The Technical Project Manager from the Football Foundation had visited the site and had been very pleased with the project. Thanks were expressed to Collins Design & Build and the clerk for the work undertaken. An opening event was planned for July.</p>	
<p>Resolved that Collins Design & Build be sent a letter of thanks.</p>	Clerk
<p>15 To consider letter from St Michaels & All Angels PCC re. pathway at entrance to Recreation Ground</p>	
<p>Resolved that the clerk acknowledge the letter, Cllr Probert would take some photos of the area in question and it would be considered at the next meeting.</p>	Clerk
<p>16 To receive report from Cllr Baker on meeting of the Social Justice and the Environment Group</p>	
<p>A report from Cllr Baker had been circulated. Cllr Baker would investigate some of the ideas from the meeting and would report back to the parish council.</p>	RB
<p>17 To receive report from Cllr Baker on A465 safety and consider preferred options prior to meeting with Herefordshire Council</p>	
<p>A meeting was scheduled with Simon Hobbs from Herefordshire Council on 10th June to look at possible safety measures on the A465 and also in the village centre. It was agreed to discuss a speed</p>	RB/LO/MP /Clerk

reduction on the A465 as well as seek suggestions on what other safety measures would be most effective. Within the village traffic calming options would be discussed. A report would be circulated prior to the next meeting.

18 **To review Standing Orders, Financial Regulations and Code of Conduct**

Resolved that these be adopted with no amendments.

Clerk

19 **To review Parish Council Policies:** Child Protection, Equal Opportunities, Complaints, Freedom of Information and Document Retention

Resolved that these be adopted with no amendments.

Clerk

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

Defibrillator costs and possible extended absence for Cllr Probert.

A resolution was passed that the public be excluded from the following items due to their confidential nature

10.3 Quotes had been sought for the Lengthsman Scheme, which incorporates the P3 scheme, for 2015/16 and were discussed.

Resolved to appoint Terry Griffiths as the contractor for 2015/16 for both the Lengthsman and P3 works.

Clerk

14.2 Quotes received from the Cricket Club for relocation of the cricket nets were discussed.

Resolved that the parish council would not be contributing towards the costs detailed in the quotes. Members of the parish council had offered to assist members of the cricket club in forming a working party to look at relocating the nets themselves and there had also been offers from recreation field working group members to assist with applying for funding and these still stood. The parish council would not consider any further requests from the Cricket Club until a stewardship agreement had been entered into and a copy of their insurance provided.

Clerk

The meeting closed at 9.50pm

Next Meeting Tuesday 14th July 2015, venue The Pavilion, Ewyas Harold Recreation Ground.

Appendix 1

Review of Ewyas Harold Group Parish Council Working Groups, Membership and Terms of Reference and Appointment of Representatives to Outside Bodies

All Working Groups, Membership and Terms of Reference shall be reviewed annually.

Recreation Ground Working Group

Membership: GPC Reps - Cllr Eynon (Chair), Cllr Hayes, Cllr Baker, Cllr Evans. EHUFC Reps – M Watkins, A Smith, W Lindesay, S Hall. EHCC Reps – P Matthews, C Cornish.

Terms of Reference:

1. To investigate and advise the parish council on possible funding streams for the improvement of the recreation ground as a whole.
2. To support the parish council in facilitating use of and compliance with the Stewardship Agreement and Terms of Use for users of the Recreation Ground and review as necessary.
3. To identify methods of encouraging all ages and abilities to undertake sport for well being (must include male and female and all new facilities must be accessible by all).
4. To monitor compliance with the Sport England and Football Foundation grant conditions and advise action where necessary.
5. To review the provision and maintenance of equipment and facilities.
6. To give consideration to any matters relating to the recreation ground and pavilion as a community facility.

7. Reports from the Recreation Ground Working Group shall be provided to meetings of the full parish council. The working group cannot make any decisions on behalf of the parish council, but can explore options and present these to the parish council for a decision.

Meetings to be held monthly during May to September and every two months between these times (November, January and March).

Kemble Centre Working Group

Membership: GPC Reps – Cllr Wilson-Thomas (Chair), Cllr Jinman, Cllr Price, Cllr Weaver. Community Reps – P Overstall, K Cooper, E Murphy, R Humphries. Surgery Rep – A Price. Herefordshire Council Reps – Cllr Powell, P Lydford, N Bridges.

Terms of Reference:

1. To draft a business plan for The Kemble Centre as a community Health and Wellbeing facility.
2. To investigate and advise the parish council on possible funding streams for the development of the site for community use.
3. To review site maintenance and upkeep requirements.
4. Reports from the Kemble Centre Working Group shall be provided to meetings of the full parish council. The working group cannot make any decisions on behalf of the parish council, but can explore options and present these to the parish council for a decision.

Meetings to be held monthly.

Neighbourhood Development Plan Working Group (this is a joint working group with Abbeydore & Bacton Parish Council and Kentchurch Parish Council)

Membership: GPC Rep – Cllr Overstall. Ewyas Harold Rep – F Belcher. Abbeydore & Bacton Reps – T Murcott (Chair), D Cook, M Pullen, P Rostron, D Bannister. Kentchurch Rep – J Pring. Ward Councillor – Cllr Powell.

Terms of Reference:

1. To develop the Abbeydore & Bacton, Ewyas Harold Group and Kentchurch Joint Neighbourhood Development Plan.
2. To identify funding available to assist with the process.
3. That suggested procedure and draft content of the plan is submitted to the parish councils for approval before progression to the next stage.
4. Reports from the Neighbourhood Development Plan Working Group shall be provided to meetings of the full parish council. The working group cannot make any decisions on behalf of the parish council, but can explore options and present these to the parish council for a decision. It is the responsibility of the constituent parish council clerks to ensure their council is kept informed and any decisions are taken before their parish council.

Meetings to be held as the process dictates.

Finance Working Group

Membership: GPC Reps – Cllr Jinman (Chair), Cllr Weaver and Cllr Watkins.

Terms of Reference:

1. To review internal audit reports.
2. To monitor budgets and to produce budget and precept proposals.
3. To review insurance cover and the asset register.

4. To review the Financial Regulations of the parish council.
5. To draft and review risk assessments.
6. To monitor VAT and HMRC returns.
7. To annually review banking arrangements, regular payments/Direct Debits, salaries and income fees/charges.
8. To review internal audit and internal control procedures.
9. Reports from the Finance Working Group shall be provided to meetings of the full parish council. The working group cannot make any decisions on behalf of the parish council, but can explore options and present these to the parish council for a decision.

Meetings to be held quarterly.

GPC Representatives to outside groups:

Ewyas Harold Commons Society – Cllr J Hayes.

Ewyas Harold Primary School Governors – Cllr J Wilson-Thomas.

Ewyas Harold Events Committee – Cllr S Eynon