

Minutes of the meeting of Ewyas Harold Group Parish Council held on Tuesday 11th March 2014 in St Michael's Hall, Ewyas Harold at 7.15pm

Present: Cllr J Webb(Dulas) – Chairman, Cllr P Jinman, Cllr R Weaver, Cllr S Eynon, Cllr S Probert, Cllr E Overstall (Dulas), Cllr S Clayton (Rowlestone)

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

1 To accept Apologies for Absence

Cllr J Wilson-Thomas.

2 To receive Declarations of Interest & Dispensation Applications

Cllr E Overstall: Item 9.8.

3 To consider Minutes of the Previous Meeting

The Minutes of the Meeting held on 11th February 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

An application for co-option was received from Mr Patrick Tandy.

Resolved that Patrick Tandy be co-opted to the GPC. Mr Tandy completed and signed the declaration of acceptance of office and written undertaking to observe the code of conduct.

5 Open Forum

5.1 There was no report although the recent spate of thefts in the area was noted.

5.2 A report was received from Ward Councillor, Graham Powell. Cllr Powell gave information regarding the Herefordshire Council bus consultation survey that is now online at

www.herefordshire.gov.uk/busreview, the new university, road defect funding, alternate weekly waste collections, Hereford parking charges, broadband & mobile network and council tax & precepts.

5.3 Comments from local residents: Letter read out from a resident regarding verge damage on the B4347. Both the clerk and CCllr Powell had chased up Balfour Beatty regarding this. It was requested the clerk escalate this by writing a letter to Andy Williams at Balfour Beatty and copying it to CCllr Powell. The clerk would also respond to the resident. Damage to the hedge at the recreation ground was also raised and the GPC confirmed they have requested quotes from contractors for fencing along this length of the recreation ground. No quotes had been received as yet and Cllr Eynon agreed to chase this up.

Terry Griffiths detailed defects he had encountered. Under delegated powers to the clerk it was agreed for Mr Griffiths to quote to address the problems with the ditches by the Westwood Trading Estate and if satisfactory, carry out the work. It was also agreed to trim the highway side of any footpaths exiting onto the highway, under the P3 scheme. All other defects raised would be reported by the clerk to Balfour Beatty. A further maintenance day would take place on Monday 17th March and Mr Griffiths requested it be noted that in future, for health and safety reasons, a traffic management team may be required on dangerous parts of the highway.

6 Clerk Update

The clerk provided an update on defects reported and would report the potholes by Priorswood again as they had still not filled all potholes at this location.

7 To consider Community First Membership

Further to the last meeting, membership of Community First was discussed.

Resolved that the membership not be renewed.

8 To consider GPC Newsletter and Inclusion of Advertisements

Copies of the draft newsletter were given out and it was hoped that details of the public consultation proposed by Savills, Dore Community Transport and Herefordshire Housing Financial Inclusion Service could be included prior to publication. Several requests to advertise had been received, but while this would generate some income, it would also require much more work.

Action

**Clerk/
SE**

Clerk

Clerk

	Resolved that the newsletter be approved and published, with quotes for printing being obtained and the best value quote to be accepted.	EO/ Clerk EO
	Resolved that Cllr Overstall hold details of advertising interest for future reference.	
9	Recreation Ground	
	9.1 The monthly audit report was received. One of the cradle swing seats was badly damaged and urgently needed removing, but a certain tool was required. The litter bins were full. The strip of grass adjacent to the car park may be better incorporated into the car park and would be considered for inclusion in a future project.	
	Resolved that Cllr Eynon attempt to get the swing seat removed and contact the clerk if this couldn't be done. Cllr Eynon would also empty the bins. The clerk had no success with enquiries to Balfour Beatty/Herefordshire Council re. bin emptying and it was requested Cllr Powell be asked for assistance.	SE/ Clerk
	9.2 The next stage of the funding bid to the Football Foundation had been circulated to all councillors and was discussed. A proportion of the documentation was the same as had been submitted for the Inspired Facilities bid. A meeting to discuss the application with Herefordshire Football Association would be held on the 20 th March. Concerns were raised relating to charging and the football club being a limited company.	
	Resolved to consult HALC and a solicitor regarding these issues.	
	Resolved that subject to confirmation that the issues raised were lawful and posed no risk to the GPC, the application be approved.	
	9.3 A draft tender specification for the pavilion construction works had been circulated and was discussed. Queries were raised regarding site access and timescales.	
	Resolved that HALC be consulted on the tender document before it is issued and subject to HALC approval, the tender could be sent to contractors during March. Site access would be considered further, including consideration of site works access via Priorsfield, to ensure disruption to users of the recreation ground and damage to the ground during construction is minimised and to ensure that the contractor is responsible for any necessary reinstatement/repair required.	Clerk
	9.4 A draft stewardship agreement with Ewyas Harold United Football Club was considered and queries were raised regarding charges, use/availability of the site and cleaning.	
	Resolved that the stewardship agreement be sent to HALC for advice and amendments made, for consideration at the next meeting.	Clerk
	9.5 The amended key holder agreement and sports working group terms of reference were considered.	
	Resolved that the key holder agreement have an additional clause stating that no more than two vehicles to have access to the field at any one time. With this amendment, both the key holder agreement (Appendix 1) and sports working group terms of reference (Appendix 2) be adopted.	Clerk
	Resolved to issue key holder agreements to the Football Club and Cricket Club.	Clerk
	9.6 Three quotes had been requested for the fencing at the recreation ground, but none had been received.	
	Resolved for Cllr Eynon to chase these up.	SE
	9.7 Tenders for the grass cutting were considered. Three had been received but one included only limited information.	
	Resolved for clarification to be sought from tenderer with limited information.	Clerk
	9.8 Wildplay had requested funding of sessions in Ewyas Harold this year at a subsidised price of £100 per session.	
	Resolved to grant funding of £300 for three Wildplay sessions in Ewyas Harold for 2014 and inform them of possible disruption caused by construction works.	Clerk
	9.9 The annual play equipment inspection was considered at a cost of £45.60 through Herefordshire Council.	
	Resolved to book the inspection.	Clerk
10	To receive the Parish Paths Officer's report	
	The report was received and noted. Works to EH12 were to be carried out under the P3 scheme.	
11	To consider action regarding the Village Sign and Notice Board in Ewyas Harold	
	The village sign by the surgery had faded and the notice board by the telephone box was not watertight and had no cork on the back.	
	Resolved that no action regarding the village sign be taken at the present time as it had not been precepted	Clerk

for and a longer lasting solution would be required. It would be considered in a future precept. The clerk would relay this to the WI.

Resolved that the clerk contact the company who refurbished the board to request it be made watertight and have cork backing.

Clerk

12 **Finance Report**

12.1 A new signatory was required for the bank account, following the resignation of Michael Wrigglesworth.

Resolved that Patrick Tandy be added as a signatory.

12.2 Copies of the finance report were circulated and noted.

12.3 The risk assessment for 2013/14 was circulated.

Resolved that the risk assessment be approved.

12.4 The effectiveness of internal control and internal audit was reviewed.

Resolved that the recommendations be approved.

12.5 Outstanding donations for 2013/14 were considered.

Resolved to donate £100 to Rowlestone & Llancillo PCC.

12.6 Diane Malley who provides payroll services could undertake the PAYE for 2014/15 for £58 for the year, submitting returns and providing documentation.

Resolved to accept Diane Malley's quote.

12.7 Payments approved:

PAYE £0.00 NI £0.00 employee £0.00 employer

Stationery/Office expenses £54.42 Postage £19.70 Mileage £72.00 Total £146.12

St Michaels Hall (Hall hire 11/3/14) £17.00

Information Commissioner (Data Protection registration renewal) £35.00

Clerk

Clerk

Clerk

13 **To note Correspondence list**

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

None.

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

15 **To consider action required to progress proposed purchase of St John Kemble Catholic Church, Ewyas Harold**

The agents had confirmed that a letter would be sent out within a week to ten days regarding sale details and progressing this would be discussed further when the letter is received.

Resolved to hold an extra meeting once the letter is received.

Clerk

16 **To consider Lengthsman Contract for 2014/15 and Lengthsman Liaison**

Resolved to renew Terry Griffiths contract for 2014/15 and that Cllr Weaver be the local point of contact for the Lengthsman.

Clerk

17 **To carry out Clerk's six month Review at the end of the Probationary Period**

Resolved for the clerk to continue in the role and the pension as detailed in the contract to be arranged.

Resolved for the clerk's hours to be increased to 15 per week due to the number of projects being taken on and the continuing workload and overtime of 139 hours worked since 7th October 2013 be paid.

The meeting closed at 10.55pm

Next Meeting Tuesday 8th April 2014 at St Michael's Hall.

Key Holder Agreement (Appendix 1)

To obtain a key to the car park barrier clubs/individuals must sign the key holder agreement and return this to a member of the GPC

Agreement Terms

- The key issued remains the property of Ewyas Harold GPC
- The key is to be used for my/the club's exclusive use and will not be duplicated, loaned or transferred
- If the key becomes lost I/we will report its loss immediately to a member of the GPC. I/we accept that the GPC may charge for lost keys.
- At the end of this agreement I/we will return the key to the GPC
- Access through the car park barrier will be restricted to contractors approved by the GPC or for delivery of equipment/services to the field
- Approved vehicles accessing the field are to be returned to the car park once delivery/activity has been completed
- I/we confirm that approved vehicles/drivers of vehicles accessing the field have valid/adequate insurance cover in force
- No more than two vehicles are to enter the field at any one time
- Apart from entry/exit periods, the barrier is to be kept closed and locked.
- I/we understand that failure to comply with any of these terms may result in the GPC withdrawing the rights for me/us to be a key holder.

Sports Working Group – Terms of Reference (Appendix 2)

1. To investigate possible funding streams for the improvement of the recreation ground as a whole, including the Pavilion, public toilets and changing facilities, to include facilities and access for disabled users.
2. To support the GPC in producing 'terms and conditions' of users for 2012/13 and beyond.
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 advise the GPC on applications for funding to enable the above.