

Minutes of the Meeting of Ewyas Harold Group Parish Council held on Tuesday 8th March 2016 at St Michaels Hall, Ewyas Harold at 6.30pm

Present: Cllr P Jinman – Chairman, Cllr S Eynon, Cllr S Probert, Cllr A Loudon, Cllr M Wrigglesworth, Cllr R Baker, Cllr J Wilson-Thomas, Cllr M Watkins (Rowlestone), Cllr C Pogson (Llancillo) and Cllr L Overstall (Dulas).

In attendance: Ward Cllr G Powell, the Clerk and two members of the public.

1 To accept Apologies for Absence

Cllr R Evans, Linzy Outtrim and the local policing team.

2 To receive Declarations of Interest & Dispensation Applications

None.

3 To consider Minutes of the Previous Meeting

The Minutes of the Meeting held on 9th February 2016, 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 vacancy

No applications had been received. There is one vacancy on the parish council, anyone interested should contact the clerk for more information.

5 Open Forum

5.1 There was no report from the Local Policing Team. The clerk would request information on dog attacks in the village and an update on speed checks that were to be undertaken.

5.2 Cllr Powell gave a report including an update on the burnt out buildings in High Town, Herefordshire Schools Investment Strategy, Herefordshire Council 2016/17 budget, council tax, Balfour Beatty service depots and a street lighting update. Cllr Powell would circulate school maintenance costs and would enquire regarding next steps in relation to school parking proposals.

5.3 Comments received from local residents: It had been noted that a couple of suspicious people had been seen around the pavilion. Resident was advised to ring 101 at the time to report any incidents such as this. Bad language at a recent event at the recreation ground was raised. Hirers would be reminded to be considerate in this respect. Riparian ownership duties were raised as an ongoing issue.

6 To receive Clerk Update and to note Correspondence List

The clerk's update and correspondence list was noted. An update on issues raised with Linzy Outtrim at the last meeting was given. A letter from Peterchurch Parish Council in relation to Herefordshire Council had been received and circulated and members agreed that no action was required. Additional/amended documents for the Bentley Manor (160103) planning application had been received and members agreed that no additional comments were required.

7 To consider proposed resurfacing programme for 2016/17 and any comments/feedback for the Ward Member

Resolved that there were no comments.

8 Lengthsman Scheme (incorporating the P3 scheme)

8.1 The lengthsman worksheet was noted and works/materials under the P3 scheme were noted. A request from a landowner to install a gate was considered. Cllr Pogson had ordered Perspex to put the footpath map in the bus shelter at a cost of £88 exc. VAT.

Resolved that the P3 budget not be used to install the gate. Cllr Wrigglesworth offered to install the gate as a personal favour and would liaise with the landowner.

Resolved that Cllr Pogson be reimbursed for the Perspex.

8.2 Cllr Wrigglesworth had received an offer from Mr Mike Pritchard to undertake the role of Parish Path Officer.

Resolved that Mr Pritchard be appointed as Parish Path Officer for the remainder of the year, with the annual appointment being considered again at the May meeting.

Action

Clerk

GP

Clerk/MW

Clerk

Clerk

8.3 Details of changes to the lengthsman scheme had been circulated and were discussed. The proposed scheme would mean funding for the Lengthsman (highways) element would remain at the same level as 15/16 for 16/17, but reduce to 25% for 17/18, with parish councils contributing £60 per km and to no grant from 18/19 onwards. The P3 element would be funded at the same level until 19/20 when the grant would cease, with parishes contributing £15 per km in 17/18 and 18/19. Within the group there were 26.6km of C & U roads and 51.4km of Public Rights of Way. Parishes would need to precept for this if they wanted to continue the scheme. Expression of interest and annual maintenance plan documentation had been provided for completion. Balfour Beatty had also requested details of expected expenditure for 15/16 and it was anticipated that all funding could be used. 15/16 grant could be claimed until the beginning of May at the latest and grant could not be carried over.

Resolved that the scheme be continued for 16/17 and discussions would be had at a later date regarding whether to continue the scheme beyond 16/17.

Resolved that the clerk submit the expression of interest form and the annual maintenance plan be compiled during March for approval at the April meeting.

Clerk

9 Finance

9.1 **Resolved** that the finance report was approved. It was agreed to move £800 from General Reserves to the Salaries budget. Balances held at 24th February 2016 were £21,289.69 current account and £913.62 savings account, which included grant money for the Kemble Centre feasibility/planning etc.

9.2 Overtime worked by the clerk during the previous month was 10 hours, which included 2 hours of lengthsman scheme administration.

Resolved to pay the clerk 10 hours of overtime.

9.3 **Resolved** to pay the annual data protection registration by Direct Debit.

9.4 **Resolved** to continue to use Diane Malley for the PAYE administration at an annual cost for 2016/17 of £68.00.

9.5 **Resolved** payments for approval:

Clerk's salary for February 2016 as per contract of employment

Pension £47.63 EE, £204.36 ER, PAYE £59.40 NI £18.87 EE, £14.20 ER

Postage £0.00 Stationery/Office Expenses £0.00 Mileage £112.95 Total £112.95

SES Ltd (Portable appliance testing) £37.20 (£31.00 exc. VAT)

Terry Griffiths Contracts (Lengthsman Scheme, Invoice no. TGC1507) £450.00 (£375.00 exc. VAT)

RW Lloyd Plumbing & Heating (Repair of leak at pavilion toilets) £82.20 (£68.50 exc. VAT)

SSE (Kemble Centre electricity quarterly standing charge) £20.96 (£17.47 exc. VAT) Direct Debit

Herefordshire Council (Costs of May 2015 elections) £135.20

Dantek Environmental Services (Legionella risk assessment for pavilion) £360.00 (£300.00 exc. VAT)

SLCC (50% of Quotes, Contracts and Tendering course) £87.00 (£72.50 exc. VAT)

SSE (Pavilion quarterly electricity) £84.17 (£80.17 exc. VAT) Direct Debit

Aquassist Ltd (Septic tank emptying) £135.00

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

Highground Maintenance Ltd (Recreation Ground grass cutting February payment) £186.49 (£155.41 exc. VAT)

Clerk

Clerk

Clerk

Clerk

10 Kemble Centre

10.1 The weekly inspection reports were received and no action was required.

10.2 The report from the Kemble Centre Working Group was received and noted. The pre-planning advice had been circulated. The meeting with the GPs was now scheduled for Monday 21st March at 7.00pm, with all councillors requested to attend if possible. Communication methods were discussed. It was suggested that a brief weekly bulletin on the Kemble Centre would be a means of keeping members updated.

Resolved that a parish council newsletter to include an update on the Kemble Centre be published in May. The progress tracking would be updated and published now.

Resolved that the Annual Parish Meeting in May include a presentation on the feasibility findings and a Kemble Centre update.

Resolved to circulate the working group terms of reference for information.

Resolved that Lynne Bowers join the working group.

Clerk

Clerk

Clerk

Resolved that other actions proposed in the report were agreed, with exception to that covered in item 10.3.

10.3 Now that the pre-planning advice had been received it was considered whether to obtain quotes from architects based on the revised specification for the planning project.

Resolved to defer this until the feasibility work was further along.

10.4 A project outline for the Primary Care Transformation Fund had been submitted by the Golden Valley Practice and this document had now been circulated to the parish council. No comments were made as the document had already been submitted. A panel on 9th March would decide whether to progress the application to the next stage and further information may be required. It was reiterated that the parish council needed to be involved at each stage and to approve documentation relating to the Kemble Centre site.

11 Recreation Ground

11.1 One of the external toilet windows was broken and a toilet seat was broken. The clerk would obtain quotes for these. Cllr Wrigglesworth would carry out repairs to the play area gates. Cllr Watkins would carry out the checks for this month.

MW

11.2 The report from the Recreation Ground working group was received and noted. Leoni Linton had asked if the remaining equipment budget in the Active Parishes project could be used as match funding towards bowls equipment if the bowls continued to be successful. This was agreed in principle but clarification of the source of the remaining funding would be sought. The Legionella risk assessment would be considered by the working group at their next meeting. The septic tank decommissioning and associated groundworks had now been completed and this meant the pavilion project grants could now be finalised. The clerk would complete the relevant paperwork and, as the expenditure had previously been approved, payment to Gwillam Darby Carr and Golden Valley Construction would be arranged and ratified at the next meeting.

Clerk

Resolved that other actions proposed in the report were agreed, with exception to that covered in item 11.3.

Clerk

A resolution was passed that Standing Orders be suspended to allow completion of the agenda

11.3 Cllr Jinman had been in discussions with the cricket club in relation to the stewardship agreement. He requested that it be agreed for him to continue discussions with the cricket club with a deadline of the April meeting for the agreement to be signed.

PJ

Resolved that a deadline of the April parish council meeting be approved and any further action considered at the April parish council meeting.

11.4 Quotes for grass cutting of the recreation ground for 2016/17 had been received. These were based on the specification provided and for 16 cuts for the season. Will Clift Contracting had declined to provide a quote unless it was for a three year period. DC Garden Services, £2,080.00 (£130.00 per cut), Michael Pritchard, £1,920.00 (£120.00 per cut), CT Groundcare, £1,712.00 (£107.00 per cut) and High Ground Maintenance, £1,897.55 (£118.60 per cut). All excluding VAT.

Resolved that the quote from CT Groundcare be accepted and the clerk arrange the contract and confirm that instructions will only be issued by the clerk.

Clerk

11.5 **Resolved** that the proposal for works to the car park, funded by the events committee, be approved with thanks to the events committee for this generous offer.

12 To receive update on the Neighbourhood Development Plan and action required

Confirmation had been requested as to: whether the settlement boundary for Ewyas Harold was to be redrawn and whether specification of a site for the school be removed from the plan and replaced with a policy that supports a move of the school and sets out the criteria when this would be acceptable, in light of the constraints highlighted by the flood risk assessment work.

Resolved that the settlement boundary for Ewyas Harold would not be redrawn.

Clerk

Resolved not to propose a site for the school in the plan, but include a policy to support a move of the school, setting out the criteria when this would be acceptable. This should include an explanation of why the move is necessary and the difficulties associated with this.

Clerk

13 To consider Website options and specification

A report from Cllr Baker had been circulated and was discussed.

Resolved for members to forward items/options to be included in the specification for a new website to Cllr Baker. Cllr Baker would then compile a specification to be used to obtain quotes.

All/RB

14 **To consider salt/grit storage arrangements**

The lengthsman had confirmed he could use the salt/grit from the recreation ground and move any that is not used to his store.

Resolved that this arrangement was approved.

Clerk

15 **To consider consultation response on the Herefordshire Council Statement of Community Involvement**

Resolved that the draft response circulated was approved for submission.

Clerk

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

Report from Cllr Overstall on the Virtuous Circles project at Dulas.

The meeting closed at 9.50pm

Next Meeting Tuesday 12th April 2016, venue The Pavilion, Ewyas Harold Recreation Ground.