

**Minutes of the Ordinary Meeting of Ewyas Harold Group Parish Council**  
**held on Tuesday 1st October 2013**  
**in Rowlestone Village Hall at 7.15 p.m.**

**Present**

Councillor P Jinman in the chair  
Councillor R Weaver  
Councillor Mrs E Overstall (Dulas)  
Councillor S Clayton (Rowlestone)  
Councillor A Burgoyne  
Councillor M Wrigglesworth  
Councillor Sarah Eynon

In attendance:

The Clerk, C Cllr G Powell(until item 11), 3 members of the public

**In the absence Cllr Mrs J Webb, Cllr P Jinman was elected as the Chairman**

**Proposed:** Cllr Mrs L Overstall

**Seconded:** Cllr A Burgoyne

Carried unanimously

1 **Apologies for Absence**

Cllrs Mrs J Webb and I McNeil (see item 14.33)

2 **Declaration of Interests + Applications for Dispensation**

None received

3 **Minutes**

The minutes of the ordinary meeting of the Council held on Tuesday 3rd September 2013 were approved with the following amendment:

**5. Public Forum**

**“Mr Richard Stow** - Requested an update on the Neighbourhood Plan, and asked whether there was any information online, because he could not find anything.”

## 4 **Matters for Report**

### 4.1 **Fields in Trust (FIT)**

- Amendments with Land Registry have now completed and accepted.
- QEII Fields plaque has been received. Councillors were asked to consider where this should be sited.

### **ACTION ALL**

### 4.2 **Catholic Church (St John Kemble)**

Application to nominate property as an Asset of Community Value was lodged in early September 2013. Owner has 2 weeks to submit an objection to the nomination; decision on nomination will be made within 8 weeks.

Cllr Jinman informed the GPC that no formal invitation had been devised or issued, but the GPC's interest has been formally lodged with the agents. There have been various other expressions of interest; including cafe, art gallery, and residential development. No further action is required at the moment, other than to consider finance sources and possible uses for site.

## 5 **Public Forum**

### **Mr John Hook**

- Identified that the recent hedge cutting at the Recreation Ground had not been carried to previous standards, and had been left in a poor state. Cllr A Burgoyne will inspect the area.
- Was pleased to see the dog notices, but sadly had to report that they were having little effect. How will be the GPC ensuring compliance?
- Cricket nets were still up, in breach of written agreement in 2002. Posts were supposed to be removable but had been set in concrete.

*(It was felt that letter should be sent to Cricket Club if nets were not taken down this month)*

### **Mr Michael Gardiner**

- Raised concerns about the ongoing drainage problems along the Dulas Road.

(This has been reported on numerous occasions, but no action has been taken. It is hoped that Balfour Beatty will be addressing this problem, and Cllr Powell will request feedback).

## 6 **Clerk's Post**

Interviewing panel's preferred candidate was Mrs Carla Bowles, who has 9 years experience as the Parish Clerk at Madley. She has indicated her willingness to under the CiLCA and it is hoped that this can be carried out as a shared expense with Madley Parish Council.

**Proposed:** Cllr Ron Weaver

**Seconded:** Cllr Sarah Eynon

That the GPC appoints Carla Bowles as Clerk

Carried unanimously

Madley Parish Council also hold their meetings on the first Tuesday of the month and therefore Councillors were asked to consider changing the day of EHGPC's meeting. It was agreed that as of November 2013 the meetings should take place on the second Tuesday (12<sup>th</sup>)

It was noted that the current Clerk and Carla have arranged a handover meeting on Friday Oct 4th

## 7 **Inspired Facilities**

- Training workshop on 25<sup>th</sup> September was not attended because of prior commitments by members of Sports Working Group (SWG).
- Details on ordering signage to identify award have been received, but order does not need to be placed at the moment.
- Meeting has been scheduled between members of the SWG and Herefordshire FA on Monday Oct 7<sup>th</sup> at 10.45. Discussion will include possibility of some extra funding.
- Cllr Sarah Eynon confirmed that the SWG currently consisted of herself, Iain McNeil, Judith Webb, Will Lindesay, Malcolm Watkins and Judith Webb. Approaches had been made to ensure a regular representative from the Cricket Club
- Pre-planning advice received from Herefordshire Council confirms that the proposed extension seems in principle acceptable. However, the application would require clearer existing and proposed plans. Uses and opening hours should also be included in the application.

## 8 Community Library

Clerk presented main lease details for 18 Horsecroft:

- Annual Rent £1,500 (next due 1<sup>st</sup> April 2014)
- Lease runs until April 2017
- Notice period of 3 months from either party

Currently not what was originally intended both in use and funding sources. Need to make community and surrounding parishes aware that, because of the cost implications, the GPC has to seriously consider terminating the agreement. Thoughts on viability and alternative site suggestions should be brought to the next meeting.

**ACTION ALL**

Community Library volunteers should be involved with any discussions

**ACTION LO**

## 9 Parish Plan

No report this month

## 10 Neighbourhood Plan

Post September Meeting Note. Cllr Powell asked it to be recorded that he had provided the information requested by Richard Stow under the public forum item.

Abbeydore A& Bacton GPC is ready to send out questionnaire, and will provide feedback when these are returned and analysed.

## 11 County Councillor's Report Highway Maintenance.

The following notes emphasise the contact points and start to give some timeframe to events. **I would emphasise that Group Parish Councils should send in a defect report ASAP for those defects that are considered urgent.** The existing data is being processed to develop a new work program but the time to effect repair prior to the winter is limited and we need to make sure we are on the list!

On September 1<sup>st</sup> 2013 Balfour Beatty commenced delivery of the service partnership with Herefordshire Council.

There will be a transition period whilst staff are inducted and trained, and Balfour staff will carry out a full assessment of the network to be best able to provide a prioritised and effective service delivery. There is a concerted pothole blitz planned to make a significant difference to the highway network, and full details of the scope of the new contract agreement will be communicated via parish and town councils. Each local area will have a dedicated manager – for the Golden Valley, Mr Paul Hill.

Service requests which were reported before 1<sup>st</sup> September will be reassessed in line with Herefordshire Council's highways management plan, and prioritised accordingly. Any formal complaints which are being handled by the Herefordshire Council Information Access Team will need to be relogged and investigated and then prioritised against the new agreements in place.

New service requests from members of the public should be logged with the Herefordshire Council info teams either by the electronic logging system at <https://www.herefordshire.gov.uk/transport-and-highways/maintenance/potholes/cg-report-a-pothole/> or through the Herefordshire Council Info teams on [01432 261800](tel:01432261800) or by email [tostreets@herefordshire.gov.uk](mailto:tostreets@herefordshire.gov.uk)

*(Details to parish website and notice boards)*

### **ACTION CLERK**

Parish clerks and parish councillors have a dedicated mailbox for their use only at [herefordshireparishes@bblivingplaces.com](mailto:herefordshireparishes@bblivingplaces.com)

### **Public Libraries**

There are no planned closures but there will be reduced opening hours and sharing of facilities in some of the locations.

### **Peterchurch Police Station**

Following conversations with Inspector Ivan Powell – unlikely that Peterchurch will close over next 2/3 years. Encourage complaints re manning to be sent to P&CC

### **A49 Pinch Point Works**

Work has commenced on the road widening at Steel's Island Hereford, the Highways Agency has agreed to replace the lime trees removed pinch point improvement work.

### **Transport to School**

Herefordshire Council is currently consulting on transport to school arrangements. The statutory requirement is to provide transport to the nearest school and the consultation seeks views as to how transportation beyond the statutory should be funded.

### **Health Funding**

Neither Wye Valley Trust nor Herefordshire Council has received "winter pressures" funding for the coming period. Planning between Public Health, Clinical Commissioners, Wye Valley Trust and Adult Social Care providers is underway to look at all health and social care pathways.

### **Digital by Default**

I am arranging to meet Defra Secretary of State, Owen Paterson MP, in late October to discuss current roll out plans for "digital by default" services and additional funding aimed at accelerating and extending current service roll out plans.

## 12 **Local Security Matters**

### 12.1 **Police Briefings**

Abbeydore -4<sup>th</sup> September. Gates to deer park found open but no animals taken.

### 12.2 **Sheds and Outbuildings**

Residents are reminded to ensure that these are adequately secured, as this time of year sees an increase in such break-ins.

Maintain security awareness and report any crimes and suspicious behaviour (telephone 999 if urgent, else 101)

## 13 **Recreation Ground**

### 13.1 **Monthly Audit**

- Holes in fence above brook
- Playground gates need fixing (new ones need constructing or purchasing)
- More dog signs needed on car park (spares held by Iain McNeil)
- Play area surfacing needs sweeping
- Play equipment dirty
- (Need plan to keep equipment and surfaces clean)
- Willy Jeep – seating needs paint on edge
- Cradle swing seats may need replacing soon (currently quoted @ £137 each – precept item?)
- Slide – Problems with surface around slide (loose matting, mud, and hole under slide) – Seek advice from Fran White of Herefordshire Council

#### **ACTION CLERK**

- Unlocked toilet very dirty – cleaned Key required for locked toilet (Extra set have been cut and distributed)
- Pavilion – Dirty windows, wall paint badly chipped

Cllr M Wrigglesworth and the Clerk visited the ground on 13.9.13 to inspect car park barrier and items identified by RoSPA inspection.

**Flat seat swings:** Cllr Wrigglesworth had to remove these because the fittings were welded as well as security bolted. (Cllr Wrigglesworth is no longer able to undertake this work. Cllr A Burgoyne has taken the items to see whether he is able to undertake this work, or if a suitably qualified contractor will have to be employed (Information from Fran White.)

### **ACTIONS AB +CLERK**

**Cradle seat swings:** The movement identified by the report must have always been present because they were fitted as per the flat seats, and therefore constituted no risk. When either the seats or chains are replaced in the future this movement could be taken up.

**Graffiti and bird droppings on equipment:** This had been removed by the conveniently steady downpour

**Graffiti on shelter seat:** Has been removed by Martin Roper.

**Nails protruding on play area fence:** Hammered in

**Play area gates:** On to do list

Other items were the beginnings of wear and tear, and will come up for replacement/repair in future years.

### **Car Park Barrier**

Arm has dropped by several inches and will require extra concrete to footings to rectify this problem.

#### Short term recommendation

Leave locked shut and issue keys with key holder agreement.

Repair footing at earliest opportunity.

#### Long term recommendation

Move picnic bench as this is in line with opening arc and could constitute a risk to users.

Install support arm for barrier when in open position with facility to secure arm when open. (see agenda item 13.3)

### 13.2 **Dog Signage**

Cllr P Jinman has received signage material from the Dogs Trust and will arrange for this to be distributed around sites in the village.

**ACTION PJ**

Councillors still need to think about how the messages on the signs can be enforced.

### 13.3 **Car Park Barrier**

Barrier is currently locked shut for safety reasons. The arm has dropped, and extra concrete footings will be required to rectify the problem. (See item under 13.1 for recommendations) Given this problem a warning sign is required to identify that the arm will drop if barrier is opened.

Quotes for the footings will need to be obtained from local contractors.

**ACTION PJ**

#### ***Post Meeting Note***

***(Cllrs Wrigglesworth, Clayton +Weaver have offered to undertake this work)***

As a minimum requirement, keys should be cut so that they can be made available at two sites within the village.

**ACTION PJ**

Other users would be expected to apply in writing to the GPC, sign a key holder agreement and so identify key holders.

**Proposed:** Cllr M Wrigglesworth

**Seconded:** Cllr S Clayton

That the presented draft key holder agreement was accepted without amendments (see appendix 1)

Carried unanimously

#### **Future actions**

Still need designated key holder

Lock with security keys will be fitted in the future so that duplicates cannot be made.

### **Vehicles and Plant on Recreation Ground**

Towable rollers are unlikely to be covered by GPC insurance and would therefore require separate liability cover.

Vehicles brought onto the Recreation Ground (inc car park) would probably not be covered by the owners' insurance, and a sign should be installed by the entrance to identify this fact.

### **Standing Orders were suspended to allow completion of agenda**

#### 13.4 **Dulas Brook Boundary**

Councillors debated the practicalities and costs associated with boundary and easement agreements, and decided to shelve this agenda item for the foreseeable future.

#### 13.5 **Grass Cutting**

Clerk reported that he had been asked to instruct Martin Roper to suspend grass cutting until further notice, because of perceived damage to part of the football pitch. In line with his previous stance, the Clerk refused to do this unless so directed by the GPC itself. This instruction was then presented to him as a majority decision.

After passing on this instruction to Martin Roper, the Clerk received verbal and written notice that Martin was terminating all contracts with the GPC because of "lack of support and consistency from the Group Parish Council". Mr Roper further stated " I have been proud to be associated with the Council for over sixteen years, but in the current year my position has become untenable"

Several Councillors spoke of their appreciation for Martin, and of their dissatisfaction at how they felt he had been treated. It was accepted that the Council did not handle the situation correctly, and had failed to treat Martin with due respect.

### **Resolved**

That a letter of apology should be sent (including appreciation for all the work he had carried out for the GPC).

**ACTION CLERK**

That Councillor P Jinman makes a personal visit to Martin to see if the situation could be rectified.

**ACTION PJ**

That the GPC start considering other contractors who may be able to undertake the various contracts held by Martin. Cllr Powell has provided some details by email to Cllr Mrs J Webb (see agenda item 14.17).

**ACTION ALL**

### 13.6 **Pavilion Keys**

The new lock cylinder, for which only the GPC will be able to obtain extra keys, was given to Cllr P Jinman until such time as the GPC agreed to install the new locks.

### 13.7 **Terms and Conditions**

The Clerk stated his frustration that draft terms and conditions he had written in 2012 had yet to be discussed and approved by the GPC. These were believed to be awaiting comments by the Sports Working Group.

#### **Resolved**

That if comments were not received in time for the November meeting the terms would be discussed and approved without them.

**ACTION SWG**

## 14 **Correspondence**

### **Herefordshire Council**

- 14.1 Weekly list of planning applications/approvals
- 14.2 Anthony Bush – School transport consultations  
[www.herefordshire.gov.uk/education-and-learning](http://www.herefordshire.gov.uk/education-and-learning)
- 14.3 Anthony Bush – Fair Share petition (already responded)
- 14.4 Anthony Bush – Strategic Land Assessment (only for parishes not producing Neighbourhood Plan)
- 14.5 Weekly list of planning applications/approvals
- 14.6 C Cllr Powell – Balfour Beatty Launch feedback (Email forwarded to Parish Cllrs)
- 14.7 Update re Deployed Speed Indicator Devices
- 14.8 Anthony Bush – Car sharing scheme flyer

- 14.9 Rob Grunsell information
- 14.10 Weekly list of planning applications/approvals
- 14.11 Winter Maintenance Self-Help Scheme 2013/14.  
GPC is already registered and will be contacted in due course.
- 14.12 Request to identify Lengthsman training requirements
- 14.13 Weekly list of planning applications/approvals
- 14.14 Neighbourhood Planning – Newsletter 5
- 14.15 Empty Property Strategy –New strategy will be published on our website later this week and will be found at:-  
<https://www.herefordshire.gov.uk/housing/council-and-community-housing/housing-empty-residential-properties/>
- 14.16 Weekly list of planning applications/approvals
- 14.17 C Cllr Powell – Information regarding ground maintenance

### **Local Council Associations/SLCC**

- 14.18 HALC – Copy of Draft Community Engagement Strategy from P&CC (any responses by Oct 14<sup>th</sup>)
- 14.19 HALC – Information Corner 6/9/13. (Copies to Councillors)
- 14.20 NALC – Direct Information Service subscription information
- 14.21 HALC – Reminder re presentations on new policing arrangements in Herefordshire
- 14.22 SLCC – Notice of AGM for Friday Oct 18<sup>th</sup>
- 14.23 HALC – Notice that presentation on new policing arrangements in Herefordshire scheduled for 18<sup>th</sup> Sept has been cancelled
- 14.24 SLCC – The Clerk Sept 2013
- 14.25 SLCC – News Bulletin
- 14.26 HALC – Information Corner 21/9/13 (Copies to Councillors)
- 14.27 SLCC – South West Regional conference 27<sup>th</sup> Nov 2013
- 14.28 NALC – Local Councils Explained (£49.99)
- 14.29 SLCC – Notice of branch meeting on Oct 9<sup>th</sup> 2013

### **Other**

- 14.30 Community First – E-Bulletin
- 14.31 South Herefordshire + Golden Valley Police briefing
- 14.32 Came + Co – Confirmation of insurance policy renewal plus documentation.

14.33 Cllr Iain McNeil – Notice of resignation.

**Resolved**

That this is noted and accepted. The GPC would like to express their thanks for Iain’s contributions over the past two years, and note that he will still be working with the Council through the Inspired Facilities project

Clerk to report to Electoral Services

**ACTION CLERK**

14.34 Douglas Russell – Application for position of Clerk.

14.35 Fields in Trust - September update

14.36 Clerks & Councils Direct – September 2013

14.37 Haidee Clarke - Application for position of Clerk.

14.38 Jesse Norman MP – Discover Hereford

14.39 Susan Probert - Application for position of Clerk.

14.40 Richard Stow – Comment re minutes of September 2013

14.41 Herefordshire Samaritans – Request for inclusion of notice of Information Evening on 12<sup>th</sup> November in Newsletter.

14.42 Jo Dainty – Feedback on Wildplay sessions at Recreation Ground

14.43 South Herefordshire + Golden Valley Police briefing

14.44 Cllr J Webb – Copy of confirmation that GPC has nominated St John Kemble Church as an Asset of Community Value

See agenda item 4.2

14.45 Cllr J Webb – Inspired facilities signage details

14.46 Martin Roper – Notice of termination of contracts

See agenda items 13.5 + 15.2

14.47 Community First – E-Bulletin

14.48 Cllr J Webb – Copy of request from Events Committee to hold annual bonfire and fireworks event at recreation ground on Nov 2<sup>nd</sup> 2013.

The GPC were happy to give permission for the fireworks, but concerns were raised regarding the size of the bonfire, the damage caused by bringing material to the site, and the nature of what was being burnt.

**Resolved**

That permission is given subject to the usual risk assessments and insurance. The bonfire should be smaller than in previous years, and only natural wood should be burnt.

**ACTION CLERK**

14.49 South Herefordshire + Golden Valley Police briefing



|  |   |        |
|--|---|--------|
| Martin Roper – Grass cutting                 | £ | 252.27 |
| Martin Roper - Strimming                     | £ | 66.44  |
| Martin Roper – Lengthsman Scheme September   | £ | 119.04 |
| Martin Roper – Waste collection September    | £ | 64.41  |
| Martin Roper – Grass cutting                 | £ | 177.78 |
| Martin Roper - Strimming                     | £ | 66.44  |
| Martin Roper – Removal of graffiti from seat | £ | 12.00  |
| Martin Roper – Hedge cutting                 | £ | 240.00 |

16.2 **Balances as at 23rd Oct 2013**

|   |          |                  |
|---|----------|------------------|
| NatWest Current account   | £        | 532.08           |
| Unpresented cheques   | £        | 0.00             |
| Cheques/cash to be credited   | £        | 0.00             |
| NatWest Business Reserve  | £        | 18,731.61        |
| Santander (A + L) Current account   | £        | 2,859.49         |
| Santander (A + L) Deposit account   | £        | 83.09            |
| <b>Total cash assets</b>  | <b>£</b> | <b>22,206.27</b> |
| Consisting of:  |          |                  |
| <b>GPC funds</b>  | <b>£</b> | <b>19,958.23</b> |
| <b>Lengthsman Scheme</b>  | <b>£</b> | <b>52.88</b>     |
| Balance available but not yet claimed   | £        | 1,910.25         |
| Reclaim not yet received  | £        | 636.75           |
| Administration charge outstanding   | £        | 127.32           |
| Available funds for remainder of financial year (annual allocation £2,547.00) | £        | <b>2,472.56</b>  |
| <b>Parish Path Funds</b>  | <b>£</b> | <b>1,372.04</b>  |
| <b>Parish Plan Funds</b>  | <b>£</b> | <b>823.12</b>    |
| <b>Neighbourhood Plan Funds</b>   | <b>£</b> | <b>0.00</b>      |

16.3 **Payments Received**

|   |   |          |
|---|---|----------|
| Refund of pre-planning payment to Herefordshire Council | £ | 105.00   |
| Precept payment – final instalment for 2013/14          | £ | 8,295.00 |
| EHFC Payment for electricity + water                    | £ | 158.00   |

16.4 **Budget Adjustments**

|   |   |       |
|---|---|-------|
| From reserves to Budget 11(grass cutting) | £ | 41.84 |
|---|---|-------|

**Resolved**

That the monthly financial statement is accepted and that payments and transfers are made.

Carried unanimously.

17 **Planning**

No planning applications received.

18 **Road Maintenance and Related Matters**

18.1 **Sandbags**

Winter 12/13 extra order finally delivered, and bags are to be found at St Michael's Hall car park

18.2 **Speed Reduction on B4347**

Requests are still being made for the installation of repeater signs in the 30 mph limit zone.

**Resolved**

That Clerk pass on request to Cllr Powell

**ACTION CLERK**

19 **Footpaths**

19.1 **Footpaths Officer's Report**

Nothing to report

20 **Newsletter**

Nothing to report

21 **Parish Website**

Nothing to report

The Meeting closed at 10.05 pm

Chairman

Date

**NEXT MEETING November 12<sup>th</sup> - location to be confirmed.**

**Future Meetings:** December 10<sup>th</sup>

## Appendix I

### Key Holder Agreement

**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
- 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.

Name of Club/Individual:

Name(s) of designated key holder(s):

Signature(s)

Date