

**Minutes of the meeting of Ewyas Harold Group Parish Council held on Tuesday 14<sup>th</sup> October 2014 at St Michaels Hall, Ewyas Harold at 7.15pm**

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

**In attendance:** CSO Witcher, Terry Griffiths (Lengthsman), Clerk and three members of the public

	<b>Action</b>
1 <b>To accept Apologies for Absence</b> Cllr P Jinman, Cllr J Wilson-Thomas, Cllr E Murphy and Cllr G Powell.	
2 <b>To receive Declarations of Interest &amp; Dispensation Applications</b> None.	
3 <b>To consider Minutes of the Previous Meeting</b> The Minutes of the Meetings held on 9 <sup>th</sup> September 2014 and 1 <sup>st</sup> October 2014, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman.	
4 <b>To consider applications to co-opt for current Councillor vacancies</b> An application from Mr Christopher Pogson had been received and was considered. <b>Resolved</b> that Mr Pogson be co-opted to the vacancy for Llancillo. Mr Pogson signed his Declaration of Acceptance of Office and Undertaking to Observe the Code of Conduct and would return the Notice of Registrable Interests form to the clerk within 28 days.	<b>Clerk</b>
5 <b>Open Forum</b> 5.1 CSO Witcher provided an update on local crime. A number of members were no longer receiving the bulletin and it was requested the clerk forward a list of members email addresses to CSO Witcher. 5.2 A report was read out from Ward Councillor, Graham Powell. Cllr Powell gave information regarding the Mobile Infrastructure Project, Core Strategy, Lengthsman Scheme and salt bins. 5.3 Nothing to report on Parish Path matters. 5.4 Comments from local residents: A request for parish council balances held to be included in the minutes was made and this was agreed. There was an enquiry regarding the scheme previously proposed by Kentchurch Parish Council for a centre refuge on the A465 and it was agreed for the clerk to ask Cllr Powell for a progress report on enquiries regarding alternative, safer options. A request for information relating to the purchase of the Catholic Church site was made and the information was given. Other issues raised included bin emptying arrangements for the recreation ground and an issue relating to tree felling that had already been raised with Cllr Powell, who had passed it to the relevant authority. Dog fouling was bad at present and the clerk would put an item in the Hereford Times regarding this.	<b>Clerk</b>  <b>Clerk</b>
6 <b>Clerk Update and to note Correspondence List</b> Update given, including the Balfour Beatty Winter Self Help Scheme, which would be considered at the next meeting and the withdrawal of the planning application for opposite Lower House Farm, Ewyas Harold.	<b>Clerk</b>
7 <b>To consider S106 priorities for submission to Herefordshire Council Planning Department</b> Cllr Overstall had started compiling a list, based on the outcome of the parish plan, but it was agreed to refrain from progressing this until the Neighbourhood Plan consultation had been carried out as this may result in further ideas for inclusion on the list.	
8 <b>To consider comments on the Pre-Order Consultation for Proposed Public Path Diversion Order, EH1 (Part) in the parish of Ewyas Harold</b> The document had been circulated and the parish path officer had given his comments on the proposals. <b>Resolved</b> that there were no objections to the proposed diversion.	<b>Clerk</b>
9 <b>Neighbourhood Plan</b> 9.1 The latest draft of the draft Neighbourhood Plan was discussed. Kirkwells had submitted an invoice for the latest stage payment.	

	<b>Resolved</b> that the draft Neighbourhood Plan be approved to go out to consultation.	Clerk
	<b>Resolved</b> that the Kirkwells invoice be authorised for payment.	Clerk
	9.2 The consultation event was proposed for Saturday 22 <sup>nd</sup> November 2-6pm at Ewyas Harold Memorial Hall and refreshments etc. were discussed. Consultation distribution methods and publicity were also discussed. Cllr Overstall offered to design a poster for the consultation events and a leaflet with details of these to be sent with the consultation.	
	<b>Resolved</b> that the consultation event, refreshments and entertainment be delegated to the clerk to arrange and incur expenditure on, within the NP budget for this.	Clerk
	<b>Resolved</b> that a draft Neighbourhood Plan, consultation sheet and details of consultation events go to every household. A Kemble Centre consultation and also a leaflet re. dog fouling would also be included in the envelope. A stamped envelope would also be included to encourage response. Leaflets and posters would be designed by Cllr Overstall.	Clerk/ LO
10	<b>Recreation Ground</b>	
	10.1 The monthly audit report was not received as Cllr Tandy was not present. The clerk had not received any paperwork relating to the fireworks event yet and Cllr Probert offered to chase this up.	SP
11	<b>To consider comments on the Travellers' Sites Document – Issues and Options Paper</b>	
	Draft comments had been circulated.	
	<b>Resolved</b> to submit the draft comments on the document.	Clerk
12	<b>To consider further information on a Speedwatch Initiative in the Parish</b>	
	<b>Resolved</b> not to take part in this initiative.	
13	<b>To consider lengthsman worksheets and agree action</b>	
	The worksheet was noted and there were no defects to report. Various matters for the lengthsman to take a look at were discussed. Changes to the lengthsman scheme, proposed by Herefordshire Council were discussed and would be considered when confirmed.	
	<b>Resolved</b> that the clerk confirm to the lengthsman via email to include the Belpha culvert within regular ongoing maintenance, to attend to the footway at Dulas ford and visit Rabbit Lane.	Clerk
14	<b>To consider Sandbag Requirements for the Group Parish</b>	
	<b>Resolved</b> to order two pallets of sandbags. A local contractor for gritting/sandbags would be put on the next agenda for consideration.	Clerk
15	<b>Finance Report</b>	
	15.1 <b>Resolved</b> that the finance report be approved and the bank reconciliation was verified. Balances held at 29 <sup>th</sup> September 2014 were £1,422.26 current account and £31,988.16 savings account. This includes grants held for the Neighbourhood Development Plan, P3 Scheme, Lengthsman Scheme and the Precept for other budgeted expenditure to 31 <sup>st</sup> March 2015.	
	15.2 <b>Resolved</b> that the risk assessment for 2014/15 was considered and adopted.	
	15.3 <b>Resolved</b> that the review of internal control and internal audit was considered and adopted.	
	15.4 A request for a grant from Dore Community Transport was considered.	
	<b>Resolved</b> that a grant of £100 be allocated for financial year 2015/16.	Clerk
	15.5 Cllr Overstall declared a DPI. The provision of Wildplay sessions for 2015/16 was considered. Wildplay had confirmed that the cost per session would now be £180.	
	<b>Resolved</b> that three sessions be budgeted for 2015/16, despite the increased cost, as it was popular within the community and well attended. The clerk would ask if the GPC logo could be included on promotional posters so that the community were aware that the parish council pay for this.	Clerk
	15.6 Attendance of the clerk at the HALC 'Website Wonder' training session at a cost of £25.00 exc. VAT and the SLCC 'Quotes, contracts and tendering' in Buckinghamshire at £125.00 exc. VAT (subsidised members cost) was considered.	
	<b>Resolved</b> that the clerk's attendance be approved. The clerk would investigate the Clerks Training Bursary to subsidise the cost.	Clerk
	15.7 The Welsh Water direct debit had now lapsed and consideration was given to setting this up again.	
	<b>Resolved</b> that it was approved to pay Welsh Water via Direct Debit and for the clerk to set this up.	Clerk

15.8 Payments approved:

PAYE £52.00 NI £6.73 employee £7.74 employer

Stationery/Office expenses £39.05 Postage £14.06 Mileage £75.60 Total £128.71

Terry Griffiths (Lengthsman Scheme September 2014) £188.40

Highground Maintenance Ltd (Recreation ground grass cutting) £186.49

Dave Roden (P3 Scheme, works to EH12) £1080.00

Brian Ball (P3 Scheme works) £165.00

St Michaels Hall (Hall hire 1/10/14 and 14/10/14) £30.00

CT Groundcare (Strimming) £65.00

Herefordshire Nature Trust Ltd (Wildplay sessions 2014) £300.00

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

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

16 **To consider latest information regarding the Pavilion Project, Ewyas Harold Recreation Ground and agree how to proceed**

The tender evaluation report had now been received from Gwillam Darby Carr, but there were outstanding queries as to what arrangements for the foul drainage were included and timescales linked to this and also exactly what elements were included. After attempts requesting advice on the VAT status of the parish council in relation to the project, the clerk had now received advice from the NALC VAT consultant who had advised that the amount of VAT required to be reclaimed on the project would breach partial exemption rules. In order to reclaim the VAT the parish council would be required to register for VAT and Opt to Tax the recreation ground/pavilion. This would mean that the parish council would have to charge VAT on hire of the pavilion/recreation field etc.

**Resolved** that the clerk investigate what impact the project and VAT registration would have on the rating for Business Rates.

**Resolved** that the clerk make enquiries as to what impact any change to proposed drainage arrangements would have on the planning permission and grant funding.

**Resolved** for the clerk to seek confirmation of exactly what elements were included within the tender recommendation. An extraordinary meeting may be required to consider the above, due to funding time constraints.

Clerk

Clerk

Clerk

17 **Purchase of St John Kemble, former Catholic Church, Ewyas Harold**

17.1 The consultation document had been revised as discussed at the last meeting.

**Resolved** that the document was approved to go out for consultation for the month of November. Copies would be printed and included in the Neighbourhood Plan mail out to every household and also included in the mail out to Kentchurch and Abbeydore & Bacton, subject to their agreement.

17.2 Gabbs Solicitors had recommended a survey be carried out on the site and the clerk had obtained quotes for this.

**Resolved** that no survey would be instructed as it was felt the valuation report was sufficient for GPC purposes.

17.3 Gabbs Solicitors had enquired as to whether an environment search on the site is required.

**Resolved** that an environment search was not necessary.

17.4 The contract, epitome of title, overage agreement, plan and special conditions were considered. Gabbs Solicitors had suggested the parish council make enquiries with the neighbours as to the boundary ownership. It was noted that issues relating to VAT and water connections for the Pavilion development were relevant to the Kemble Centre project. This would be borne in mind and was noted for consideration at a later date.

**Resolved** for the clerk to query with Gabbs: if there was a template that could be used for contacting the neighbours, clarify conditions relating to use of the site and confirmation that there would be no VAT on the purchase of the church.

**Resolved** that subject to satisfactory responses to the above queries, the documents relating to the purchase were approved and it was delegated to the clerk, in liaison with the chairman and vice-chairman, to make arrangements to exchange contracts.

Clerk

Clerk

Clerk

18 **To consider Clerk's Salary for 2015/16 and Local Government Pension Scheme details**

Clerk salary and pension scheme details were considered.

**Resolved** that the clerk's salary be increased by one increment to SCP 24 from April 2015, with another increment applied upon successful completion of CiLCA. Twenty hours of study for CiLCA, split with Madley Parish Council, was agreed. It was noted that the projects being undertaken by the parish council were resulting in the clerk working extra hours and this would need to be kept under review.

**Resolved** that the pension arrangements were approved.

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

None, but copies of a report on Twinning were given out for information.

**The meeting closed at 10.30pm**

**Next Meeting Tuesday 11<sup>th</sup> November 2014, venue St Michaels Hall, Ewyas Harold.**