

**Minutes of the Meeting of Ewyas Harold Group Parish Council held on Tuesday 13th October 2015 at
The Pavilion, Ewyas Harold Recreation Ground at 6.30pm**

Present: Cllr P Jinman – Chairman, Cllr S Eynon, Cllr C Pogson (Llancillo), Cllr M Watkins (Rowlestone), Cllr L Overstall (Dulas) and Cllr R Evans (Dulas).

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

Absent: Cllr M Price.

The chairman spoke regarding the tragic news that long serving parish councillor and village stalwart, Ron Weaver had passed away the previous day. Ron will be missed terribly and the whole parish council expressed their sincere condolences to his family. A moment of silence was held in memory of Ron.

1 To accept Apologies for Absence

Cllr S Probert, Cllr J Wilson-Thomas, Cllr J Hayes, Cllr R Baker, Cllr S Clayton and the Local Policing Team.

It was noted that the length of parish council meetings was proving a problem and although the scale and nature of the business to be considered by the parish council was significant, meetings needed to be condensed. This needed to be borne in mind at each meeting to ensure effective use of time.

2 To receive Declarations of Interest & Dispensation Applications

Cllr C Pogson declared a non-pecuniary interest in item 9.3.

The chairman issued a reminder to members that discussions on parish council business should be at meetings, not via email and that obligations relating to interests remained a consideration when engaging in email correspondence.

3 To consider Minutes of the Previous Meeting

The Minutes of the Meeting held on 8th September 2015, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman.

4 Open Forum

4.1 No report from the Local Policing Team.

4.2 Cllr Powell gave a report including information on the council tax consultation, Herefordshire Core Strategy and the proposed A465 centre refuge. The meeting being held by Hereford Civic Society was noted.

4.3 No report from the Parish Paths Officer.

4.4 Comments from local residents: None.

5 Clerk Update and to note Correspondence List

The clerk's update and correspondence list was noted. Details of parish briefings being held by Balfour Beatty and a planning seminar, including the Core Strategy and Neighbourhood Planning were given. The clerk had now passed the Certificate in Local Council Administration and was a qualified clerk. Information relating to the parish council's data protection registration was given and would be addressed at the next meeting.

6 Update on provision of Centre Refuge on the A465

Balfour Beatty had raised issues with the scheme that needed to be addressed and a site visit to look at these was proposed for Friday 16th October at 3pm. Cllr Baker would attend the meeting and Cllr Jinman would try to. Any other members were welcome. The clerk couldn't attend, but Malcolm Walker would take notes on discussion for circulation.

7 To receive report from Meeting with Ewyas Harold Primary School to discuss traffic issues and agree action

The report was received and noted. Cllr Powell would try to arrange for Simon Hobbs to visit the site for his opinion on possible options. Cllr Powell would also try to get a copy of the map showing where

Action

Clerk

GP

children from the school travel from.

8 Lengthsman Scheme (incorporating the P3 scheme)

8.1 The lengthsman worksheets and invoices were considered. Mr Griffiths would be carrying out a maintenance day in the parish on 28th October and he had requested details of any specific issues that required his attention. It was agreed if possible that it would be useful for the locality steward to meet him to look at the outstanding drainage issue in Dulas. EH3 was discussed as clarification of its status had been sought by the lengthsman from the locality steward. She had confirmed it is still a legal path. **Resolved** for the lengthsman to undertake the P3 work required as outlined on his worksheets.

Clerk

Resolved for the PPO, locality steward and lengthsman to speak to landowners etc. to determine a course of action for EH3.

Clerk
JH

8.2 Provision of a footpath notice board was discussed. Cllr Pogson had looked at the bus shelter and the A0 size map would fit within it and he could fit a frame/Perspex cover. Herefordshire Council had confirmed that the bus shelter belonged to Herefordshire Council. Cllr Powell gave permission for the map to be installed in the bus shelter.

Resolved for Cllr Pogson to install the map in the bus shelter with the parish council reimbursing the materials.

CP

9 Planning

9.1 The planning protocol and the intended use of it was discussed. A suggested form of words of the proposed procedure for planning applications had been drafted by the clerk.

Resolved that the existing planning protocol remain, with the suggested draft of procedure for planning applications added to it. Attached as Appendix 1. This would be sent to councillors on receipt of a planning application.

Clerk

9.2 Planning application 152510, Land at Miles Farm, Dulas – Proposed change of use of land for the temporary siting of a mobile home (shepherds hut) for use as a holiday let was considered. Two representations from members of the public had been received and were circulated.

Resolved that in view of objections raised and that the conversion is for business purposes, the parish council cannot support this application.

Clerk

9.3 Planning application 152022, Land at Pwll-yr-Hunt, Pudding Street, Pontrilas – Proposed construction of agricultural building for use as a tractor shed (Retrospective) was considered.

Resolved that this application was supported.

Clerk

9.4 Planning application 152429, Lodge Farm, Walterstone – Proposed construction of new 2 wheeled access track across Walterstone Common to serve Lodge Farmhouse was considered.

Resolved that this application was supported.

Clerk

9.5 It was noted that the parish council had not been consulted on a planning application relating to The Old Trout Inn, Dulas as it had been classed as Longtown Parish. The clerk would contact the planning department to clarify if part of the application was in Dulas parish and whether EHGPC should have been consulted.

Clerk

10 Finance

10.1 **Resolved** that the finance report be approved and the bank reconciliation was verified. Balances held at 24th September 2015 were £10,616.12 current account and £14,912.84 savings account, which included grant money for Neighbourhood Plan flood risk assessment work.

10.2 A draft grant policy and application form was considered. Proposed additions were discussed.

Resolved that the grant policy, with suggested additions, and the grant application form be approved and used with immediate effect for all grants requested from the parish council.

Clerk

10.3 The audited Annual Return for 2014/15 had been received back and the audit was now complete, with no comments from the external auditor. This was noted along with audit changes for 2015/16. The conclusion of audit notices had been displayed.

10.4 Overtime worked by the clerk during the previous month was 20 hours, which included 2 hours of lengthsman scheme administration.

Resolved to pay the clerk 20 hours of overtime.

Clerk

10.5 The asset register was reviewed. It was requested the clerk find out the cost of adding a general contents sum to the policy.

Clerk

Resolved to approve the asset register review.

10.6 The risk assessment was reviewed.

Resolved to approve the review of the risk assessment. Action points identified would be considered by the recreation ground working group.

10.7 A grant request had been received from South Wye Community Association towards a library licence. They would be sent the grant application form.

10.8 **Resolved** to set up Direct Debit for future payments to the Public Works Loan Board

10.9 **Resolved** payments for approval:

Total Gas & Power (Kemble Centre electricity standing charge, final bill) £15.66

Clerk's salary for September 2015 as per contract of employment

Pension £50.47 EE, £216.55 ER, PAYE £69.20 NI £24.35 EE, £19.57 ER

Postage £17.02 Stationery/Office Expenses £15.48 Mileage £76.50 Total £109.00

Rowlestone Village Hall (Hall hire for September meeting) £37.50

Welsh Water (Recreation ground water, 17/3/15-8/9/15) £55.74 (Direct Debit)

Grant Thornton UK LLP (Audit fee for 2015 Annual Return) £480.00

HALC (Transparency Act training) £15.00

Terry Griffiths Contracts (P3 scheme work for September 2015) £240.00

Eon (Pavilion electricity 12/8/15-10/9/15) £47.84

Mrs C Boyles (Reimburse for light bulbs for pavilion) £9.00

Impact Print and Design Ltd (Newsletter printing) £107.00

Terry Griffiths Contracts (P3 scheme and roads work for September 2015) £534.00

Highground Maintenance Ltd (Recreation ground grass cutting) £186.49

CT Groundcare (Rec bin emptying and grass cutting) £110.00

Public Works Loan Board (Half yearly loan repayment on The Kemble Centre) £1,792.80

Clerk

Clerk

Clerk

Clerk

11 Kemble Centre

11.1 The weekly inspections required no action. An offer from a volunteer to remove and dispose of the old cross from the site was gratefully accepted. The parish council was now satisfied that the car park was suitable for use by the general public and was therefore available to use to access village amenities.

11.2 There was no report from Cllr Wilson-Thomas. It was agreed for Cllr Baker to join the Kemble Centre working group.

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

11.3 Draft specifications for feasibility/business plan quotes and architect quotes were considered. Suggested revisions were discussed.

Resolved that subject to the revisions discussed, the specifications were approved for use to obtain quotes.

Clerk

12 Recreation Ground

12.1 The weekly inspection reports had been received from Cllr Baker. It was requested that CT Groundcare clear the leaves from the play area and trim the hedge along Priorsfield for the whole length of the boundary. Cllr Jinman would carry out the checks for this month.

12.2 The recreation ground working group report was received and noted.

12.3 The cricket club had considered the stewardship agreement and had requested some additions to be included. These were discussed.

Resolved that Jim Lee at Gabbs be consulted on the additions and subject to his approval the stewardship agreement be signed.

Clerk

12.4 There had been a request for regular use of the pavilion for a mums and tots group, but it appeared they had now decided to use the school.

12.5 Details of a proposed taster day, facilitated by Brightstripe, as part of the Active Parishes project were given. It would be held on Wednesday 21st October between 12-7pm at the Memorial Hall, with various activities available to try for free. Two twelve week blocks of activity would then be funded by the project with the aim that after the twelve weeks these would be continued by local volunteers. Brightstripe would organise the event and provide promotional material and fund the two twelve week blocks of activity. The parish council had been asked to fund the venue hire for the taster day of

Clerk

<p>£60 and to promote the event and be present to speak to people and gain feedback. Brightstripe would provide a report on the event.</p>	
<p>Resolved to pay the venue hire of £60, publicise the event and for parish council and recreation ground working group members to attend the event. The clerk would circulate the relevant information.</p>	Clerk
<p>12.6 Resolved to approve the proposed key arrangements detailed in the recreation ground working group report.</p>	Clerk
<p>12.7 An update on the pavilion project budget was given. There was an amount remaining in the budget that the Football Foundation had confirmed could be spent on works directly related to the project, such as filling in of the septic tank etc. It had also transpired that there was an issue with the existing pavilion door which meant there was difficulty locking it. Collins had looked at it and it could not be repaired and would need a new door at a cost of £300 excluding painting and subject to the ironmongery being able to be reused.</p>	
<p>Resolved for the clerk to request a meeting with Collins Design & Build on site to look at remaining works.</p>	Clerk
<p>Resolved that the door be replaced as this was a security/safety and maintenance issue.</p>	Clerk
<p>13 Local Council Award Scheme</p>	
<p>13.1 Resolved to adopt the draft disciplinary and grievance procedure.</p>	
<p>13.2 Resolved to approve the parish council action plan for the year.</p>	
<p>13.3 Resolved to adopt the draft parish council training policy.</p>	
<p>13.4 The application form and criteria for the Foundation level of the Local Council Award Scheme was considered.</p>	
<p>Resolved that the parish council meets the necessary criteria and that the application form and payment be approved for submission.</p>	Clerk
<p>14 To receive update on the Neighbourhood Development Plan and consider action required for Flood Risk Assessment Work</p>	
<p>There was nothing to report.</p>	
<p>15 To consider approach from Longtown Group Parish Council regarding Community Governance Review</p>	
<p>Walterstone had raised the possibility of joining Ewyas Harold Group. This was noted and no action was required at present.</p>	
<p style="text-align: center;">A resolution was passed to exclude the public and press from discussions on the following item due to its confidential nature.</p>	
<p>16 To review Clerk's Salary</p>	
<p>The clerk's salary was discussed. It had been previously agreed for an increase of one SCP, as per the clerk's contract, upon completion of Cilca. An annual increase of a further SCP was considered.</p>	
<p>Resolved to increase the clerk's salary for completion of Cilca by one SCP, taking it to SCP 25, with immediate effect.</p>	
<p>Resolved to apply an annual increase to the clerk's salary of one SCP, taking it to SCP 26, with effect from 1st April 2016.</p>	
<p>17 Matters for Next Agenda (no discussion)</p>	
<p>None.</p>	
<p>The meeting closed at 9.15pm</p>	
<p>Next Meeting Tuesday 10th November 2015, venue The Pavilion at Ewyas Harold Recreation Ground.</p>	

Planning Checklist

- Tick if the answer is YES. Leave unticked if the answer is NO.
- If any boxes are ticked, is a site visit required? Please notify the Clerk asap.

1.

Are there design issues regarding:

- the roof lines
- the materials used
- over cramming
- the size of the building (100% larger than neighbouring building/s)
- the setting of the building

2.

Is the location:

- outside the settlement boundary?
- adjacent to the settlement boundary?

3.

Are there amenity issues regarding:

- overlooking of neighbouring dwellings?
- incompatible land use proposed with existing adjacent land uses?
- the size of curtilage?

4.

- Is a listed building affected, either directly or its setting?

5.

- Does the proposal create a negative impact on the architectural and landscape setting, including built and natural heritage?

6.

- Does the application impact upon an open space with local value (usable or visual)?

7.

- Would the development impact upon other local issues (e.g.: traffic, sewerage etc)?

8.

- Are the proposals in conflict with the Ewyas Harold Design Statement?

9.

- Are any old walls to be demolished?

10.

- Do you think the application may be contentious?

Comments:

Planning Protocol

There is an expectation for parish councillors to ensure that they have sufficient knowledge of the details of any planning application that the parish council is consulted upon in order to be able to discuss and comment effectively. The onus is on individual councillors to make a judgement on whether they have enough information relating to site, location etc. in order to do this.

Procedure for planning applications:

- Clerk receives notification of planning application for a parish within the group. Clerk notifies all members of the application and posts it on the parish council website.
- Members view the application online (paper copies are no longer available from Herefordshire Council).
- If councillors believe they need additional information in order to comment on the application, depending on the nature of the query they can either:
 1. Contact the clerk explaining the information required. The clerk will seek this information from the relevant planning officer and pass the response to all councillors.
 2. Look at the site as an individual. If a councillor has any queries that may be answered by viewing the site, providing that the site can be viewed from a point that is publicly accessible, they may do so.
 3. A site visit with other council members. If a councillor feels this is necessary, they should notify the clerk as soon as possible so that this may be suggested and arranged, although attendance is not compulsory. At no point should councillors access private land without permission. Sites may either be viewed from a publicly accessible area or permission gained from the landowner. There should be no discussion on site, particularly if members of the public are either invited or passing by.
 4. Members may speak to neighbours in the vicinity of the site application.

Councillors should be aware of material planning considerations and ensure comments from the parish council are on this basis.

If the response deadline is prior to the next parish council meeting, the clerk will request an extension from the relevant planning officer. If the request is denied, members will be consulted on whether they believe the application requires an extraordinary meeting to be called (usually if an application could be potentially contentious). If not deemed necessary authority is delegated to the clerk to submit comments agreed by a minimum of five councillors.