

**Minutes of the meeting of Ewyas Harold Group Parish Council held on Tuesday 14<sup>th</sup> April 2015 at St Michaels Hall, Ewyas Harold at 6.30pm**

**Present:** Cllr C Pogson (Llancillo) – Acting Chairman until item Item 6, Cllr P Jinman – Chairman from Item 6, Cllr L Overstall (Dulas), Cllr R Weaver, Cllr S Clayton (Rowlestone), Cllr J Wilson-Thomas, Cllr S Eynon and Cllr S Probert

**In attendance:** CSO Davies, Clerk and four members of the public

**Absent:** Cllr E Murphy

**1 To accept Apologies for Absence**

Cllr G Powell.

**2 To receive Declarations of Interest & Dispensation Applications**

None.

**3 To consider Minutes of the Previous Meeting**

The Minutes of the Meeting held on 10<sup>th</sup> March 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 CSO Davies provided an update and copies of the latest briefing.

4.2 A report from Ward Councillor, Graham Powell was received including information on the Herefordshire Core Strategy, A465 temporary speed limits, white lining, fibre broadband, The Kemble Centre and planning for a wind turbine in Michaelchurch Escley.

4.3 The Parish Paths report was received and noted. No volunteers for the PPO role had come forward, despite being advertised. Cllr Overstall would ask the current PPO to design a poster for display.

4.4 Comments from local residents: It was requested the parish council ask for an extension of the consultation period for the wind turbine application as whilst it wasn't within the parish, it would have an impact. It was agreed for the clerk to request this and also that the Brecon Beacons National Park Authority be consulted as the proposals were in close proximity to their boundary. The clerk would also enquire as to whether an environmental impact assessment would be required. An email from a resident had raised queries regarding one of the children's swings, litter bin emptying, recreation ground use and trees felled at The Kemble Centre. The clerk would respond accordingly and confirm that the trees were assessed and dead ones were removed, with others pollarded, which will grow back to form a screen.

**5 Clerk Update and to note Correspondence List**

The clerk's update and correspondence list was noted. It was requested the consultation on whether parish/town councils should come under the ombudsman be put on the next agenda for comment.

**6 To consider comments on the Herefordshire Local Plan Core Strategy Modifications**

Information received relating to this had been circulated. The Neighbourhood Plan steering group would be looking at the implications on the plan. The steering group were thanked for all their hard work, particularly Toby Murcott.

**Resolved** to respond stating that the parish council is unable to comment effectively because the consultation period is too short. The material is complex, requiring us to take proper advice, and to liaise with the Neighbourhood Plan steering group. This means the parish council is unable to comment effectively.

**7 To consider option from BT to adopt the Red Telephone Kiosks at Ewyas Harold and Rowlestone**

The clerk had made enquiries and BT had confirmed that this offer was not linked to a rationalisation programme and not adopting them would not mean removal, it was an offer of the opportunity to adopt them for £1 each, with responsibility for the kiosk then becoming the parish council's.

**Resolved** that at this stage, with no threat of removal of the kiosks, the kiosks would not be adopted.

**8 To consider approval of draft Parish Council Meeting Protocol**

**Action**

**LO**

**Clerk**

**Clerk**

**Clerk**

**Resolved** that the protocol be adopted.

## 9 Lengthsman Scheme

9.1 The latest worksheet from Terry Griffiths was received. There were no items requiring action.

**Resolved** to pay the invoice for £330.00.

Clerk

9.2 The draft Annual Maintenance Plan 2015/16 and administration of the scheme was considered.

**Resolved** that the draft Annual Maintenance Plan 2015/16 be approved for submission to Balfour Beatty.

Clerk

**Resolved** that 6 hours be paid to the clerk for administration of the new scheme.

Clerk

9.3 Expressions of interest from contractors for the lengthsman scheme had been sought via the website and notice boards, but Balfour Beatty had not yet been able to provide a list of lengthsman contractors to contact for quotes.

**Resolved** that the clerk contact Balfour Beatty to express concern at the level of requirement on the parish council and contractor under the new scheme, compared to a traditional lengthsman. The clerk would also request a list of lengthsman asap to enable a deadline to be set for quotes to be received before the next meeting.

Clerk

## 10 Recreation Ground

10.1 The weekly inspection reports were received and noted. Items raised would be covered by other agenda items.

10.2 The embankment slide had been discussed with the representative from HAGS-SMP on his site visit and his opinion was that no work was required. It had been deemed as low risk on the safety inspection and he felt any work undertaken such as replacement surfacing, steps etc. would only result in a minimal improvement. Both gates on the play area required repair and part of the fence by the river had collapsed.

**Resolved** that the slide remain as is for the time being.

**Resolved** that the clerk seek quotes for repairs to the play area gates.

Clerk

**Resolved** for Cllr Clayton to look at the fencing to assess repair.

SC

10.3 The clerk, Cllr Jinman and Cllr Probert had met with the representative from HAGS-SMP, the supplier/installer of the play surfacing, to view the edges of the play surfacing where gaps had occurred. The surfacing was out of guarantee and therefore any repairs would need to be paid for. Repairs to each pad were suggested, where a strip around the edge would be removed and replaced with a coloured strip, thus creating a new seal. He had quoted £5,887.00 for a 150mm strip or £6,307.50 for a 200mm strip, excluding VAT. He advised that he thought there was up to around 10 years of life left in the existing play equipment and that replacement of the whole surfacing was best done at the same time as replacement of equipment.

**Resolved** that the clerk contact HAGS-SMP to request suggestions for alternative options as the quote was beyond the parish council's budget.

Clerk

10.4 The litter bins were filling up very quickly and Cllr Eynon no longer had the time to empty them. There was an urgent need to get the bins emptied on a weekly basis and the cost previously given by Balfour Beatty to empty the bins had been prohibitive. CT Groundcare could empty all three bins at £15 per empty, excluding bin bags, putting the bags in the trade waste bin.

**Resolved** that CT Groundcare empty the bins on a weekly basis until the beginning of September and it would be reviewed at the September meeting. They would be asked to supply bin bags.

Clerk

10.5 The Sports Working Group Report was received and noted.

10.6 The Cricket Club had raised a number of questions relating to their use of the ground. The clerk and Cllr Eynon had met with the contractors to look at the positioning of the surplus soil but it was felt that it's position was adequate considering the first Cricket match was not due until after the scheduled completion date. A proportion of the soil was needed for the building work and the rest would be graded in to the recreation ground. It had been previously thought that the topsoil could be used by the Cricket Club but the soil was not good enough quality for this. Claims that the Cricket Club had not been given the opportunity to engage with the project were disputed.

**Resolved** that the clerk schedule a Sports Working Group meeting, based around Cricket Club representatives availability, for the week commencing 27/4/15 and a list of officers and contact details for the Cricket Club be requested.

Clerk

**Resolved** that in order for the Cricket Club to use the recreation field, a stewardship agreement with the

parish council must be entered into, along with an annual charge for use.

10.7 A progress report from Gwillam Darby Carr was received, with the project likely to be completed by the scheduled date of 8<sup>th</sup> May. Should a delay become likely, the clerk would have to address any insurance implications.

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

**11 Kemble Centre**

11.1 The weekly inspections had been carried out by Cllr Weaver and no action was required.

11.2 The clearing of the site was ongoing.

11.3 Use as a car park was discussed. The insurers had advised that they would rely on the parish council's local knowledge to determine sufficient barriers, fencing and signage required. A risk assessment and warning signs of the close proximity of the river were recommended.

**Resolved** that adequate fencing and signage be installed before use as a car park. These would be investigated and progressed. When to a standard that the parish council were satisfied with, it would be checked with the insurers before use.

11.4 A plan of action as to how to proceed with The Kemble Centre was discussed. Cllr Wilson-Thomas detailed a proposed informal meeting with representatives from the parish council, steering group, the surgery and Herefordshire Council to discuss ideas and expectations for the site. It was hoped this could be arranged by Herefordshire Council as part of the Delivering Differently funding they had secured. The clerk outlined a proposal of how the project could proceed after this suggested meeting. This would involve obtaining three quotes from architects to produce plans based on the outcome of the informal meeting, the parish council would then consider quotes and seek funding towards the cost. Plans would then be drawn up and approved by the parish council. A pre-planning application would then be made and a public consultation day held to view plans. At this stage any alterations/tweaks required could be made and then a full planning application submitted. The solicitor had also been in contact regarding what the building should be known as on the Land Registry. He had advised that a small section of the site appeared to be leased to the surgery. Members were concerned to hear of this previously undiscovered development.

**Resolved** that the informal meeting be arranged for after the elections. Herefordshire Council would be asked to do this as part of the Delivering Differently project, with liaison with the parish council on content etc.

**Resolved** to approve the consequent plan of action.

**Resolved** that an electrician be asked to carry out a safety check on the meter.

**Resolved** that the clerk request a site visit with the Environment Agency to look at the bank/ditch.

**Resolved** to confirm to the solicitor that the name to be on Land Registry is The Kemble Centre. A copy of any lease in place would be requested.

11.5 The electricity supplier, Total, had written to confirm that as the new occupier the parish council was being put on the out of contract tariff. The Utility Helpline had previously assisted with obtaining the most competitive supplier for the pavilion, at no cost, and the clerk sought approval to pass the details to the Utility Helpline to do the same for The Kemble Centre.

**Resolved** to provide details to The Utility Helpline to source a suitable electricity supplier for The Kemble Centre.

11.6 Cllr Jinman declared a non-DPI. A request to use The Kemble Centre building and grounds as part of an arts festival in September 2015 was considered. Any additional insurance costs would be covered by the organisers.

**Resolved** that this was supported in principle, subject to approval from the insurers and compliance with any requirements from the insurers.

Thanks were expressed to Ellie Murphy for the recent Treasure Hunt to raise funds for The Kemble Centre. The sum of £44 was received.

Clerk/SC  
/PJ/CP

Clerk

Clerk  
Clerk

Clerk

Clerk

**12 Finance**

12.1 **Resolved** that the finance report be approved and was verified. Balances held at 20<sup>th</sup> March 2015 were £19,654.76 current account and £14,350.42 savings account. This includes grants held for the P3 Scheme, Lengthsman Scheme, Pavilion project and other budgeted expenditure.

12.2 Overtime worked by the clerk during the previous month, excluding lengthsman scheme admin

was 14 hours.

**Resolved** to pay the clerk 14 hours of overtime.

12.3 The non-domestic rates demand for the community library had been received. Due to small business rates relief it was £0.00. This would need to be reviewed with the Pavilion and Kemble Centre upon completion of the Pavilion project.

**Resolved** that upon completion of the Pavilion project the clerk seek guidance on action required relating to business rates and parish council premises.

12.4 **Resolved** that funds for different projects/budgets continue to allocated to their own earmarked reserves and held in the parish council bank account.

12.5 **Resolved** to approve delegation to the clerk to complete and submit VAT returns ongoing.

12.6 **Resolved** for the clerk to attend the HALC audit information event, sharing the £25 cost with Madley Parish Council.

12.7 **Resolved** payments for approval:

Pension £87.81 EE, £362.40 ER, PAYE £211.60 NI £97.31 EE, £91.79 ER

Stationery/Office expenses £4.50 Postage £14.88 Mileage £79.20 Total £98.58

Gwillam Darby Carr (Pre-contract services for Pavilion Project) £3,716.42

Collins Design & Build Ltd (1<sup>st</sup> interim valuation payment for Pavilion Project) £30,156.00

Herefordshire Council (Waste collections 2/2/15-31/3/15 by Direct Debit) £41.70

Eon (Pavilion electricity 12/2/15-27/2/15) £64.02

Welsh Water (Pavilion water 20/8/14-16/3/15 by Direct Debit) £78.91

The Temple Bar Inn (Room hire/refreshments for elections evening) £45.00 (DPI declared by Cllr Jinman)

Highground Maintenance Ltd (Recreation ground grass cutting) £186.49

Herefordshire Council (Waste collections, quarterly in advance by Direct Debit) £54.21

HALC (Annual subscription 2015/16) £537.56

Public Works Loan Board (Half yearly repayment of loan) £1560.96

St Michaels Hall (Hall hire 14/4/15) £17.00

Dore Community Transport (Grant for 2015/16) £100.00

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

Update from school governors re. possible new school and Wellbeing Innovation Fund (Cllr Wilson-Thomas to provide information for circulation).

**The meeting closed at 9.25pm**

**Next Meeting Tuesday 12<sup>th</sup> May 2015, venue St Michaels Hall, Ewyas Harold.**

**Clerk**