

WALFORD PARISH COUNCIL

Parish Clerk: Catherine Murray. Rose Cottage, Coughton, Ross on Wye, Herefordshire, HR9 5SF.

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Minutes of the Annual Council Meeting held at Walford Village Hall on Wednesday 8th May

Present: Chairman - Frank Myers, who was in the seat for the first item – Election of Officers – after which he was replaced as Chairman by Simon Kinder, who then chaired the meeting, following the first item.

Councillors: Dave Berry, Sandra Cole, Simeon Cole, John Daniels, Eric Drummond, Heather Evans, Luke Freeman, Philip Heath, Terry Snow, Marc Thomas.

In attendance: Clerk Catherine Murray, several members of the public.

Ian Gilbert of Hunter Page Planning, Mr John Everett and Mr Gardiner – Owner of the Thorny Orchard site.

1. Election of Officers:

1.1 Chairman of the Parish Council: Council members were asked for proposals – Councillor Simon Kinder was proposed and seconded. Councillor Frank Myers was proposed and seconded. A paper ballot was taken and after the count was verified by the Clerk and a member of the public, the results were confirmed by the Clerk, as follows: 7 votes for Councillor Kinder and 5 votes for Councillor Myers. Councillor Kinder was duly elected to the office of Chairman of the Parish Council.

1.2 Vice-Chairman of the Parish Council: Council members were asked for proposals – Councillor Philip Heath was proposed and seconded and as the only candidate, was duly elected to the office of Vice Chairman of the Parish Council.

1.3 Declaration Of Acceptance Of Office: The new Chairman, Simon Kinder signed his declaration of acceptance of office and then thanked the previous Chairman, Frank Myers for his hard work, dedication and commitment to the Parish Council, during his time in office.

2. Apologies: Ward Councillor John Jarvis – bereavement. Cheryl Carpenter – unavoidably detained.

3. Declarations of Interest / Dispensations: Simeon and Sandra Cole declared a pecuniary interest in Rights of Way Footpath WA50 Thorny Orchard.

4. Minutes: It was unanimously **RESOLVED** to accept the minutes of the previous meeting held on 10/05/13

5. Brief verbal reports: *(These items are included above items 6 & 7 for the convenience of those presenting)*

a) Police: No Police representative was present.

b) Ian Gilbert of Hunter Page Planning. *(Cllrs Simeon and Sandra Cole left the room)*

Mr Gilbert and his colleague John Everett gave a comprehensive report on the emerging pre-planning proposals for the site at Thorny Orchard. After a Q & A session, Mr Gilbert said that they would be happy to come to a public meeting to present their proposals and the Chairman responded that this would have to wait until the application had been formally submitted to Herefordshire Council and sent to the Parish Council for consideration. *(Cllr Simeon Cole returned to the room, Sandra Cole returned home due to a family obligation)*

6. APPOINTMENTS AND REVIEWS:

6.1 Members to Committees, Working Groups and outside bodies: (See Appendix E)

The following was **RESOLUTIONS** were made by the council:

a) Finance Committee: Councillor Myers, who was an ex-officio member of the Finance Committee, by virtue of being Chairman of the Parish Council, is to be replaced by the new Chairman, Councillor Simon Kinder. Cllr Thomas will remain as Chairman. The remaining members – Cllrs Berry, Cole, Evans and Snow will continue to serve.

b) Neighbourhood Planning Committee: Councillor Myers was asked to remain as a member, but declined; the remaining current members will continue to serve - Cllrs Berry, Simeon Cole, Daniels, and Snow. It was noted, that as Parish Council Chairman, Cllr Kinder will be an ex-officio member of the committee and that under Standing Orders, cannot now serve as the Chairman of any Committee. A new Chairman will be proposed at the next meeting of the committee, to be recommended to Full Council for their approval. **<<Action Neighbourhood Planning Committee>>**

c) Kerne Bridge Canoe Launch Working Group: This working group is not now considered necessary, given the recent information received from Herefordshire Council, that they are re-considering the management of the site, by a Trust. Cllr Daniels asked whether a representative should be appointed, to serve on the Trust, the Chairman responded that this should wait until further information about the Trust was available from Herefordshire Council, Cllr Daniels offered to pursue it further.

d) Forest Green Working Group: Current members will continue to serve. Cllrs Carpenter, Simeon Cole and Daniels. *(Cllr Carpenter was not present, so her willingness to serve will have to be confirmed at the next meeting.)* **<<Action Clerk – Agenda item>>**

- e) **Walford Links Project Leader:** The current project leader will continue to serve. Cllr Philip Heath.
- f) **Lengthsman Co-ordinator:** Luke Freeman will continue to serve, Councillor John Daniels was appointed to assist with the Lengthsman Co-ordinator's duties. <<**Action Cllr Daniels**>>
- g) **Rights of Way Officer:** Councillor Evans will continue to serve as Rights of Way Officer.
- h) **Community Officer:** Councillor Daniels was asked by the Chairman to continue as Community Officer and agreed to continue in the post.
- i) **Resilience Co-ordinaton:** The current Resilience Co-ordination team will continue to serve – Cllr Dave Berry as Resilience Co-ordinator and Cllr Simon Kinder as Deputy Resilience Co-ordinator.
- j) **HALC Representative:** The current representative will continue to serve – Cllr Carpenter. *(Cllr Carpenter was not present, so her willingness to serve will have to be confirmed at the next meeting.)* <<**Action Clerk – Agenda item**>>
- k) **Village Warden Representative:** The current representative will continue to serve – Cllr Carpenter. *(Cllr Carpenter was not present, so her willingness to serve will have to be confirmed at the next meeting.)* <<**Action Clerk – Agenda item**>>
- l) **Walford Village Hall Representative:** The current representative will continue to serve – Cllr Snow.
- m) **AONB Representative:** The current representative will continue to serve – Bridget Vine.
- n) **POLICE Representative:** Cllr Heath will serve as the Parish Council Police representative.

6.2 The Rights of Way Officer and Lengthsman Co-ordinator had already been confirmed.

Jayne Dunstan of Wye Accountancy will continue to carry out the Internal Audit.

6.3 Review of Standing Orders, Insurance Policies and Annual Subscriptions:

Standing Orders: It was proposed and unanimously **RESOLVED** that the current period of 2 months for the clerk to complete the minutes, should be reduced to a period of 3 weeks. <<**Action Clerk**>>

Insurance provision: The Finance Chairman proposed that the quotation from Came and Company, to provide Insurance for the Parish Council, for the next 3 years, should be accepted, over the quotation from AON, the existing Insurance provider, as the terms were a great deal more competitive. It was unanimously **RESOLVED** to do so.

Subscriptions: It was **RESOLVED** to maintain the current subscriptions to HALC and the Village News.

7. Finance: Bank Reconciliation Finance Appendix A and Bank Statements: Were noted and approved.

7.1 Accounts: The Finance Chairman reported that, as part of internal controls, he and another member of the Finance Committee had been through the accounts for 2012-13 with the clerk and that all was in order. It was **RESOLVED** to approve the accounts for 2012-13, the Chairman signed the accounting sheets and bank statements. The Clerk was asked to provide a separate listed breakdown of where funds had been spent, alongside the accounting sheets, for the next ACM. <<**Action Clerk**>>

7.2 Approval of payments: It was unanimously **RESOLVED** to approve the following payments:

(See Finance Appendix A): SLCC membership, Came and Company Insurance, AONB River Festival donation, Samaritans donation for management of the Parish Council website, Gerald Green – Lengthsman, Clerk additional hours and expenses for April.

7.3 Donation for restoration of Church Memorial Stones: It was noted that memorial stones referred to were at Walford Church, not Hom Green as previously indicated. It was unanimously **RESOLVED** to donate a sum of £500 from reserved funds, towards the restoration of The Avenue of Remembrance, the location of the memorial stones for World War One.

8. Public Participation Session:

- A member of the public drew the council's attention to a Trust for Church Restoration and Cllr Drummond said he would follow it up.
- The same member of the public asked how the Parish Council could comment on planning applications, when the UDP had lapsed and there was no Core Strategy in place. The Chairman explained that there is a national Planning Framework and that Herefordshire Council are responsible for making sure that applications comply with that legal framework.
- Another member of the public asked if the development at Thorny Orchard would affect the badgers, Mr Gilbert of Hunter Page said that it would not adversely affect them.
- Another member of the public drew the council's attention to the display of old photographs in Bishopswood Church, for the Flower Festival – Bank Holiday weekend at the end of May.

9. Planning:

9.1 Planning Applications: Planning Appendix D was noted – The following applications were considered:

Site / App No:	130837/FH - Bielside, Walford, Ross On Wye, HR9 5RF
Description:	Single storey extension
Comments:	<i>There were no objections to the application</i>

9.2 Response to Hunter Page Planning: *(Cllr Simeon Cole left the room)*

After a lengthy discussion, it was unanimously **RESOLVED** that no formal response would be made, until a planning application had been submitted to Herefordshire Council. Walford Parish Council stated that they would welcome and consider a new application for the site. *(Cllr Simeon Cole returned to the room)*

10. Highways / Rights of Way / AONB:

- 10.1 Lengthsman Co-ordinators Report:** Cllr Freeman gave a report of recent work carried out by the Lengthsman; confirming that he was working through a list of jobs, drawn up by Cllr Simeon Cole. Cllr Simeon Cole mentioned that the drain at Howle Hill Cross needed further clearance, which Cllr Freeman acknowledged. Cllrs Daniels will assist Cllr Freeman with the programme of work for the Lengthsman.
- 10.2 Lengthsman's Paperwork:** It was noted that the Clerk had sent all the necessary paperwork to Amey, in order to claim the next tranche of the Lengthsman's grant.
- 10.3 Rights of Way Officer's Report:** Cllr Evans reported that she was intending to use the remaining funds for '12-'13 to repair fallen away paths and had noted this in her annual report to Herefordshire Council Public Rights of Way; who responded that as there were funds left over from '12-'13, the Parish Council would not receive the full P3 grant for 13-14, instead receiving a sum of £800, to make the total up to £1,200 – the usual grant amount. However, it was noted that Public Rights of Way at Herefordshire Council, had suggested that they might undertake the structural work mentioned above, rather than Walford P3 funds being used.
- 10.4 P3 Rights of Way Contract:** Was signed by the Chairman and Rights of Way Officer, it was noted on the contract, that the requirement to walk all footpaths twice a year, was not possible.
- 10.5 WA50:** (*Cllr Simeon Cole left the room*) Responses were noted to the correspondence regarding the continued closure of WA50; it was unanimously **RESOLVED** to wait for a further response, anticipated from Amey, before taking further action. (*Cllr Simeon Cole returned to the room*)
- 10.6 Land Slippage At Kerne Lodge:** Cllr Freeman told the Council that he understood that a structural engineer was looking at the issue of the slippage and was asked by the Parish Council, to get an update before the next meeting. It was unanimously **RESOLVED** that Cllr Freeman would do so. <<**Action Cllr Freeman**>>

11. Parish Projects:

- **Walford Links:** Cllr Heath reported that the Council Report has finished circulation at Herefordshire Council and that the Parish Council are now waiting for the Chair of the Regulatory Sub-Committee to pronounce – after which there will be a formal notification.
- **Village Agent Scheme and Land at Forest Green:** As Cllr Carpenter was not present, these items were postponed, until the next meeting.
- **Kerne Bridge Canoe Launch site:** The response received from Herefordshire Council to the Parish Council's letter regarding the site, was noted – specifically the request for evidence of the reported congestion at the site. Cllr Daniels was asked to source evidence and photos, to confirm the congestion problem. It was unanimously **RESOLVED** that Cllr Daniels would do so. <<**Action Cllr Daniels**>>

12. Information and Correspondence

- 12.1 Correspondence:** Correspondence Appendix C & HALC Information corner were noted.
- 12.2 Response To Polling Station Consultation Letter:** It was unanimously **RESOLVED** to respond that Walford Parish Council are happy with the present Polling Station arrangements. <<**Action Clerk**>>
- 12.3 Consider responses required to correspondence received during April:** It was unanimously **RESOLVED** to respond to Herefordshire Council's e mail, regarding proposed red road markings in Bishopswood, with the comment that – as previously stated – The Parish Council did not want to see red paint on the road, suggesting the use of Cats Eyes as an alternative.

- 13. Public Response Session:** A member of the public asked whether there would be a public meeting, regarding the planning application for Thorny Orchard and the Chairman responded that when an application had been received, a planning meeting - at which the public would be invited to comment, would be held, to consider the application. Cllr Drummond mentioned that the road through Hom Green would be closed again.

14. Items for next meeting agenda:

- **Core Strategy:** Discussion on the exact quota for housing to be provided in Walford Parish, under the Core Strategy and how much of this quota has been met thus far.
- **Highways Defects:** Whether Walford Parish should collate a list of defects, to be reported to Herefordshire Council, prior to the new Highways Maintenance Contract being awarded in September - as the new contractual arrangements were understood to include initial funding, to bring roads up to standard.

- 15. Date of the next meeting:** 12/06/13 - Finance Committee at 6.30pm, Full Council at 7.30pm at Bishopswood Village Hall.