

WALFORD PARISH COUNCIL

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

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Minutes of the Full Council meeting held in Walford Village Hall At 7.30pm on Wednesday 24th June 2015

Present: Frank Myers - Chairman

Councillors: Dave Berry, Shane Carlson, Karen Chinn, Simeon Cole, Eric Drummond, Heather Evans, Sophie Hurley, Angus McIntosh.

Not present: Luke Freeman.

In attendance: Clerk Catherine Murray. Ward Councillor Paul Newman.

1. **Apologies:** None received.
2. **Co-option of Councillors:** There were only two candidates for co-option; therefore Murray Alston and Martyn Jenkins were co-opted to serve on the Parish Council.
3. **Declarations:** Simeon Cole – pecuniary interest in planning item 10c and Eric Drummond pecuniary interest in planning item 10a, Karen Chinn – non-pecuniary interest in planning item 10a.
4. **General Power of Competence:** It was unanimously **RESOLVED** to adopt the General Power of Competence.
5. **Minutes:** It was unanimously **RESOLVED** to accept minutes of the previous meeting held on 13th May 2015.
6. **Verbal reports:**
 - 6.1 **Police representative:** Was not present due to operational duties.
 - 6.2 **Ward Councillor:** Paul Newman gave his report – a copy is available from the Clerk. Cllr Newman offered to share information he had on planning applications, to ensure that the planning process is both fair and transparent and which might be of use to the Parish Council. It was suggested that the present system should be adhered to, whilst clarification is sought from Cllr Newman and the authorities, in order to decide whether this approach is appropriate. It was agreed that the Chairman would discuss each planning item on the agenda with Cllr Newman outside of the meeting, in order to determine how any information may have helped us with our considerations.
 - 6.3 **Localities Steward:** Kevin Williams confirmed that Herefordshire Council's contractors would be making cuts to the verges within 2 weeks; he confirmed that the cuts are usually to a distance of 1m from the verge edge and also 1m high on hedges next to the verge. The hedges up Bulls Hill will be done soon. A new street name plate is being made for the sign next to Priory Lea, but there is no budget for re-painting of the lamp post. He asked the Clerk to advise him of any particularly dangerous overgrowth at junctions, which he could action within 24 hours, if they met the criteria of requiring an emergency cut. <<**Action Clerk**>>
7. **Public Participation Session:** Ex Cllr Terry Snow said that he has a list of volunteers for the Village Warden Scheme, which he will give to Cllr Hurley. A member of the public said that there was still no water butt at Walford Church, Cllr Drummond said that he had put one there, which might have gone missing, but would take a container of water down there for the time being.
8. **Standing Orders:** It was unanimously **RESOLVED** to approve updated Standing Orders.
9. **Finance - Financial Statement - Appendix A, bank reconciliation & bank statements for May were noted.**
 - 9.1 **Internal Audit:** Internal Auditor's report of successful completion of Audit was noted.
 - 9.2 **Annual Return:** It was unanimously **RESOLVED** to approve and assign the Accounting Statements and Annual Governance Statement for Y/E 31/03/15, on recommendation from the Finance Committee.
 - 9.3 It was unanimously **RESOLVED** to approve the Statement of Internal Control & Risk Schedule for Y/E 31/03/15.
 - 9.4 **Financial Regulations:** It was unanimously **RESOLVED** to approve updated Financial Regulations.
10. **Planning:** Applicants and the public were invited to comment before applications were considered.
 - 10.1 **Planning Applications:** Planning Appendix B was noted and comments put forward on:
 - a) **Site:** Hom Farm, Hom Green, Ross-On-Wye, HR9 7TF. **Application No:** 151387.
Comments: There were no objections to the application.
 - c) **Site:** Land adjacent Purland Chase, Coughton, HR9 5RR. **Application No:** 151596.
Comments: The Parish Council did not support the application, the decision was unanimous. Building at this location between Ross on Wye and Coughton would be contrary to the views articulated by the Parish Council in the Parish Plan / Inappropriate design / Concerns regarding an increase of traffic using the access to the new dwellings on this stretch of the B4234 / Drainage and sewage concerns, regarding additional discharge from these two substantial dwellings, with particular reference to surface water on the highway.

- d) **Site:** Land at Wenslow Cottage, Sharman Pitch, HR9 5SH. **Application No:** 15154.
Comments: There were no objections to the application.
- e) **Site:** Crown Cottage, Howle Hill, HR9 5SP. **Application No:** 151632.
Comments: The Parish Council did not support the application. (The decision was unanimous)
Inappropriate construction / Concerns about the potential use of the building

10.2 **Neighbourhood Planning:** Cllr McIntosh said that the Steering Group met on 20th May and that the Ward Councillor attended. Cllr McIntosh was elected as Chairman. A decision was made that there was no benefit in responding to the Core Strategy consultation, as the changes would not affect Walford's plan.

11. Highways / Rights of Way / AONB - (Appendix D contains Councillors Highways & Rights of Way Reports)

- 11.1 **Lengthsman Co-ordinator and Rights of Way Officer's reports: RsOW:** Work is ongoing and more is booked in; a bridleway sign has been located incorrectly, but will be moved by the end of the week.
- 11.2 **Work orders for the Lengthsman and Rights of Way:** The footpath between the School and the Church – Lengthsman. Right of Way WA22 needs overhanging vegetation clearing. Cllr Cole offered to carry out this work and there was unanimous approval. He was asked to let Cllr Chinn know when he will be doing the work. <<**Action Cllr Cole**>>
- 11.3 **Lengthsman's contracts and pot-hole scheme paperwork:** The Clerk was asked to send copies of the contracts to HALC / NALC, asking for feedback and then to send them to the Insurers for their comments. There was concern that, before the Council committed to such documents, legal advice should be obtained, but it was felt that this advice should be made available to all parish councils. <<**Action Clerk**>>
- 11.4 **Flooding Daycroft Lane:** Balfour Beatty has confirmed that the feasibility study will take place in July. The Clerk was asked to obtain copies of the proposals for Cllrs. <<**Action Clerk**>>
- 11.5 **Bulls / Leys and Howle Hills – HGV signage:** It was unanimously **RESOLVED** to pay the pro-forma invoice for the supply of signs.
- 11.6 **BT Red Telephone Kiosk:** It was unanimously **RESOLVED** to adopt the BT phone box in Walford Village for the cost of £1 and to authorise the Chairman to sign the contract with BT, once a small working group has looked at it and approved it for signature. <<**Action Chairman and Working Group**>> The cost of a defibrillator for the phone box and where to site the box will be investigated by Cllr Berry before the next meeting; Other costs will also be looked into. <<**Action Cllr Berry**>>

12. Parish Projects:

Walford Links: Cllr Carlson has examined all the paperwork and will pass it onto Cllrs McIntosh and Chinn. <<**Action Cllrs Carlson, McIntosh and Chinn**>>

Village Warden: Cllr Hurley updated the Council on her visit to the Good Neighbour Conference. She explained that the scheme involves a co-ordinator, with volunteers working under them; the co-ordinator will have a mobile phone dedicated to the scheme and initial set-up costs are estimated at around £700. She asked how to encourage lonely / vulnerable people to come forward. The Chairman suggested raising awareness locally and added that discussions are on-going with Herefordshire Council about funding.

Kerne Bridge Canoe Launch & WCs: Herefordshire Council are proposing a side letter to the contract, clarifying the triggering of the overage clause. Cllrs Carlson and Berry were concerned that side letters are not always valid. Cllr Berry asked whether the proposal is the same as the one agreed between Ross Town Council and Herefordshire Council. The Chairman said that he believed that the lawyers were the same as those used by Ross and he has been told that the agreement would be the same. Cllr Berry asked why there was a delay and the Chairman responded that the PC should wait for the advice of the lawyers.

All War Memorials: Cllr Cole offered to remove the conifers which are undermining the retaining wall at Bishopswood Memorial; he will first speak to the landowners. There were no objections from the Council to Cllr Cole carrying out this work. <<**Action Cllr Cole**>> The Clerk has requested quotations for Bishopswood Memorial and War Memorials Trust has requested further information regarding Walford Memorial restoration.

13. Information and correspondence

- 13.1 To note Correspondence Appendix C, Clerks Report Appendix D and HALC Information corner.
Cllr Training: The Clerk was asked to book a group Parish Council briefing by HALC. <<**Action Clerk**>>
- 13.2 **Responses required to correspondence received during May / June:** The Clerk will respond to Anthony Bush to say that no Councillors will attend the Parish briefing on 9th June. <<**Action Clerk**>>

14. Public session: A parishioner mentioned another Parish, which has converted their BT Box to an iBox and with a schematic map of all properties / businesses in the Parish; they also plan to use it as a Wi-Fi hub. Another asked if the Councillors might speak towards the public, so that they can hear better. Another asked how users of the defibrillator would contact the relevant people. A Cllr explained that emergency services are contacted and issue a code which then gives access to the box in which the defibrillator is securely contained.

15. Items for next meeting agenda: As above and co-option of an additional Councillor

16. Next meeting: 02/09/15 Full Council at Bishopswood Village Hall.

17. Confidential Closed Session: Employment Matters. (The Public were asked to leave the room)