

WALFORD PARISH COUNCIL

Minutes of Walford Parish Council Meeting



Held at Walford Village Hall
Monday 8 July 2019 at 7.30pm

Present:

Councillors: Monica van Lienden (Chair), Ian Matthews (Vice-Chair), Joanne Akers, Simeon Cole, Ruth Dolman, Eric Drummond, Heather Evans, Richard Jackson, Elizabeth Jordan, Sian Newbert, Bob Puzey and Guy Smith

In attendance: Richard Abolins (Clerk) and 6 members of the public.

1. **Apologies** – Councillor Karen Chinn (previous engagement)
2. **Declaration of interests** – there were none.
3. **Adoption of Minutes of previous meeting**
Councillor Dolman asked that minutes should refer to the subject rather than just the item numbers. The Clerk agreed to do this. It was **RESOLVED** to adopt the minutes of the meeting held on 26 June 2019 as a true and accurate record. They were signed by the Chair.
4. **Public participation session**
 - 4.1 A resident pointed out that only twelve out of thirteen declarations of interest appear to have been lodged. It was pointed out that the Monitoring Officer was still in the process of posting declarations to the website.
5. **Personnel**
 - 5.1 The Committee Chair reported that the policies approved at the last committee meeting had now been approved by Council and terms of reference had been approved for submission to the Council. A request had been sent to the Finance Committee to increase the training budget from £500 to £1,000.
 - 5.2 Terms of reference would be redrafted and submitted for the Council's approval at the next meeting.
 - 5.3 The Chair had been booked on a HALC training course for chairmen. Councillor Cole was also booked on this course at his own expense. It was **RESOLVED** to send the Vice-chair on the course. The meeting asked the Clerk to ask Lynda Wilcox to complete the councillor training session held on 20 June.
 - 5.4 The next meeting will be held on 23 July at 7.30 at Walford Village Hall.
6. **Highways/Rights of Way**
 - 6.1 There was no update on the lengthsman's contract.
 - 6.2 The Chair will contact the Ward Councillor to obtain more details on verge cutting.
7. **Kerne Bridge Canoe Launch**
 - 7.1 It was agreed that providing the Council can fulfil their contractual responsibilities, there was no need to change the working group to a committee. It was **RESOLVED** to keep the Canoe Launch as a working group, and it would draft terms of reference for Council's approval.
 - 7.2 Councillor Cole was concerned that if maintenance was necessary on health and safety grounds, there should be provision to approve this expenditure between meetings. Although there were already powers to approve expenditure in an emergency, such maintenance may not be an emergency but still urgent and necessary. It was **RESOLVED** not to delegate authority to approve expenditure.
 - 7.3 Following the recent heavy rain, Councillor Akers was concerned about who was responsible for the safety of canoeists launching from the site. Councillor Smith explained that he used a traffic light system to gauge the severity of the potential danger and thought that other operators were similar. It was **RESOLVED** to ask the working group to investigate this matter.



8. Phoenix Meadow

The agent has not made any progress on the Council's behalf. It was RESOLVED to ask for a clear response before the next meeting, otherwise the Council will consider other action including closure of access to the meadow.

9. Communications

9.1 It was RESOLVED to form a Community Engagement working group. The members will be Councillors Akers, Matthews, Newbert and Puzey and resident Dave Berry.

9.2 It was RESOLVED to reserve seating at the front of the public area for the hard of hearing. Both Walford and Bishopswood Village Halls are trying to repair their hearing loops and Walford Village Hall will check the current state of their radio mikes.

9.3 It was RESOLVED to refer the use and management of social media to the new Community Engagement working group

10. It was resolved to form a Safety working group to assess safety in the parish and report back to the Council at the next meeting. The members will be Councillors Jackson, Jordan, Newbert, Smith, and van Lienden.

11. It was RESOLVED to form an Environmental working group. The members will be Councillors Cole, Jackson, Jordan, Newbert and Smith.

12. Public participation session

12.1 A resident asked if responsibility for risk assessment rests with the management company. Another resident pointed out that in the management agreement, liability lay with Riversea Holdings Limited.

13. Items for next meeting agenda

13.1 Terms of reference

13.2 Lengthsman's contract

13.3 Phoenix Meadow

13.4 Training

13.5 Bishopswood Village Hall toilets

14. **Next meeting** – Wednesday 4 September 2019 at 7.30pm in Bishopswood Village Hall

The Chair closed the meeting at 8.57pm

SIGNED _____ DATE _____