



WALFORD PARISH COUNCIL

Minutes of the meeting of Walford Parish Council

Held online Wednesday 24th June 2020, 7:30pm

Present: Councillors: Monica van Lienden (Chair), Joanne Akers (Vice-Chair), Chris Barron, Karen Chinn, Simeon Cole, Ruth Dolman, Eric Drummond, Heather Evans, Elizabeth Jordan, Sian Newbert, Bob Puzey, Bridget Vine

In attendance: Jayne Putland (Parish Clerk), Yolande Watson (Ward Councillor) and two members of the public. (Due to Yolande Watson experiencing technical issues was not able to attend online until after her agenda item had passed).

1. **Apologies:** Cllr Guy Smith.

2. **Declarations of interests:**

Cllr Puzey declared a non-pecuniary interest in item 5.1 - **Riversea Holdings Ltd – Mobile Catering Van**

3. **Minutes:**

It was **resolved** to adopt the minutes of the meeting on 15th June 2020 as a true record of the meeting. The Chair will sign the minutes when physical meetings are permitted.

4. **Public Participation Session**

4.1 The Ward Councillor had not joined the meeting at this time and as such there were no questions.

4.2 Member of the public highlighted that there had been some inconsistencies regarding the recording of Councillors Declarations of interests. It should always be recorded as either non-pecuniary or pecuniary.

Cllr Puzey electronically moved to 'the lobby'.

5. **Planning:**

5.1. **Riversea Holdings Ltd – Mobile Catering Van** - To consider granting permission for Riversea Holdings to seek planning permission to extend their operational time period from temporary licence of 28 days as per Clause 2.3.4 of the Management Agreement. Cllr Dolman proposed that permission be granted and Cllr Cole second, 1 abstain was received. It was **resolved** to grant Riversea Holdings to seek planning permission from Herefordshire Council to extend their operational license beyond 28 days.

Cllr Puzey re-joined the meeting.

5.2. **P201554/J** - Ashlea 2 Coughton Ross-On-Wye Herefordshire HR9 5RY. Yew tree in rear garden has failed large branch and signs of Ganoderma and needs felling. After much discussion it was felt that the appropriate arboricultural survey had not been completed and the application was incomplete. It was **resolved** to object to this application as due diligence is required for proper relevant arboricultural surveys to be completed.

6. **Finance:**

6.1. Finance Committee Chair reported:

- Annual Governance and Accountability Return – clerk to complete return which will be presented and approved at 29.07.20 Full Council meeting
- Risk Register – Clerk to update with Walford Community Support Scheme risks
- Revaluation of council assets – Cllr Akers to liaise with Insurers on how best to go forward regarding revaluation of council assets
- Tree Survey at Kerne Bridge Canoe Launch- Survey has been commissioned and the outcomes of which will be reviewed in regards to any works that may be required.

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7. Resilience Plan: -

7.1. *To elect a Resilience Coordinator*

Cllr Akers noted that the current incumbent carries out the operational side of this role, with no cost to the council, and wondered who would undertake the operational duties if the coordinator was to change. Cllr Evans was not comfortable that the coordinator does not charge for the operational services but Cllr van Lienden stated that she does not claim for duties that are carried out for the council.

Cllr Vine asked why the voting for the Resilience Coordinator was the only one being re-voted on as the HALC coordinator vote had also experienced a technical issue. Cllr Vine informed that with the HALC vote 1 Cllr's vote had not been recorded but as such this vote would not have made a difference. But as it was a split vote for the Resilience Coordinator role the missing vote would have changed the outcome.

No nominations were received and Cllr Chinn proposed for Cllr Cole to continue as Resilience Coordinator and Cllr Drummond second. 2 Cllrs abstain and it was **resolved** to appoint Cllr Cole to Resilience Coordinator.

7.2. *To receive Resilience plan update*

Cllr Newbert stated that it was not clear regarding the issue of sandbags and Cllr Cole would look into this issue and update. Cllr Newbert highlighted the issue of stranded motorist due to severe flooding who may need help. Also, the recording of actions taken, these need to be reported back from the Resilience Coordinator, Cllr Cole was happy to undertake this.

8. Highways and footpaths: -

8.1. *To receive report from Lengthsman Co-ordinator*

No issues, footpaths were cleared in March.

8.2. *To receive report from Rights of Way Officer*

Problem with blocked access regarding footpath WA1 which is now being dealt with by Herefordshire Council.

9. Maintenance Coordinator/Canoe Launch Coordinator: -

9.1. *Clarification of role*

Cllr van Lienden had investigated this issue and looked into historical agenda which was itemised as **Appoint a Maintenance Coordinator**, in the associated minutes this had been recorded incorrectly as both Maintenance Coordinator/Canoe Launch Coordinator. Chair requested that any further information regarding this issue to be sent to her before this change of role can be put forward to full council.

9.2. *To receive questions on update report*

Cllr Vine requested more information regarding the abutment maintenance and was informed that the Maintenance Coordinator was to complete a full report and would circulate once completed but reiterated that this was not a health and safety issue. Cllr Newbert was concerned that no work should be commenced before an ecology survey had been completed in case bats inhabited this site. Maintenance Coordinator stated that a small area of ivy had been removed to complete electrical works only.

Maintenance Coordinator still in talks with the Environment Agency regarding the steps/path and once the Environment Agency have made their decision will be reported back to full council.

Cllr Vine inquired regarding the toilet facilities at this site and the Maintenance Coordinator informed that a portable toilet will be in place as the same as last year at no cost to the council.

10. Neighbourhood Development Plan steering group: -

10.1. *To consider amended ToR*

To be added to next meeting for discussion – 29.07.20.

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10.2. *To receive questions on steering group update report*

Cllr Newbert asked if S106 monies, which have been added as an appendix, all we need to present to Herefordshire Council. Coordinator confirmed that having a list as an appendix gives the council more leverage on how this should be spent within the parish. Consultant to recommence site inspections on the 16th July and consultant fees are covered by grant received. Cllr Chinn proposed and Cllr Cole second for payment of consultant fees from grant monies received and it was **resolved** to facilitate payment.

S106 and Community Infrastructure Levy Parish List to be added as an agenda item for the next meeting – 29.07.20.

11. **WCSS working group: -**

11.1. *To receive questions on working group update report*

The new coordinator had applied and was successful in obtaining a £4,000 grant from Herefordshire Community Foundation for PPE and maintaining community morale. This week afternoon tea boxes had been delivered to members of the community and feedback received was positive.

12. **Community engagement working group: -**

12.1. *To receive questions on working group update report*

A request had been sent out to Cllr's for any items for inclusion in the newsletter but only a few items had been received. Cllr van Lienden stated that she did have some items for the next newsletter.

13. **Safety working group: -**

13.1. *To receive questions on working group update report*

Cllr Chinn highlighted the issue of a lack of access to documents and the need to be put onto website. It was requested that any documents to be sent to Clerk to be held centrally.

13.2. *To consider safety signage for Canoe Launch*

It was discussed the requirement to have **At your Own Risk** signs in place at Kerne Bridge Canoe Launch site. Cllr Dolman proposed and Cllr Cole second, it was **resolved** to print and post signs on the notice board at Kerne Bridge Canoe Launch site. Cllr Newbert and Cllr Vine to send signs to Cllr Akers who will laminate signs.

13.3. *To consider installation of extra safety barriers at canoe launch site*

Cllr Cole informed that there are temporary plastic barriers in place where the safety barriers were until they were washed away in the flood. The grass area is strimmed so the public can see where the ground falls away. Cllr Cole has made an application to the Environment Agency to replace the safety barriers and once permission has been received will then go ahead in obtaining quotes for replacement barriers.

14. **Environmental working group: -**

14.1. *To receive questions on working group update report*

No questions were received.

14.2. *To consider grant application for abutment repairs*

Cllr Newbert reported that there may a possibility to receive 50% of costs via the Herefordshire Community Foundation grant as this is an historical landmark. Cllr Newbert to investigate further and to report back to council.

It was asked if this grant could be used for anything else other than the abutment repairs. Cllr Vine stated that on the Herefordshire Community Website it lists the criteria for AONB and thought that the abutment does tick the boxes but will investigate further. Cllr Vine did state that this grant will not cover any costs relating to the bat population and will send website address to clerk to circulate.

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14.3. *To consider development of an environmental management plan for canoe launch*

Coordinator to investigate information regarding how to manage a SSSI site, what procedures need to be in place when there is no supervisor at site. Coordinator to feedback back to council.

Chair felt that there should be contact numbers on the noticeboard for members of public regarding incidents or anti-social behaviour and felt that this could also be included on the website.

15. Online Systems:

15.1. *To receive an update on current system.*

From the 1st July WebEx will only be free for 50 minutes with restricted functions and to experience the current free version there will be a charge. Full functions and unlimited meeting times can be purchased on either a monthly basis or yearly. It was **resolved** to purchase the WebEx online meeting functions on a monthly basis until physical meetings commence.

Dave Berry, Chairman of Walford Village Hall, informed that they are looking to reopen by the end of July.

16. Training - HALC

16.1. *To consider an online bespoke training session*

It was **resolved** to arrange with HALC to facilitate a bespoke training session.

17. Items for next meeting agenda (No discussion) :-

- 17.1. Approval of year end accounts and signing Annual Return
- 17.2. Dog Litter Bins
- 17.3. Resilience Plan
- 17.4. Structure and Operation of Working Groups
- 17.5. NDP ToR
- 17.6. NDP - S106 and Community Infrastructure Levy Parish List
- 17.7. Upgrade website to .gov domain

18. Next meeting: - Wednesday 29 July 2020 at 7.30pm location to be confirmed

The meeting closed at 21:20

SIGNED _____ DATE _____