

WALFORD PARISH COUNCIL

Minutes of the meeting of Walford Parish Council



Held Wednesday 12th January 2022, 7:30pm
At Bishopswood Village Hall

Present: Councillors Akers - Chair, Cole, Dolman, Francis, Evans, Petersen, Vine, Whelan, Drummond, O'Brien, Curtis and van Lienden

In attendance: Helen Tinson (HALC Clerk); Ward Councillor Watson attended remotely; Community Policing Team representative; and three members of the public.

1. **Apologies for absence:** Councillor Chinn - reason for absence was accepted
Nick Richmond (Clerk) – reason for absence was accepted

2. **Declarations of interests:** Councillor Cole – Planning 214332 – Pecuniary
Councillor Cole - NDP – Non-Pecuniary
Councillor Cole - Website – Non-Pecuniary
Councillor Drummond Planning 214212 – Non-Pecuniary
Councillor Drummond- NDP – Non-Pecuniary
Councillor Francis – NDP – Non-Pecuniary
Councillor Akers – Planning 214332 – Non-Pecuniary

3. **Minutes:** One handwritten amendment was requested to item 4.3 and accepted by the Chair.
It was RESOLVED: to adopt the minutes of the meeting held on 13th December 2021.
The Chair signed the minutes.

3.1 The minutes from the online WPC meetings were signed by Cllr van Lienden. Members considered the minutes of the online NDP meetings noting some minor amendments had been made from the notes. **It was RESOLVED:** to adopt the NDP minutes. The NDP minutes were signed by Cllr Dolman.

3.2 Members considered the confidential minutes from the meeting held on the 22nd April 2021 noting that names had been removed from the item relating to the incident at the canoe launch.
It was RESOLVED: to adopt the minutes. The minutes were signed by Cllr van Lienden.

A query was raised concerning the minutes from meetings on 25th August 2021, 15th September 2021 and 20th October 2021. It was agreed to establish if the minutes have been signed and to table an agenda item for the next meeting if they have not.

* 3.3 Members considered a proposal concerning the handling of meeting minutes.
It was RESOLVED: to approve the proposal and amend the Standing Orders accordingly.

4. Public Participation Session:

- 4.1. A representative for West Mercia Police attended the meeting and reported:
- 4.1.1. PCSO Dave Alexander is the liaison officer for the Walford area. Any officer can assist reports of crime.
 - 4.1.2. Councillors were asked to consider if Community Speed Watch would be useful in addressing concerns about speeding. Certain criteria would need to be met and a team of committed volunteers are required to run the scheme. It was agreed to consider further at the next meeting.
 - 4.1.3. Regular patrols remain ongoing in response to concerns about county lines activity and drug use in the car park and on the hills.
 - 4.1.4. Concerns were raised about the increase in fly tipping – incidents need to be reported to Herefordshire Council as this is not a police matter.

4.2. A written report will be provided by Ward Councillor Watson later this month. No matters were raised.

4.3. A report had not been received from the Locality Steward.

4.4. Members of the public were asked if they wished to speak.

4.4.1. A new shed has been purchased from Walford Timber using grant funds secured by WCSS and erected at Walford Village Hall for use by the Community Support Scheme by a

18th January 2022

* 3.3 It was proposed that following a WPC meeting the clerk will circulate draft minutes within 7 days. Councillors will have 7 days to provide any corrections. Any item that has been missed or wrongly recorded regarding a decision will be corrected. Any subjective correction the clerk may decide to change or not.

WALFORD PARISH COUNCIL

Minutes of the meeting of Walford Parish Council



volunteer. Council agreed to send a note of thanks to the volunteer and Walford Timber. The Parish Council were asked to review the condition of three war memorials in the parish that had been cleaned in 2015/2016. It was agreed that Asset Maintenance would be considered at the next meeting.

- 4.4.2. ~~The Dam~~ The meeting was informed that the Clerk will hold on file a plan circa 1950 identifying the outline of the dam. The resident was informed that council had voted to retain ownership and a conveyancer had been engaged to negate possible future boundary disputes.

5. Finance:

- 5.1. **It was RESOLVED:** to approve and ratify the payments on Appendix B and C. A query was answered concerning sponsorship and concerns were raised concerning the cost of the calendar. It was agreed that council would consider whether to repeat the calendar later in the year.
- 5.2. This item was deferred to the next meeting as there were no quotations to consider at this time.
- 5.3. Members considered the draft budget for 2022/2023. A query was clarified concerning newsletters (budget allowance assumes four per year). A further query was raised concerning the accuracy of the projected actual year-to-date costs for 2021/22 in the draft budget and it was agreed that the Clerk and Cllr Chinn would review the current year figures to date and report to the next meeting.

Members considered two questions raised by the Clerk in the accompanying notes:

- i) Advertising – there was support for local business advertising around the outside of one or more noticeboards. The acting Clerk advised seeking further advice about receiving income and was asked to establish whether funds can be allocated retrospectively.
- ii) £1000 grant – there was unanimous support to promote this in the next newsletter.

It was RESOLVED: To adopt the draft budget and promote the available community grant in the newsletter.

- 5.4. Members considered the precept for 2022/2023.
It was RESOLVED: To set the precept at £27,825.

6. Projects: -

- 6.1. Members received a report from the Community Support Scheme Co-ordinator. There were no comments.
- 6.1.1. Members were asked to co-opt Dave Berry onto the WCSS Working Group.
It was RESOLVED: to co-opt Mr. Berry onto the group.
- 6.1.2. The Queen's Platinum Jubilee Celebration at The Hub in June. Herefordshire Community Foundation has funding that can be applied for (£750 - £10,000) which can be applied for through WCSS called "The Let's Create Jubilee Fund" The deadline for applications is 28 February 2022. The celebrations would include the whole parish. Details of what to apply for funding for is needed before WCSS can submit the application. **It was RESOLVED** to move this item to the Finance Committee agenda for 2/2/2022 and asked for ideas to be sent to the Clerk prior to this meeting.
- 6.2. Members received a report from the Kerne Bridge Canoe Launch Maintenance Co-ordinator:
- 6.2.1. Members were asked to consider quotations concerning riverbank erosion. One quotation has been received from four tender requests:
Quote one: £8,000
Quote two: Expected within the next week to be referred to the Finance Committee.
It was agreed that the quote for £8000 seems high; work should be carried out between now and the end of March.
It was RESOLVED: in acknowledgement of the tight timeframe, that the Finance Committee consider both quotations at the Finance Committee meeting on 2/2/22 and appoint a contractor.
- 6.2.2. Members considered six offers to purchase the KBCL timber.

WALFORD PARISH COUNCIL

Minutes of the meeting of Walford Parish Council



It was RESOLVED: to accept the highest offer of £265.00. The Clerk will be asked to contact the winning proposer. Payment is required in advance. Delivery free of charge courtesy of Cllr Cole. Council thanked Cllr Cole for his kind offer.

6.3. Members received a Police Liaison report from Cllr Whelan. There were no comments.

6.4. Members were informed that the Safety & Environmental Working Group are in the process of arranging their next meeting.

6.4.1. Members were informed that a job number has been issued for the BBLP Community Commissioning Assessment request for Green Meadows.

6.4.2. Members considered the revised Environmental Policy.
It was RESOLVED: To adopt the policy.

6.4.3. Members considered how to incorporate the Dark Skies Policy into the NDP and were informed that it can be considered if someone puts in a comment via the NDP Consultation Comment Form. Members were asked to consider submitting a comment in response to the NDP consultation.

6.4.4. A report on wild swimming status was not available and this item was deferred to the next meeting.

6.4.5. Members were informed that Cllr Whelan has been recruited to Herefordshire Council's Climate and Nature Partnership Board. The role of the board (comprising of 15 individuals) will be to support the objective for Herefordshire to be a thriving zero-carbon and nature rich county by 2030 by driving the implementation of the countywide Climate and Nature Action Plan, which has been co-developed with people and organisations across Herefordshire. The Action Plan covers six key topics: transport; energy; housing and buildings; waste; food; farming and land use. The first Board meeting was held in November 2021.

7. Highways and public rights of way: -

7.1. PROW – There were no new PROW issues to report. A list is being prepared for the new PROW contractor.

7.2. Lengthsman Coordinator – there was nothing to report for January. Drainage works will be actioned to ditches at Daycroft Lane and gullies on Howle Hill.

7.3. Members were informed that an advert has been submitted to the Ross Gazette for the Lengthsman tender. The Clerk will be asked to provide an update at the next meeting.

7.4. Members were asked to consider giving responsibility for determining the programme of works for ditch clearing to the Safety & Environmental Working Group. It was noted that there is additional money in the budget for ditch clearance. Ward Cllr Watson expressed interest in being involved as part of the wider Herefordshire Flood Strategy.
It was RESOLVED: To assign this to the Safety & Environmental Working Group for consideration at the next working group meeting.

7.5. Members were informed that some large tree branches had fallen in the land at the top of Bulls Hill but remained attached to the tree, and proposed that the timber should be put down for safety. It was also proposed that the Lengthsman, or another contractor, should carry out maintenance work once per quarter to demonstrate ongoing maintenance is being undertaken by the Parish Council.
It was RESOLVED: To carry out safety work to potentially dangerous tree branches and for the Safety & Environmental Working Group to determine a programme of works for the Lengthsman.

8. **NDP:-** Cllrs Cole, Drummond and Francis left the room in accordance with their declaration of interest. Members were informed that Ross Town Council have approved the revised Memorandum of Understanding for Housing Allocation.

A handwritten signature in black ink, appearing to be 'JA', located at the bottom right of the page.

WALFORD PARISH COUNCIL

Minutes of the meeting of Walford Parish Council



It was **RESOLVED**: that the Clerk sign the MoU and send it to Ross Town Council.

Cllrs Cole, Drummond and Francis returned to the meeting.

9. **Risk Register:** Members considered the updated Risk Register, presented by Cllr Whelan. Two minor amendments were proposed and accepted: One text amendment was made to the dates on Best Value and Contracts and a request was made to add a Header Row Repeat. Cllr Whelan undertook to make the amendments.

It was **RESOLVED**: To adopt the Risk Register. Council thanked Cllr Whelan for his excellent work.

10. Planning:

10.1. Hereford Local Plan Questionnaire. Members considered the draft response.

It was **RESOLVED**: To approve the draft response. Cllr Dolman is to send the report to the Clerk for submission. Council wished to thank all those who contributed to a very comprehensive report: Andrew, Ruth, Chris, Virginia and Yolande.

10.2. Members considered applications as listed on Appendix A:

10.2.1. Cllr Drummond left the room in accordance with his declaration of interest.

214212 – Land at Arbour Hill Farm. 4 bedroom detached dwelling and double garage with office over. Members considered the application and raised no objections.

It was **RESOLVED**: To support the application.

Cllr Drummond returned to the meeting.

10.2.2 Cllrs Cole and Akers left the room in accordance with their declaration of interest. Cllr Drummond took the Chair.

214332 – Stillmeadow, Coughton. Installation of 12 Photovoltaic Panels. Members considered the application and raised no objections.

It was **RESOLVED**: To support the application.

Cllrs Cole and Akers returned to the meeting.

11. Website and email: - Cllr Cole left the room in accordance with his declaration of interest.

Members received a report from Cllr O'Brien concerning the new .gov.uk website for Walford Parish Council. Cllr O'Brien agreed to ask about local back up arrangements in case the cloud goes down. Purchase and migration can be completed in approximately 24 hours including an upgrade to file list folders.

It was **RESOLVED**: To approve the purchase and migration to a new .gov.uk website through Eyelid Productions and HALC and for Cllr O'Brien to circulate the roll out plan.

12. Leys Hill junction: - Members considered a quotation of £1643.58 plus VAT from BBLP for a site assessment, and it was proposed that Cllr Cole and William Cansdale be present at the site visit to ensure nothing was missed.

It was **RESOLVED**: To accept the quotation.

13. The Dam: - This item was deferred to the next meeting as there was no update available at this time.

14. Smartwater: - Council has determined that this project will go ahead. Members considered setting up a working party to co-ordinate and manage delivery of the project.

It was **RESOLVED**: To approve a working party. The working party to comprise Cllrs van Lienden (Lead), Akers and O'Brien.

15. Phoenix Meadow: - Members were informed that a meeting has been scheduled for the 28th January 2022 between Mr. Freeman and the negotiating party and a report would be submitted to the next meeting. The Clerk will send an agenda to Mr. Freeman prior to the meeting.

details of the discussion

16. Correspondence: - Members received a report from the Clerk concerning correspondence received since the last meeting. It was considered helpful and would be welcomed as a standard agenda item.

17. Items for the next meeting agenda: -

17.1. Community Speed Watch scheme

A handwritten signature in black ink, appearing to be 'JA' or similar, located at the bottom right of the page.

WALFORD PARISH COUNCIL

Minutes of the meeting of Walford Parish Council



- 17.2. Asset Maintenance (programme of works)
- 17.3. Parish Noticeboards and advertising
- 17.4. Update: Lengthsman Tender
- 17.5. P3/Lengthsman scheme 2022/2023
- 17.6. Update: Leys Hill Junction
- 17.7. Update: Phoenix Meadow
- 17.8. Update: The Dam
- 17.9. Community Resilience Plan
- 17.10. Report: Year to date expenditure
- 17.11. Minutes: 20/10/21 if required
- 17.12. Report: Website Progress
- 17.13. Report: Wild Swimming status
- 17.14. Update: SmartWater
- 17.15. Update: KBCL – Riverbank erosion quotations
- 17.16. Correspondence

18. Next meeting: - Wednesday 16th February 2022 at 7:30pm – Walford Village Hall.

The meeting closed at 21:29

SIGNED

Joanne Aheiss

DATE

16 / 2 / 2022