

WALFORD PARISH COUNCIL

Minutes of the meeting of Walford Parish Council



Held Wednesday 15th June 2022, 7:30pm
At Walford Village Hall

Present: Councillors Akers - Chair, Evans, Chinn, Vine, Petersen, Cole, O'Brien, Dolman, Curtis

In attendance: N Richmond(Clerk), Ward Councillor Watson and members of the public.

1. **Apologies for absence:** Councillors Drummond, van Lienden, Whelan, Francis reasons for absence were accepted.

2. **Declarations of interests:** No dispensations were requested. The following declarations of interest were made:

Cllr Chinn – agenda item 11 NDP.

Cllr Cole – agenda item 11 NDP and agenda item 12 Planning application 221640 pecuniary.

Cllr Vine – agenda item 12 Planning application 221640 non-pecuniary.

3. **Appointments to committees and working groups.**

Cllr Cole not having been at the previous meeting he was appointed to join the finance committee.

Cllrs Akers, Chinn, Evans, O'Brien and Dolman were appointed to the personnel committee.

Cllrs Akers and Dolman were appointed to the NDP Steering group along with Andrew de la Haye and Chris Barron.

Cllrs Akers, Chinn, Curtis, O'Brien were appointed to the WCSS working group along with Dave Berry.

Cllrs Akers, Cole, Petersen, Whelan, Evans and Vine were appointed to the Safety and Environmental Working Group and will be joined by Bill Cansdale, Dave Berry and Ward Councillor Watson. Cllr Francis not being present she may be appointed at the next meeting.

Cllrs Akers, Chinn and Curtis were appointed to the Community Engagement Working Group. Cllr Whelan not being present he may be appointed at the next meeting.

Cllrs Akers, Cole, Petersen, Evans and Vine were appointed to the Kerne Bridge Canoe Launch working group and will be joined by Dave Berry, Sian Newbert, Sian Green, Martin Green, Sonie Woodington, Guy Smith and Laura Leadbetter.

The following were appointed to roles:

KBCL Co-ordinators Cllrs Cole and Petersen.

Lengthsman co-ordinator Cllr Cole.

PROW officer Cllr Evans

Resilience officer Cllr Petersen

Defibrillator monitor Cllr Petersen

In the absence of Cllr Whelan the role of police liaison officer was held over to the next meeting.

4. **To consider minutes of the previous meeting held on 19th May 2022.**

Several councillors pointed out errors in the minutes so it was decided to hold them over to the next meeting.

5. **Public Participation Session:**

5.1. No representatives of West Mercia police were present.

5.2. Ward Councillor Watson gave a verbal report on three matters:

1) **Light pollution on Bulls Hill** – the intrusive bright light installed by a resident which had been objected to by council in relation to a recent planning application submission remains a problem affecting drivers. Cllr Watson advised that a resident was going to speak to the owner of the property in question and that if no action to curb the light resulted she would report it to the police.

2) **Sharman's Pitch** – a hedgerow has been removed apparently without planning permission and Cllr Watson has advised the property owner that planning permission was required.

3) **The hole at the bottom of Howle Hill** – The hole is the result of drainage work being carried out around the parish by the lengthsman, and Cllr Watson was of the opinion that it represents a danger to drivers and should be filled in. A report from the lengthsman with a quotation for the work he believes is required had somehow not been sent and only just received prior to

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the meeting. Councillors had differing opinions as to whether a flooding issue exists that requires action. It was agreed at the suggestion of Cllr Akers that proper barriers be placed around the hole by Cllr Cole and the matter of the report of the lengthsman and the work quoted for would be considered at the next meeting.

- 5.3. Reports from the Locality Steward had been circulated.
- 5.4. Public Participation session. The first to speak was Dave Berry who enquired what was happening about the replacement noticeboards around the parish. The clerk apologised that the order for the boards had not yet been placed despite it being agreed by council. The clerk will consult with Cllr Akers to ensure that he knows all the locations and specifications of the boards and then place the order.

Chris Barron asked if he could make his comments at this point on a planning application. Cllr Akers asked him to hold his comments until the planning item 12.

Sian Newbert asked about the update on Phoenix Meadow, and Cllr Akers explained that the owner of Phoenix Meadow Luke Freeman had agreed to a project to re-wild the meadow and that she contacted him both about the overdue risk assessment relating to access for agricultural machinery and concerning the re-wilding project. She apologised that she had not yet followed up with a call to Mr Freeman. Cllr Evans commented that the agricultural season was now well underway without the risk assessment from Mr Freeman and no follow up meeting had been arranged with Mr Freeman to take the re-wilding forward.

6. Finance:

- 6.1. The Receipts & Payments accounts for 2021-22 were formally **APPROVED**. The internal audit and AGAR forms were presented and **APPROVED** and were signed by Cllr Akers and the clerk, who is instructed to publish them on the council website along with the notice of the exercise of public rights which he will put on the two noticeboards at Walford School and Walford Village Hall and then e-mail the accounts and signed AGAR forms to the external auditor PKF Littlejohn with a separate letter confirming the dates of the exercise of public rights.

- 6.2. The proposed payments and payment ratifications on Appendix B were **APPROVED**.

- 6.3. The year to date R&P report was noted. Cllr Chinn suggested that the elections line be removed and will liaise with the clerk on other changes to the format.

- 6.4. Grant request from Walford Village Hall.

Dave Berry the village hall treasurer explained that the hall advertises that it has 70 seats available but at the moment has only 44. He suggested that a grant of £1000 be made to the village hall which the village hall would match in funding to provide the new chairs. This was formally proposed by Cllr Cole but received no seconder in its support. As an alternative it was suggested that the chairs in The Hub owned by parish council could be used. Dave Berry pointed out that The Hub is locked so it might prove difficult to make use of them. Cllr Dolman suggested that there may be other organisations in the parish who might benefit from a share of the grant funding but since the funding was not advertised they would not be aware of it. On this basis Cllr Dolman proposed that a grant of £500 be made. This was seconded by Cllr Akers and a vote was taken with 5 in favour and 4 against so the proposal was carried and a grant of £500 will be made.

7. Personnel Committee.

The update was that Be Mackintosh has resigned as co-ordinator of the Community Support Scheme and will be leaving at the end of June. A recruitment procedure will be put in place which could involve an interim replacement.

8. Kerne Bridge Canoe Launch.

- 8.1 **The KBCL Maintenance Co-ordinator** report had been circulated.

- 8.1.1 The rather high expense of the three riverbank restoration quotations was noted, and a suggestion made that Cllr Petersen contact Cllr Whelan to investigate what grants might be available to cover some of the costs.

- 8.2 **KBCL Performance Checklist**. It was noted that council has now received copies of Riversea Holdings insurance documents. Cllr Cole advised that three bollards have been installed to prevent vehicle access outside of operational hours and timber has been ordered for replacement steps.

- 8.3 **Risk Assessment prepared by Stellatum**. Cllr Vine has refined the Stellatum risk assessment which will be circulated but was critical that although a rudimentary risk assessment had been provided by Riversea Holdings no risk assessment has been received from Mr Freeman.

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8.4 **KBCL Working Group.** Members of the public who were appointed are to e-mail the clerk who will create a new e-mail distribution list. A Wednesday date will then be agreed for a meeting of the working group in July to include Charlie Baker.

9. Projects: -

9.1. **Community Support Scheme** – No report was received.

9.2. **Police Liaison.** Cllr Whelan's report was received. No questions arose.

9.3 **Safety & Environmental Working Group.**

9.3.1 **Drainage Grant.** The clerk explained that the grant is claimed by invoice to Herefordshire Council backed by the invoice of the contractor to parish council. The invoice must be based upon the quotations provided in the application so council needs to decide which of the two areas (Daycroft Lane and Deepdean) will be chosen to access the grant funds. This will be decided at the next WPC meeting.

9.4 **Community Engagement.**

The newsletter is substantially completed for distribution by the end of June. The Smartwater kits have to be registered before they are put in envelopes which takes a while using a phone app. Cllr Akers asked for volunteers to help register the kits.

10. Highways and public rights of way: -

10.1. **PROW.** Cllr Evans noted that with summer in full swing paths are subject to overgrowing foliage and encouraged reporting to her of any issues.

10.2 **Lengthsman Coordinator** – Cllr Cole advised that drainage work continued around the parish. In his view some of the proposed work at Daycroft Lane was on private property. Cllr Akers said that there was a drain under the road that was not on private land. Cllr Cole took exception to what he saw as interference in the legitimate work carried out under the lengthsman scheme and advised that unless he received assurances of non interference he would not continue in the role of lengthsman co-ordinator.

11. NDP:- Cllrs Cole and Chinn left the meeting,

11.1 **The report of the NDP steering group** was noted. No comments were made.

11.2 **Regulation 15 submissions.**

Council considered the following documents:

11.2.1. Environmental Report

11.2.2. Appropriate Assessment

11.2.3. Consultation Statement (June 2022)

11.2.4. Basic Condition Statement (June 2022)

11.2.5. NDP Submission Draft Plan (June 2022) – To consider the changes agreed at the Extraordinary NDP meeting held on 7th April, to include Walford Primary School under WALF14 and to replace the locally produced maps with the approved Herefordshire Council maps.

It was proposed by Cllr Dolman and seconded by Cllr Akers that these documents were approved for submission and a unanimous vote in favour was recorded.

11.3. The dates of the NDP 'drop-in' consultation sessions to be held on Saturday 9th July (10am-12pm) at Walford Village Hall, and Thursday 14th July (7pm-9pm) at Bishopswood Village Hall were noted. The clerk was asked to liaise with Bill Bloxsome in regard to the submission of the documents.

Cllrs Cole and Chinn rejoined the meeting.

12. Planning:

12.1 To comment on planning applications in Appendix A: Cllrs Cole and Vine left the room.

221640 - The Water Hole Howle Hill. Hobbit House holiday let – Chris Barron spoke at length about inaccuracies in the application, and that the proposed construction would be visible locally from the road contrary to what appears in the application. He said that, as the application covers a 'Local Wildlife Site' a Habitats Regulations Assessment is required. Additionally as the site is in woodland without access to mains drainage, percolation tests necessary for soakaways are needed for foul waste and surface water runoff to ensure the site is suitable for a holiday let with washing and cooking facilities as detailed in the application. Within the planning and design statement it is claimed at 3.2.5 that an NDP that covers the site area is being produced, however, it has little weight at present for decision making purposes! This is incorrect as WPC are at stage 15/16 with HC and settlement boundaries have been set which clearly show the site to be in open countryside, and so should be considered under RA3.

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A vote was taken 3 in favour of the application and 4 against so it was decided to object to the application.

Cllrs. Cole and Vine rejoined the meeting.

221663- Land on Whittings Lane- Change of land use to parking with car access – Council wished to comment that it does not like to receive retrospective applications.

At this point (9.30pm) Cllr Akers asked if councillors wished to extend the meeting to complete the agenda and all were in favour of extending.

13. Website and email.

Cllr Akers advised that the website requires work in that it should be directly accessible rather than by a link from the old website, the councillors gov.uk e-mail addresses need to be set up, a new tab on the front page for the Kerne Bridge Canoe Launch needs to be set up and 'File List Pro' added to enable easier access of meeting information. Cllr O'Brien is to action these matters with Mark Millmore.

14. Community Resilience Plan.

Cllr Petersen has continued to contact the Herefordshire Council resilience officer without success. He will now update and circulate the existing plan to councillors on a confidential basis.

15. Leys Hill junction.

A meeting with a Balfour Beatty engineer has been held who will now draw up a signage scheme and consult with the Herefordshire Council TRO team to see where the 30 mph application has reached in case the two things can be combined.

16. The Dam.

The clerk will set up a site meeting with the surveyor and circulate the date to councillors who may or may not wish to attend.

17. Phoenix Meadow.

The update was provided under agenda item 5.4

18. Smartwater.

The update was provided under agenda item 9.4.

19. Correspondence Received.

The correspondence received was noted.

20. Items for the next meeting agenda: -

- 20.1. Appointments to committees and Police Liaison officer.
- 20.2. NDP
- 20.3. Leys Hill Junction
- 20.4. The Dam
- 20.5. Website/Councillor email addresses
- 20.6. Community Resilience Plan
- 20.7. Phoenix Meadow
- 20.8. Update on Speed Indicator Devices
- 20.9. KBCL Risk Assessment.
- 20.10. Drainage Grant.
- 20.11. Lengthsman Co-ordinator/ Proposed work of lengthsman at Howle Hill.
- 20.12 PROW noticeboard.
- 20.13 Council role descriptions.
- 20.14 Recruitment update.
- 20.15 Use of Community Assets.
- 20.16 Drainage Grant.

21 The next meeting - Wednesday 20th July 2022 7.30pm at Bishopswood Village Hall

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The meeting closed at 21.50

SIGNED Joanne Ahers DATE 20/7/22