

WALFORD PARISH COUNCIL

Minutes of the meeting of Walford Parish Council



Held Wednesday 20th July 2022, 7:30pm
At Bishopswood Village Hall

Present: Councillors Akers - Chair, Evans, Chinn, Vine, Petersen, Cole, Dolman, Drummond, Whelan, Francis

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

1. **Apologies for absence:** Councillors van Lienden, Curtis, O'Brien and Ward Councillor Watson - 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 Drummond – agenda item 11 NDP.
Cllr Cole – agenda item 11 NDP and agenda item 10.3 Howle Hill.
Cllr Francis – agenda item 11 NDP.
Cllr Dolman – agenda item 12.1 Planning application P221952 Land at Cats non-pecuniary.
3. **Appointments to committees and working groups.**
3.1 Some councillors having been absent at the previous meeting the following additional appointments were made:
Safety and Environment Working Group – Cllrs Francis and Whelan were appointed.
Community Engagement – Cllr Whelan was appointed.
3.2 Cllr Whelan was appointed as the police liaison officer.
3.3 Cllr Akers advised that as role descriptions had not been received from HALC this matter would be held over until the next meeting.
4. **To consider minutes of the previous meetings held on 19th May 2022 and 15th June 2022.**
The revised minutes of the meeting of 19th May 2022 were APPROVED as were the minutes of the meeting of 15th June 2022 and both were signed by the chairman.
5. **Public Participation Session:**
5.1. PC David Alexander was in attendance to enquire if council wished to undertake a Community Speedwatch. Cllr Akers advised that council is interested and asked what was involved. PC Alexander believed that CRB checks were required for those taking part but he agreed to investigate and advise Cllr Whelan what the requirements are. He had no particular criminal activity to report and asked if council had any issues to raise. Cllr Akers asked if police patrols were made around the area of the canoe launch. PC Alexander confirmed that patrols were made there so Cllr Akers asked that such patrols looked out for any anti-social behaviour around the canoe launch.
5.2. Ward Councillor Watson was not in attendance – her report had been circulated and no questions arose from her report.
5.3. Reports from the Locality Steward had been circulated.
5.4. Public Participation session. The only person to speak was Dave Berry who requested that a councillor was appointed as liaison officer with the Walford Village Hall committee and it was agreed that this would be put on the next agenda.
6. **Finance:**
6.1. The proposed payments and payment ratifications on Appendix B were **APPROVED**.
6.2. The year to date R&P expenditure report was **APPROVED**.
6.3. Grant request from Bishopswood Village Hall.
Bishopswood Village Hall have requested a grant toward the near £ 5,000 cost of replacing worn out flooring. Given that a grant of £500 has already been made to Walford Village Hall it was proposed by Cllr Vine that a grant of £500 be made to Bishopswood Village Hall. The proposal was seconded by Cllr Akers and there was a unanimous vote in favour.
7. **Personnel Committee.**

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It was reported that an interim appointment for the Community Support Scheme Co-ordinator (Nicole McIntosh) had been made, and approval was sought to place an advert for a permanent replacement, which all councillors were in favour of.

8. Kerne Bridge Canoe Launch.

8.1 8.1.1 & 8.2 were deferred until later in the meeting as Cllr Petersen had not yet arrived.

8.3 **Risk Assessment prepared by Stellatum.** The final version had been circulated and a vote was taken to approve it. The vote was unanimously in favour so the risk assessment was **APPROVED**. Cllr Vine advised that no actions were required but that there should be an annual review or a review if circumstances required it. Cllr Vine expressed a slight concern that the Riversea Holdings risk assessment did not cover the café. Cllr Cole advised that the risk assessment covered the canoe launch activities but that the café had received a 5 star rating when checked by environmental health. This risk assessment was also **APPROVED**. Cllr Evans requested that agenda item 18 Phoenix Meadow be moved forward for discussion now and this was agreed. Cllr Evans said it was unacceptable that Mr Freeman had not yet provided council with his risk assessment – council was in agreement and it was **DECIDED** that Mr Freeman be advised that no further agricultural machinery should cross council land until the risk assessment had been received and approved.

8.4 **KBCL Working Group.** The clerk advised that it has been difficult to agree a date with Charlie Baker for a meeting which would serve little purpose without his attendance, but he hopes to arrange a meeting in the first half of August on a Thursday given commitments some have on Tuesdays and Wednesdays.

9. Projects: -

- 9.1. **Community Support Scheme** – No report was received but Cllr Chinn asked that council records it's thanks to Be MacKintosh for her great contribution to the work of the Community Support Scheme and in the hand over to Nicole McIntosh and also to record it's thanks to the volunteers who's support is vital.
- 9.2. **Police Liaison.** Cllr Whelan's report was received. No questions arose. The draft response to the Police Town and Parish Council Survey prepared by Cllr Whelan was discussed and Cllr Whelan thanked for his work on it. Cllr Akers proposed that it be accepted and submitted. This was seconded by Cllr Francis and all voted in favour.
- 9.3 **Safety & Environmental Working Group.**
Cllr Akers will organise an August meeting which amongst other matters will draw up a proposal for the use of the drainage grant for the next WPC.
- 9.4 **Community Engagement.**
Cllr Akers reported that the summer newsletter had gone out, all the Smartwater kits required had been registered and sent out with the newsletter.

10. Highways and public rights of way: -

- 10.1. **PROW.** Cllr Evans reported that the lengthsman has been carrying out work she requested on footpaths.
 - 10.1.1 Council considered the possibility of having a noticeboard with PROW shown on it. It was considered however that it might not be of great practical use and it would be better to laminate some localised maps to put up. The SEWG to work out the logistics of this.
 - 10.1.2 **Church Road issues.** Cllr Akers advised that council is well aware that Church Road is narrow and unsuitable for certain vehicles however this is no different to many small lanes in the parish. The hedges by the road are generally well maintained to the satisfaction of most residents and are after all the responsibility of the landowners so parish council has no responsibility for anything that happens as a result of hedges not being regularly cut back, but can put a note on the website as a reminder to landowners. The sewage issue was reported to the Environment Agency by the clerk and Ward Councillor Watson advised that BBLP had visited the site and were aware of the issue which is now in the hands of Herefordshire Council Environmental Health.
- 10.2 **Lengthsman Coordinator** – Cllr Cole asked that £3,000 allocated in last year's budget be carried forward to the current year and a further £ 3,000 added for ditch clearing. It was decided however to **APPROVE** £3,000 this year for ditch clearing. It was also agreed that reserves may be used to add to the drainage grant award in order to complete any agreed tasks for which the drainage grant was awarded. At this point Cllr Cole left the room.
- 10.3 **Howle Hill report and quotation from Terry Griffiths-** Cllr Vine questioned why this work was required as she did not believe any drainage system existed where the hole at the bottom of Howle Hill had been created. This view was supported by Cllr Chinn. It was then proposed by Cllr Francis that this work was not carried out and that Terry Griffiths be asked to fill in the hole.

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This was seconded by Cllr Vine and a vote was taken 8 in favour of the proposal and one abstention so the proposal was CARRIED.

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

- 11.1 **The report of the NDP steering group** was noted. No comments were made.
- 11.2 **NDP 'drop-in' consultation sessions.** Cllr Dolman reported that 25-30 people had attended the sessions and she thanked Andrew, Chris and Bridget for their assistance. Attendees were encouraged to submit their thoughts to Herefordshire Council online.
- 11.3. The dates of the Reg 16 consultation 6th July to 31st August 2022 were noted.
Cllrs Cole, Chinn, Drummond and Francis rejoined the meeting.

12. Planning:

- 12.1 To comment on planning applications in Appendix A: Cllr Dolman left the room.
221952 Land at Cats Hill. Cllr Akers explained the background to the planning application but said that this represented information that the S106 had been discharged and required no comments from Council. Cllr Dolman rejoined the meeting.
222104 Glewstone Boat. As this application concerns a development just outside the parish it was decided not to comment.
222088- Old Leys Walford - Extensions, alterations & conversion of stable block to provide ancillary accommodation – Council voted to SUPPORT the application with the proviso that the accommodation should only be an annexe to the existing property not a new and separate dwelling.
- 12.2 **Response to the 2021-41 Place Shaping Options.**
Cllr Dolman introduced her draft responses to what was considered a shockingly bad document from Herefordshire Council that contained many incorrect scores of the various settlements within the parish. Cllr Francis proposed that the draft responses be accepted and submitted. This was seconded by Cllr Akers and a unanimous vote in favour followed.

13. Howle Hill War Memorial.

Cllr Vine proposed that council should pay the relatively small cost to register a licence to maintain the memorial and the area around it. Cllr Cole expressed some concern that council might be opening itself up to ongoing maintenance costs but Cllr Vine said it would be local residents who would carry out the work. The proposal was seconded by Cllr Francis and all voted in favour.

14. Website and email.

Cllr O'Brien had sent an e-mail update of the actions she has taken with Mark Millmore and would follow up. The new KBCL page on the website is now to have relevant information uploaded.

15. Community Resilience Plan.

Cllr Petersen having been unable to make further contact with the Herefordshire Council resilience officer or his manager he will update the plan and forward it to councillors before the next meeting.

16. Leys Hill junction.

The road design recently received from Balfour Beatty would be considered by the Safety and Environmental Working Group who would make a proposal to the next WPC.

17. The Dam.

The clerk will set up a site meeting with the surveyor before the next WPC.

18. Phoenix Meadow.

This was discussed under agenda item 8.3.

19. Smartwater.

Cllr Akers will liaise with the clerk over the remaining kits which might be returned for a credit. SmartWater signs have already appeared in the parish it was not known who put them up.

20. Use of Community Assets – Council voted in favour of exploring community use of assets particularly those purchased recently for WCSS using grants and a proposal will be developed for

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the next WPC. **Frequency of WPC meetings** – Cllr Chinn proposed that WPC meets every other month given that it is generally considering proposals from sub-committees and working groups. A vote was taken on the proposal with 6 in favour and 4 against so was **APPROVED**. It was then proposed that this be implemented immediately and again the vote was 6 in favour 4 against so the next WPC meeting will be 21st September 2022.

21. Correspondence Received.

The correspondence received was noted regarding the missing 3 mile post and it was decided to put this on facebook to ask if anyone knew of it's location.

8. Kerne Bridge Canoe Launch

8.1 The report of the KBCL Co-ordinator was received. No questions arose.

8.1.1 Cllr Petersen will check with the two competing quotations that they cover the same length of riverbank. He will ascertain if there are any grants that can be obtained to help with the costs involved. In the meantime it was **DECIDED** to make an application now to the Environment Agency for approval of the work to be carried out next spring.

8.2 No further update from the Performance Management Checklist. The clerk is to obtain figures from Riversea Holdings up to the end of July to invoice them for it's share of the income. Cllr Cole reported that the covered sign is now ready to be installed.

22. Items for the next meeting agenda: -

- 20.1. Walford Village Hall 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. Community Speedwatch / Update on Speed Indicator Devices
- 20.9. KBCL Risk Assessment.
- 20.10. Drainage Grant.
- 20.11. HALC representative.
- 20.12 Council role descriptions.
- 20.13 Recruitment update.
- 20.14 Use of Community Assets.
- 20.15 Drainage Grant.

21 The next meeting - Wednesday 21st September 2022 7.30pm at Bishopswood Village Hall

The meeting closed at 21.22

SIGNED

Joanne Ahers

DATE

21/9/22