

1/2023

WALFORD PARISH COUNCIL
Minutes of the Annual Meeting of the Parish Council held on
Wednesday 17th May 2023 in Walford Village Hall

Present

Councillors: Joanne Akers (Chair), Peter Barley, Tara Barnett, Dave Berry, Sandra Cole, Simeon Cole, Andrew Corbett, Heather Evans, Rachel Llewellyn, Mark Petersen, Andrew Terry, Bridget Vine & Will Warburg.

In attendance

Acting Clerk (HALC) - Lynda Wilcox, Ward Councillor (Simeon Cole – see above), eleven local residents.

It was noted that all councillors had completed their 'Declarations of Acceptance of Office', following the recent elections.

1. Election of Chair and Vice Chair

- 1.1 Chair: Joanne Akers was proposed by Heather Evans, seconded by Dave Berry and ELECTED unanimously. The newly elected Chair signed her 'Declaration of Acceptance of Office' and resumed her role.
- 1.2 Vice Chair: Dave Berry was proposed by Joanne Akers, seconded by Mark Petersen and ELECTED unanimously.

2. Welcome ... The Chair welcomed everyone to the meeting.

- 2.1 Sharing of email addresses ... It was RESOLVED that all councillors apart from Peter Barley (who did not have an email address) would be happy to share their personal emails with other councillors.

3. Apologies for Absence ... None received, as all councillors were present.

4. Declarations of interest & written dispensation requests

- 4.1 Simeon Cole declared a pecuniary interest in Agenda Item 13.3.

5. Minutes of the previous meetings held on Wednesday 15th March & Monday 24th April 2023

It was RESOLVED to adopt both sets of minutes as a true record and they were signed by the Chair.

6. Public participation session

- 6.1 Update from West Mercia Police ... No update available.
- 6.2 Report from Ward Councillor:
 - 6.2.1 The outgoing Ward Councillor's report (Yolande Watson) was on the website.
 - 6.2.2 The new Ward Councillor, Simeon Cole, commented that he had nothing to report as yet - the first meeting of the new Council would be held that Friday.
- 6.3 Report from Localities Steward ... No items to report at present.
- 6.4 Public participation:

JA

- 6.4.1 A local resident commented that he hoped the parish council would recognise that the The Paddle was run by young people who may need support, rather than hurdles put in their way.
A second resident also hoped that the parish council would support The Paddle which was of great benefit to the parish.
- 6.4.2 A local resident commented that he was uncomfortable about an apparent conversation that the Lengthsman had held with his neighbour concerning a possible problem with two drainpipes from his property that had been in situ for around 100 years. He confirmed that he would be content to be approached by the parish council, if they had concerns.
The Chair apologised on behalf of the parish council (who were unaware of the conversation) and reassured the resident that the matter would be taken up with the Lengthsman, to ensure nothing like that happened again.

7. Appointment of representatives

It was RESOLVED to appoint the following representatives:

- 7.1 Finance Committee (six)
Joanne Akers, Dave Berry, Simeon Cole, Mark Petersen, Andrew Terry & Will Warburg.
- 7.2 Personnel Committee (five)
Joanne Akers, Tara Barnett, Dave Berry & Mark Petersen (NB one vacancy).
- 7.3 Community Support Working Group
Joanne Akers, Tara Barnett & Dave Berry.
It was noted that members of the public who wished to join should contact the Clerk.
- 7.4 Safety & Environmental Working Group
Joanne Akers, Simeon Cole, Heather Evans, Mark Petersen & Bridget Vine.
It was noted that members of the public who wished to join should contact the Clerk.
- 7.5 Kerne Bridge Canoe Launch Working Group
Joanne Akers, Dave Berry, Simeon Cole, Heather Evans, Mark Petersen, Andrew Terry. *It was noted that members of the public who wished to join should contact the Clerk.*

8. Appointment of Officers

It was RESOLVED to appoint the following Officers:

- 8.1 Lengthsman Co-ordinator ... Simeon Cole.
- 8.2 Public Rights of Way Officer ... Heather Evans.
- 8.3 Police Liaison Officer ... Andrew Corbett.
- 8.4 HALC Representative ... Bridget Vine.

9. Councillor Training

It was RESOLVED to request an 'In House' training session from HALC in the near future.

10. Finance

- 10.1 It was RESOLVED to approve all payments in Appendix A, except for:
- 10.1.1 Two invoices from PKF Littlejohn in relation to audit queries from previous financial years.

3/2023

Because it appeared that the two invoices covered very similar grounds, the Clerk had requested a detailed breakdown which had not yet been received.

It was therefore RESOLVED that the Finance Committee would prepare a report for the Clerk to submit to HALC, with a request that they support the parish council's request for clarification.

10.1.2 Dave Berry declared a pecuniary interest in relation to postage for the NDP.

Rachel Llewellyn left the meeting because she was feeling unwell.

10.1.3 It was noted that red gravel had been delivered instead of grey and that the gravel had been tipped in the wrong place. However, the matter was to be rectified by the suppliers, that Friday and payment had already been made in advance.

10.2 Year to Date Expenditure

It was RESOLVED that this item would be considered at the next meeting.

10.3 Quotations for Insurance

It was RESOLVED to stay with current insurers, Gallaghers for the current financial year at a cost of £531.06.

It was further RESOLVED that the Finance Committee would review the content of the current policy at their June meeting.

11. Kerne Bridge Canoe Launch ... Reports & Considered Action

11.1 Maintenance Co-ordinator Report ... Mark Petersen reported:

11.1.1 It had taken over two years to reach completion stage for the riverbank work. Buds were shooting on the Willow stakes and the turf had taken. The area was looking really good and complimented the Café.

11.1.2 The railway buttress could be restored to its former glory, subject to the receipt of grant monies. Discussions were ongoing with Historic Buildings and Environmental Health Officers at Herefordshire Council.

11.1.3 The Coronation weekend was a great success, particularly in relation to the temporary bar in conjunction with the Café. It was therefore RESOLVED that the Café run a further mobile bar between 14.00 and 19.00 on the Saturday/Sunday/Monday of the forthcoming Bank Holiday at the end of May.

11.1.4 It was noted that temporary bars would be discussed at the next Working Group Meeting with a view to undertaking public consultation on their future use.

11.2 Performance Management Checklist

It was noted that confirmation had been received that appropriate insurance was in place and a preliminary checklist had been undertaken. A copy of the new season's checklist would be available at the next meeting.

11.3 Existing Risk Assessment – April 2022

This was about to be updated and it was RESOLVED that the Clerk would liaise with the Canoe Launch management to bring the updated Risk Assessment to the next parish council meeting.



12. Projects ... Consideration of reports and action:

12.1 Community Support Scheme Co-ordinator

12.1.1 independent of the village hall kitchen.

It was RESOLVED that the Clerk purchase a fridge for up to £300 with a guarantee.

It was further RESOLVED that the Clerk offer the current freezer for sale to the best offer.

13. Highways and public rights of way ... consideration of reports and action

13.1 PROW Officer

Gates for circular walks in the parish had been funded by DEFRA. The bottom of Howle Hill was the site for the first gate. Because a gate in a neighbouring parish had been stolen, complete with concrete, it was suggested that the postcode be scratched into the new parish gates.

13.2 BOAT (Byways Open to All Traffic) signage (Order ROW/3249177 dated 13.6.18.

The BOAT (from Hom Farm to the river and up into Goodrich) had been a fording place. It was a restricted byway for use by pedestrians but a sign indicating restricted access had been removed and an articulated lorry had tried to find its way to Goodrich via the BOAT. It was RESOLVED that the parish council would purchase an appropriate sign and discuss its siting with the landowner who was a former councillor.

Simeon and Sandra Cole left the room.

13.3 Herefordshire Council's Report on Footpath WA50

It was noted that the footpath had been closed for 15 years because Herefordshire Council deemed it to be unsafe and had concluded that it would need £50k-£60k to undertake works to reopen the path.

Some residents felt that the path was simply unsteady rather than unsafe and it was suggested that the reinstatement of the path had been a condition of planning consent. It was RESOLVED that the Clerk would clarify with Herefordshire Council if the parish council's view on the options within the report was being sought or if Herefordshire Council had actually made a decision to pursue their favoured option – to divert the path through woodland. Discussion would continue at the next meeting.

Simeon & Sandra Cole returned to the meeting.

13.4 Lengthsman Co-ordinator

There had been several blockages due to the recent storms and the Lengthsman had been over the whole parish to identify problem areas. An additional £3k of ditching work was anticipated for the current year.

Collapsed drains had been noted by the Church at Bishopswood.

14. Neighbourhood Development Plan (NDP) update and action

14.1 Result of NDP referendum

The NDP was now adopted, and it was therefore RESOLVED that the NDP Steering Group be disbanded, with huge thanks to everyone who had participated.

15. Planning ... Comments on applications for determination by Herefordshire Council

There were none.



5/2023

16. Leys Hill junction ... update

The Clerk had met with a local resident and Balfour Beatty on 30th March and there had been general agreement on the design which was due to be sent out by Balfour Beatty by 14th April. Nothing had been received to date but the local resident was pursuing Balfour Beatty.

17. The Dam ... update

Two quotes had been received from Solicitors for the registration of the land – one for £750 and the other for £600. It was RESOLVED that Dave Berry would liaise with the Clerk in readiness for discussion at the next meeting.

18. Daycroft Lane ... Update on drains survey & potential use of drainage grant balance

The Clerk had received verbal quotes of £750 per day, and £100 set up plus £80 per hour but nothing in writing. It was RESOLVED that the Clerk would seek detailed information for the next meeting.

19. Effect of no longer having the General Power of Competence

It was noted that the Clerk had undertaken the CiLCA training with HALC and that the £450 cost of registering with SLCC for the CiLCA qualification (£450) would be discussed by the Finance Committee.

20. Correspondence

The Clerk would respond correspondence concerning two geocaches and local rights of way.

21. Frequency of Council meetings

It was RESOLVED to move to monthly meetings of the parish council rather than the current bi-monthly meetings.

22. Items for next agenda

- 22.1 Leys Hill Junction.
- 22.2 The Dam.
- 22.3 Daycroft Lane drainage.
- 22.4 Councillor .gov email addresses.
- 22.5 Appointment of Councillors to Community Engagement Working Group.
- 22.6 Appointment of Councillors to role of Resilience Co-ordinator.
- 22.7 Kerne Bridge Canoe Launch ... bar.
- 22.8 Phoenix Meadow access.
- 22.9 Permissive path at KBCL.
- 22.10 WA50

23. Date of next WPC meeting ... Clerk to ascertain availability of Village Hall in June.

SIGNED Joanne Mers DATE 19/7/2023