



PIXLEY & DISTRICT PARISH COUNCIL

Parish Clerk: Janet Chester
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Minutes of the Annual Parish Council meeting held on Monday 23rd May 2016

Present

Councillors D Hewitt, Mrs L Clothier, K Bray, Mrs J Cowell, Mrs W Cox, K Davies, P Hawker, M Skittery, S Swaithe, E Thompson, Mrs M Thwaites & P Whitfield

In attendance

Janet Chester – Parish Clerk

Members of the Public: 2

Cllr Hewitt welcomed everyone to the Annual Meeting of the Parish Council

1. To Elect a Chairman

Cllr L Clothier proposed by Cllr Hewitt, seconded by Cllr Hawker. There were no other proposals and Cllr Clothier was unanimously voted in and duly signed the Declaration of Acceptance of Office.

Cllr Clothier took the chair and thanked Cllr Hewitt for his time and effort whilst chairman and for being a “safe pair of hands” to take over from, other members showed their appreciation and thanks to Cllr Hewitt.

2. To Elect a Vice-Chairman

Cllr Cox was proposed by Cllr Clothier and seconded by Cllr Swaithe. There were no other proposals and Cllr Cox was unanimously voted in and duly signed the Declaration of Acceptance of Office.

3. To Accept Any Apologies for Absence and Note the Reason

Cllr A Mawby (away) and Ward Cllr Lester (family commitment)

4. To Receive Declarations of Interest and Requests for Dispensations –

Cllr Thompson – Disclosable Pecuniary Interest (relative/neighbor) on agenda item 9.1.1

Cllr Thwaites – Other interest (neighbour) on agenda item 9.1.1

Cllr Cowell – Other interest (neighbor) on agenda item 9.1.1

5. To Remind All Councillors of their Responsibility to Review their Register of Interests held with Herefordshire Council

All councillors were reminded of the need to review their Register of Interests regularly and update when necessary

Action

All Cllrs

6. To Consider Approval of Minutes of the meeting held on Wednesday 30th March 2016 (previously circulated)

The minutes of the previous meeting were agreed as a true and accurate record and were duly signed by Cllr Clothier.

7. To receive a brief report from Ward Councillor J Lester

Cllr Lester had sent his apologies and had emailed the clerk the following report:

“In my absence please can you relay the important points for the meeting:

a) The last full meeting of council was on 20th May. At this meeting the first neighbourhood plan was formally adopted by council, that being the plan for Weston under Penyard. In future the formal adoption of the plans will not have to go to council but will be ratified by the cabinet member responsible for planning.
b) The council’s Local Transport Plan was formally adopted on 20 May 2016. This is a key document for Herefordshire that will promote new infrastructure to achieve growth both in housing and economic development, as well as identify the need to promote highway safety and pothole management. It is a challenging issue but we now have a formal plan to move forward.

c) I have met with both Herefordshire MPs to discuss funding arrangements from central government and discussed the white paper concerning educational excellence and academy conversion. As you will have heard the proposal to force academy structures on schools will now not go ahead. My view is that improvements in school arrangements will always be required and so we intend to carry on with the schools capital investment strategy. I wait to see with interest what form the white paper will now take.

As always if there are any issues or help required please call or email me accordingly.”

8. Public Participation Session

Questions need to be answered on local broadband, Fastershire is too vague. Cllr Hawker will investigate by contacting Herefordshire Council and BT and report back at the July meeting. **RESOLVED**

Cllr Hawker

9. Planning

9.1 To Consider Planning Applications referred for comment:

Cllr Thompson left the room at this point.

9.1.1 150765 – Trumpet Fields adj A438, Trumpet, Ledbury APPEAL APP/W1850/W/16/3148136

Erection of polytunnels on fields at Trumpet for covered commercial growing of soft fruit and new pond area

P C Comment: The parish council stand by their original response and are concerned about the flooding risk when polytunnels are erected, the issue of road safety and the visual impact.

Clerk

Cllr Thompson re-entered the room at this point.

9.1.2 161071 – Field Access off A438 at Wallers Green, Opposite Horizons, Hereford Road, Ledbury

New access for agricultural field

PC Comment: The parish council support this application but would wish for flooding risk to be considered (the nearby drain and culvert are always being

Clerk

blocked as they are low lying, mud would need to wash back into the field rather than onto the highway).

9.2 To Note any Details of Decision Notices received from Herefordshire Council : as per planning record NOTED

10. Highways and Footpaths

10.1 To Appoint Footpath Officer

Cllrs Clothier and Thwaites unanimously voted to continue. RESOLVED

Cllr Clothier & Thwaites

10.2 To Review and Appoint Lengthsman

Rob Turner is the current lengthsman but needs constant chasing for paperwork and invoices. Deferred until July meeting.

Clerk

10.3 To Note any new Highway and Footpath Defects

On footpath PX1 the installation of two new gates by the ramblers has been approved. Balfour Beatty furniture supply previously agreed may now not be available. The clerk is to ask the Ward Cllr if this truly is the case or do Herefordshire Council not have a statutory duty to maintain Public Rights of Way?

Clerk / Ward Cllr

A 50mph sign at Pixley Court needs re-instating.

The blocked culvert at Pool End photograph is to be forwarded to the Locality Steward advising that an inner sleeve would be a cost effective solution to repair without digging up the road.

RESOLVED

Clerk

10.4 To Sign Balfour Beatty Lengthsman/P3 2016/17 Contract and note any new work required

The contract was discussed and agreed. The Chairman and clerk signed it ready for return to Balfour Beatty.

Clerk

11. To Review and Adopt Pixley and District Council policies:

- 11.1 Standing Orders
- 11.2 Code of Conduct
- 11.3 Financial Regulations – defer to July
- 11.4 Donations/ Grants Policy
- 11.5 Risk Assessment
- 11.6 Risk Management Schedule
- 11.7 Freedom of Information Requests
- 11.8 Emergency Resilience Plan – defer to July
- 11.9 Assets Register
- 11.10 Complaints Policy
- 11.11 Media Policy

Clerk

AGREED to adopt all the above with the exception of 11.3 and 11.8 which were deferred to the July meeting pending amendments.

RESOLVED

12. To review Committee Structures, RESOLVED

DH,LC,PH,KB

12.1 Neighbourhood Development Steering Group – Councillors Hewitt, Hawker, Bray and Clothier to be members of the steering group

LC,DH,WC,PH

12.2 Finance Group – clerk, current chairman, vice chairman, past chairman and Cllr P Hawker.

12.3 Traffic & Speed Management – full council

Cllr Harris

12.4 Website Management – Cllr Harris. Cllr Harris is to be reminded that the website needs updating.

13. Finance

13.1 To Approve Year End Accounts

The End of Year accounts have been internally audited, thanks were expressed to Paula Badham for carrying this out.

13.2 To Approve Annual Return to the External Auditor

The Annual Governance Statements were read out by the clerk and agreed, the annual return was signed by the clerk and chairman for sending off to the external auditor **RESOLVED**

Clerk

13.3 To Note Finance Report – RESOLVED

13.4 To agree payment of outstanding accounts:-

Payments **RESOLVED**

00400: Came & Co - Annual Insurance - £276.49

00401: J Chester – clerk salary April/May and expenses – as agreed

00402: Munsley WI – annual hall hire - £136.00

13.5 To review Parish Council Insurance Policy and decide on any alterations required

The current insurance cover was checked and approved to be adequate. **RESOLVED**

14. Information Section / Correspondence / Discussion

14.1 To Review Information and Outstanding Actions – Noted, updated and RESOLVED

15. Reports –

The clerk had attended HALC “Audit Answers” course.

16. Training:

17. Items for next meeting (No Discussion)

- Lengthsman / P3 scheme
- Finance Meeting Date
- Emergency Resilience Plan
- Finance Regulations
- NDP Report
- Verges

18. To decide dates and times for Ordinary meetings for the ensuing year

Meetings currently to be held last Monday of every other month at Munsley WI Hall at 7.30pm.

Dates set as Monday 25th July, Monday 26th September, Monday 28th November, Monday 23rd January 2017, Monday 27th March 2017 and Monday 22nd May 2017.

Date of next scheduled meeting : Monday 25th July 2016

The chairman declared the meeting closed at 9.15pm

Signed:
Chairman.

Date:

INFORMATION SHEET – MAY 2016

PARISH CLERK UPDATE

- Road defects reported to Locality Steward
- Monthly PAYE RTI completed
- Highway problems discussed with Locality Steward
- Lengthsman given work list for highways and footpaths
- Lengthsman chased for invoice and confirmation of list of work completed
- Autela Payroll Services instructed to carry out Payroll and Pension duties
- End of Year Accounts prepared for Audit
- “Audit Answers” training course attended

EMAIL CORRESPONDENCE RECEIVED

- Balfour Beatty – Weekly Locality briefings *
- Balfour Beatty – May Parish Newsletter *
- A Bush, Herefordshire Council – Herefordshire Council funding updates April & May *
- A Bush, Herefordshire Council – website alerts to planning applications received and decided *
- A Bush, Herefordshire Council – information re Community Infrastructure Levy *
- A Bush, Herefordshire Council – Unrecorded Rights of Way Project 18th April *
- A Bush, Herefordshire Council – WW1 Centenary Home Front Open Day 7th May *
- HALC – Information Corner – May *
- Herefordshire Rural Hub May Newsletter *
- Neighbourhood Development Team – Newsletter 13 *

* Circulated to Cllrs.

OUTSTANDING ACTIONS

These are the consolidated actions outstanding after the last meeting held on 30th March 2016:

May 2015	11	Cllr Harris		Update website
May 2015	14a	clerk	Reported	Chase BB re reinstating railings over culvert at Snowhill CAS-537926-Z8X5J0
July 2015	7	Cllr Harris		Add “Contact the Elderly”, Age UK & Neighbourhood Watch details to website
July 2015	10b	Ward Cllr Lester	ONGOING	Enquire why noisy “re-surface” was used by residences in Little Marcle
Sept 2015	9b	clerk	Complete	Report large pothole on U67406 Patches Wood CAS-537921-M4Q7L6 Grips is Baregains Lane need re-instating CAS-537923-R0Y8D3
Nov 2015	9b	Cllr Harris	Complete	Investigate problem of flooding at Poolend

Nov 2015	9b	clerk	Requested	Request an extension of speed limit to cover Poolend bus stop
Jan 2016		clerk	Complete	Blocked drains causing flooding:- A438 by the Nest CAS-557481-L9G8T3 A438 opposite Verzons CAS-557482-K6L9X0 A438 Poolend CAS-557487-Y9L4R3 A438 Alexander Park CAS-557484-R2Z9Z6 A4172 CAS-557491-P5F6K9
Jan 2016	7a	Cllr Hewitt		Pursue Fastershire Broadband
Jan 2016	9c	Clerk	complete	Obtain copy of lengthsman insurance & give him job list
March 16	6a	Cllr Hewitt		Speak to new owners of property adj to Aylton triangle
March 16	6d	All	complete	Arrange public meeting to discuss NDP

PLANNING RECORD

<u>DATE</u>	<u>APPL. NUMBER</u>	<u>DESCRIPTION</u>	<u>PC COMMENT</u>	<u>HFDS COUNCIL DECISION</u>
Jan 2016	153629	May View, Falcon Lane, Ledbury, Herefordshire (Outline application) Site for erection of one single storey dwelling with separate vehicular access off Baregains Lane	PC agree in principle but concerns over access	REFUSED 28.1.2016
Jan 2016	153735	The Coach House, Ledbury, Herefordshire, HR8 2PZ Proposed replacement porch with new G/F WC facilities. New single storey rear extension and new decked terrace, interior alterations and adjusted driveway access	PC support this application	GRANTED 9.2.2016
12.2.16	160345	Old Shire House, Aylton, Ledbury, HR8 2QE Proposed replacement of rear lean-to extensions with new single storey flat roof extension	PC no objections	REFUSED 19.4.2016
28.4.16	150765	Trumpet Fields adj A438, Trumpet, Ledbury APPEAL APP/W1850/W/16/3148136 Erection of polytunnels on fields at Trumpet for covered commercial growing of soft fruit and new pond area	PC objection letter sent	
29.4.16	161071	Field Access off A438 at Wallers Green, Opposite Horizons, Hereford Road, Ledbury New access for agricultural field	PC support with comments	