



## PIXLEY & DISTRICT PARISH COUNCIL

Parish Clerk: Janet Chester  
Mapleside, Ashperton, Ledbury, HR8 2RZ  
Tel: 01531 670036  
e-mail: pixleyclerk@btinternet.com

### Minutes of the Annual Parish Council meeting held on Monday 24th May 2017

#### Present

Councillors Mrs L Clothier - Chairman (LC), K Bray – Vice-Chairman (KB), Mrs J Cowell (JC), K Davies (KD), D Hewitt (DH), S Swaithe (SS), E Thompson (ET), Mrs M Thwaites (MT)

#### In attendance

Janet Chester – Parish Clerk  
Three Crosses Ward Councillor Jonathan Lester

#### Members of the Public: 2

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

#### 1. To Elect a Chairman

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

#### 2. To Elect a Vice-Chairman

Cllr Bray was proposed by Cllr Clothier and seconded by Cllr Cowell. There were no other proposals and Cllr Bray 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 P Hawker (holiday) Cllr A Mawby (other meeting) and Cllr Skittery (family commitment)

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

None

#### 5. Councillor Vacancies – To Note Councillor Vacancies and Receive any nominations for Co-option

Ian Pritchard and Mark Tristram had both attended the March meeting and expressed their hopes to become a parish councillor, they were both nominated and signed the necessary forms which the clerk will forward to Herefordshire Council.

**RESOLUTION:** Mr Pritchard and Mr Tristram were co-opted onto the parish council. The clerk will forward the completed forms to Herefordshire Council.

Action

clerk

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

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

**RESOLUTION:** All councillors will review their form and send any changes to the clerk to forward to Herefordshire Council.

All

## 7. To Consider Approval of Minutes of the meeting held on 27<sup>th</sup> March and 10<sup>th</sup> May 2017 (previously circulated)

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

## 8. To Receive a Brief Report from Ward Councillor J Lester

Ward Councillor Lester advised he is the county councillor with responsibility for Childrens wellbeing. He wants to ensure that children are given the best health care and education and best opportunities for them to reach their potential. In 2016 the county results were in the early years achievement is above national average which has been sustained over the last 4 years. Key Stage 1 SATS were above national average and Key Stage 2 English above national average. High school results are in line with the national average and sixth form and sixth form college results above national average with 99% A\* to E and 32% obtaining A\* grades. 92% of primary school age pupils are taught in good or outstanding schools in the county. With high schools it was 80% but one schools recent result it has gone down to 65%. The department for this responsibility at Herefordshire Council has gone from 20 staff members to 1.6 members. Ward Cllr Lester is also responsible for safe-guarding. Herefordshire Council has 75 social workers, 31 family support workers, 3 heads of service and 11 managers, total workforce of 151 staff. There are currently 303 looked after children in the county, this number will increase with 7 unaccompanied asylum seeker children and a further 25 earmarked before July. The county's adoption service is rated as good. 29 children were adopted last year. Herefordshire Council are currently selling off their small holdings. Council tax has been increased by a total of 3.9% with 2% (£53million) ringfenced for Adult Social Care spending out of a total budget of £143 million. Herefordshire Council have held their AGM where the chairman of council was elected and a debate on councillor allowances agreed an increase of 1.9%. There are 53 councillors. Herefordshire Council continue to support the new university project.

With regards to a possible travellers site at Trumpet Herefordshire Council are assessing an alternative site and awaiting speed survey results for the Old Pickling Plant site. Arc4 are to review travellers sites numbers prior to the next full council meeting on 13<sup>th</sup> October. Cllr Lester will send any information to the clerk when he receives it. Ward Cllr Lester closed by advising residents that if there are any issues or help required please call or email him accordingly.

## 9. Public Participation Session

No matters raised.

## 10. Planning

10.1 To Consider Planning Applications referred for comment: none

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

## 11. Highways and Footpaths

### 11.1 To Appoint Footpath Officer

**RESOLUTION:** Cllrs Clothier and Thwaites unanimously voted to continue.

LC /  
MT

### 11.2 To Review and Appoint Lengthsman

George Day is the current lengthsman and provides a very good service.

**RESOLUTION:** G Day re-appointed. The clerk is to ask him if he is able to carry out minor pothole repairs.

clerk

### 11.3 To Note any new Highway and Footpath Defects

Cllr Thwaites is meeting with the Putley footpath officer. The lengthsman is to be asked to expedite the steps to be cut into the bank where the Hereford Trail meets the A417.

clerk

### 11.4 To Sign Balfour Beatty Lengthsman / P3 2017/18 Contract

The contract was discussed.

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

clerk

## 12. To Review and Adopt Pixley and District Council policies:

- 12.1 Standing Orders – reviewed and re-adopted
- 12.2 Code of Conduct - reviewed and re-adopted
- 12.3 Financial Regulations - reviewed and re-adopted
- 12.4 Donations/ Grants Policy - reviewed and re-adopted
- 12.5 Risk Assessment Schedule – reviewed, updated and adopted
- 12.6 Risk Management Policy - reviewed and re-adopted
- 12.7 Freedom of Information Requests - reviewed and re-adopted
- 12.8 Emergency Resilience Plan – deferred pending advice from HALC
- 12.9 Assets Register - reviewed, updated and adopted
- 12.10 Complaints Policy - reviewed and re-adopted
- 12.11 Policy for dealing with the Media - reviewed and re-adopted
- 12.12 Social Media Policy – new policy adopted

**RESOLUTION:** All policies adopted with the exception of 12.8

clerk

## 13. To Review Working Groups, Terms of Reference and to Review Members leading roles on specific issues

### 13.1 Neighbourhood Development Steering Group –

**RESOLUTION:** Councillors Hawker, Bray, Clothier and Swaites to be members of the steering group

### 13.2 Finance Group –

**RESOLUTION:** clerk, current chairman, vice chairman, past chairman and Cllr P Hawker to be members on the finance Working Group.

### 13.3 Traffic & Speed Management –

**RESOLUTION:** the full council to manage traffic and speed issues

### 13.4 Website Management –

**RESOLUTION:** the clerk will manage the website calling on D Hewitt if help/advice is required.

All

### 13.5 Travellers Sites Working Group –

**RESOLUTION:** Councillors Clothier, Swaites, Thompson, Bray, Pritchard, M Tristram and resident Andrew Wynn are to be members of the Travellers Site Working Group.

Thanks were expressed at this point to Andrew Wynn for his work carried out on the Arc4 report.

**RESOLUTION:** Terms of Reference to remain unchanged.

### 14. To Receive Report from Pixley and District Neighbourhood Development Plan Steering Group

After public consultation the Parish Council have undertaken a joint Neighbourhood Development Plan for the parishes of Aylton, Little Marcle, Munsley and Pixley. A questionnaire was sent to all residents in March 2017 with the responses currently undergoing analysis, the results of which will be presented at a public meeting on 21<sup>st</sup> June at Munsley WI Hall. Flyers for this meeting will be printed for councillors to distribute over the weekend 10/11 July.

All

### 15. Finance

#### 15.1 To Approve 2016/17 Year End Accounts

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

Opening balances as at 1<sup>st</sup> April 2016 – current account £4383.50. Reserve account £2808.99. Income £8337.95 Expenditure £8886.06 plus unrepresented cheques £2269.33. Closing balances as at 31<sup>st</sup> March 2017 – current account £6103.30. Reserve account £2810.41. The annual budget for 2017/18 has been set at £7400 and the precept raised to £6500 which has been requested and accepted.

**RESOLUTION:** End of Year 2016/17 Accounts approved

#### 15.2 To Approve Annual Governance Statement for the External Auditor

The Annual Governance Statement was read out by the clerk and agreed

**RESOLUTION:** the approved form was signed by the clerk and chairman ready for sending off to the external auditor

clerk

#### 15.3 To Approve Annual Accounting Statement for the External Auditor

The Annual Accounting Statement was read out by the clerk and agreed

**RESOLUTION:** the approved form was signed by the clerk and chairman ready for sending off to the external auditor

clerk

#### 15.4 To Review the Parish Council Insurance Policy and Decide on any alterations required

The clerk has added the defibrillator to the policy and thus the current insurance cover was checked and approved to be adequate. Three “like for like” quotes were considered. **RESOLUTION:** It was AGREED to undertake a three year long term agreement through Came & Co at an annual cost of £280.

clerk

#### 15.5 To Note Finance Report and Bank Balances

The Finance Report was noted. Bank Balances as at 1<sup>st</sup> April 2017 current account £6103.30 and reserve account £2810.41.

**RESOLUTION:** the above figures were agreed

### 15.6 To agree payment of outstanding accounts:-

000422: Came & Co - Annual Insurance - £280.00

000423: J Chester – clerk salary April/May and expenses – as agreed

**RESOLUTION:** Payment of the above accounts were approved.

## 16. Information Section / Correspondence / Discussion

### 16.1 To Review Information and Outstanding Actions – Reviewed.

**RESOLUTION:** Broadband provision has been sorted at Pixley Berries. The field entrance opposite Munsley WI Hall has been blocked up and a new entrance installed at a different point. Balfour Beatty are to be chased regarding the delivery of gates and verge markers.

clerk

### 16.2 To receive Update on Ashperton Railway Bridge

Cllr Lester is trying to arrange a meeting between Network Rail, Herefordshire Council Cabinet member for highways Cllr Rone and parish councillors.

**RESOLUTION:** Cllr Lester to advise when meeting has been arranged

Ward  
Cllr

### 16.3 To Discuss Defibrillator installed at Trumpet Garage

The defibrillator is in-situ. The clerk has informed West Midlands Ambulance Service.

**RESOLUTION:** The clerk will arrange a first aid training course.

clerk

### 16.4 To Arrange Litter Picks

The clerk advised that litter picking kits can be hired through Balfour Beatty.

**RESOLUTION:** It was agreed to defer this to a later meeting and carry out litter picks in March or April.

clerk

### 16.5 To Discuss Herefords Bid as a City of Culture

Hereford City has put itself forward as a city of culture for 2021. It was thought it would be better if it was done as a county rather than a town.

## 17. Reports –

No meetings have been attended.

## 18. Training:

The clerk advised that she is expecting to receive a new training schedule from HALC.

**RESOLUTION :** As soon as it is received it will be circulated and if councillors are interested in any courses they are asked to notify the clerk.

All

## 19. Items for next meeting (No Discussion)

- NDP Update
- Travellers Site
- Lorry Parking at Poolend – possible accident issue
- Bank Signatories

## 20. 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 31st July, Monday 25<sup>th</sup> September, Monday 27<sup>th</sup> November, Monday 29<sup>th</sup> January 2018, Monday 26<sup>th</sup> March 2018 and Monday 21<sup>st</sup> May 2018.

All

**Date of next scheduled meeting:** Monday 31st July 2017

N.B. At this point Cllr Hewitt submitted his letter of resignation from the parish council with immediate effect. When he became a councillor he felt he would do ten years, he has done twelve and with other commitments he no longer has the time to devote to being a councillor. This was regrettably accepted and Cllr Hewitt thanked for his efforts during his time on the parish council. He advised he will still help with any computer and website issues.

clerk

*The chairman declared the meeting closed at 9.05pm*

Signed:  
Chairman.

Date:

## INFORMATION SHEET

### PARISH CLERK UPDATE

- Road defects reported to Locality Steward
- Lengthsman given list of jobs to complete
- NDP support work undertaken
- Travellers Site letters sent to Herefordshire Council
- End of Year Accounts completed for internal audit
- Annual meetings preparation
- Parish Council policies reviewed

### GENERAL CORRESPONDENCE RECEIVED

- Balfour Beatty – Weekly Locality briefings \*
- HALC – Information Corner April \*
- HALC – Eastern Area March meeting Minutes \*
- A Bush, Herefordshire Council – Hereford Area Plan & Herefordshire Transport Package Consultation Event 3-6 April\*
- A Bush, Herefordshire Council – Code of Conduct Consultation \*
- A Bush, Herefordshire Council – Armed Forces Day \*
- Hfds NDP Team – Newsletter 15 \*
- Hfds NDP Team – NDP Submission and Examination Workshop Fri 5<sup>th</sup> May 10am – 12 Archive & Records Centre, Fir Tree Lane, Rotherwas, HR2 6LA \*
- Hfds NDP Team – Rural Area Site Allocation DP Event 22 May Shire Hall Hereford 10am \*

\* Circulated to Cllrs.

### OUTSTANDING ACTIONS

These are the consolidated actions outstanding after the last meeting:-

Jan 2016	7a	Cllr Hewitt		Pursue Fastershire Broadband
March 16	6a	Cllr Hewitt		Speak to new owners of property adj to Aylton triangle
Aug 2016		Clerk	Reported	Chase BB re reinstating railings over culvert at Snowhill CAS-537926-Z8X5J0
				Pothole on A4172 between Parkhold & Pixley Court CAS613975Z8N7T0 Flooding of surface water on Falcon Lane nr Haygrove entrance CAS613971R5Q2F6 Flooding on A438 near Greenways bend CAS613974S1R3L3
Nov 2016		clerk	Complete	Enquire with Haygrove when field entrance opp hall will be closed and blocked up
March 17	4	All cllrs	ongoing	Spread the word about cllr vacancies
March 17	6	Ward Cllr		Arrange meeting with cabinet member for highways re Ashperton bridge
March 17	7.3	Ward Cllr clerk		Put forward challenges raised re discrepancies on arc4 report Send letters to HC asking questions to be answered
March 17	9.1	clerk	complete	Order 30 verge markers @£16 each
March 17	9.2	clerk	reported	Report potholes on Glebe Lane, Lillands Lane and Trumpet Crossroads
March 17	9.2	clerk		Ask lengthsman if he can repair potholes on minor roads

### PLANNING RECORD – (last six months)

<u>DATE</u>	<u>APPL. NUMBER</u>	<u>DESCRIPTION</u>	<u>PC COMMENT</u>	<u>HFDS COUNCIL DECISION</u>
28.4.16	150765	<b>Trumpet Fields adj A438, Trumpet, Ledbury</b> <b>APPEAL APP/W1850/W/16/3148136</b> Erection of polytunnels on fields at Trumpet for covered commercial growing of soft fruit and new pond area	PC object	APPEAL GRANTED 17.8.16
16.8.16	162103	<b>Ledbury Football Development Centre, Little Marcle Road, Ledbury</b> Change of use of agricultural land into sporting use	PC letter of concerns sent	WITHDRAWN 10.11.16
23.8.16	162484	<b>Sunnybank, Baregains Lane, Little Marcle, HR8 2JR</b> Single storey extension	PC support this application	GRANTED 27.9.16
26.8.16	162645	<b>The Castle, Ashperton, Munsley, Ledbury (PRIOR APPROVAL ADVICE) – Agricultural to residential</b> Proposed conversion of barn to single dwelling	PC no comment to make	PLANNING APP REQ
2.9.16	162569/16 2570	<b>Little Marcle Court, Little Marcle, HR8 2LB</b> Replace existing rear sun room with new sunroom including a cellar below	PC support this application	GRANTED 20.10.16
29.9.16	163061	<b>Old Shire House, Aylton, Ledbury, HR8 2QE</b> Proposed demolition of existing extensions and replacement with two storey rear extension	PC no objection	GRANTED 7.7.16
28.10.16	163224	<b>Land at The Vern, Munlsey, Ledbury, HR8 2SQ</b> Proposed replacement dwelling, with integral garage and garden store outbuilding. Change of use of agricultural land to residential	PC support this application	GRANTED 12.12.16
17.11.16	163531	<b>The Castle, Ashperton, Ledbury</b> Proposed conversion of outbuilding to single dwelling	PC support this application	GRANTED 20.1.17
26.1.17	170080	<b>Sunnybank, Baregains Lane, HR8 2JR</b> Variation of condition 2 of permission 162484 – single storey extension – alteration to elevation (SW roof)	PC no objections	GRANTED 1.3.17
2.2.17	P170178/F	<b>Woodside Lodges, Falcon Lane, Ledbury, HR8 2JN</b> Change of use to site 3 lodge style twin unit caravans in place of previous permission for log cabins	** ADVICE ONLY **	GRANTED 23.3.17
13.2.17	163999	<b>Mikes Meadow Glamping, Tompion, Munsley, HR8</b> Proposed change of use of land from agricultural to siting of camping pods for business, including replacement of timber outbuilding with a new toilet and shower block	PC support this application	GRANTED 30.3.17
13.3.17	170441	<b>Ashperton Primary Academy, HR8 2SE</b> Construction of an outdoor multi-use games area and link paths	PC support this application	GRANTED 27.4.17

24.3.17	<b>170645</b>	<b>The Strawhouse, Pixley, HR8 2RL</b> Façade remodeling and single storey extension of an existing dwelling	PC no objections	GRANTED 11.5.17
6.4.17	<b>171108</b>	<b>Quarry Lodge, Little Verzons, Ledbury, HR8 2PZ</b> Proposed extension to rear of holiday lodge	PC support this application	
7.4.17	<b>171252</b>	<b>Land at Brook Farm, Little Marcle, HR8</b> Application for variation of condition 2 of planning permission 161637 – replacement of approved plans to allow revisions to design and layout	PC support this application provided agricultural tie remains	
13.4.17	<b>171315</b>	<b>Land North of A438, Wallers Green, Ledbury</b> Proposed digestate storage tank, access track and containment bund	PC support this application	

DRAFT