

BURGHILL PARISH COUNCIL

Meeting held on Wednesday 11th January 2017 at 7.30pm in the Simpson Hall

Minutes

Present: Mark Ellis (ME), Chair, Alan Stokes (AS), Vice –Chair, Alister Walshe (AW), Martin Doughty (MD), Pat Groves(PG), Dilys Price (DP), Beryl Staite (BS), David Warren (DW), David Bishop (DB), Bernie Green (BG), Pat Eagling (PE) and Ian Watkins (IW)

In Attendance: Paulette Scholes, Parish Clerk, Joanne Helme (JH) Member of the NDP Steering Group, Pauline Crockett, (PC) Parish Councillor and 8 members of the public

Before the meeting started Mark Ellis, the Chairman, expressed his sadness of the passing of Antoinette Powell just before Christmas, and a minutes silence was held. It was agreed to write to Roy Powell to convey everyone's sadness at this time. Martin Doughty also told the meeting of the passing of Meg Morris, a former Parish Clerk, it was agreed to write to John Morris to pass on the Councils condolences. **Action: Parish Clerk**

1. **To accept apologies for absence** - Janette Pudsey and Sally Robertson
2. **To receive declarations of interest** - none received
3. **Minutes** - minutes of meeting held on 16th November 2016, accepted and adopted by the whole Council, the Chair signed the minutes
4. **Planning: to consider the following applications**
 - a) Consider and agree response to planning application 163656, to be determined by Herefordshire Council, Three Shires Nurseries, Canon Pyon, Hereford, Herefordshire HR4 8NL. Removal of condition 11 and variation of condition 9 of planning permission 151110. This site was only supposed to have one vehicle access, the vehicle access on the eastern side of the site was to be used only until work started on the site, this access was never closed. This condition is now asking for the original condition, which was to close this access once work started on the site, to now be lifted. Originally the highways agency said this was not acceptable as an access, this view has now changed and the highways are saying this is an acceptable entrance. The splay is not long enough for a 60mph zone. We will ask if conditions can be put on this access to give the neighbours some privacy. Clerk to inform the planning officer of this decision. **Action: Parish Clerk**
 - b) Applications update - this was circulated and noted.
 - c) Agree dates for HALC planning training – date of Wednesday 1st March was agreed, the Clerk will confirm this with Lynda Wilcox at HALC and book Simpson Hall. **Action: Parish Clerk**
5. **Neighbourhood Development Plan** - update from Joanne Helme, on behalf of Anthony Vaughan, who was not present. At the last Parish Council meeting it was resolved to approve expenditure of up to £1,500 on consultant's fees for updating the draft NDP, Site Assessment Report and other documents. This up-dating process is necessary owing to the rejection of the draft NDP by Herefordshire Council at the Regulation 16 Submission Stage. Kirkwells informed us the likely cost will be £1,400, this includes participation at SG and PC meetings. The Clerk has formally instructed Kirkwells to proceed. Kirkwells are now working on this updating project, a meeting will be arranged with the SG to discuss changes, this will be followed with submitting to the PC for discussion and approval, if both satisfactory and Core Strategy compliant. The earliest time for submission might be the February PC meeting. Options for parish involvement will also need to be arranged. CAP public sessions at the Simpson Hall might prove suitable together with an extraordinary PC meeting dealing exclusively with NDP matters. All current NDP information is available on the PC's web-site, and the Community Magazine has been asked to provide space for NDP updates. Last December's full page article outlined the current position on the draft NDP. The Chairman's and other SG members telephone numbers were attached to the article, but no-one has received any questions about the NDP or its progress through the various statutory stages. The SG has three new members, two of which attended the last meeting in November 2016. No other members of the public were present at the SG meeting.
6. **Public participation session** (max 10 mins) members of the public are invited to speak or raise a matter for consideration at a future meeting. The NDP process was discussed further and some members of the public asked for clarification on certain issues.
7. **Finance** - payment of invoices – agreed and paid
 - a) P Scholes (Clerk salary and expenses) - expenses £81.95
 - R Mills (Lengthsmans work) - £1608.00

Signed _____ (Chairman)

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Sally Robertson (Poppy wreath reimbursement, balance from last month) £5.00

HALC invoices (CILCA training for Parish Clerk) £240.00

Martin Doughty (Replacement battery for SID reimbursement) £130.19

- b) Bank reconciliation report – prepared by Clerk verified by Janette Pudsey, accepted by Parish Council and signed by the chairman.
 - c) Agree and change Bank Details – contact details and signatories on the account – it was agreed to remove Antoinette Powell, Mary Reynolds and Roger Frederick Davies and to add Bernie Green, David Bishop and Mark Ellis as signatories. Also, agreed to remove Hazel Phillpotts and add Paulette Scholes's details as the main contact for the accounts. **Action: Parish Clerk**
 - d) Agree payroll quotes for Clerk monthly salary – it was agreed to go with the quote from Autela Payroll Services, to take up processing the Clerk's salary and pension. There will be a set up cost of £30, then £13.00 per month going forward. **Action: Parish Clerk**
8. **Agree and sign Parish Clerks contract and appointment letter** - Agreed by the Council, signed by the Chairman
9. **Update from Ward Councillor Pauline Crockett –**
- a) Working jointly with its 9 housing partners, Herefordshire Council is supporting a proposal to develop a new approach to how the county's lettings system for social and affordable housing will operate, there will be an 8 week consultation period from January and all residents of Herefordshire are encouraged to have their say.
 - b) Herefordshire Council have been awarded £285,000 from the Department of Health to help residents with learning disabilities live more independently across the county.
 - c) Herefordshire Council have negotiated with Hereford Football Club to extend their lease term for a minimum of 10 years, there is also an opportunity for the redevelopment of the Blackfriars Terrace end, as part of the proposed 'Urban Village' project.
 - d) 2017/18 provisional local government finance settlement for Herefordshire was announced by central government this week, as a result of announcements made in the 2016 Autumn Statement, Herefordshire will receive £0.9m to support the delivery of adult social care. The council's New Home Bonus will reduce by £1.1m to fund this, Central government has also sanctioned a rise in council tax precepts to a total of 6% over the next 3 years to fund adult social care across the country, details will be confirmed locally in March 2017.
 - e) PC has been liaising with Herefordshire Council regarding S106 monies for the bus shelter at Leasdown.
 - f) Planning application 164059, came in after the agenda had been posted. The Council asked the clerk to clarify the amendments. **Action: Parish Clerk**
10. **Village Gates Scheme and Village Safety Scheme – update** – Martin Doughty, confirmed that he will resign from the Council, the Chair and all fellow Councillors thanked him for his contribution to the Council and noted he will be sadly missed. MD has handed over the gates scheme to Sally Robertson and she will now lead on this, as there is a long way to go with. MD has met with Phil Pankhurst to look at and discuss probable sites. ongoing
11. **Update on a 'No cold calling' zone in the parish** – Sally Robertson was absent - this will be carried forward.
12. **Update on a bus shelter at Leasown** – PC confirmed that, the S106 Officer had confirmed the parish will receive £51,600 for Pyefinch, including a bus shelter.
13. **Lengthsman & P3 scheme update**, report work for the lengthsman to clerk and potholes etc to Balfour Beatty. Various potholes were reported and these will be forwarded to the Balbour Beatty. **Action: Parish Clerk**
14. **Commons update** – PE asked if the Clerk would contact a tree surgeon to look at the trees on Tillington Common, checking for disease, etc. BG said he would make contact and report back. **Action : Bernie Green**
15. **Website update** - Sally Robertson was absent - this will be carried forward
16. **Parish Welcome Pack** – In Sally's absence JH explained the thought behind this, it is to welcome new parishioners into the community. It was noted it would require updating regularly, this will be carried forward
17. **The Big Tidy – litter pick up in the parish** – It was decided to do this on Saturday 11th March 2017. Clerk to book Simpson Hall and make sure the risk assessment is completed. **Action: Parish Clerk**
18. **Correspondence, HALC and NALC updates** – noted from Lynda Wilcox
19. **Items for next meeting** – Good Neighbourhood Scheme and all items carried forward from these minutes
20. **Date of next meeting: Wednesday 8th February 2017**

Signed _____ (Chairman)

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