

BURGHILL PARISH COUNCIL

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

Minutes

Present: Mark Ellis (ME) Chairman, Pat Groves (PG), Sally Robertson (SR), David Bishop (DB), Janette Pudsey (JP), Simon Hairsnape (SH), Sally Ware (SW), Alistair Walshe (AW), David Warren (DW) and Dilys Price (DP)

In Attendance: Paulette Scholes, Parish Clerk, Pauline Crockett, (PC) Herefordshire Council Ward Member and 6 members of the public

1. **To accept apologies for absence** - Bernie Green, Beryl Staite, Alan Stokes, Pat Eagling and Ian Watkins
2. **To receive declarations of interest and written requests for dispensation** - Mark Ellis (item 6f), Alistair Walshe (items 6a, 6e and 6f), Sally Robertson (item 6a) and David Bishop (items 6a & 6e)
3. **Minutes** - to approve and sign minutes of meeting held on 6th September 2017- accepted and adopted by the Council, (proposed by Simon Hairsnape and seconded by Alistair Walshe), Chairman signed the minutes.
4. **Neighbourhood Development Plan update** - SR explained that there had been a second consultation at Simpson Hall and 16 parishioners attended, there will be one more session this weekend. JP said that both Kevin Bishop and Samantha Banks from Herefordshire Council, will support the Council and put in extra support to get the NDP plan completed. Windfalls have been quoted incorrectly by Kirkwells, the Clerk will look into this. **Action: Parish Clerk**
5. **Public participation session**
 - a) To receive reports from local police on local matters - PCSO was unable to attend, they will attend the next meeting in November.
 - b) Brief verbal report from Ward Councillor Pauline Crockett - Herefordshire Council has a grant scheme in progress offering grants of up to £100k to businesses and communities in rural Herefordshire, this is called the LEADER scheme, for more information go to: www.herefordshire.gov.uk/leader or call Dawn Turner on 01432 383023 if we do not use the money locally it will revert to Europe. Herefordshire Council (The authority) are continuing with the investigation regarding the overspend at Blueschool House. The authority is partnering with Stonewater Housing Association on two developments in the county. Work on the delivery of next year's budget progresses are continuing. Changes in the MTFs will be necessary to ensure a balanced budget in maintained. There is a full council meeting this Friday. Locally - planning decisions and applications, continue to be a major factor in my day to day business. I have received several concerns from parishioners regarding the effectiveness of the C1095 repairs. I am in continual contact with Balfour Beatty therefore if there are any concerns in this regard, please do not hesitate to contact me.
 - c) Receive views of local residents on local matters (max 10 mins - members of the public are invited to speak or raise a matter for consideration at a future meeting) - a discussion took place on the recent road works that have taken place in the parish, it was explained that the transport department had monies to spend and these works needed to be carried out before the end of March 2018 and in good weather.
6. **Planning: to consider the following applications**
 - a) Consider and agree response to planning application 173167, to be determined by Herefordshire Council, former Live and Let Live, Tillington, Hereford, HR4 8LL, site for proposed single dwelling and formation of new vehicular access. Burghill Parish Council resolved to object to this proposal for the following reasons. 1. The Parish Council accepts that Tillington is designated as a growth settlement in line with policy RA2 of the Core Strategy. However, the proposed site for this dwelling lies outside of and not adjoining a recognisable settlement boundary for Tillington. The degree of separation is such that the proposal would not accord with the proximity requirements of Policy RA2. 2. The site lies between scattered houses which have appropriate spacing in a mainly countryside location. To attempt to fill in a gap with a dwelling would promote unacceptable coalescence and ribbon development in this locality. This would seriously impact on the uncluttered layout of this area of the Parish and be harmful to the character and appearance of the area around Tillington. It would therefore, not comply with the requirements of Policy RA3 of the Core Strategy for rural development nor could it achieve compliance with any of the reasoned justification which supports this policy. 3. The site is in an unsustainable location from where almost all journeys would be made by private car. It would be dangerous to walk along the highway and the local services in Tillington due to the total lack of footways affording safe passage. Journeys to the school, shop or public house would require a pedestrian to walk along part of the narrow carriageway of the minor C1095 which has both an accident history and poor

- forward visibility for safe opposing vehicle movement. 4. All of the above points demonstrate that this is an unacceptable project and to allow it to proceed would undermine the purpose of the up to date Core Strategy policies, thereby creating a precedent for similar harmful projects beyond settlement boundaries, within rural areas of Herefordshire, the Clerk will add these comments to the application. **Action: Parish Clerk.**
- b) Consider and agree response to planning application 173141, to be determined by Herefordshire Council, land to the south of Tillington Road, Burghill, Hereford, Proposed vehicular access and hardstanding associated with the harvest of apples. This was discussed and there are no objections, the Clerk will add these comments to the application. **Action: Parish Clerk**
- c) Consider and agree response to planning application 172976, to be determined by Herefordshire Council, Maycroft, Roman Road, Hereford, HR4 7AN, proposed 2 storey rear extension. DW reported that there were objections from two residents submitted direct to HC. This was discussed and there are no objections, the Clerk will add these comments to the application. **Action: Parish Clerk**
- d) Consider and agree response to planning application 173488, to be determined by Herefordshire Council, Roman Poplars, Roman Road, Hereford, Herefordshire, HR4 9QN, Demolition of garage and outbuilding and erection of single storey extension, replacement of windows, loft conversion and new render finish to walls. This was discussed and there are no objections, the Clerk will add these comments to the application. **Action: Parish Clerk**
- e) Consider and agree response to planning application 173526, to be determined by Herefordshire Council, Red House Farm, Tillington, Hereford, HR4 8LN, proposed hay, straw and machinery store. AW left the meeting at this point and he had declared an interest. This was discussed and there are no objections, the Clerk will add these comments to the application. **Action: Parish Clerk**
- f) Consider and agree response to planning application 173605, to be determined by Herefordshire Council, Land adjacent top Bredstone House, Burghill, Outline application for proposed residential development and formation of a new vehicular access, no objection to the planning application, but there are concerns with access and the junction leading up to the site. There is a real issue with visibility when leaving the junction, this is an issue that highways need to look closely at. Also, if the application is approved, any section 106 monies should be allocated towards projects/improvements as identified in the Burghill Parish Plan and draft BNDP (i.e. Sports Pavilion at The Copse Leisure Area, Bus shelter, highway improvements), the Clerk will add these comments to the application. **Action: Parish Clerk**
- g) Applications update – no comments

7. Finance:

- a) **Payment of invoices** - all agreed and paid
- P Scholes - Clerk salary
 - P Scholes - Expenses £16.00
 - Richard Mills - Lengthsman work - £81.60
 - Autela - Clerks Payroll - £38.40
 - Grant Thornton - External Audit - £240.00
 - Kirkwells - NDP consultancy fees - £1080.00
- b) Finance Group Update -
- Bank account arrangements, thought adequate for immediate circumstances. NDP expenditure confirmed with £5846 currently unspent. Full precept £20962 received, half yearly expenditure on target with payments of £13245.03 made up to 30.09.17. This includes donations made to groups identified when setting the precept. So second half year expenditure will be less.
 - Precept and Charitable donations for year 2018/19: Clerk had written to all recipients of donations for this current financial year explaining the position that the Parish Council had taken with regard to obtaining future grants/donations. The deadline for applications has now passed and the FWG has to report that we have received no such requests for 18/19.
- In order to set the precept the PC therefore needs to take a view as to whether a sum should be set aside for possible applications that may come forward at a future date. The FWG has ascertained that if donations were to remain the same this figure would need to be £3560.
- In addition the PC need to consider, a) Whether the precept is held at the current figure of £20962 which was increased last year to accommodate the lengths man scheme, we are unlikely to overspend on the budget set aside for that purpose and so will have funds in reserve. b) increase the budget to £21,992 following the suggestions put forward by the FWG which represents a 4.9% increase. The FWG recommends that in the current financial circumstances that the PC should look to hold the precept to the current level. We could look

to either reduce the current grant line to £2500, or reduce the lengths man budget. We have enough in reserve to cover any exceptional circumstances in order to satisfy a balanced budget. The FWG needs a full PC decision on this before it can bring a proposed budget to the next PC meeting.

- Consideration on purchase of a new laptop through Transparency funding. Clerk to seek technical advice.
 - Safeguarding, PC should ascertain all grant receiving bodies should have adequate safeguarding policies in place if appropriate. PC may have to adopt a Safeguarding Statement, suggest for future discussion.
- c) Bank reconciliation report - prepared by Clerk , verified by Janette Pudsey at the Finance group meeting, accepted by the Parish Council and signed by the Chairman
- d) Donation request - Simpson Hall £300, this was agreed, a cheque will be signed at the next meeting. A request was received from Age UK, it was decided not to donate as this is a more national organisation and it was felt the local community would not directly benefit, which is the whole point of Parish donations.
- 8. Lengthsman & P3 scheme update**, report work for the lengthsman to clerk - P3 work on Bandage woods has been complete with signage replaced. SW explained the collaborative project between Burghill School and Burghill Parish. To increase awareness of the Councils responsibilities in the local area and promote interest in young people to respect and care for their surrounding area. SW will keep the Council updated on this project.
- 9. Registration of the Commons** - PG has received a letter from Alex Cunliffe from Lambe Corner informing her that the application for registration of the Commons has been submitted to the Land Registry, they are currently taking a few months to deal with first registration applications and it is unlikely we will hear anything soon.
- 10. Commons update** - no update
- 11. Website update** - The names of the Parish Councillors and their remits need to be added to the website. **Action: SR**
- 12. 2018 Meeting dates** - The Clerk will check to see if the hall is available for the second Tuesday each month. **Action: Parish Clerk**
- 13. Seminar for Parish Councillors update** - BG, JP and SH attended this Seminar. Items discussed were the need to include policies and material considerations when responding to planning applications. Kevin Bishop congratulated Parish Councils for their now detailed responses, much improved over previous years. Sam Banks explained that she and her Team would be contacting PC's over the next few months to establish their position with regard to Neighbourhood Planning in order to establish whether they wished to be included in the RDP. She also promised additional support through her Team to help Parish Councils with their plans. This was welcomed by BPC who thought that they may take up this offer. Clare Ward the Monitoring Officer for Herefordshire Council spoke at length about Herefordshire Council's Code of Conduct policy which the Council is keen for Parish Council's to adopt. Advice from HALC is that we continue with our existing code, at least until the next elections. Talk on Safeguarding and Parish Council responsibilities. Leaflets distributed to BPC and implications discussed regarding financial support to Organisations. i.e. that relevant Safeguarding policies are in place.
- 14. Correspondence, HALC and NALC updates** - noted from Lynda Wilcox
- 15. Items for next meeting** - Precept for 2018/19
- 16. Date of next meeting: Wednesday 8th November 2017**