

BURGHILL PARISH COUNCIL

Meeting held on Wednesday 12th April 2017 at 7.30pm in the Simpson Hall

Minutes

Present: Mark Ellis (ME), Chair, Alan Stokes (AS), Vice - Chair, Pat Groves (PG), Beryl Staite (BS), David Warren (DW), Sally Robertson (SR), David Bishop (DB), Janette Pudsey (JP) and Pat Eagling (PE), Bernie Green (BG), Ian Watkins (IW), Simon Hairsnape (SH) and Sally Ware (SW)

In Attendance: Paulette Scholes, Parish Clerk, Anthony Vaughan (AV), Chair of NDP Steering Group, Pauline Crockett, (PC) Herefordshire Council Ward Member and 9 members of the public

1. **To accept apologies for absence** - Dilys Price and Alistair Walshe
2. **To receive declarations of interest and written requests for dispensation** - Sally Robertson (agenda item 5d) and Alan Stokes (agenda items 5a, 5c and 5e)
3. **To vote and Co-Opt on two Parish Councillors** - Three parish members had registered an interest in joining the Parish Council, a vote was held to co-opt on two new Councillors, Simon Hairsnape and Sally Ware were co-opted onto the Council and were then invited to join the Parish Council for the meeting. The Clerk will update the contacts list and distribute to all Parish Councillors. **Action: Parish Clerk**
4. **Minutes** - to approve and sign minutes of meeting held on 8th March 2017 - accepted and adopted by the Council (proposed by Alan Stokes and seconded by Janette Pudsey), Chairman signed the minutes.
5. **Planning: to consider the following applications**
 - a) Consider and agree response to planning application 152868, to be determined by Herefordshire Council, Burghill Gospel Hall, Portway, Burghill, Hereford, Herefordshire, proposed change of use into a dwelling house - the Council have nothing more to add to this application from what has been previously stated. **No action.**
 - b) Consider and agree response to planning application 170664, to be determined by Herefordshire Council, 8 Chestnut Lane, Burghill, Hereford, Herefordshire HR4 7QN, proposed single storey oak framed orangery extension to rear - it 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 170699, to be determined by Herefordshire Council, Brook House, Towtree Lane, Burghill, Hereford, Herefordshire HR4 7AW, proposed single storey extension on the rear of the property - it 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 171003, to be determined by Herefordshire Council, Land to the Rear of The Villa, Burghill, Herefordshire, application for approval of reserved matters following outline approval 161722 – to note Sally Robertson left the room for this item - it 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 171053, to be determined by Herefordshire Council, 7 Sycamore Lane, Burghill, Hereford, Herefordshire, HR4 7QR, proposed single storey extension - it 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 171118, to be determined by Herefordshire Council, Highfield House, Portway Burghill, Hereford, Herefordshire HR4 8NG, proposed extension - it was discussed and there are no objections, the Clerk will add these comments to the application. **Action: Parish Clerk**
 - g) Consider and agree response to planning application 171241, to be determined by Herefordshire Council, Ivor House, Tillington, Hereford, Herefordshire HR4 8LN, proposed two storey rear extension, greenhouse and shed - it was discussed and there are no objections, the Clerk will add these comments to the application. **Action: Parish Clerk**
 - h) Applications update – this was circulated and noted.
6. **Neighbourhood Development Plan update** - Kirkwells produced an Updated Site Assessment Report (USAR) which was circulated to PC members. The SG inspected the document and liaised with Kirkwells regarding minor corrections and typos before presenting it to the PC. To date this report has not been circulated further than SG members. SG now seeks permission to publish this report from PC, so comments can be received from the public and PC members. This was authorised by the PC. Articles will be placed in the next two Community Magazine (May and June) informing parishioners of the publication of this document and where hard copies can be viewed. Interested persons can present their views and comments on the Burghill Parish USAR to the Parish Clerk before the end of June 2017. The information will be collated by the SG and a report presented to the PC in July 2017 when a representative from Kirkwells will be requested to attend. It should be emphasised that the publication of this

report by the PC represents continued liaison and community involvement with parishioners over the potential NDP options for development sites. Permission in Principle (PIP) for any plan completed after the 15 April 2017 will mean preferred sites will gain an automatic planning permission in principle (PIP) which, at present is understood will endure for the life of the plan. The PC, as a local body with significant personal involvement, will want to decide whether it wants to have this decision making function. The PC will consult with HALC on this point. Tillington Common (TC) the Ward Councillor has made a submission to Samantha Banks at HC. The main thrust of this submission claims TC is a sustainable location and should be included within the NDP as a growth settlement. The PC will write to both HALC and HC for guidance. The current draft USAR prepared by Kirkwells is a substantial document and probably contains sufficient detail and background to satisfy research requirements for a normal development plan. However, PIP imposes an additional burden on site assessments. Kirkwells say that similar reports in the new format have withstood scrutiny by examiners and been accepted (Letter dated 11 April 2017 from Kirkwells). The SG chairman and SG members thank the Chairman of the PC and PC members for their continued support for the NDP. **Action: Sally Robertson and Janette Pudsey (letter to HC and HALC)**

7. **Public participation session (max 10 mins)** members of the public are invited to speak or raise a matter for consideration at a future meeting – comments were made of the density of housing in the city is different to that of the countryside, all agreed. It was requested that the Steering Group will gain legal advice on the 18% housing increase. **Action: Steering Group**
8. **Update from Ward Councillor Pauline Crockett -**
 - a) Funding for Herefordshire Council of £8million from the Marches LEP through the Governments Growth deal has been confirmed. This will enable the commencement of the new University for Hereford, creating opportunities for up to 5,000 students by 2032.
 - b) Funding from the Governments Growth deal has been allocated to HC to develop a new cyber security centre in Rotherwas. This £2.8million will allow a centre of expertise creating 185 jobs.
 - c) Home care services are being reviewed. No contracts have been awarded at present, as submitted tenders do not meet the required needs of the County. This will be re-procured later in the year, this will not affect the care of residents. This procedure will be revisited later this month.
 - d) I continue to be a member involved in reviewing the Children and Young Peoples Mental Health services, at present we (the task and finish group) have interviewed commissioners, providers and users of the service, and are now preparing the recommendations to present to Committee at the end of April.
 - e) At present the only open Public Consultation is that of the Hereford Area Plan (HAP) and Hereford Transport Package (HTP). I urge constituents to visit the Hereford Library and see for yourselves what the plans for the future could be (funding dependent). You may also access the subject on the Council website.
 - f) I have been contacted by local residents regarding several issues I am assisting with: NDP plan, speeding in the parish, dog fouling and verge obstructions
9. **Finance - payment of invoices – all agreed and paid**
P Scholes - Clerk salary, P Scholes - Expenses £71.47, HALC - Training invoices and clerk recruitment services £545.40, Autela - Payroll and pension enrolling £60.00, R Mills - Lengthsman £1562.10, Arbortech - Inspection of trees and report £120.00
10. **NDP - Public participation and updated Site Assessment Report -** Mainly covered by item 7, Tillington Common was raised, this needs clarification as to whether Tillington Common is part of Tillington on the NDP plan, the Steering Group will look into this. **Action: Steering Group**
11. **Appointment of new Public Footpath Officer -** Martin Doughty has agreed to continue with the SID project, SW agreed to take on this role with BG liaising with SW for the next 12 months on this role, BS also offered assistance.
12. **Adopting new Code of Conduct -** This was adopted by the Council, unanimously.
13. **Transparency Course update -** JP requested a finance group be set up, it was agreed JP, DW, SH and the Clerk make up this group, they will meet quarterly, check the accounts, review audits and look at budget setting.
14. **Lengthsman & P3 scheme update,** report work for the lengthsman to clerk and potholes etc to Balfour Beatty - 3 signs needs to be erected for 'no cold calling' SR will liaise with the lengthsman. The Chairman and then the Clerk signed the contract for the Lengthsman and P3 schemes for 2017/18 with Balfour Beatty.
15. **Commons update -** The trees have been inspected and a report produced. AS, PE and PG will do an annual inspection in May. The Clerk will put an advert in the parish magazine for the hay crop. **Action: Parish Clerk**
16. **Website update -** SR and JP agreed with transparency now required within the Parish Council a website group needs be set up, it was agreed SR, PG and the Clerk would make up this group.
17. **Correspondence, HALC and NALC updates -** noted from Lynda Wilcox.
18. **Items for next meeting -** None
19. **Date of next meeting: Wednesday 10th May 2017**