

## **BURGHILL PARISH COUNCIL**

Meeting held on Wednesday 14<sup>th</sup> June 2017 at 7.30pm in the Simpson Hall

### **Minutes**

**Present:** Alan Stokes (AS), Chair, Pat Groves (PG), Dilys Price (DP), Sally Robertson (SR), David Bishop (DB), Janette Pudsey (JP), 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 20 members of the public

- 1. To accept apologies for absence** - Mark Ellis, David Warren, Beryl Staite and Alistair Walshe
- 2. To receive declarations of interest and written requests for dispensation** - Alan Stokes (agenda items 5b & 5d), Pat Eagling (agenda item 5b), Sally Robertson (agenda item 8a) and Dilys Price (agenda item 8a)

- 3. Neighbourhood Development Plan** - as many of the public attended for this specific item it was moved up to item 3 on the agenda, the below includes points a) and b) from the original agenda.

The updated Site Assessment Report has been out now for 6 weeks. 8 parishioners in total have visited the CAP meetings to look at the report. There have been no telephone calls regarding any queries and 4 formal comments received by the Clerk, but in the past few days this has increased to 12 because of an anonymous document circulated to selected addresses in the Parish. The Parish Council does not comment on anonymous documents. Lynda Wilcox, the CEO, from HALC gave advice on the anonymous document received. A meeting of the SG group for next week has been postponed until after the end of the consultation period at the end of June. Once the Clerk has received all comments, these will be reviewed by the SG and Kirkwells and the SG can give an update at the next PC Meeting (in July). The SG role in this process will then end with the PC seeing the process through whilst liaising directly with Kirkwells.

Comments were then received from the public. It was stated that the consultation had not been carried out properly, and why were the 50 houses in planning application 160048 not included in the report. It was stated these 50 houses are included in the report in Table 1, but still left the parish at least 15 dwellings short of meeting its 18% even if potential windfalls are included. It was noted at this point a parishioner was recording the meeting. A parishioner then admitted to being one of the people behind the anonymous flyer. Comments were made that the 18% have been met. At the April meeting it was suggested the PC look at the legitimacy of the 18% by speaking to HALC, Sam Banks from the Council said this was legitimate as it was in the Core Strategy. One of the Parish Councillors then asked the parishioner who sent the flyers why only certain address had received it? This was apologised for and not meant to cause harm.

The bypass was then discussed, parishioners were concerned this may end up running through their properties. It was explained that there is a lot of consultation to come on this. The Parish Council has already responded to the first stage consultation about general issues related to the proposed corridor. During the summer months of 2017, Herefordshire Council will continue to identify possible route options for the bypass. The next stage of consultation (phase 2) will be later this year and will ask the public for their opinion of these route options. Finally, the phase 3 consultation in 2018 will consult on the specific route proposed. The Parish Council will respond to both future consultations on behalf of parishioners.

- 4. Minutes** - to approve and sign minutes of meeting held on 10<sup>th</sup> May 2017, accepted and adopted by the Council, (proposed by Pat Groves and seconded by Simon Hairsnape), Vice-Chairman signed the minutes.

- 5. Planning: to consider the following applications**

- Consider and agree response to planning application 171486, to be determined by Herefordshire Council, 4 Hospital Houses, Burghill, Hereford, HR4 7RD, demolition of existing single storey rear extension. New single storey and two storey rear extensions, it was discussed and there are no objections, the Clerk will add these comments to the application. **Action: Parish Clerk**
- Consider and agree response to planning application 171654, to be determined by Herefordshire Council, Annexe 2, Barn Annexes At Woodfield Farm, Badnage Lane, Tillington, Hereford, HR4 8LP, Proposed first floor extension to construct two bedrooms above the living room and install new velux windows in existing bedroom, PE left the room, AS abstained from comments, it was discussed and there are no objections, the Clerk will add these comments to the application. **Action: Parish Clerk**
- Consider and agree response to planning application 171630, to be determined by Herefordshire Council, The Barn, Haymeadow Lane, Burghill, Hereford, HR4 7RY, demolition of existing garage to the south of property, construction of new garage to the west of the property, it was discussed and there are no objections, the Clerk will add these comments to the application. **Action: Parish Clerk**
- Consider and agree response to planning application 171629, to be determined by Herefordshire Council, Brick Kiln House, St Donats Farm, Burghill, Hereford, Herefordshire HR4 8NQ, proposed extension to

- agricultural buildings, AS left the room, IW chaired, 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 171558, to be determined by Herefordshire Council, Land to the south of Tillington Road, Burghill, Herefordshire, proposal for the creation of vehicular access and hardstanding associated with the harvest of apples, it was discussed and there are no objections, the Clerk will add these comments to the application. **Action: Parish Clerk**
- f) Applications update – application 163656, Three Shires Nurseries, Herefordshire Council are selling land, so the Council can expect extensions to this site in the future.
- 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. This was covered in point 3, no other matters raised.
- 7. Update from Ward Councillor Pauline Crockett** - Herefordshire Council held a full AGM meeting on 19<sup>th</sup> May with elections of council positions and appointments of Council Committees. There are now 3 scrutiny committees all having 11 seats. I will be part of the Adult and Well-being Scrutiny. A new Council Constitution was approved with changes to the Councillors Allowance Scheme. Full details on the Herefordshire Council website. Locally, Parishioners are concerned about the NDP process, potholes and a neighbour dispute. At my last surgery I had 1 inquiry and was joined initially by the PC and PCSO for our area. A Public Spaces Protection Order (PSPO) for the Copse was discussed, and the PC agreed that I could request this identified area to be included in the plan by Herefordshire Council.
- 8. Finance:**
- a) **Payment of invoices** - all agreed and paid  
 P Scholes - Clerk salary  
 P Scholes - Expenses £23.70  
 Richard Mills - Lengthsman work - £552.60  
 Heather Worth – Internal Audit - £45.00  
 Autela – Payroll (3 months) - £38.40  
 XL Displays – notice board (Simpson Hall) -£292.80 (already paid)
- b) Bank reconciliation report - prepared by Clerk - prepared by the Clerk, verified by Janette Pudsey at the Finance group meeting, accepted by the Parish Council and signed by the Vice-Chairman
- c) Finance Working Group update - the role of FWG is to oversee Compliance with Transparency Code for Smaller Authorities, it is not a decision making Group, but can make recommendations to the Parish Council regarding specific matters. A timetable for future meetings was given :-  
 April - Risk Assessment, Audit requirement, Annual Governance Statement  
 July - Donations made and invitation to groups to apply for funding for following year  
 October - Precept meeting, to discuss draft Precept for consideration and recommend inclusions for funding.  
 January - Checks of Public Land and Building Assets, Review of Trusts.  
 At each meeting the members will confirm reconciliation of Bank Statements and oversee Budgetary Control, including NDP budget. It was recommend that the Clerk will determine reserves and investigate deposit account provision. Grants are available and we need to explore these as a matter of urgency especially with regard to the usability of the current website.
- 9. Lengthsman & P3 scheme update**, report work for the lengthsman to clerk and potholes etc to Balfour Beatty – SW confirmed all the work on Badnage Wood is complete and the organisers of Crocodile 8 thanked the Council for this. SW has set up a database on all the footpaths in the Parish, this will be an on –going project. Maps of the footpaths were given to all the Councillors, SW asked if they notice anything let SW know so the database can be kept updated. SW is contacting the local school to see if children can adopted small areas of paths to keep tidy, etc.
- 10. Registration of the Commons** - There are 3 commons to register, with one quote saying the cost will be (approx) £1,500 + VAT each, it was suggested PG get another quote. **Action: Pat Groves**
- 11. Commons update** - The grass needs cutting, the Clerk will arrange this. **Action: Parish Clerk**
- 12. Website update** - the Parish Councils website has transferred to the HALC server at no extra cost. Training for the website group will take place shortly.
- 13. Leasown open space** - SR will speak to Herefordshire Housing about this. **Action: Sally Robertson**
- 14. Notice boards** - J Helme agreed to keep the parish noticeboards tidy, clearing them of out of date notices, etc.
- 15. Correspondence, HALC and NALC updates** - noted from Lynda Wilcox
- 16. Items for next meeting** - Rural Area Site Allocation DPD and Annual donations
- 17. Date of next meeting: Wednesday 12<sup>th</sup> July 2017**