

# **BURGHILL PARISH COUNCIL**

Meeting held on Tuesday 9<sup>th</sup> January 2018 at 7.30pm in the Simpson Hall

## **Minutes**

**Present:** Mark Ellis (ME) Chairman, Alan Stokes (AS) Vice-Chairman, Pat Groves (PG), Sally Robertson (SR), David Bishop (DB), Janette Pudsey (JP), Simon Hairsnape (SH), Sally Ware (SW), David Warren (DW), Dilys Price (DP), Bernie Green (BG) and Pat Eagling (PE)

**In Attendance:** Paulette Scholes, Parish Clerk, Pauline Crockett, (PC) Herefordshire Council Ward Member and 12 members of the public

1. **To accept apologies for absence** - Beryl Staite, Alister Walshe and Ian Watkins
2. **To receive declarations of interest and written requests for dispensation** - Sally Robertson requested dispensation and this was agreed (item 7 a)
3. **Minutes** - to approve and sign minutes of meeting held on 8<sup>th</sup> November 2017 - these were accepted and adopted by the Council, (proposed by Janette Pudsey and seconded by Sally Robertson) Chairman signed the minutes.
4. **Extraordinary minutes** - to approve and sign minutes of meeting held on 6<sup>th</sup> December 2017- these were accepted and adopted by the Council, (proposed by Pat Groves and seconded by David Warren) Chairman signed the minutes.
5. **Neighbourhood Development Plan update** - JP said that all Parish Councillors have had the opportunity to read and comment on the draft document. JP explained that a few grammatical and spelling errors had been noted, for example the term Council Houses has been used, this will be replaced by Social Housing, and there are issues with the ratings chart on p84, this will be amended, but does not affect the overall assessments. The Bredstone House application has been granted so these 10 houses will now be included in the NDP. The three chosen sites on p37 will stay in the NDP but site 21 will have a lower preference. At this point Samantha Banks (Neighbourhood Planning Team Leader at Herefordshire Council), was welcomed to the meeting by The Chairman. Samantha Banks explained the windfalls issue that these cannot be relied upon for a robust plan. Also, there should be reference to include CIL in the plan but to ensure that further detail is included in the Appendices. The meeting then opened up to the public. Members of the public said that with the current number of windfalls the plan was sufficient without adding the preferred three sites. Sam Banks again repeated that windfalls should not be relied upon, adding that the inclusion of the preferred three sites, makes the plan infinitely more robust and more likely to succeed at examination. Settlement boundaries need to be clear and well defined, and whatever the Parish Council decides to determine, Sam Banks and Kevin Bishop (Lead Development Manager at Herefordshire Council) will support them. The Parish Council needs to look at sites in the plan that are deliverable otherwise developers can challenge plans in the future. It was pointed out that the two sites in Tillington were not considered deliverable at the last stage of this process by Herefordshire Council, how has this now changed? Sam Banks said that last time there were no access to the site assessments undertaken on these sites, this is now not the case. A full and detailed USAR has been undertaken by Kirkwells, the Parish Councils planning consultants, which will accompany the Plan. SR asked Sam Banks if she felt as a Parish Council we had consulted enough? Sam Banks said that she sees a whole range of consultations for these plans, and stated that the level of consultation undertaken by Burghill Parish Council exceeded some Parish Councils whose Neighbourhood Plans had already been passed. It was proposed by the whole Parish Council to continue with the Plan, making any necessary changes, returning it to Kirkwells for amendment. The process can then continue to Regulation 16. Proposed by Simon Hairsnape, seconded by Pat Eagling agreed by the whole Parish Council.
6. **Public participation session** -
  - a) To receive reports from local police on local matters - PCSO was unable to attend, no update.
  - b) Brief verbal report from Ward Councillor Pauline Crockett - Two updates regarding Herefordshire Council, the first is that the finances at Herefordshire Council are still serious following a disappointing Government settlement, Herefordshire Council Tax is anticipated to rise by 4.9% this year, (possibly 3% of this is for social care), this will be ratified at the next full Council meeting on January 26<sup>th</sup> at The Shirehall. The second update is regarding the proposed by-pass, Cabinet are due to consider a report on the Hereford Transport Package at its meeting on the 18 January 2018. At this meeting cabinet will consider feedback from the first phase of consultation about the project which was held in 2017 and assessment work done since then on possible routes for the bypass, prior to commencement of the next stage of public consultation. Papers for this cabinet meeting will be available on the Council's website on 11 January 2018. Dealing with local issues regarding animal welfare, neighbourhood dispute, planning applications and the NDP.

- 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) - nothing to report.
- 7. Planning: to consider the following applications**
- a) Consider and agree response to planning application 174267, to be determined by Herefordshire Council, Land to the rear of The Villa, Burghill, Herefordshire, Variation of condition 1 of 1710003 to reflect minor alteration to the approved layout and substitution of roof covering finish. Sally Robertson had a dispensation agreed for this. SR had been informed that this application, which was an enforcement issue, had been invalidated as the wrong forms were completed. It was noted that the application had been taken off the council website two days before the end of the consultation period and following a challenge from the planning consultant acting on behalf of SR. The family has had to employ a planning consultant in order to address their concerns that the significant enforcement issues were being dealt with as a variation instead of a new application. SR also advised that over 50 objections had been sent in and none of the letters were now available to view on the website. SR advised that a new application would be forthcoming shortly from the developer. Concern was also expressed that since the 12th October, the module thatched property was still sited in the wrong location which poses a fire risk to the neighbouring property being 1.5 metres too close and contrary to the approved planning permission.
- b) Consider and agree response to planning application 174445, to be determined by Herefordshire Council, Pyefinch, to change the boundary treatments from the approved scheme. This was discussed and clarification will be asked as to why the fence did not go straight across from properties 4 to 11 and not just behind properties 8, 9 and 10, the Parish Council had no objections, the Clerk will add these comments to the application. **Action: Parish Clerk**
- c) Consider and agree response to planning application 174448, to be determined by Herefordshire Council, Maycroft, Roman Road, Hereford, Herefordshire, HR4 7AN, Proposed erection of rear single storey extension. This was discussed, there is one objection from a neighbour to this application as it is too close to their property, this is an issue they will need to follow up with Herefordshire Council, the Parish Council had no objections, the Clerk will add these comments to the application. **Action: Parish Clerk**
- d) Applications update – no comments
- 8. Finance:**
- a) **Payment of invoices** - all agreed and paid  
 P Scholes - Clerk salary  
 P Scholes - Expenses £69.47  
 R Mills - Lengthsman - £120.30  
 Kirkwells - NDP - £600.00  
 Autela - Payroll Services - £38.40  
 ICO - Data protection registration - renewal - £35.00  
 Infinity ITS Hereford - IT support - £180.00
- b) Bank reconciliation report - prepared by Clerk - verified by Janette Pudsey and accepted by the Parish Council and signed by the Chairman.
- 9. Lengthsman & P3 scheme update**, report work for the lengthsman to clerk - SW said that there had been a tree down in BX41 which is now been cleared. A walk has been accepted from Burghill for the Herefordshire Walking Festival 2018, this will take place on June 22<sup>nd</sup> and start from The Bell, and be called the crocodile challenge.
- 10. Commons update** - Western Power have been cutting back tree branches on a few trees that are growing towards conductors on the common.
- 11. Website update** - SR has received some training videos dealing with security for websites, it was agreed that if it is required we can purchased the software to add the padlock to our website, SH and SR will discuss further. **Action: Sally Robertson and Simon Hairsnape**
- 12. Purchase of a new Laptop for the Clerk** - The Transparency Code has been applied for and is £350 for a laptop and £200 for new software, it was agreed the Clerk can purchase a new laptop with the transparency funding available. The Council were shown two quotes and agreed the Clerk could spend an extra £150 above the transparency funding for purchasing the laptop. The Clerk will purchase the new laptop. **Action: Parish Clerk**
- 13. Correspondence, HALC and NALC updates** - noted from Lynda Wilcox
- 14. Items for next meeting** - By-pass / Relief Road and Safeguarding statement
- 15. Date of next meeting: Tuesday 13<sup>th</sup> February 2018**