

BURGHILL PARISH COUNCIL

Meeting held on Tuesday 8th May 2018 at 7.30pm in the Simpson Hall

Minutes

Present: Simon Hairsnape (SH) Chairman, Mark Ellis (ME) Vice - Chairman, Alan Stokes (AS), Janette Pudsey (JP), Dilys Price (DP), Bernie Green (BG), Anthony Vaughan (AV), Sally Ware (SW), Beryl Staite (BS), Ian Watkins (IW), Pat Groves (PG) and Sally Robertson (SR)

In Attendance: Paulette Scholes, Parish Clerk, Pauline Crockett, (PC) Herefordshire Council Ward Member and 8 members of the public

1. **To elect a Chairman and Vice Chairman** - ME stepped down as Chairman, and AS proposed SH as the new Chairman and AV seconded this proposal, all Councillors agreed this, SH accepted the position as Chairman and signed the Declaration of Acceptance of Office of Chairman. ME was thanked by all the Councillors for his steering of the Council over the last four years. AS stepped down as Vice- Chairman and SW proposed ME and JP seconded this proposal, all Councillors agreed this and ME agreed to take on this role for the next year. AS was thanked by all Councillors for his hard work as Vice-Chairman and ME thanked him for all his help whilst he was Chairman. SH welcomed all parishioners to the meeting and reminded everyone that this was a meeting held in public for transparency.
2. **To remind Councillors to update their Notice of Registrable Interests** - noted by all Parish Councillors
3. **To accept apologies for absence** - David Bishop, Pat Eagling and Alister Walshe
4. **To receive declarations of interest and written requests for dispensation** - none received
5. **Minutes** - to approve and sign minutes of meeting held on 10th April 2018, these were accepted and adopted by the Council, (proposed by Mark Ellis and seconded by Sally Ware) The Chairman signed the minutes.
6. **Neighbourhood Development Plan update** - the NDP plan is with Herefordshire Council for publication. There was a minor issue with one of the maps, this has been corrected. All comments on this plan need to be made to Herefordshire Council, the plan will be in the public domain for 6 weeks. SH urged all parishioners to respond to this plan. JP said there is an article in the parish magazine and posters up around the parish informing everyone of the process. Copiers of the plan will be made available in The Bell, Golf Club, at CAP meetings and from the Clerk.
7. **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 - the second phase of the Challenge Fund Road improvements was decided on the 4th May. The Cabinet members decided the timescale and methods of works as part of the Local Highways Maintenance Challenge Fund project. This project will be completed in two short windows separated by approximately a year, and the budget for these works has been increased by £0.5m to a total of £8.5m. It has been announced that the faults related to the on street parking meters in the city will be rectified this week, the fault was in relation to the inability to pay parking charges by bank card. Hillside closure, I have received confirmation from David Farnsworth, Associate Director for Integrated Care at WVT, that since the closure of Hillside the continued high quality care to those who need it, whether in the home or at another community site, has continued. Care is now provided by a mix of Wye Valley NHS Trust staff and colleagues from the adult social care team at Herefordshire Council. Locally I have been involved in planning applications, a very productive litter pick and other events at Simpson Hall.
 - 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 non resident of the parish made a comment that she was wrongly quoted in the March minutes, these have been looked at and they are correct, no need to amend. She wanted clarification on the minor issue of the NDP, which was given, it was an amendment to the Tillington village map which had the boundary on Bird Pool wrong, this has now been amended. Questions on the ownership of the Copse were given and the bank balances, which will be published with the Audit.
8. **Planning: to consider the following applications**
 - a) (PE) Consider and agree response to planning application 180985, to be determined by Herefordshire Council, The Bell Inn, C1095 From Brinsop Court, Tillington, HR4 8LE, site for proposed erection of four detached dwellings - a site visit was attended by Parish Councillors, the site is for four houses with a road in the middle. This was not a preferred site in the current NDP, however, this site would comply with Policy RA2 of the Core Strategy. A letter was received from the adjacent landowner regarding access for this site

and is prepared to gift some land for the footpath. There are issues with the site access and sewerage. SH invited the public to make comments, the highways section for this application is elevated and on the bend of the road, which is dangerous, comments on destroying an ancient hedgerow were made. The footpath from the business park to the site is not owned by the owner of the site. This went back to discussion by the Councillors. There are technical issues that are solvable, it was discussed that further research would be needed to establish the viability of access and other infrastructure to serve the project. Road safety and sewage disposal are of concern to parishioners who live locally. Therefore, the Parish Council does not object to the principle of the development of this frontage site. The Clerk will add these comments to the application. **Action: Parish Clerk**

- b) (BG) Consider and agree response to planning application 181181, to be determined by Herefordshire Council, Land adjacent The Rise, Tillington, Herefordshire, HR4 8LE, site for erection of four dwellings. This application has many infrastructure constraints in terms of access and drainage. If the project were to proceed, together with an adjacent recent PA, there would be three multiple use access points and one single user access point on the southern side of the road within a very short distance. The PC considers that this would be unacceptable and dangerous for users of the public highway. In assessing the foul drainage options for the site, it is probably too small to accommodate the drainage fields from treatment plants for four dwellings. Compliance with the 15m separation distance required by Part H2 of the Building Regulations seems an unlikely prospect. The same constraints might apply for a single joint use treatment plant which would require a larger drainage field which would also impinge on the 15m proximity to buildings. It would seem that for this planning application, in its current form, the uncertainty of infrastructure provision would override its possible compliance with Policy RA2 of the CS which identifies Tillington as a location where additional housing might be appropriate, therefore, the PC objects to this planning application. The Clerk will add these comments to the application. **Action: Parish Clerk**
- c) (PG) Consider and agree response to planning application 181353, to be determined by Herefordshire Council, The Old Chapel, Tillington, Hereford, Herefordshire HR4 8LW, proposed link single storey extension to the dwelling and detached single storey garage and store. Comments were made that this PA seemed to overlap a PA that was approved a few months ago (172420). It is also a re-submission of a previous PA that was refused for extension and erection of garage and store. This application does leave the Chapel intact. It is a low level development in keeping with the houses around. Ward Councillor Crockett confirmed that this application did not in fact overlap PA 172420, there is a one metre gap to the potential new build and one metre gap to the east side. It was noted that a young family live in this property and all Councillors agreed the need to support young families in the parish. There is no objection to this application. The Clerk will add these comments to the application. **Action: Parish Clerk**
- d) (SH) Consider and agree response to planning application 181455, to be determined by Herefordshire Council, Land at The Chase, Burghill, Hereford, HR4 7RL, proposed erection of a bungalow. No neighbours had any objections to this application, there is a walled garden but the property will be lower than the wall. There were no objections to this application, but as the site is close to the Burghill Conservation Area the comments of the Conservation Officer will be important. The Clerk will add these comments to the application. **Action: Parish Clerk**
- e) Applications update - noted

9. To appoint officers:

- a) Commons Working Group - A Stokes, P Groves, P Eagling and A Walshe
- b) Tree Warden - Mr Terry Peters supported by Bernie Green
- c) Simpson Hall representative - previously D Price
- d) Copse Leisure Trust representatives - I Watkins & M Ellis
- e) Footpaths officer- S Ware
- f) Finance Working Group FWG - J Pudsey, S Hairsnape, Alister Walshe and P Scholes
- g) Website Working Group - S Robertson, A Vaughan and P Scholes

10. Finance:

- a) Consider and approve Annual Governance Statement for 2017/18 - approved by the Council and signed by the Chairman and the Clerk
- b) Consider and approve Annual Internal Audit Report for 2017/18 - approved by the Council and signed by Heather Worth (Internal Auditor) also the Bank reconciliation report for 17/18 prepared by Clerk verified by Heather Worth, signed by the Chairman and accepted by Parish Council.

- c) Consider and approve Annual Accounts for 2017/18 - approved by the Council and signed by the Chairman and the Clerk
 - d) Consider and approve the Annual Risk Assessment 2018 - approved by the Council and signed by the Chairman
 - e) **Payment of invoices** - all agreed and paid
 - P Scholes - Clerk salary
 - P Scholes - Expenses £22.96
 - Game & Company (Annual Insurance) £411.39
 - Simpson Hall (Room Hire) £124.00
- 11. Lengthsman & P3 scheme update**, report work for the lengthsman to clerk - Burghill in Bloom is fast approaching and all paths will need spraying by the lengthsman. Also, still waiting for the Cold Calling signs from Herefordshire Council, once these have been received SR will arrange for the lengthsman to put them up. **Action: Sally Robertson**
- 12. Commons drainage** - A local resident is having issues with their septic tank and asked for permission to discharge their waste onto the common, a discussion took place. The commons is a public area and to allow discharge of sewage onto public land is not an option. Septic tanks will cause issues too. The residents are trying to find a solution to their problem. AV suggested he enter into a discussion with Welsh Water and he will keep the Council up dated on the conversations he has. **Action: Anthony Vaughan**
- 13. Commons update** – land registration has now been resolved and the Clerk has all the relevant documentation for this. PG read out the letter from Lambe Corner explaining the land is now registered with the Parish Council and this is now a community asset.
- 14. Correspondence, HALC and NALC updates** - noted
- 15. Items for next meeting** - none
- 16. Date of next meeting: Tuesday 12th June 2018**