

BURGHILL PARISH COUNCIL

Meeting held on Tuesday 9th July 2019 at 7.30pm in the Simpson Hall

Minutes

Present: Simon Hairsnape (SH), Chairman, Mark Ellis (Vice-Chairman), Anthony Vaughan (AV), Janette Pudsey (JP), Pat Groves (PG), Pat Eagling (PE), Ian Watkins (IW), Alison Fenton (AF), Marion Luscombe (ML) Alister Walsh (AW), David Bishop (DB) and Sam Davies (SD)

In Attendance: Paulette Scholes, Parish Clerk, Pauline Crockett, (PC) Herefordshire Council Ward Member and 5 members of the public

1. **To accept apologies for absence** - Bernie Green, Beryl Staite and Dilys Price
2. **To receive declarations of interest and written requests for dispensation** - Simon Hairsnape (items 5a, 5b, 5d), Sam Davies (item 5c), Mark Ellis (item 5d) and Anthony Vaughan (item 5c)
3. **Minutes** - to approve and sign the minutes of the meeting held on 11th June 2019, the minutes were accepted and adopted as a true and accurate record of the meeting, the Chairman signed the minutes.
4. **Public participation session** -
 - a) Brief verbal report from Ward Councillor Pauline Crockett - There is a steep learning curve with my new position, and we, the new administration have been addressing numerous issues that need decisions or reviews. We have paused both the Southern Link Road and proposed Western Bypass projects and are continuing to review reports and consultations that have been completed. As cabinet member for Health and Adult Wellbeing I have been liaising with many council officers to again review and assess ongoing projects and agendas. We have been exploring ways of reaching out to rural community areas to facilitate individual needs. More local cohesion through community hubs, offering assistance and signposting to opportunities or services. The Five-yearly review of all polling districts, polling places and polling stations will take place between 15 July to 23 September 2019. Locally; I have been liaising with BBLP and the Parish clerk on a number of issues, including verge vegetation concerns raised by parishioners, Common concerns regarding tree management on Tillington Common and grass management at Whitmore common. The infamous BT pole issue is ongoing, it has proved difficult to speak to the right team at BT. New planning applications have reduced in the Parish, but ongoing applications are continuing to be problematic.
 - b) 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) - none to record
5. **Planning: to consider the following applications**
 - a) (BG) Consider and agree response to planning application 192091, to be determined by Herefordshire Council, Oakfield House, 23 St Marys Lane, Burghill, Hereford, Herefordshire HR4 7QL, proposed works to T1: Oak, remove unstable deadwood, raise canopy by rear boundary to 3m from ground to improve light conditions. This was discussed, a Councillor has looked at this application and made the following comments, the tree referred to in this application is a well-established mature Oak situated in a central position in the rear garden of the applicant's house with low overhang of limbs. The application is to remove the unstable deadwood and raise the canopy to 3m from the ground. This would improve light conditions and also provide safer access to the garden area. It was RESOLVED to SUPPORT the application noting comments of No Objection. **Action: Parish Clerk**
 - b) (BG) Consider and agree response to planning application 192092, to be determined by Herefordshire Council, 21 St Marys Lane, Burghill, Hereford, Herefordshire HR4 7QL, proposed works to Oak T1: Remove fragile major deadwood, raise canopy to 2.5m to allow sufficient clearance. This was discussed, a Councillor has looked at this application and made the following comments, the tree referred to in this application is a large well-established oak near to the boundary fence of the rear garden. It has low overhanging limbs including a substantial amount of deadwood. The application is to remove the fragile deadwood and raise the canopy overall to 2.5m to allow for sufficient clearance, this would improve matters substantially. It was RESOLVED to SUPPORT the application noting comments of No Objection. **Action: Parish Clerk**
 - c) (AW) Consider and agree response to planning application 192181, to be determined by Herefordshire Council, Grove Farm, Burghill, Hereford, Herefordshire HR4 8NF, demolition of part of existing building and proposed offices and car park spaces (Associated operational development relating to a Prior approval

determination ref 183746). Before this was discussed Parish Councillor Sam Davies declared an interest and left the meeting. This was then discussed, a Councillor has looked at this application and made the following comments, this was an agricultural building that is run down, planning permission has been previously granted for a change of use to offices, this application is to show what the offices will look like. There is no change on the shape of the building, it was RESOLVED to SUPPORT the application noting comments of No Objection. **Action: Parish Clerk.** Sam Davies re-joined the meeting.

- d) (IW) Consider and agree response to planning application 192314, to be determined by Herefordshire Council, Burlton Court Industrial Park, Burghill, Hereford, Herefordshire HR4 7RQ, three bay extension of existing industrial unit to replace portacabin. This was discussed, a Councillor has looked at this application and made the following comments, this application is to replace an existing portacabin, it is felt this will tidy up the area, the tenant who rents the unit will stay the same so there is no extra traffic, this application is in the NDP. The only issue would be the security lighting and making sure it did not hinder the neighbours, the Clerk will add these comments. It was RESOLVED to SUPPORT the application noting comments of the security lighting and No Objection. **Action: Parish Clerk**
- e) Applications update - Members considered the update report noting:
182903 - Herefordshire Council are requesting more drawings on this to look at the access point.
Bird in Hand - The PC have received a reply from the letter sent to the Environment Agency on 13th June, and it confirmed that due to the proximity of a private domestic water supply an Environmental Permit would be required for the operation of both the existing and proposed private sewage treatment processes on the site. **Action: AV and Clerk to write to developer with copies to all concerned.**
6. **Finance and Administration Working Group update** - Members considered the report, with JP noting: Good Governance, to ensure all relevant policies in place, including Model Standing Orders, Burghill Parish Council's Code of Conduct and devise a Co-options policy. Monitoring of finances with a quarterly check of invoices to Cash Book etc. Charitable donations for 2019/20 are being considered. GDPR Data Protection was discussed and the use of personal email accounts for Parish Council business and agreed that we currently do not comply with the rules that apply to public bodies. It was agreed that we should move individual email accounts to a business address. Commercial Loans, the group did not believe that it was appropriate to consider making loans to local Organisations following a specific question raised. Elimination of Waste, to use Simpson Hall facilities to best advantage, i.e., use screen for displaying Planning Applications and any documents relating to Agenda items where possible, also, the Agenda should be displayed rather than printed copies. Website, it was agreed that the Parish Council should investigate a possible combined Community and Parish Council website, discussions to take place with all interested parties.
7. **Finance:**
Payment of invoices - It was RESOLVED to approve the following payments:
- a) P Scholes - Clerk salary (July & August)
P Scholes - Clerk Expenses - £25.32 July and £18.00 August
Richard Mills (Lengthsman) - £331.20
Autela (Payroll April to June) - £39.23
Arbortech (tree work on Common) - £1150.00
Simpson Hall (room hire) - £72.00
- b) Bank reconciliation report - prepared by Clerk - this was verified by Janette Pudsey, accepted by the Parish Council and signed by the Chairman.
8. **Community and Environment Working Group update** - The group have had the first meeting and a lot was discussed. It was agreed the original remit was too large for the group to look at so it was decided to concentrate on the here and now issues, i.e., footpaths, P3, commons, lengthsman work, tree management and recommendations for S106 monies. Once the group was more structured the meetings would be held in public.
9. **Lengthsman & Footpaths update**, report work for the lengthsman to clerk. The new volunteer Footpaths Officer was introduced to the meeting, he is John Parnaby. He said he had looked at more than 60% of the footpaths and will keep the Council updated on any issues he finds. The footbridge at Hill Farm, needs repairing. The Clerk will contact the Lengthsman. **Action: Parish Clerk**
10. **Correspondence, HALC and NALC updates** - noted
11. **Items for next meeting** - none
12. **Date of next meeting: Tuesday 3rd September 2019**