

BURGHILL PARISH COUNCIL

Annual meeting of Burghill Parish Council
Wednesday 10th May 2017 at 7.30pm Simpson Hall

Minutes

Present: Mark Ellis (ME), Chair, Alan Stokes (AS), Vice - Chair, Pat Groves (PG), Dilys Price (DP), Beryl Staite (BS), David Warren (DW), Sally Robertson (SR), Janette Pudsey (JP) and Pat Eagling (PE), Bernie Green (BG), Alistair Walshe (AW), Simon Hairsnape (SH) and Sally Ware (SW)

In Attendance: Paulette Scholes, Parish Clerk, Joanna Helme (JH), Member of NDP Steering Group, and 14 members of the public

1. **To elect Chair and Vice-Chair** - Mark Ellis was re-elected as Chairman and Alan Stokes was re-elected as the Vice-Chairman, this was proposed by PG and seconded by JP, all the Council in favour.
2. **To accept apologies for absence** - Ian Watkins, David Bishop and Pauline Crockett
3. **To receive declarations of interest and written requests for dispensation** - none received
4. **Minutes** - to approve and sign minutes of meeting held on 12th April 2017, accepted and adopted by the Council and signed by the Chairman.
5. **Planning: to consider the following applications**
 - a) Consider and agree response to planning application 171055, to be determined by Herefordshire Council, Hive Cottage, Towtree Lane, Burghill, Herefordshire, HR4 7AW, replacement of an old flat roof extension, that has a leaking roof and no insulation, with a new, larger, pitched roof extension. New area to be insulated and to contain a downstairs toilet and enable the kitchen to be contained in one room. Improvements to site drainage and sewerage after removal of current flat roof structure - it was discussed and there are no objections, the Clerk will add these comments to the application. **Action: Parish Clerk**
 - b) Consider and agree response to planning application 163656, to be determined by Herefordshire Council, Three Shires Nurseries, Canon Pyon, Herefordshire, HR4 8NL, removal of condition 11 and variation of condition 9 of planning permission 151110 – it was discussed and the previous comments on this planning still stand (This site was only supposed to have one vehicle access, the vehicle access on the eastern side of the site was to be used only until work started on the site, this access was never closed. This condition is now asking for the original condition, which was to close this access once work started on the site, to now be lifted. We are asking if conditions can be put on this access to give the neighbours some privacy. Originally the highways agency said this was not acceptable as an access, this view has now changed and the highways are saying this is an acceptable entrance. The splay is not long enough for a 60mph zone), the Clerk will add these comments to the application. **Action: Parish Clerk**
 - c) Applications update - this was circulated and noted.

The Piggery, Woodfield Farm, Badnage Lane – JP said the full planning decision could be viewed on the Herefordshire Council website, she noted that it referred to Tillington as Tillington Common. PG felt the Council, had been let down by our Ward Councillor on this matter, the Ward Councillor was not in attendance, this will be discussed at the next meeting.

The Western relief road is in the core strategy and there is a public consultation, which can be viewed at the public library, any concerns need to be back to the Balfour Beatty by 22nd May. The Parish Council did put in an objection two years ago, the Clerk will find this and circulate to the Council before submitting to Balfour Beatty.

Action: Parish Clerk
6. **Neighbourhood Development Plan** - update from Joanna Helme - The updated Site Assessment Report is now available online and paper copies are at various venues in the parish. Three members of the Steering Group attended a training session run by HC on 5th May, which although supposedly aimed at NDPs approaching examination, was much more helpful to those at an earlier stage of the process. It was confirmed that any major change to the NDP would necessitate returning to the Reg 14 stage and repeating the consultation process that went with this. When I asked about the kind of detail that might be needed now that the inclusion of a site in the NDP will be presumed to have 'Planning in Principle', I was told that it meant that HC officers would now have to be more

thorough when looking at such sites. If the PC decides not to produce an NDP or withdraws from the process its site allocations will come under the Rural Site Allocation Plan. There is a training session on this on the 22nd May and it is confirmed that Janette Pudsey and Clare Fenton are both attending.

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. This was not taken up.
8. **To appoint officers:**
 - a) Commons Working Group - A Stokes, P Groves, P Eagling and A Walshe will joining
 - b) Tree Warden - Mr Terry Peters supported by Bernie Green
 - c) Simpson Hall representative - D Price
 - d) Copse Leisure Trust representatives - I Watkins and M Ellis
 - e) Footpaths officer – S Ware
9. **Update from Ward Councillor Pauline Crockett** - no update as Pauline was not present at the meeting
10. **Finance:**
 - a) Consider Annual Governance Statement for 2016/17 - approved by the Council and signed by the Chairman and the Clerk
 - b) Consider Annual Internal Audit Report for 2016/17 - approved by the Council and signed by Heather Worth (Internal Auditor) also the Bank reconciliation report for 16/17– prepared by Clerk verified by Heather Worth, accepted by Parish Council and signed by the chairman
 - c) Consider Annual Accounts for 2016/17 - approved by the Council and signed by the Chairman and the Clerk
 - d) Consider the Annual Risk Assessment 2017 - approved by the Council and signed by the Chairman
 - e) **Payment of invoices** - all agreed and paid
 - P Scholes - Clerk salary
 - P Scholes - Expenses £22.72
 - Game & Company - Insurance £347.49
 - Cartridge Save - (paper and cartridges NDP) - £365.24
 - Simpson Hall - room hire - £124.00
 - Herefordshire Council - (copies of register of interests) - £10.40
 - Richard Mills - Lengthsman work - £321.60
 - f) Employment matters - The Clerk recently had a 6 month review with the Chairman and Lynda Wilcox from HALC, it was suggested an increase the hourly rate from scale 18 to scale 20 (£10.099), and backdated to 1st April 2017, this was agreed by the Council.
11. **Lengthsman & P3 scheme update**, report work for the lengthsman to clerk and potholes etc to Balfour Beatty – it has been noted that there are various notices on grass verges in the parish, the Clerk will get advice on this from Balbour Beatty. SW gave an update on the footpaths, it is noted that some footpath signs are faded and need replacing, there is a broken footbridge in Badnage wood, the lengthsman has submitted a quote for the work as it needs to be repaired in time for the crocodile 8 race on 28th May, this quote was accepted and agreed by the Council and passed to the Clerk to process. The path by Hill farm is very rutted and will be flattened in time for the race. It was agreed to send a letter to Martin Doughty, and thank him for all his time and effort on the P3, he has agreed to continue with the SID work, which is also very much appreciated by the Council, this was proposed by SH and seconded by DW.
Action: Parish Clerk
12. **Registration of the Commons** - PG explained that we do need to seek legal advice on this matter, PG will speak to HALC to get some advice on a solicitor. **Action : PG**
13. **Commons update** - PE and AS inspected the common on 8th May, and everything is fine expect the ditch at the back needs clearing out, AS will clear. Trees have been inspected already by Arbortech. **Action: AS**
14. **Website update** - SR, PG and the Clerk will have a training session next week on the website, it was suggested draft minutes be added on the website, this was agreed.
15. **Correspondence, HALC and NALC updates** - noted from Lynda Wilcox
16. **Items for next meeting** - AS will chair the meeting and it was requested the Clerk invites the local police person to a future meeting. **Action: Parish Clerk**
17. **Date of next meeting - Wednesday 14th June 2017**