

## Shobdon Parish Council Meeting October 2017

### Minutes of the meeting held on Monday 30<sup>th</sup> October 2017 at 7.45pm in the village hall

Attendance: Mr W Stokes, Mr S Macdonald, Mr R Bowen, Mr P Sharp, Mrs A Walker, Mr J Miles, Mrs A Boxhall, PC Dave Boden, Parish Clerk Ms E Lewis,

Mr A Wade attended the meeting for public time only.

**Public Time:** Mr Wade updated the Council on work to fulfil the planning condition relating to traffic calming attached to the approval for 7 dwellings at Hillhampton Farm. After discussion with Herefordshire Council traffic and planning departments to try and clarify what is required to meet this condition, a draft scheme has been developed for which approval is being sought from the Parish Council prior to going to Herefordshire Council for approval. This matter is being considered under agenda item 7.1.

1. **Apologies for absence:** Apologies were received from Roger Phillips.
2. **Minutes of the meeting held 25/9/2017:** The minutes were **agreed** and signed.
3. **Declarations of interest and written requests for dispensation:** The Clerk made a declaration of pecuniary interest in item 13 and signed the register of interests book accordingly.
4. **Report by Ward Councillor Roger Phillips:** Councillor Phillip sent a report via email. Following the last PC, meeting Councillor Phillips has secured maps of the public land at Bateman Close and given hard copies to the Clerk to be retained for Parish Council records; these show that the two balancing ponds still belong to Taylor Wimpey. A contact at the company is being sought so that a request for maintenance can be submitted. A meeting has been held with Ray Wallace and requested that even if there is no funding to upgrade the pedestrian crossing some improvement in road lines and surface should be included in planned works. Lobbying to get the B4362 resurfaced continues.
5. **Report by West Mercia representative:** 1 crime has been reported since the last meeting which involved vandalism of CCTV cameras and possible poaching at Lower Woodhouse fishing pools around the 16<sup>th</sup> October. PC Dean Moore will be starting work for the Kington and Weobley team on 1<sup>st</sup> November. A PACT surgery will be held on 23<sup>rd</sup> December at the village shop.
6. **Finance**
  - 6.1 **Financial statement to date :** The statement was **agreed**.
  - 6.2 **Cheques were signed as follows:** Clerks mileage and expenses £48.85, SLCC membership £65.50, Wigmore School Book Prize £30, Hi Trees – Lengthsman £391.20, Hi Trees – Mowing £384.00, Hi Trees – MUGA £156.00, Clerk Oct wages £379.99. *An additional cheque for £233.83 was signed in payment of additional hours for the Clerk following discussion of item 13.*
  - 6.3 **2016/17 audit:** The successful conclusion of the 2016/17 audit, with no issues raised, was **noted**.
  - 6.4 **Additional allocation of funds to Playground Working Group:** The playground fund has incurred £262.28 expenditure against £6757.82 funds raised. A bingo evening is planned before Christmas to raise additional funds (the previous bingo evening raised £1250). The Food and flying festival have agreed to donate £100 towards buying prizes for the evening, and the Parish Council **agreed** to allow an additional £150 towards this.

## **7. Planning**

### **7.1 Proposed traffic calming measures associated with Hillhampton Farm planning application (application number 162764):**

A condition was attached to the planning permission for this site which requires additional traffic calming measures to be put in place prior to occupation of any development. The applicant has been seeking clarification concerning how to meet this condition, and has produced a draft scheme for in approval by the Parish Council. The draft scheme had been circulated prior to the meeting, together with costings for various traffic calming measures provided by Ray Wallace Senior Engineer for BBLP. A figure of £10,000 has been suggested as a budget for the scheme. The Clerk had asked Councillor Phillips to clarify whether this sum could be donated to the Parish Council for use in a wider traffic calming scheme, such as a raised pedestrian crossing, but the initial response had been that this would not be possible. The proposed scheme involves replacement of some existing warning signs, additional slow road markings, an additional bend warning sign and replacement of all existing slow signs and speed limit roundels. The Parish Council **agreed** to the scheme in principle, but would like clarification of whether the replacement of existing slow and roundel markings includes all those on the B4362 within the village. It would like confirmation from Herefordshire Council that the scheme will not conflict with any potential work on the pedestrian crossing, about which the Parish Council is in dialogue with Herefordshire Council. It would also welcome sight of the costings for the project. The Clerk was asked to seek confirmation from Herefordshire Council that should the B4362 be resurfaced, and the new markings be in place, these would be replaced on any new road surface. **(Action Clerk)**

### **8. Appointment of Parish Council solicitor:**

The Clerk had approached three firms to get initial information and quotes; information from the two firms who had responded had been circulated prior to the meeting. Following discussion, it was **agreed** to appoint Lucy Rea from Lloyds Cooper to act on the Parish Council's behalf, initially in obtaining the appropriate lease for the proposed footbridge by the Bateman Arms but with a view to also working for the Parish Council on legal matters associated with the cycle path. The Parish Council has agreed to pay legal costs of the two landowners involved in the footbridge project and it was **noted** that another solicitor within the firm is willing to act on their behalf. The Clerk will contact Mrs Rea to start work on the lease and will also ask for confirmation of how long the stated hourly fee will last. **(Action Clerk)**

### **9. Information, Consultation and Response:**

#### **9.1 Data Protection Briefing:**

The briefing on the implications of the new General Data Protection regulations, which had been circulated prior to the meeting, was **noted**. The regulations will be in place in Spring 2018 and will require the Parish Council to appoint a Data Protection Officer. Once the regulations are in place, and standard Parish Council forms and policies have been issued, the Clerk will update the council, undertake an audit of data held by the council and update policies accordingly. **(Action Clerk)**

### **10. To receive updates and consider action on:**

#### **10.1 Village Hall Committee and Airfield:**

The village hall floor has been cleaned and polished and curtains cleaned during half term. The possibility of holding a New Year's Eve event is being investigated. The canteen at the airfield will be reopening on 1<sup>st</sup> November. The airfield is planning to run drone training and a skydiving group is looking to start using the airfield.

#### **10.2 Playground working group:**

Confirmation from the Charities Aid Foundation, who are administering the donation from the Julie Morris Trust, is still being awaited. The Clerk has drafted an expression of interest form for the European Leader Fund and sent this for comment. A bingo evening is planned for a Saturday before Christmas.

- 10.3 Neighbourhood Development Plan:** A choice of three examiners had been circulated to Parish Councillors and, as per minute 11.3 from the meeting held on the 25<sup>th</sup> September 2017, a decision had been taken via email to appoint Liz Beth as the examiner for the Shobdon NDP. She is expected to commence work in mid-November.
- 10.4 Lengthsman:** A quote for £70 (plus VAT) to clean the war memorial has been received and it was **agreed** to ask Hi Trees to go ahead with this work. **(Action Clerk)**
- 10.5 Footpath Bridge:** Following the appointment of a solicitor to act for the Parish Council, the Clerk will contact the two land owners to confirm details of their solicitor and start progressing the legal agreement. It was agreed that the Clerk would contact the structural engineer who completed the initial bridge design to redraft the plans given the change in land bank on one side of the stream will likely mean a shorter bridge is required. Once the design is confirmed, the council will need to get quotes for the work, and the Clerk will contact Herefordshire Council planning office to check whether any planning permission is required. **(Action Clerk)**
- 10.6 Cycle Path:** Following a request from Stonewater Housing Association, the Chairman had prepared a map of the proposed path which runs from the Birches through to Ledicot Lane; work will focus on phase one of the project which seeks to join the Birches through to the village shop. The Clerk will forward the map to Stonewater. **(Action Clerk)** The Clerk had been in contact with the owner of the strip of land between the MUGA and the Birches to discuss the Parish Council purchasing this land. The Parish Council unanimously **agreed** it was an appropriate use of the MUGA funds to pay £3,000 to purchase this land to ensure access onto the site from the Birches and this end of the cycle path. The Parish Council **agreed** they were happy to cover the vendors legal costs in the matter, but required confirmation of a fee estimate from the vendor before proceeding. The Clerk will contact the landowner to take this matter forward. **(Action Clerk)**
- 10.7 Neighbourhood Watch meeting:** A neighbourhood watch meeting had been held immediately prior to the Parish Council meeting. A new co-ordinator for the group is required, but Phil Sharp has agreed to continue on an interim basis until a new volunteer comes forward. A representative for Bateman Close is also needed. The meeting had looked at the litter bins in the village currently being emptied by volunteers, as Balfour Beatty are no longer adding bins to their route. It was **agreed** to ask HiTrees whether they would be able to empty the bins and to quote for this work. **(Action Clerk)**
- 11. Items for the next agenda:** The Parish Council contribution to cemetery maintenance will be discussed as part of the general precept setting for 2018/19.
- 12. Date of next meetings:**  
Finance Working Group (precept setting) – Monday 13<sup>th</sup> November 7pm  
Full Parish Council meeting - Monday 27<sup>th</sup> November, 7.45pm  
It was **agreed** to hold a short meeting on Monday 11<sup>th</sup> December at 7.45pm

*A resolution was passed to exclude the public from the following item and the Clerk left the room during the discussion.*

- 13. Payment of additional hours for Clerk:** A paper on additional hours undertaken by the Clerk since September 2017 had been circulated prior to the meeting. It was **agreed** to pay the Clerk for an additional 24 hours to cover the period 11/9/17 until 20/10/17 (equivalent to 4 additional hours per week) and to make an additional payment on the same basis for weeks until the end of November as part of the Clerks November wages. The work pattern will be monitored on an ongoing basis.