

## Shobdon Parish Council Meeting February 2018

### Minutes of the meeting held on Monday 26<sup>th</sup> March 2018 at 7.45pm in the village hall

Attendance: Mr W Stokes, Mr S Macdonald, Mr R Bowen, Mr P Sharp, Mr J Miles, Parish Clerk  
Ms E Lewis, County Councillor Roger Phillips

6 Parishioners were present

**Public Time:** Two of the parishioners were the applicants for the planning application at the Old Power House and briefly introduced the plans. Two parishioners had come to raise concerns about dog fouling on the fields round the MUGA. It was suggested that a leaflet drop of houses on Bateman Close and the Birches, and some posters on the MUGA, might remind dog owners of their responsibilities to clear up after their dogs. Maintenance issues for the village green (by Hanbury Green) were raised, including the molehills and the state of the bench. The state of the disused BT phone box was raised; the Clerk will contact BT to chase the removal of the box.

1. **Apologies for absence:** Apologies were received from Adrienne Boxhall and Anne Walker.
2. **Minutes of the meetings held on 26<sup>th</sup> February 2018:** The minutes of the ordinary meeting held on 26<sup>th</sup> February 2018 were **agreed** and signed.
3. **Declarations of interest and written requests for dispensation:** The Clerk declared an interest in part of item 10.1.
4. **Report by Ward Councillor Roger Phillips:** Herefordshire council is in the process of work to meet the requirement of the Data Protection Act. The consultation on the bypass has now closed. The budget for 2018/19 has been set. The highways budget includes £6.5 million revenue and £21.4 million capital. Councillor Phillips went with the Parish Council Chairman to look at Easthampton Road where the velocity patcher has worked and has raised with BBLP the poor state of the resulting repairs. The B4362 is included in the resurfacing programme for 2018/19 but the extent of the planned work has not been confirmed. Councillor Phillips has asked BBLP and Herefordshire Council to ensure they liaise with BT to ensure that relocation of the BT pipe is undertaken before the road is resurfaced.
5. **Report by West Mercia representative:** No report was sent.
6. **Finance**  
*(Items 6.1, 6.2 & 6.4 were discussed together but minutes are recorded separately in numerical order.)*
  - 6.1 **Financial statement:** The financial statement was **agreed**. This did not include current balances as the transfer to the new Lloyds account is not yet complete (minute 6.4 refers).
  - 6.2 **Cheques:** A cheque was signed for £33,840.00 to transfer the Parish Council funds from the Santander account to the new Lloyds account. Cheques from the Lloyds account were signed as follows: HALC annual subscription £577.05, Clerks Feb and March wages £379.99 each, Data Orchard (NDP) £1699.20, Groundwork (NDP grant repayment) £39.96 and Clerk (stationery and ICO fee) £45.99. These cheques will be issued once the transfer of funds to the new account is confirmed.
  - 6.3 **Financial Regulations:** The financial regulations were **agreed**.
  - 6.4 **Update on current account transfer to Lloyds:** The on-line switch between accounts has not been successful, which apparently is due to the account having no direct debits. The Parish Council has been advised by Lloyds to draw a cheque from the Santander account for the full remaining balance in the account minus £1 and deposit this in the new Lloyds account. Once this has cleared (5 working days), cheques can be issued from the Lloyds account and the Santander account can be closed. The account balance was £33,841.56 on 23/3/2018, so it was **agreed** a cheque for £33,840.00 will be paid into the new Lloyds account.

7. **Planning:**
- 7.1 **180500 – The Old Power House, Shobdon – proposed conversion of outbuilding:** The Parish Council **agreed** that they had no objection to the planning application on the basis of the converted properties being used as holiday lets/studio and that planning permission specifies this restriction. The owners of the property indicated they plan to widen the splay at the site entrance and possibly move the entrance gate to enable cars to turn off the road before needing to open the gates.
- 7.2 **Update on any other planning issues:** It was **noted** that there has been an application to discharge some planning conditions on the land behind New Cottages.
8. **Neighbourhood Development Plan:** Bill Bloxsome is redrafting the plan following the agreement of the housing site selection at the February Parish Council meeting. Bill will confirm whether the plan needs to include three or four housing sites, so either the top three or top four sites will be included. The revised plan will come back to the Parish council for approval prior to submission for a regulation 14 consultation.
9. **Future plans for Parish Newsletter:** The current newsletter was discussed and whether it was fit for purpose, as a smaller, more frequently published newsletter was seen as a potentially better option. It was **agreed** to develop a questionnaire on the newsletter to be delivered to all households, so the Parish Council can get feedback from residents. It was **noted** that the Parish Council was committed to one more edition of the newsletter, but it was suggested this be produced as an A5 publication.
10. **Information, Consultation and Response:**
- 10.1 **Data Protection Act:** An update and action plan had been circulated prior to the meeting. This details the policies and paperwork the Parish Council will need to have in place to comply with the new General Data Protection Act which comes into force on 25<sup>th</sup> May 2018. This includes the requirement to appoint an external person/body to act as the Data Protection Officer for the Parish Council. The action plan was **agreed** as was the payment of 5 additional hours for the Clerk to undertake the required work in each of April and May.
11. **Updates and action**
- 11.1 **Playground working group:** The group had met with the Sovereign representative to discuss plans for the playground. This included removing the existing small tower and fencing in the corner of the playground and replacing with a new unit appropriate for children aged 3 years plus . The plan is to remove the existing path in the area and relocate benches, and put one path through the ground from the front of the playground (by the entrance on the B4362) through to the back, where there will be a path installed down the side of the car park to the potential gate into the road behind Bar Meadow. It is hoped that work can be undertaken in summer 2018, funding permitting. The intention is that the site will be emptied and levelled by the Parish Council prior to Sovereign installing the equipment. The Clerk will obtain quotes to install additional fencing as required. These plans were **agreed**. The full application to the Leader Fund is being finalised, and plans are being put in place for some events to publicise the “buy-a-brick” campaign and for a beetle drive. There is also the possibility that the food and flying festival 2018 may donate some of the funds raised to the playground.
- 11.2 **Lengthsman and PROW:** The lengthsman will be asked to clear the edges of the footpath from the Birches to Bateman Close, and of the footpath from Hanbury Green to the chapel; in both cases the grass is overgrowing onto the path.
- 11.3 **Footpath Bridge:** It was **agreed** to put an application into the Kingspan community fund for £8,000 towards the bridge project. The Parish Council solicitor has indicated that obtaining a long lease on the land is a complicated way of securing permission for the bridge, but that a deed of grant of easement would be more straightforward if all parties were happy. The move to obtain a deed of grant of easement was **agreed**. The possibility of BT using the bridge to site their required pipework away from the road has been raised with BBLP.

- 11.4 Cycle Path - to include update on consultation with Bar Meadow residents:** The Clerk had visited all the properties on Bar Meadow with representatives from Stonewater Housing Association to discuss the proposed element of the cycle path which will put a gate into the fence between the village car park and road behind Bar Meadow. (The existing path which runs between the bungalows and goes through the playground onto the main road will then be closed off.) The feedback was overwhelming positive, but a few concerns were raised about loss of privacy and car parking space. Stonewater indicated they were in favour of the proposals as they will provide a safe and accessible tarmacked route through to the shop for residents to replace the existing path which is not fit for purpose. The clerk will liaise with Stonewater to discuss next steps. The purchase of the strip of land between the MUGA and the Birches is being progressed and Hi Trees will be asked to quote to remove all the scrub on the land once the purchase is finalised. Stonewater are still seeking a valuation of the field behind the Grove so that the Parish Council can decide whether to purchase this.
- 11.5 Neighbourhood Watch/Village Litter Pick:** The Neighbourhood Watch is without a co-ordinator, although a resident has expressed an initial interest in the role. A litter pick has been planned for the 22<sup>nd</sup> April and it was **agreed** the Parish Council would organise this (dependant on kits being available from BBLP or the police for the day).
- 11.6 Casual Vacancy – update:** The call for election notice had been issued and publicised. If no call for election has been received by the 11<sup>th</sup> April, the Parish Council can look to co-opt at their next meeting.
- 12. Items for the next agenda.** No items were raised.
- 13. Date of next meeting:** Monday 23<sup>rd</sup> April 2018  
Monday 14<sup>th</sup> April - Parish Annual Meeting  
Monday 21<sup>st</sup> April – Annual Parish Council Meeting