

**Minutes of the Meeting of Madley Parish Council held on Tuesday 2<sup>nd</sup> February 2016 in Madley Parish Hall at 7.15pm**

Cllr I Clelland (Acting chairman), Cllr R Beard, Cllr E Burman, Cllr F Griffiths and Cllr N Hoskins.

**In attendance:** CSO Witcher (until item 5), Terry Griffiths – Lengthsman (for item 7) and Mrs C Boyles - Clerk. There were two members of the public present.

	<b>Action</b>
<p>1 <b>To accept Apologies for Absence</b> Cllr P Hince, Cllr A Willcock, Cllr P Corcoran, Cllr P Cobb and Ward Cllr S Williams.</p>	
<p>2 <b>To receive Declarations of Interest &amp; Dispensation Applications</b> None.</p>	
<p>3 <b>To consider Minutes of the Previous Meeting</b> The Minutes of the Meeting held on 5<sup>th</sup> January 2016, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman.</p>	
<p>4 <b>Open Forum</b> 4.1 CSO gave a brief report on current scams that are operating within Herefordshire. Peterchurch police station would be moving into Peterchurch fire station at some point, but details were not known yet. A member of the public asked CSO Witcher as to progress re. infilling at Bage Farm but was informed this was Herefordshire Council's responsibility. 4.2 There was no report from the Parish Paths Officer. 4.3 Matters raised during the public forum: The chairman read a statement concerning the parish council's duty of care towards its clerk in relation to behaviour by a local resident. He commented that an item would be placed on the next agenda for councillors to consider whether to class the local resident as a vexatious complainant.</p>	
<p>5 <b>Clerk Update and to note Correspondence</b> The correspondence and clerk update were noted. Unfortunately the grant application for the recreation field to Tesco – Bags of Help scheme had been unsuccessful. The landowner had been written to by Balfour Beatty requesting the hedge be cut at the Canon Bridge junction. Currently it had still not been cut and it was requested the clerk ask the locality steward to progress this. The clerk was still awaiting an update from Herefordshire Housing regarding the flooding at Pennyplock car park, despite chasing. Balfour Beatty had informed the clerk that the replacement sign awaited for Archenfield would have to be purchased by the parish council at a cost of around £800 including installation. This would not be pursued due to the significant cost. A resident had requested a stile be replaced with a gate and they would cover the costs. This request had been passed to the locality steward who would speak to the landowner.</p>	<b>Clerk</b>
<p>6 <b>Planning applications (to be determined by Herefordshire Council)</b> 6.1 Planning application 153564, Land adjacent to Town House, Madley – Proposed variation of condition 2 of planning permission P140210/F (Proposed construction of 3 detached dwellings) – amendment to the approved plans, was considered for further comments following additional information received from the planning officer. <b>Resolved</b> to comment that the parish council is concerned about the effect of how the development has been built on the original planting scheme. It would be requested that the level and density of planting from the original application be retained and is implemented.</p>	<b>Clerk</b>

<p>6.2 Planning application 153633, Canon Bridge Farm, Canon Bridge – Proposed change of use of traditional agricultural buildings to five dwelling houses, associated works and new vehicle entrance was considered.</p>	
<p><b>Resolved</b> to comment that the parish council has concerns relating to highway infrastructure in the vicinity of this application. It is believed the development would create an increase in traffic and while not against the application in principle, would request that in order to mitigate the impact of the increased traffic a minimum of two passing places be provided on two stretches of road (C1196 between Swinmoor and Canon Bridge and U73208). It is felt this is necessary in order to enable these roads to adequately cope with the increase in traffic volume.</p>	<p><b>Clerk</b></p>
<p>6.3 Planning application 160044, The Yard, Brampton Road, Madley – Proposed demolition of redundant commercial business premises and redevelopment of the site with up to four dwellings was considered.</p>	
<p><b>Resolved</b> that the parish council has no objections to this application.</p>	<p><b>Clerk</b></p>
<p><b>7 Update on the Lengthsman Scheme and approve payments and work required</b></p>	
<p>The worksheet from Terry Griffiths was noted. Herefordshire Council/Balfour Beatty had announced some changes to the scheme and the clerk would be attending the Parish Briefing on 4<sup>th</sup> February for more information on this. Emails from two members of the public regarding street cleaning and road sweeping were discussed. Members felt that while the appearance of the village is important, highway drainage maintenance was agreed as the priority. The significant work undertaken on this over the past year had resulted in a noticeable improvement to the recurring problems of previous years, but this required ongoing work to maintain and continue improvements. The clerk would contact Balfour Beatty re. their road sweeping schedule.</p>	<p><b>Clerk</b></p>
<p><b>Resolved</b> to authorise payment of one hour of lengthsman administration.</p>	
<p><b>8 To agree arrangements for the Annual Parish Meeting</b></p>	
<p>The annual parish meeting would be held on 10<sup>th</sup> March, 7-9pm in the parish hall. The meeting would focus on the Neighbourhood Development Plan and Lynda Wilcox would facilitate the evening to gauge local interest in getting involved and undertaking a plan.</p>	
<p><b>Resolved</b> to have tea and coffee for refreshments available at the end of the meeting. It would be advertised via the website, Tracking the News, The Hereford Times and on the notice board.</p>	<p><b>Clerk</b></p>
<p><b>9 To consider notice board/sponsor board options and agree action</b></p>	
<p>The quotes for had not been received. Cllr Burman would arrange a quote for the notice board with the clerk chasing others.</p>	<p><b>EB/ Clerk</b></p>
<p><b>10 To receive report from Madley Youth Club and agree any action required</b></p>	
<p>No report was received.</p>	
<p><b>11 Recreation Field</b></p>	
<p>11.1 The monthly recreation field checklist was received and noted. An uprooted tree would be reported to the Duchy of Cornwall.</p>	<p><b>Clerk</b></p>
<p>11.2 The clerk would obtain quotes for the grass cutting for 2016 and the specification was discussed.</p>	
<p><b>Resolved</b> that the clerk obtain quotes based on the same specification, fortnightly cuts/strimming between April and October.</p>	<p><b>Clerk</b></p>

11.3 Annual play inspection provision for 2016 was discussed.

**Resolved** to request Herefordshire Council provide this at a cost of £50.60 exc. VAT.

11.4 The zip-wire and pod swing installation was scheduled for end of February/beginning of March. The clerk had met with the contractor on site to look at location of the zip-wire. They had advised that it needed a slope and guidance advised it be location 20m from the boundary. The location proposed was 20m from the boundary with Sycamore Croft boundary, running parallel with the boundary from the slope by the wooden bollards.

**Resolved** that this location was approved.

## 12 Finance Report

12.1 **Resolved** that the finance report was approved and to transfer £70.00 from general reserves to the fees/subscriptions budget and £100.00 from general reserves to the training budget.

12.2 Pension Automatic Enrolment had been investigated by Cllr Griffiths and the clerk and guidance from the Pension Regulator's website had been used. This suggested that the clerk does not meet the criteria to be put in a pension scheme.

**Resolved** that no further action was necessary at this time and the situation would be reviewed in line with the Pension Regulator guidance.

12.3 Details of external audit arrangements from 2016/17 had been received. A Sector Led Body had been set up by NALC/SLCC to take over the role of the Audit Commission and parish councils were being covered by this unless they opted out. If they choose to opt out it would mean they would have to set up an independent audit panel and procure the relevant services themselves.

**Resolved** that no action be taken and the parish council remain covered by the Sector Led Body.

12.4 The grant application from Madley Church towards churchyard and clock maintenance was deferred to the March meeting.

12.5 **Resolved** for approval:

Clerk's salary for January 2016 as per contract of employment

PAYE £53.60, NI £0.00 Employee, £0.00 Employer

Mrs C Boyles (Reimburse stationery/office/postage/travel expenses) £31.12

Countrywide Grounds Maintenance (Grass cutting payment for January 2016) £70.39

Terry Griffiths Contracts (Lengthsman scheme December 2015, invoice TGC1450) £450.00

## 13 To consider approval of Clerk's Annual Leave dates for 2016

**Resolved** that the dates circulated were approved.

## 14 Matters for the Next Agenda (no discussion)

None.

**The meeting closed at 8.40pm**

**Next Meeting Tuesday 1<sup>st</sup> March 2016.**