

**Minutes of the meeting of Madley Parish Council held on Tuesday 3<sup>rd</sup> March 2015 in Madley Parish Hall at 7.15pm**

Cllr P Hince (Chair), Cllr H Wooles, Cllr E Burman, Cllr H Griffiths, Cllr R Beard, Cllr P Cobb, Cllr M Edwards and Cllr P Corcoran.

**In attendance:** Cllr D Taylor (Ward Member), CSO Witcher, Nick Pollock and David Curtis (Duchy of Cornwall) and Mrs C Boyles (Clerk). There were three members of the public present.

	<b>Action</b>
<p>1 <b>To accept Apologies for Absence</b> Cllr I Clelland.</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 3<sup>rd</sup> February 2015, 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 Cllr Taylor advised that the Gelpack application would be going to planning committee on the 16<sup>th</sup> March and invited the parish council to speak. It was agreed to speak, with Cllr Clelland or Cllr Corcoran attending and a statement would be circulated and agreed, based on the comments already submitted by the parish council. Cllr Taylor was hoping that money set aside for rural bus services would be used to run a Friday and Saturday evening service to/from Hereford. 4.2 Matters raised during the public forum: A letter of support and appreciation for the efforts of the parish council was read out. A powerpoint presentation regarding the Bage Farm planning application was viewed and it was agreed to forward it to Herefordshire Council and request an update on the application. 4.3 CSO Witcher gave an update on incidents in the area and handed out copies of the police bulletin.</p>	<b>Clerk</b>
<p>5 <b>Nick Pollock and David Curtis from the Duchy of Cornwall to discuss local need</b> Mr Pollock and Mr Curtis gave details of land held by the Duchy of Cornwall within the parish and explained that they would like to engage with the community to discuss any local housing need that they may be able to assist with, but emphasised that the Duchy of Cornwall is not in the business of imposing unwanted development on communities. Mr Pollock and Mr Curtis answered questions and it was agreed to make contact if required. Mr Pollock and Mr Curtis were thanked and left the meeting.</p>	<b>Clerk</b>
<p>6 <b>Clerk Update and to note Correspondence List</b> The correspondence list and clerk update were noted.</p>	
<p>7 <b>Lengthsman Scheme</b> 7.1 The latest worksheet and invoice from Terry Griffiths was received. The ditches on Brampton Road required attention, as raised by both Mr Griffiths and a resident. A request for road sweeping had been received from a resident. The locality steward had made a request for the lengthsman to reinstate the grips on the B4352 between Stoney Street and the village. The clerk had responded to say that the remaining grant for this financial year had been allocated. The lengthsman had also reported defects near Great Brampton House to the locality steward for action. <b>Resolved</b> to pay the latest invoice from Terry Griffiths for £330.00. <b>Resolved</b> that as the ditches involved landowner responsibility, it was requested the clerk liaise with the Locality Steward over action required. <b>Resolved</b> to pass on the road sweeping details to Terry Griffiths. 7.2 Information on the new lengthsman scheme and participation for 2015/16 was discussed. Funding from Herefordshire Council would be £3444 for 2015/16 at £120 per km based on 28.7km of C and U roads. Current grant for 2014/15 is £4140 at £90 per km.</p>	<b>Clerk</b> <b>Clerk</b> <b>Clerk</b>

	<b>Resolved</b> that it was agreed to participate for 2015/16, with the parish council contributing £1500 to be match funded by Herefordshire Council. The Annual Maintenance Plan was delegated to the clerk to draft, to be circulated and agreed by councillors prior to submission.	Clerk
	<b>Resolved</b> that only the basic scheme be joined, not the enhanced scheme (potholes) or P3 scheme.	Clerk
	<b>Resolved</b> not to request the B roads be added into the scheme.	
	<b>Resolved</b> that as no administration fee is included within the budget allocated by Herefordshire Council any more, the clerk keep a record of the administration of the scheme and hours worked on this would be paid from the match funding put in by the parish council.	Clerk
	<b>Resolved</b> to seek quotes from contractors for the scheme.	Clerk
	<b>Resolved</b> that the scheme no longer be carried out jointly with Eaton Bishop.	
	<b>Resolved</b> that once the old scheme had ceased, the lengthsman bank account be closed and the finances be dealt with using the parish council bank account.	Clerk
8	<b>Planning</b>	
	8.1 Planning application 150313, 1 Great Brampton Park, Madley – Proposed timber building in garden was discussed.	
	<b>Resolved</b> to support this application.	Clerk
9	<b>To consider response to the Gypsy and Traveller Accommodation Assessment</b>	
	<b>Resolved</b> to respond that parishes should be consulted and past experiences taken into account.	Clerk
10	<b>To consider applying for designation as a Neighbourhood Area and undertaking a Neighbourhood Plan</b>	
	<b>Resolved</b> to apply for Madley to be designated as a Neighbourhood Area, but not to proceed any further until after the elections in May, when undertaking a Neighbourhood Plan will be considered further.	Clerk
11	<b>To consider any comments on the Abbeydore and Bacton, Ewyas Harold Group and Kentchurch Draft Neighbourhood Development Plan – Regulation 14 Consultation</b>	
	<b>Resolved</b> that no comments be submitted.	
12	<b>To consider issue of parking near the junction on Canon Bridge Road</b>	
	This was proving a problem and safety hazard, with the road being completely blocked recently.	
	<b>Resolved</b> that the clerk ask the police to provide a presence to advise and deter. The use of cones was raised as a possibility. Cllr Beard would also speak to the builders that were parking nearby and request co-operation.	Clerk/ RB
13	<b>To consider feedback/comments on the Herefordshire Council/Balfour Beatty Annual Plan</b>	
	<b>Resolved</b> that comments requesting the resurfacing to include Rosemary Lane and that TRO 75 and 76 be given higher priority were passed to Cllr Taylor to be submitted.	DT
14	<b>To consider type, number and cost of Village Signs and new Notice Board</b>	
	Cllr Burman declared a non-declarable pecuniary interest. ETL had offered a donation to purchase village signs. So far only one quote had been received as other companies had responded to say that designs were bespoke and if a design could be provided, they could then give a quote. A design had now been drawn up. The clerk had been advised by the planning department that advertisement consent would likely be required. Notice board prices had been obtained and to get a suitably robust notice board that was large enough for the parish council's requirements, the costs were significantly more than the £700 budget. The use of the notice board by the cross was also discussed.	
	<b>Resolved</b> that the clerk forward the village sign design to two further suppliers for a quote on the same basis.	Clerk
	<b>Resolved</b> that the signs replace the existing black and white Madley signs on the B4352 at either end of the village, with the black and white signs being relocated to the Brampton and Bridge Sollars Roads. The clerk would not pursue advertisement consent.	
	<b>Resolved</b> that the new notice board be deferred to the next financial year with this year's budget being earmarked and an additional sum being precepted for 2016/17 to allow the notice board to be	Clerk

purchased during 2016/17.	Clerk/ PC
<p><b>Resolved</b> that the notice board by the cross would display items that were of a permanent nature so that access was not required on a regular basis, with the other notice board being used for all other local notices.</p>	
<b>15 Recreation Field</b>	
15.1 The monthly and weekly recreation field checklists were received, no action was required.	
15.2 The Duchy of Cornwall's office had confirmed they were happy for the proposed improvements to take place, provided the land was returned to its former state at the end of the lease.	
15.3 The local scout leader had asked if there were any community projects that could be assisted with. The clerk had responded with some ideas to help at the recreation field and awaited a response.	
15.4 The picnic tables, benches and goal posts were awaiting installation. BT had responded to say that they had not offered labour, but if a volunteer day was organised they would try their best to be involved. Cllr Wooles had obtained some free scalplings from resurfacing being carried out at Pennylock, which had been left at the recreation field car park.	
<p><b>Resolved</b> that a volunteer day be scheduled for Saturday 28<sup>th</sup> March 2015 from 10.00am to install all the equipment. BT would be informed and Cllr Hince would investigate materials needed for installation. Cllr Burman may be able to assist with moving the equipment to the field.</p>	Clerk/ PH/EB
<p><b>Resolved</b> for the clerk to contact Mr Prosser re. spreading of the scalplings and subject to being under the limit set by financial regulations, arrange for the work to be carried out.</p>	Clerk
15.5 Quotes for the recreation field sign had been sought. Ashley Smith had quoted £300.00, RS Sign & Engraving had given an estimated figure between £250 and £350 for a new sign to attach to the existing posts and a further quote had been sought from CSJ Signs but they had not responded. The West Mercia Police and Crime Commissioner had confirmed the remainder of the bollard grant could be used towards the sign, subject to a logo being included.	
<p><b>Resolved</b> to accept the quote from Ashley Smith, with the text to be agreed via email.</p>	Clerk
15.6 The annual play equipment inspection was considered. Wicksteed could provide the service for £45.00 exc. VAT and Herefordshire Council for £50.60 exc. VAT.	
<p><b>Resolved</b> to accept the quote from Herefordshire Council as the cost of the repairs from Wicksteed was generally prohibitive. Herefordshire Council's inspector is independent and doesn't offer a repair service.</p>	Clerk
<b>16 Finance Report</b>	
16.1 <b>Resolved</b> that the bank reconciliation was approved.	
16.2 A request from Madley Church for a grant towards Churchyard maintenance and clock maintenance was considered	
<p><b>Resolved</b> that a grant of £720.00 towards Churchyard maintenance and £246.00 for clock maintenance be approved for 2015/16.</p>	Clerk
16.3 Online storage provision was discussed. Dropbox offered a solution that met the needs of the parish council for £7.99 per month and Ewyas Harold Group Parish Council had indicated they would be willing to share the cost 50/50.	
<p><b>Resolved</b> for Dropbox be purchased at £7.99 per month, with Madley covering 50% of the cost and for parish council documentation to be stored on it in addition to being stored on memory stick.</p>	Clerk
16.4 <b>Resolved</b> for approval:	
PAYE £42.80, NI £0.00 Employee, £0.00 Employer	
Mrs C Boyles (Reimburse expenses) £27.67	
Mrs C Boyles (Reimburse recreation field bollard sign) £19.00	
16.5 <b>Resolved</b> for approval from the Lengthsman Scheme:	
Terry Griffiths (Lengthsman Scheme, Eaton Bishop January 2015) £330.00	
Madley Parish Council (Lengthsman administrator fee February 2015) £42.75	
<b>17 Matters for the Next Agenda (no discussion)</b>	
Wildplay booking for the recreation field during the summer holidays (clerk to make provisional booking to be agreed at the next meeting).	
<b>The meeting closed at 10.00pm</b>	

