

**Minutes of the Meeting of Madley Parish Council held on Tuesday 5<sup>th</sup> July 2016 in Madley Parish Hall at 7.15pm**

Cllr I Clelland (Chairman), Cllr P Hince, Cllr E Burman, Cllr P Corcoran, Cllr N Hoskins and Cllr P Cobb.

**In attendance:** Ward Cllr S Williams, CSO F Witcher, PPO Matt Aspinall and Mrs C Boyles - Clerk. There were two members of the public present.

**1 To accept Apologies for Absence**

Cllr R Beard.

**2 To receive Declarations of Interest & Dispensation Applications**

Cllr Cobb declared a non-pecuniary interest in agenda item 6.1.

**3 To consider Minutes of the Previous Meeting**

The Minutes of the Meeting held on 7<sup>th</sup> June 2016, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman.

**4 Open Forum**

4.1 CSO Witcher gave an update on issues in the police briefings. The clerk had passed on a report of a speeding vehicle and CSO Witcher would check on progress with this.

4.2 The parish path officer reported that the path from the recreation ground to Claypits Lane (MY43A) had been cleared. He was going to speak to the landowner regarding the unstable stile (already reported) on MY3A and see if two stiles so close together were still necessary. The request for a stile to be replaced with a gate on MY13 had been chased up with the locality steward. Due to the change in policy regarding supply of PROW materials, a member of the public had offered to pay for this and the locality steward was liaising with him.

4.3 Cllr Williams had investigated reports of CCTV cameras overlooking MY34 and the county solicitor had confirmed that this was not unlawful.

4.4 Matters raised during the open forum: None.

**5 Clerk Update and to note Correspondence**

The correspondence and clerk update were noted. The clerk provided an update on defects looked at during the parish visit with Linzy Outtrim, locality steward. These included the culvert at the back of Archenfield and potholes on Brampton Road. The clerk was awaiting information from Linzy Outtrim regarding progressing work on the Archenfield culvert and would chase this up. Brampton Road was looked at and a section of it may be considered for resurfacing in the future, but not in the current financial year. Several potholes requiring attention were logged and marked for attention and would be dealt with within 28 days. The improvements to Bridge Sollars road had not progressed but it was still confirmed that it would be done during the current financial year. A positive comment from a member of the public regarding the new notice board had been received and an email re. advertising signage in the village had been circulated and the member of the public advised on appropriate action.

**6 Planning applications (to be determined by Herefordshire Council)**

6.1 Amended plans for planning application 161412, Stoney Court Poultry Ltd, Stone Street, Madley – Redevelopment of existing poultry unit involving the decommissioning of 4 No. existing poultry buildings and the erection of 8 No. replacement poultry units together with associated infrastructure of feed bins, site office, hardstandings and drainage attenuation pond were considered.

**Action**

**Clerk**

	<p><b>Resolved</b> that no further comments would be submitted and that the representation already made stands.</p> <p>6.2 Planning application 161828, Bage House Farm, Lulham, Madley – Change of use of redundant agricultural building into dwelling, including creation of new domestic curtilage, driveway and highways access was considered.</p> <p><b>Resolved</b> that this application was supported.</p> <p>6.3 Planning applications 161667 and 161668, The Weir Nursing Home, Swainshill – Adaptation of existing outbuilding and extension to existing building to create additional accommodation for the existing nursing home were considered.</p> <p><b>Resolved</b> that these applications were supported.</p> <p>6.4 Planning application 160294, Land adjacent to Foxfields, Madley – Proposed change of use of field into residential curtilage was considered.</p> <p><b>Resolved</b> that this application was supported.</p>		
7	<p><b>To consider comments on Pre-Order Consultation, Public Path Diversion Order and Stopping Up Footpath MY43 &amp; MY43a (Part)</b></p> <p>The documents had been circulated and were discussed.</p> <p><b>Resolved</b> that there was no objection to the proposals.</p>		Clerk
8	<p><b>Lengthsman Scheme – to receive worksheets, approve payments and work required</b></p> <p>Two invoices and worksheets had been received and were considered. There had been two hours of administration for the scheme this month.</p> <p><b>Resolved</b> that invoices TGC1710 and TGC1711 for a total of £692.40 including VAT and two hours of lengthsman scheme administration for the clerk be paid.</p>		Clerk
9	<p><b>To receive report from the Neighbourhood Development Plan Working Group and consider approval of proposed action</b></p> <p>9.1 The report was received and noted. The next working group meeting was scheduled for Tuesday 26<sup>th</sup> July 2016 at 7pm. The clerk would check if the school was available to use for the meeting. This was planned to be the inception meeting with Kirkwells with Louise Kirkup attending. The clerk had submitted the grant application and had received confirmation that the grant application for £4140.00 towards planning consultant fees had been successful and copies of the grant offer and conditions were provided. The grant would need to be spent within 6 months.</p> <p><b>Resolved</b> that the clerk accept the grant and complete the due diligence tasks required.</p>		Clerk
10	<p><b>Recreation Field – to receive checklists and agree any action</b></p> <p>10.1 The recreation field checklists were received and noted. The annual playground inspection had been received and circulated. Most of the risks identified were low or very low with only one medium risk identified and that was the section of the adventure trail that had rotted and the post had come out of the ground. Terry Griffiths had been asked to remove this section. A couple of minor maintenance issues with the cableway had been passed to Proludic for action and it was also raised that the matting at the end of the cableway was coming up and the clerk would pass this on to them also. A member of the public had raised the issue of the field having limited access for the disabled, with no paths, uneven ground etc. Members agreed this was an important issue. The Wildplay contract for the agreed session had been received.</p> <p><b>Resolved</b> that the only action required following the annual inspection was for the damaged section of the adventure trail to be removed and for Proludic to undertake the minor</p>		Clerk

maintenance issues raised.

**Resolved** for Cllr Hoskins to put together proposals for further improvements to the recreation ground, to include paths and access improvements as well as accessible equipment. The clerk would forward relevant information and look into funding options.

**Resolved** to sign the Wildplay contract for one session, 1-3pm on 25<sup>th</sup> July at £180.00.

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**11 Finance**

11.1 **Resolved** that the finance report was approved and the bank reconciliation verified.

11.2 The report from the finance working group was received and noted. The finance working group had undertaken a job evaluation of the role of the parish clerk using guidance from the Society of Local Council Clerks and in accordance with the National Joint Council for Local Government Services National Agreement of Pay and Conditions of Service. It was proposed that the job profile of the parish clerk for Madley Parish Council and in turn the benchmark salary range should be LC2 below substantive.

**Resolved** to approve a job profile and benchmark salary range of LC2 below substantive for the job of parish clerk for Madley Parish Council.

11.3 **Resolved** that the payments in the schedule below were approved:

**A resolution was passed to exclude the public and press from discussions on the following item due to its confidential nature**

**12 To review the Contract of Employment and Salary for the Parish Clerk**

The finance working group had met to discuss the clerk’s contract of employment as the contract had not been updated since the clerk’s hours had been increased from 6 to 9 per week in May 2014. The latest version of the model contract and suggested revisions to the clerk’s contract were discussed. These had been detailed in the finance working group report circulated to members. The latest National Joint Council for Local Government Services agreed pay scales had been published for 2016/17 and 2017/18 and it had been advised to backdate the scales for 2016/17 to 1<sup>st</sup> April 2016 and for the 2017/18 scales to be implemented from 1<sup>st</sup> April 2017.

**Resolved** that the clerk’s contract was approved with the revisions detailed in the finance working group report attached as a confidential file note.

**Resolved** that the new pay scales for 2016/17 be implemented and backdated to 1<sup>st</sup> April 2016 and the 2017/18 pay scales be implemented from 1<sup>st</sup> April 2017.

**13 Matters for the Next Agenda (no discussion)**

Further recreation field improvement/potential proposals.

**The meeting closed at 8.30pm**

**Next Meeting Tuesday 6<sup>th</sup> September 2016.**

Payee	Item	Total (inc. VAT)	Total (exc. VAT)	Budget
Mrs C Boyles	Clerk’s salary for June 2016 – as per regular payment schedule and contract of employment	To include: PAYE £81.60, NI £0.00		3
Mrs C Boyles	Reimbursement of expenses			
	Postage and travel	£49.20	£49.20	5
	Stationery/office costs	£20.95	£20.95	4
EE	Monthly mobile phone bill for May	£20.40 (DD)	£17.00	4

Countrywide Grounds Maintenance Ltd	Football pitch marking	£117.60	£98.00	8
Countrywide Grounds Maintenance Ltd	Grass cutting payment for June 2016	£70.39	£58.66	8
EE	Monthly mobile phone bill for June	£21.00 (DD)	£17.50	4
Mrs C Boyles	Reimbursement for wine and flowers for internal auditor	£15.00	£15.00	15