

Minutes of the Meeting of Madley Parish Council held on Tuesday 1st September 2015 in Madley Parish Hall at 7.15pm

Cllr P Hince (Chair), Cllr E Burman, Cllr R Beard, Cllr P Cobb, Cllr P Corcoran, Cllr F Griffiths, Cllr A Willcock and Cllr N Hoskins.

In attendance: Mrs C Boyles (Clerk). There were five members of the public present.

1 To accept Apologies for Absence

Cllr I Clelland, Mr S Cox and Ward Cllr S Williams.

2 To receive Declarations of Interest & Dispensation Applications

Cllr P Hince and Cllr P Cobb declared declarable pecuniary interests in item 8.3 and Cllr E Burman declared a declarable pecuniary interest in item 8.5.

3 To consider Minutes of the Previous Meeting

The Minutes of the Meeting held on 7th July 2015, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman.

4 Si Cox, Hitter Road Race Organiser – to give details of the event

Mr Cox couldn't attend the meeting but had emailed details of the race and was happy to answer any questions via email.

5 Open Forum

5.1 There was no report from the Local Policing Team.

5.2 There was no report from the Ward Councillor.

5.3 Matters raised during the public forum: An update on the infilling of ponds at Bage Farm was requested. The clerk would request an update. An extension to the consultation period for planning application 152036 until the October meeting was requested. The clerk would contact the planning department to request this. An email regarding poor provision at the recreation field was read out. It was pointed out that the parish council had been constantly working on improvements to the field since the new lease had been signed. Grants had been and continued to be applied for and assistance from the community by carrying out fundraising towards new equipment was welcome and would be much appreciated.

6 Footpaths

6.1 An email had been received regarding MY34 detailing works still required in order to reinstate the legal line of MY34 and requesting assistance from the parish council. The clerk had requested information from Will Steel at Balfour Beatty on what work had been carried out and was planned and Mr Steel had responded with details of this and confirmed that due to the current route that was now available for use being in close proximity to the legal line, no further action would be taken at this time.

Resolved that the clerk would respond to Will Steel to inform him that the parish council has been approached with regard to the terms of the decision made in respect of this and would like an explanation why this was not being enforced and what was meant by 'at this time'.

6.2 Queries had been received regarding the remit of the Footpath Working Group and these had been responded to. The Footpath Working Groups role was to investigate any footpath issues that arise, while no footpath officer in post, other than issues that can be passed directly to Balfour Beatty. Several issues had been reported by a member of the public, both to the parish council and to Balfour Beatty directly. It was requested the parish council take action as many of the items reported were still outstanding.

Resolved that no action was required as all issues had been reported to Balfour Beatty, who were responsible for the footpaths.

7 Clerk Update and to note Correspondence List

The correspondence list and clerk update were noted. Herefordshire Council had requested details of any litter picking groups and the clerk would forward them contact details for the Madley group. Details of the consultation on the draft Kingstone & Thrupton Neighbourhood Plan had been forwarded and members were requested to look at this prior to the October meeting.

Action

Clerk

Clerk

Clerk/
All

8

Planning

8.1 The report from the Housing Working Group was received and noted.

8.2 Planning application 152036, Land adjacent to Faraday House, Madley – Site for proposed erection of 27 dwellings including affordable housing was considered. Representations received regarding this application had been circulated.

Resolved to object to the application based on concerns relating to infrastructure, traffic, school capacity, inadequate ecological survey, being outside of the settlement boundary and that the impact of 'phase 1' of the development be assessed prior to further development taking place. These comments would be submitted and if a further extension to the consultation was given by the planning department, any further comments would be considered at the October meeting.

Clerk

8.3 Cllr Hince and Cllr Cobb left the room. Planning application 152076, Whitehall Place, Madley – Proposed residential development with demolition of existing dwelling and outbuildings was considered.

Resolved to comment that there were concerns regarding the access onto the highway, which is affected by issues with parking along the B4352, especially around peak times and school pick up and drop off. Cllr Hince and Cllr Cobb returned to the meeting.

Clerk

8.4 Planning application 152102, 2 Great Brampton Park, Madley – Proposed ground floor extension was considered.

Resolved that this application was supported.

Clerk

8.5 Cllr Burman left the room. Planning application 152228, Land at Allensmore Nurseries, Madley Airfield – Proposed new tunnel frames (Polytunnels) was considered.

Resolved that this application was supported. Cllr Burman returned to the meeting.

Clerk

8.6 Planning application 152220, Land adjacent to Town House, Madley – Variation of condition 2 of Planning Reference P140210/F (proposed construction of 3 detached dwellings) – the proposal would be to include garages was considered.

Resolved to comment that in principle the application was supported but request that the transportation department's comments are considered. It would also be mentioned that kerbing installed as part of the original application had resulted in localised flooding and request this be addressed.

Clerk

8.7 Planning application 152199, Land at Bage House Farm, Lulham, Madley – Proposed demolition of existing redundant barns and construction of new three bedroom dwelling and proposed new driveway was considered.

Resolved to comment that there were concerns that the development may exacerbate existing flooding issues in this location and regarding visibility and access onto the highway.

Clerk

8.8 Planning application 152342, Lower Cublington Farm, Shenmore Village Road, Madley – Proposed demolition of an existing brick farm building to be replaced by a new steel portal frame building for general purpose agricultural storage was considered.

Resolved that this application was supported.

Clerk

8.9 Planning application 152381, The Lodge, Blenheim, Madley – Proposed amendments to approved scheme P142838/F. Repositioning of bungalow on site was considered. This application had been received after the agenda had been published, but it was agreed for the clerk to comment on the application under delegated powers.

Resolved that this application was supported.

Clerk

9

To consider response to the Smallholdings Policy Review

A draft response had been circulated.

Resolved to submit the draft response.

Clerk

10

To receive information on a Community Governance Review and consider initial response

Preliminary details from Herefordshire Council and HALC had been circulated.

Resolved not to submit any initial comments and to consider comments on the review when consulted in due course.

11

Lengthsman Scheme

11.1 The lengthsman worksheets had been circulated and details of works passed to Balfour Beatty were noted. A request from a member of the public for road sweeping had been received.

	Resolved to request the lengthsman carry out road sweeping.	
	11.2 Resolved that payment of 2 hours for lengthsman administration be authorised.	Clerk Clerk
12	To consider traffic issues on Bridge Sollars Road and update on planned improvements The clerk had again requested an ‘unsuitable for HGVs’ sign at the Bridge Sollars end of the road following an enquiry from a member of the public. The clerk had also requested an update and confirmation of deadline for the improvements planned with the Brightwells S106 money but had not received this. Resolved that the clerk invite a representative from Herefordshire Council/Balfour Beatty to the October meeting to discuss this.	Clerk
13	To agree action regarding proposed Village Signs following meeting with Balfour Beatty Although verbal permission had been given by the Locality Steward, the clerk and Cllr Hince had met with the Licensing and Enforcement officer from Balfour Beatty in order to get written permission for the placing of the signs as this was required for submission of a planning application. Not only did the Licensing Officer inform the clerk and Cllr Hince that the advice received stating that planning permission was required for the signs was incorrect, she also stated that the current design of the signs would not meet the relevant sign regulations in force and therefore would not be given permission. Upon provision of examples of signage that would meet the regulations, it was noted that these were not significantly different to the current signs. Resolved that the expense and effort involved in continuing the signs project was not commensurate with the minor improvement to the signs. Therefore the village signs would not be pursued further. The planning application fee cheque would be voided. Resolved for the clerk to contact ETL and ask if they would consider donating the sum offered for the signs to new play equipment instead, with some form of recognition to be agreed.	Clerk Clerk
14	To review current status of Madley Youth Club and agree any action required Cllr Corcoran had been making enquiries regarding insurance for the Youth Club and had discussed insurance requirements with HALC. The options available included staying independent of the parish council and funding their own insurance policy or being adopted by the parish council and being covered by the parish council’s insurance policy. These options were discussed. If adopted by the parish council, which was the option advised by HALC, a working group should be set up, which should provide a regular report to the parish council and relevant training, policies and DBS checks should be in place and maintained. Financially, it was anticipated that the parish council would be required to cover costs of the DBS checks and training, with any other contributions to be considered via a grant application to the parish council. Resolved for the parish council to adopt the Youth Club, with Cllr Corcoran and the youth club volunteers to be on the steering group. The clerk would compile the terms of reference and liaise with HALC on necessary action required.	Clerk
15	Recreation Field 15.1 The weekly recreation field checklists had not been received. The Duchy of Cornwall had inspected the trees and would be carrying out some works to an overhanging cherry tree. 15.2 The annual playground inspection report had been received. Nothing had been identified as higher than ‘low risk’. However, this would continue to be monitored during the weekly checks and the clerk would enquire as to cost of minor repairs to the adventure trail. 15.3 Mr Wooles would no longer be able to empty the bins. The clerk had circulated trade waste bin costs. Consideration would be given to possible contractors able to undertake this and it would be considered at the next meeting. 15.4 Cllr Corcoran had compiled a petition of Herefordshire Housing residents for new play equipment and the clerk was progressing the application. A zip-wire and basket swing would be applied for, with funding of £5,000 to be requested, with the grant agreed from Madley Charities and hopefully from ETL to be used towards it. A representative from the West Mercia Police and Crime Commissioners office had visited to look at the bollards funded by their grant and had been very pleased with the outcome of the project.	Clerk All Clerk
16	Finance Report 16.1 Resolved that the finance report was approved.	

16.2 The audited Annual Return and external auditors report for 2014/15 was received and the conclusion of audit notice had been displayed.

16.3 **Resolved** for the clerk to attend Transparency Act Training at HALC at a cost of £25.00 exc. VAT, to be shared with Ewyas Harold Group Parish Council.

Clerk

16.4 Lloyds Bank had made errors in completing the changes to the bank signatories. They had sent out new paperwork for signature.

Resolved that Cllr Hince, Cllr Burman, Cllr Corcoran and Cllr Cobb be signatories.

Clerk

16.5 The clerk felt that as changing the domain name for the new website would result in a change to the email address to contact the clerk, this would cause emails to be missed and it would be easier for the parish council domain to remain the same, with the community website domain changing.

Resolved for the parish council domain to remain the same and for the parish council to pay for the domain for the community website also.

16.6 The precept setting arrangements were discussed.

Resolved to arrange a Finance Working Group meeting.

Clerk

16.7 The report from the meeting with Came & Company insurers was received.

16.8 **Resolved** for approval:

Clerk's salary for July 2015 as per contract of employment

PAYE £82.60, NI £0.00 Employee, £0.00 Employer

Clerk's salary for August 2015 as per contract of employment

PAYE £41.20, NI £0.00 Employee, £0.00 Employer

Mrs C Boyles (Reimburse stationery/office/postage/travel expenses) £52.50

Mrs C Boyles (Reimburse 50% of Dropbox Pro) £39.50

Terry Griffiths (Lengthsman scheme for July 2015) £330.00

Grant Thornton UK LLP (Audit fee) £240.00

Hoople Ltd (DBS admin fees for Youth Club) £28.80

Terry Griffiths (Lengthsman scheme for July 2015) £426.00

Herefordshire Council (Annual playground inspection report) £60.72

Countrywide Grounds Maintenance (Grass cutting for August 2015) £70.39

Madley Parish Hall (Hall hire for 2014) £143.00

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

None. It was agreed for a copy of the minutes to be displayed at The Stables café, for those not able to access the website.

The meeting closed at 9.50pm

Next Meeting Tuesday 6th October 2015.