

Minutes of the Meeting of Madley Parish Council held on Tuesday 6th September 2016 in Madley Parish Hall at 7.15pm

Cllr P Hince (Acting chairman), Cllr F Griffiths, Cllr E Burman, Cllr P Corcoran and Cllr R Beard.

In attendance: Ward Cllr S Williams, PC T Milton, PCSO L Morris, Terry Griffiths (Lengthsman) and Mrs C Boyles (Clerk). There were two members of the public present.

1 To accept Apologies for Absence

Cllr P Cobb, Cllr N Hoskins and Cllr I Clelland.

2 To consider applications to Co-opt to the Casual Vacancy

No applications had been received.

3 To receive Declarations of Interest & Dispensation Applications

Cllr Griffiths declared a non-pecuniary interest in agenda item 7.3.

4 To consider Minutes of the Previous Meeting

The Minutes of the Meeting held on 5th July 2016, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman.

5 Open Forum

5.1 PC Milton and PCSO Morris provided an update from the Local Policing Team. There had been many emails to both the police and the parish council regarding allegations of trespassing. It was confirmed that this was not linked to the parish council in any way and the parish council had no information relating to the allegations. This has been relayed to the member of the public and the police were liaising with them on this matter.

5.2 There was no report from the parish paths officer.

5.3 Ward Member report: Cllr Williams had referred the Brightwells planning application to go to planning committee.

5.4 Matters raised during the open forum: A member of the public raised concerns regarding the ditch work undertaken at Claypits Lane to alleviate flooding issues. The resident felt that access to her property was affected. Cllr Williams and the lengthsman went with the resident to take a look. Cllr Williams would arrange a site visit with the locality steward. Cllr Beard had received complaints that muck spreading had resulted in a terrible odour locally. The clerk provided details for reporting these incidents to the Environmental Health department. Complaints had been received regarding Madley Trading Post, a new enterprise in operation on Brampton Road. The clerk had made enquiries with the Locality Steward and the Planning department regarding signage and planning requirements. With regards to the signage, the locality steward had responded to say that Herefordshire Council aims to support local businesses and events where possible by allowing temporary signage and advertising on the highway, providing it doesn't affect road safety. BBLP inspects the C1196 on a quarterly basis and any temporary signage will be reviewed. Any that impacts negatively on visibility or road safety will be removed. The Planning department had advised that they were checking to see if any enforcement investigation had been logged against the use and that in planning terms, it is possible to use land for sales for a temporary period of time without planning permission, but this looks a more permanent arrangement. Similarly, any signage displayed on land beyond the premises will require consent. The clerk had asked to be kept updated.

6 Clerk Update and to note Correspondence

Action

<p>The correspondence and clerk update were noted. The clerk had received an enquiry from a member of the public regarding a sign for Lower House Drive. Herefordshire Council/BBLP no longer provide these signs and it would therefore be necessary for the residents to provide this. An enquiry regarding dogs on the recreation field had been received. This had been discussed previously and the possibility of fencing an area would be looked at a later date.</p>	<p>Clerk</p>
<p>7 Planning applications (to be determined by Herefordshire Council)</p>	
<p>7.1 Planning application 162113, Tyberton Shoot Hut, Shenmore, Madley – Replacement shoot hut with associated car parking and landscaping was considered.</p>	
<p>Resolved that this application was supported.</p>	<p>Clerk</p>
<p>7.2 Planning application 162278, Upper Wormhill Farm, Eaton Bishop – Proposed dwellinghouse was considered.</p>	
<p>Resolved that this application was supported.</p>	<p>Clerk</p>
<p>7.3 Planning application 161926, Danmek Cottage, The Forty Farm Road, Madley – A ‘hangman’ style sign made up of four connected signs hanging from a structure placed in our garden, hanging over the boundary hedge advertising our plant centre was considered.</p>	
<p>Resolved that this application was supported.</p>	<p>Clerk</p>
<p>7.4 Planning application 162435, 7 Archenfield, Madley – Proposed side extension had been received since the agenda was published. It was decided not to comment on this application.</p>	
<p>7.5 Planning application 162652, Lower Lulham Farm, Lulham, Madley – Propose to convert the granary into a 2 bedroom dwelling had been received since the agenda was published. It was decided not to comment on this application.</p>	
<p>7.6 Planning application 162428, The Laurels Farm, Webton Court Lane, Kingstone – Extension of occupation of log cabin approved for temporary accommodation under DCSW2003/1458/F, until, from date of approval for two years had been received since the agenda was published. It was decided not to comment on this application.</p>	
<p>8 Lengthsman Scheme – to receive worksheets, approve payments and work required</p>	
<p>An additional invoice and worksheet had been received and was considered.</p>	
<p>An email from a member of the public regarding spoil disposal while street cleaning was discussed.</p>	
<p>Resolved that invoice TGC1796 for £452.40 including VAT be paid.</p>	<p>Clerk</p>
<p>Resolved for the lengthsman to forward the clerk the relevant regulations regarding spoil and the clerk would respond to the member of the public.</p>	<p>Clerk</p>
<p>9 Neighbourhood Development Plan</p>	
<p>9.1 The report was received and noted. The inception meeting with Kirkwells had taken place and the next working group meeting was scheduled for 8th September.</p>	
<p>9.2 The Herefordshire Council Call for Sites in Rural Settlements for inclusion in the Strategic Housing Land Availability Assessment (SHLAA) was discussed. This could be responded to, but was aimed at areas not undertaking a Neighbourhood Development Plan.</p>	
<p>Resolved that no response was required.</p>	
<p>10 Recreation Field – to receive checklists and agree any action</p>	
<p>10.1 The recreation field checklist was received and noted. No action was required.</p>	
<p>10.2 Plans for further improvements was deferred to the next meeting, when Cllr Hoskins was present.</p>	
<p>11 To consider proposal from Cllr Corcoran regarding Cultivation Licences</p>	

Cllr Corcoran had investigated cultivation licences and proposed that this be considered for the entrances to Madley.

Resolved for the clerk to obtain information on this from Fiona Miles at Balfour Beatty so that the parish council may consider it further.

Clerk

12 **Finance**

12.1 **Resolved** that the finance report was approved.

12.2 The external auditor's report was received and noted. The audit for 2015/16 had now been concluded and the notice displayed.

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

13 **To consider comments on the Herefordshire Council Travellers Sites Development Plan Document Preferred Options Public Consultation**

Resolved not to comment.

14 **To consider comments on the Herefordshire Council Parish Council Bus and Community Transport Consultation**

Resolved not to comment.

15 **To consider comments on the Eaton Bishop Draft Neighbourhood Plan Regulation 14 Consultation**

Resolved not to comment.

16 **To consider Empty Sandbag request form for 2016/17**

Resolved not to request any empty sandbags.

17 **To consider comments on Herefordshire Council's new Standards procedure**

Resolved not to comment.

18 **To consider draft Policies for adoption**

18.1 **Resolved** to adopt the draft Absence Policy.

18.2 **Resolved** to adopt the draft Health and Safety Policy.

18.3 **Resolved** to adopt the draft Expenses Policy.

18.4 **Resolved** to adopt the draft Disiplinary Procedure.

18.5 **Resolved** to adopt the draft Grievance Procedure.

19 **To review named persons under the Vexatious Complainant Policy**

Resolved that Mr and Mrs Williamson remain classed as vexatious complainants under the policy.

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

Further recreation field improvement/potential proposals, Bridge Sollars Road improvements and the future of the lengthsman scheme.

The meeting closed at 9.00pm

Next Meeting Tuesday 4th October 2016.

Payee	Item	Total (inc. VAT)	Total (exc. VAT)	Budget
Mrs C Boyles	Clerk's salary for July 2016 – as per regular payment schedule and contract of employment	To include: PAYE £74.60, NI £0.00		3
Mrs C Boyles	Clerk's salary for August 2016 – as per regular payment schedule and contract of employment	To include: PAYE £66.80, NI £0.00		3
Mrs C Boyles	Reimbursement of expenses			
	Postage and travel	£27.00	£27.00	5
	Stationery/office costs	£59.61	£59.61	4
Countrywide Grounds Maintenance Ltd	Grass cutting payment for July 2016	£70.39	£58.66	8
Herefordshire Council	Annual playground inspection fee	£60.72	£50.60	8
EE	Monthly mobile phone bill for July 2016	£20.40 (DD)	£17.00	4
Countrywide Grounds Maintenance Ltd	Grass cutting payment for August 2016	£70.39	£58.66	8
Terry Griffiths Contracts	Lengthsman Scheme July 2016 (TGC1762)	£452.40	£377.00	11
Mrs C Boyles	Reimburse domain renewal (3 years) and authenticated SMTP access	£54.59	£45.49	1
Kirkwells Ltd	Neighbourhood Plan Stage 1 payment	£1,944.00	£1,620.00	12
Mrs C Boyles	Reimburse sponsor board plaques	£27.94	£23.28	8