

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

**In attendance:** Cllr S Williams (Ward Member) and Mrs C Boyles (Clerk). There were two members of the public present.

**Prior to the start of the meeting all members present signed a declaration of acceptance of office.**

**1 Election of Chairman**

**Resolved** to re-elect Peter Hince and he signed his declaration of acceptance of office.

**2 Election of Vice-Chairman**

**Resolved** to re-elect Ian Clelland.

**3 To accept Apologies for Absence**

Local Policing Team.

**4 To consider Applications to Co-opt to the Vacancy**

An application had been received from Felicity Griffiths and was considered.

**Resolved** that Felicity Griffiths be co-opted to the vacancy.

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

None.

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

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

**7 Open Forum**

7.1 The police had provided an annual report that had been read out during the Annual Parish Meeting.

7.2 Cllr Williams introduced himself as the new ward member for Stoney Street.

7.3 Matters raised during the public forum: Madley Youth Club would like to hold a fun day on the recreation field on 15<sup>th</sup> August 2015 and asked if this would be possible. The parish council were supportive of the idea in principle, but adequate insurance and risk assessments would need to be in place. The Youth Club and clerk would investigate this and it would be discussed at the next meeting. It was agreed to send Hilda Griffiths and Hazel Wooles a card to thank them for their many years of service on the parish council.

**8 Clerk Update and to note Correspondence List**

The correspondence list and clerk update were noted. The clerk had chased up progress with the S106 Brightwells money for Bridge Sollars Road and would forward Cllr Williams the information on this. The Pensions Regulator had notified a staging date of 1<sup>st</sup> November 2016 in relation to the new automatic enrolment legal duties. Details of an events for Neighbourhood Development Plans and Good Neighbour Schemes were given. The Police and Crime Commissioner's Community Ambassador would like to visit to see the work that had been done in the parish and the clerk would arrange this.

**9 To review the Code of Conduct**

The Code of Conduct had been circulated and there was a proposed amendment of the addition of 'leave the room and' on p11, item 6.

**Resolved** to adopt the Code of Conduct with the amendment.

**10 To review the Asset Register**

The updated asset register was considered.

**Resolved** to approve the asset register.

**11 To consider the Parish Council Risk Assessment**

The draft risk assessment was considered.

**Resolved** to approve the risk assessment.

Action

Clerk

Clerk

- 12 **To receive update on the new Lengthsman Scheme and agree action required**  
The Annual Maintenance Plan had been submitted to Balfour Beatty following the previous meeting and after chasing, the contracts and maps had now been received. The clerk had undertaken two hours of admin on the scheme this month. The old lengthsman scheme had now finished.  
**Resolved** that the contract between Herefordshire Council/Balfour Beatty and the Parish Council for 2015/16 be signed. **Clerk**  
**Resolved** that the contract between the Parish Council and Terry Griffiths, as the contractor for 2015/16 be signed. **Clerk**  
**Resolved** that works under the scheme commence once contracts are in place. **Clerk**  
**Resolved** that the clerk be paid for two hours of admin. **Clerk**  
**Resolved** that the clerk make the necessary arrangements to finish the previous joint scheme with Eaton Bishop, including closure of the bank account. **Clerk**
- 13 **Planning**  
13.1 Planning application 150897, Land adjacent to Faraday House, Madley – Site for proposed erection of 10 cottages was discussed.  
**Resolved** to comment that the poor conditions on the Bridge Sollars Road (C1098) along with extreme use at peak hours means that the parish council has concerns over highway safety with regards to the proposals in this application. Any housing opposite the existing bungalows on Bridge Sollars Road (C1098) should also be bungalows, with a height restriction attached. There are also concerns regarding the drainage/sewerage and whether there is sufficient capacity. **Clerk**  
13.2 Planning application 150942, Castlebury, Madley – Proposed ancillary granny annex conversion and orangery extension was discussed.  
**Resolved** to support this application. **Clerk**  
13.3 Gelpack had responded to the issues raised from the previous meeting to say that they would be meeting with the landowner in question.  
13.4 A planning application received since publication of the agenda, 151321, 4 Great Brampton Park, Madley – Proposed installation of a new window in the rear elevation was discussed due to the consultation deadline being prior to the next parish council meeting.  
**Resolved** to support this application. **Clerk**
- 14 **To consider the Neighbourhood Development Plan Service Level Agreement and consider holding an initial public meeting to form a Neighbourhood Development Plan Steering Group**  
The Neighbourhood Area designation had now been approved by Herefordshire Council. The clerk and Cllr Beard had attended a NDP funding meeting and details of the funding available were discussed. There was concern that new councillors needed to be given information on NDPs in order to make an informed decision.  
**Resolved** that the clerk circulate information regarding Neighbourhood Development Plans and this would be discussed at the next meeting. **Clerk**
- 15 **To appoint representatives to Madley Charities for 2015/16**  
**Resolved** to appoint Ian Clelland and Henry Robinson. **Clerk**
- 16 **To review Parish Council Steering Groups, Membership and Terms of Reference**  
The steering groups were reviewed. It was recommended to have a Finance Steering Group as an internal control measure.  
**Resolved** to have a Housing Steering Group consisting of Cllr Clelland, Cllr Beard and Cllr Burman, a Footpath Steering Group consisting of Cllr Hince and Cllr Clelland, Recreation Field Steering Group consisting of Cllr Corcoran and P Reddy and a Finance Steering Group, but there were no volunteers to join. Based on this, the clerk would circulate terms of reference before the next meeting. Any members able to join a steering group should contact the clerk. **Clerk**
- 17 **To review Responsibilities Delegated to the Clerk**  
**Resolved** approve that the current delegated powers to the clerk remain. In addition to those specified in Standing Orders and Financial Regulations, these are to authorise works under the Lengthsman and P3 Schemes, authority for the parish council bank accounts, although not as a signatory, commenting on non-contentious planning applications between meetings, after consultation with members, to take any action

required in line with the Communications Policy and to apply for grants for recreation field improvements funding.

18 **To receive update on proposed Village Signs, consider installation quote and submission of planning application**

ETL had confirmed their offer of £1500.00 sponsorship for the signs and were currently deciding the detail for their sponsorship sign. Terry Griffiths had provided a quote for installation of £240.00 plus VAT. Comparison quotes hadn't been sought due to requiring a streetworks licence which Mr Griffiths holds. A site visit with Balfour Beatty to look at the proposed location for each of the signs was scheduled for 21<sup>st</sup> May.

**Resolved** that after the site visit had taken place, the planning application be submitted.

**Resolved** to accept the quote from Terry Griffiths for installation.

Clerk  
Clerk

19 **Recreation Field**

19.1 The weekly recreation field checklists were received, no action was required. Due to no power supply at the field, moving of the bin would be difficult. It was agreed to monitor the litter situation for the time being.

19.2 Quotes had been requested from Les Prosser, Danny Gittoes, Nick Eynon and Ian Atkinson to spread the scalplings. The only quote received had been from Danny Gittoes at £150.

**Resolved** that unless a cheaper quote could be obtained, the quote from Danny Gittoes be accepted.

19.3 The contract for the Wildplay session had been received and circulated.

**Resolved** that this be signed and returned.

19.4 Dog control signage was discussed. There was already some signage in place and whether any further signage would make a difference was discussed.

**Resolved** not to put any further signage up for the time being.

19.5 The request from Madley Youth Club to hold a Community Fun Day had already been discussed and would be considered further at the next meeting.

Clerk

Clerk

Clerk

20 **Finance Report**

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

20.2 The internal auditor's report was received and noted.

20.3 The annual return for 2014/15 was considered.

**Resolved** to approve the annual return.

20.4 The parish council banking arrangements and schedule of regular payments were reviewed.

**Resolved** that Cllr Hince and Cllr Burman remain as signatories and Cllr Cobb and Cllr Corcoran be added as signatories.

**Resolved** that the regular payment schedule attached as a confidential file note was approved.

20.5 The insurance policy was reviewed. Came & Company had used a panel of three insurers and the quote was £278.95. Aon had also sent a quote for £448.56.

**Resolved** to accept the quote from Came & Company.

20.6 **Resolved** for approval:

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

PAYE £54.80, NI £0.00 Employee, £0.00 Employer

Mrs C Boyles (Reimburse expenses) £77.65

Diane Malley (Payroll services for 2015/16) £58.00

Mr P Hince (Concrete for goal posts) £12.00

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

Dore Community Transport (Grant for 2015/16) £50.00

20.7 **Resolved** for approval from the Lengthsman Scheme:

Terry Griffiths Contracts (Lengthsman services for Eaton Bishop, March 2015) £390.00

Terry Griffiths Contracts (Lengthsman services for Madley, March 2015) £330.00

Clerk

Clerk/  
PC/PC

Clerk

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

None.

**The meeting closed at 9.50pm**

**Next Meeting Tuesday 7<sup>th</sup> July 2015.**