

MADLEY PARISH COUNCIL
Minutes of a meeting held on Monday 11th October 2021
At 19.00 in the Parish Hall

Present: Councillors: Paul Rigglesford (Chair), Simon Blackmore (Vice Chair), Ian Harris, Nick Hiscutt-Blackmore, Corinne Cranham, Margaret Harkin & Patrick Sullivan.

In attendance: Helen Tinson (Acting Clerk from HALC); Chloe Evans (Footpaths Officer); Paul Wright (Lengthsman)

1. **Apologies for absence** were received from Ward Councillor David Hitchiner.
2. **Declarations of interest and written requests for dispensation:** There were none.
3. **Open Session**
 - 3.1 West Mercia Police Representative was not present to give a verbal report.
 - 3.2 Ward Councillor David Hitchiner was not present to give a verbal report.
 - 3.3 There were no views raised by local residents on parish matters.
4. **Approval of Minutes from meeting held on 15th September 2021**

Amendments were agreed to items 5.4.1, 7 and 15 on the draft minutes. It was RESOLVED to adopt the amended minutes and they were signed by the Chairman.
5. **Communication:**
 - 5.1 **Clerk Update and Correspondence:** The Acting Clerk reported:
 - 5.1.1 Communication concerning scheduled works on the C1098 questioning whether drainage works were included - understood works now complete;
 - 5.1.2 A local resident has offered to help with the Fireworks event on 5th November – details passed to Cllr Nick Hiscutt-Blackmore;
 - 5.1.3 Three returned Smartwater Kits - will be cleared for re-registration and returned to Cllr Simon Blackmore;
 - 5.1.4 Resident's concerns about the speed of tractors travelling through the village – will be passed to the local Community Policing Team;
 - 5.1.5 Communication received from a resident concerning roadside verges and improving biodiversity – will be offered a meeting with Cllrs Paul Rigglesford and Margaret Harkin to discuss further;
 - 5.1.6 Communication received from a resident concerning a parking issue and harassment from neighbours – will be passed to the local Community Policing Team (for antisocial behaviour) and the relevant Housing Association.

5.2 Report from Chairman: Cllr Paul Rigglesford provided a report following Herefordshire Council's Parish Summit attended virtually by Cllrs Rigglesford and Sullivan. Presentation slides will be shared with the remaining councillors.

5.2.1 Main topics were focused on the Visitor Economy and Covid Recovery Plan, and issues around Children and Young People. Members considered MPC's current engagement with children and young people in the community and what arrangements are currently in place to hear what they want to say.

It was RESOLVED that Cllrs Paul Rigglesford, Nick Hiscutt-Blackmore and Corinne Cranham start a small working group to consider current arrangements and possible improvements.

5.2.2 Members also considered engagement with the Talk Community Hub scheme. It was RESOLVED that Cllr Paul Rigglesford, and any other councillor who wished to join, would arrange a meeting to learn more about the scheme and bring back to the next meeting. Councillors were asked to look at the Talk Community pages on HC's website.

5.3 Community Speedwatch: Cllr Nick Hiscutt-Blackmore reported three CSW sessions in the last three weeks recording 384 vehicles, 15 of which were speeding. A further session is expected shortly. Local feedback has been positive so far.

5.4 Welcome Pack: Cllr Nick Hiscutt-Blackmore provided a brief update with suggestions and anticipated costs and will present a trial pack for comment at the December meeting.

6. Lengthsman

6.1 Lengthsman Report: The Autumn maintenance plan will commence with the village sweep, scheduled for the October half term week, 25-29 October. The Lengthsman will tidy the area around the cross in readiness for Remembrance Sunday. Cllr Corinne Cranham will forward the Playground Inspection Report to the Lengthsman. The Lengthsman agreed to escort Cllrs Paul Rigglesford and Ian Harris around the parish to provide information on regular maintenance tasks.

6.2 Lengthsman Working Group: The working group has not met though it was noted:

6.2.1 The village gates have been washed and the grass at the cross has been cut by a volunteer.

6.2.2 The grips, kerbs by the school and the church wall will be done during the village sweep.

6.2.3 A meeting to discuss drainage with the Locality Steward will be rescheduled for either 27th or 28th October.

6.2.4 Cllr Margaret Harkin will look back at old minutes on the matter of concrete grips, consult with the Locality Steward and report back to the next meeting.

6.3 Grit Bins: Members were informed that BBLP are offering a 1-tonne bag of grit to parishes in Herefordshire, and considered the location and condition of existing bins. It was RESOLVED that the Lengthsman would carry out a survey and log existing bins onto a map for the Clerk, and the Clerk would clarify ownership of the bins with HC.

6.4 Payments to Lengthsman: It was RESOLVED to approve the following payments for waste bin emptying/disposal:

6.4.1 Inv LS01521 £64.80

6.4.2 Inv LS01531 £64.80

6.4.3 Inv LS01537 £64.80

7. Planning

It was RESOLVED to object to the following application:

7.1 Application 213512– Stoney Court Poultry Farm. Proposed variation of condition 8 of planning permission 184632 (application for removal of annex condition 7 of planning permission – Appeal Ref: APP/W1850/W/17/3187-88 LPA Ref: P163370/F) proposed retention of existing poultry buildings for non-livestock agricultural use – No deliveries, with the exception of feed and live birds, shall be taken at the site or dispatched from the site outside the hours of 07.00 hours to 20.00 hours on any day.

It was RESOLVED to support the following two applications:

7.2 213358 – Birches Farm. New digestate tank with associated hardstanding, landscaping, new access and stone track.

7.3 213345 – Upper Hall Farm, Canon Bridge. Proposed change of use of two agricultural buildings and their respective curtilages to two dwellings and the building operations reasonably necessary to convert the buildings.

8. Finance

8.1 Bank Signatories: It was RESOLVED to approve Cllrs Paul Rigglesford and Patrick Sullivan as additional bank signatories. The Clerk will begin the process and report to the next meeting, along with information on the process to convert to online banking.

8.2 Finance Working Group:

8.2.1 Participatory Budget – Members received a report from Cllr Patrick Sullivan concerning participatory budgeting and noted there is a sum of £1000 available in the current budget. It was RESOLVED that the participatory budget is promoted to the public via the normal channels asking for ideas, with a proper business case, to be submitted to the Clerk by 1st December. It was agreed that Cllr Patrick Sullivan will provide information for Cllr Nick Hiscutt-Blackmore to draft wording and a response form. The Clerk will arrange for HALC to put the documents on the website.

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8.2.2 **Conclusion of External Audit 2020/2021** – Members received the Conclusion of External Audit 2020/2021 from PKF Littlejohn.

8.3 **Defibrillator Pads** – It was RESOLVED to purchase new defibrillator pads for the hall defibrillator.

8.4 **Climate and Nature Grant** – Members considered possible applications for the new Climate and Nature grant being offered by Herefordshire Council. Members were asked to consider ideas for discussion at the December meeting. It was RESOLVED to share the information with the Friends of Madley Moat and the residents interested in improving biodiversity. The Clerk is to circulate details of the grant and application form to members and table an agenda item for the December meeting.

8.5 It was RESOLVED to pay the following outstanding payments within budget:

8.5.1 PKF Littlejohn (External Auditor) - £200 + VAT

8.5.2 Niteforce Fireworks (Event 5/11/21) - £1500 (no VAT)

8.5.3 St. John Ambulance (Event 11/9/21) - £96.00 + VAT

8.5.4 It was noted that the invoice for Madley Parish Hall (13/9/21) has been withdrawn and will be invoiced quarterly.

8.6 Communication concerning the auto renewal of Norton 360 Protection was considered to be a scam and was disregarded.

9. Recreation Ground

9.1 **Working Group Report:** Cllr Corinne Cranham reported that the agreement to get new waste bins is still outstanding, awaiting stock. An agenda item to consider table tennis and football was requested for the next meeting.

9.2 **Payments to Countrywide Maintenance:** It was RESOLVED to approve the following payments:

9.2.1 Inv 194308 £58.66 + VAT

9.2.2 Inv 199415 £58.66 + VAT

10. Madley Moat

10.1 Members received an update from the Friends of Madley Moat noting a working party has been arranged for 30th October at 9.30am. A new email address has been set up - madleymoat@gmail.com and it was RESOLVED to promote on the Facebook page for volunteers to make contact directly. The Clerk is to add a direct link from the website.

10.2 Proposals for restoration were considered:

10.2.1 It was RESOLVED that the Lengthsman repair the sign as part of his duties and invoice for materials only (estimated at no more than £60).

10.2.2 It was RESOLVED to approve a quotation of £48.00 for 3-hours of brush cutting work around Madley Moat.

11. Footpaths

The Footpaths Officer reported three volunteers were keen to undertake work but that a meeting with the Locality Steward has still not taken place. It was RESOLVED that the Footpaths Officer and her team identify a list of tasks that need to be done and begin any clearing identified.

12. Community

12.1 Firework Event 5.11.21 – Cllr Nick Hiscutt-Blackmore had circulated the risk assessment and checklist prior to the meeting and reported it had been checked by the fireworks supplier. All fireworks are to be ‘cakes’ not ‘rockets’ with no debris or projectile sticks. There is a shortage of volunteers to act as marshalls but the location is considered safe. Signage and promotional material will inform attendees not to bring their own sparklers or fireworks. The Tennis Club have not granted permission to use the flood lights but have granted permission for the use of the club for toilets and refreshments. Cllr Corinne Cranham has asked them to reconsider the use of the lights.

12.1.1 It was RESOLVED to approve the Risk Assessment pending a small number of minor amendments. The Clerk will send it to the Duchy and the Insurance Company.

12.1.2 It was RESOLVED to approve the application to St. John Ambulance and for the Clerk to sign and return the form with the risk assessment.

12.1.3 It was RESOLVED that Cllr Nick Hiscutt-Blackmore would invite the Policing Community Team to the event.

12.2 Platinum Jubilee 6.2.22 – There was nothing further to report at this time. Cllr Nick Hiscutt-Blackmore will update notes following the next working group meeting.

12.3 Engagement Policy – It was RESOLVED to defer this item to the December meeting.

13. Parish Council Vacancy

It was noted that a resident had expressed interest in the vacancy to the Clerk and that the Clerk would respond providing general information about the role of a Parish Councillor and invite the resident to the next meeting.

14. Recruitment of a new Clerk/RFO (Responsible Financial Officer)

Members were informed that two applications had been received. HALC will arrange interviews with the Chair and Vice Chair.

15. Items for next agenda ... The following items were raised:

- 15.1 Possible safety risk of step into recreation field
- 15.2 Consideration of new LGA Code of Conduct
- 15.3 New parish council .gov website with .gov email addresses for councillors
- 15.4 Remembrance Service
- 15.5 Training
- 15.6 Further consideration of Talk Community Hub
- 15.7 Further consideration of support for young people
- 15.8 New defibrillator
- 15.9 Update on online banking and new signatories
- 15.10 Table Tennis and Football
- 15.11 Update on concrete grips
- 15.12 Welcome Pack (December)
- 15.13 Easter Egg Hunt (December)
- 15.14 Climate and Nature Grant (December)

23.Date of next parish council meeting ... Noted as Monday 8th November at 19.00.

SIGNED DATE