

Minutes of Allensmore Parish Council Meeting held on 23rd March 2017 at 8.00pm at Allensmore Village Hall

Present: Cllrs Jim Lawrence, Jeremy Lawrence (Chair), S Lawrence, C. Watkinson, D Cooke and T Cramp (Vice Chair)

In attendance: Mrs A Wright (Clerk), Ward Cllr Jon Johnson, Jim Knipe plus 7 additional members of the public.

1. Introduction and welcome by the Chairman

The Chair of the Parish Council, Cllr Jeremy Lawrence, welcomed everyone to the meeting.

2. Apologies for Absence

There were apologies received from Cllr S Williams

3. Declarations of Interest

There was a declaration of interest in Data Orchard, Neighbourhood Plan Consultants, from Cllr T Cramp. The Clerk declared an interest in the quotations from the Footpath Contractors.

4. Open Session

Joanne Gillick was in attendance. She spoke about the payphone kiosk on Cobhall Common (01432 277578). The kiosk was to be decommissioned by BT and Joanne stated that she would be prepared to run a library, using the kiosk, if the Parish Council should decide to adopt it. BT would prefer the kiosks to be used as community facilities and would cover the electrical supply costs for a period of five years from adoption. The Parish Council would place the suggestion of adoption on the Agenda for May 2017 for a decision. The Clerk would contact BT to reserve the kiosk until a decision had been taken.

Jim Knipe was in attendance. He raised the subject of Alma Corner that had been discussed during the January 2017 Meeting. An email from a local resident, Mr Fisher, had detailed a particular accident that had occurred on the corner. Following the January Meeting, the Ward Cllr Jon Johnson and Balfour Beatty Locality Steward Dave Atkinson had met to look at the corner on site. Balfour Beatty was responsible for maintaining what was there and the corner bend sign had been replaced. The surface had been noted as being "quite shiny" with some cracks and a report, following a scrim test, from the Senior Accident Investigator Simon Hobbs, was awaited. The access and

“blind spot” by Pool Farm were highlighted. If the corner were to be widened would this improve the situation? The question was asked as to whether improvements would make people drive more “safely”? Pre –application advice for a housing development at the location, and consequent road adaption, were being discussed by Jim Knipe. He asked the Parish Council if they would support the proposal. The Parish Council considered the question and stated that the planning should be discussed on its own merits and not as part of the proposed road alterations, which they believed were not linked. The overall view taken was that the PC was against the proposal of a development at the corner, at the time of asking.

Jim Knipe left the meeting at 8.18pm.

5. Brief Verbal Reports:

5.1 Local Policing Team: Bulletin Updates had been circulated.

5.2 Lengthsman Co-ordinator: Cllr Jeremy Lawrence commented that the verges, that had been mentioned previously, would be reinstated.

5.3 Ward Councillor: Ward Cllr Jon Johnson apologised that there were no police present at the meeting. It had been hoped that they would attend the March Meeting. He advised of an accident between Kingstone and Clehonger where a van had hit a tree. Liaison with the police, on speeding issues, was at the forefront of discussion. The Ward Cllr advised regarding funding of £8 million capital obtained for a new University for Herefordshire. £2.8m had also been secured for Cyber Centre advancement at Rotherwas. Work on the roads was ongoing. Hopefully there would be good news soon. Funding had been secured for work on the A465. 1400 potholes had been identified on the A465 between Tesco roundabout and Llangua Bridge. Small business “start up” loans were being made available via the Midlands Engine.

5.4 Locality Steward

The Locality Steward was not present but had kept members informed via bulletins.

6. To approve minutes of the Ordinary Parish Council Meeting held on 26th January 2017.

Resolved: - The Minutes of the Meeting held on 26th January 2017, were approved by the Council and then signed by the Chairman

7. Clerk Update and Correspondence

The Clerk updated the Meeting regarding correspondence received. Herefordshire Council had advised of the Great British Spring Clean initiative. Contact had been made by Joanne Gillick regarding the Cobhall kiosk. An e mail had been received regarding an accident at Alma Cottage corner. A Lengthsman Grant funding reclamation invoice had

been submitted to Balfour Beatty. The Clerk had been advised of a successful outcome to the precept request for Allensmore. The Footpath Officer had advised of her resignation from the post.

8. Neighbourhood Plan – update

A presentation had been held by Data Orchard on 14th February. The full notes of the meeting were recorded by the Clerk and these had been circulated. The presentation had highlighted the possibilities, what was involved and also key posts on a Steering Group had been identified, should the Parish Council decide formally to proceed.

Cllr Cramp proposed to the Parish Council that Allensmore determine to proceed with a Neighbourhood Plan. The idea was discussed and it was resolved that the Plan would proceed on the basis of the plan area not including Poplar Road. Poplar Road had previously been included within the area designated for Clehonger Parish following consultation with residents of Poplar Road, within Allensmore Parish, and Allensmore Parish Council. It was agreed that the Clerk would assist with the designation of the parish area, forms etc. and up to 15 hours of additional time would be allocated for this purpose.

Allensmore Parish Council resolved to proceed with the Neighbourhood Plan subject to the following terms of reference and formal proposal:

Allensmore Parish Council Terms of Reference for the Neighbourhood Development Plan Steering Group March 2017

1. Purpose

- *The Neighbourhood Development Plan Steering Group (the Steering Group) is established by the Allensmore Parish Council (the Parish Council) for the purpose of supporting the Parish Council in the production of a Neighbourhood Development Plan and to carry out the following tasks:*
- *Investigate and identify support for the Neighbourhood Development Plan (NDP).*
- *Produce a Project Plan which identifies priorities and a timescale for action.*
- *Identify sources of and secure appropriate funding.*
- *Identify and procure any external services as appropriate to support the development of the plan via an open and transparent tender process.*
- *Take responsibility for planning, budgeting and monitoring expenditure on the NDP.*
- *Liaise with relevant authorities and organisations to make the NDP as effective as possible.*
- *Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible.*
- *Determine the types of survey and information gathering to be used.*
- *Be responsible for the analysis of the survey, the production and distribution of the final report.*
- *Regularly report back to the Parish Council on planning, progress and expenditure, plus any issues arising from the exercise.*

2. Membership

- *The Steering Group will be made up from a cross-section of the community, including Parish Councillors nominated by the Parish Council. Membership by any individual of the Steering Group*

and/or any supporting Working Group shall at all times remain at the discretion of the Parish Council.

- *A record of the Steering Group Membership will be maintained through the minutes of the group.*

3. Roles

The Steering Group will elect:

- *Chairperson*
- *Vice-Chairperson*
- *Secretary*
- *Finance Co-ordinator*
- *Project Planner*
- *Communications Co-ordinator.*
- *Other roles may be allocated to members of the group as required.*
- *Volunteers from the communities will be recruited to help with a range of tasks needed by the NDP.*

4. Roles & Relationships

- *The Steering Group, via its parish council members will provide a regular report to the Parish Council, for endorsement.*
- *The Parish Council will provide the opportunity for the endorsement of regular reports via its meeting agenda.*
- *Working Groups may be established to carry out duties specified by the full Steering Group, which may include:-*
 - *Data Gathering*
 - *Consultations*
 - *Making recommendations*
- *The make-up and purpose of working groups will be regularly reviewed by the full Steering Group.*
- *Parish Council insurance will cover the previously agreed activities of the Steering Group and volunteers, but Steering Group officers, in liaison with the Parish Clerk, will ensure that terms of the insurance are not breached.*
- *It is expected that all Steering Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.*

5. Meetings

- *The Steering Group shall meet as required but at least once a month.*
- *At least three clear days' notice of meetings shall be sent to members via the communication method agreed with, and appropriate to, each individual member.*
- *Whenever possible, notices of meetings should detail the matters to be discussed.*
- *The secretary shall keep a record of meetings, and circulate notes to Steering Group members and the Parish Council in a timely fashion.*
- *A rolling schedule of meetings will be set in place, preferably at the first meeting of the Steering Group and made available to the public via notice boards and the Parish Council website.*
- *All meetings will be held in public and be open to the public to attend. Copies of minutes and reports will be public documents.*
- *Copies of the Parish Council's Code of Conduct will be available at all NPD meetings.*

6. Quorum and Voting

- *The quorum of the Steering Group and any Working Group will be half the membership of the Group.*
 - *The Steering Group will seek to operate by consensus.*
- In the event of voting being required each member will have one vote. A simple majority will be required to support any decision. The Chair of the meeting will have a casting vote.*

- *The Steering Group may not take decisions outside its delegated powers or on matters reserved to the Parish Council.*

7. Working Groups

- *The Steering Group may establish such Working Groups as it considers necessary to carry out the functions specified by the Steering Group.*
- *Membership of Working Groups is open to volunteers from the Allensmore parish community, subject to approval of the Steering Group.*
- *Each Working Group should have a lead person who will be a member of the Steering Group.*

8. Finance

- *All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for NDP purposes only.*
- *Notification of all planned expenditure will be given to the Parish Council before actual costs are incurred.*
- *The Finance Co-ordinator shall keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget in liaison with the Parish Clerk.*
- *The Finance Co-ordinator in partnership with the Parish Clerk will draw up and agree with the Steering Group procedures for Steering Group Members and volunteers who wish to claim expenses.*
- *The Finance Co-ordinator will report back to the Steering Group and the Parish Council on planned and actual expenditure for the project.*
- *Invoices will be made out in the name of the Parish Council who will pay them at their next scheduled parish council meeting.*
- *Members of the community who are involved as Steering Group Members or Volunteers with any of the working groups may claim back any previously agreed expenditure that was necessarily incurred during the process of producing the NPD. This could include postage and stationery, telephone calls, travel cost.*

9. Dissolving the Steering Group

- *At the conclusion of the NPD project, the Parish Council and Steering Group will consider the future working of the Steering Group.*
- *The Parish Council may, if it considers appropriate, dissolve the Steering Group.*
- *If the Steering Group wishes to dissolve at any time it must notify the Parish Council giving a reasonable period of notice to allow the Parish Council to meet to consider the matter.*

Proposal to Allensmore Parish Council 23rd March 2017

For consideration with agenda item 8.

- 1. That Allensmore Parish Council agrees to develop a Neighbourhood Development Plan (NDP).*
- 2. That the parish council applies to designate the area of the entire area of the parish of Allensmore excluding that area of Polar Road in Clehonger which has (with PC agreement) been designated within the Clehonger Neighbourhood plan.*
- 3. That the Parish Council forms a Steering Group comprising – initially, the following members who have volunteered in the following roles:*

- a. Nick Chapman – chair*
- b. Tim Hancox – vice chair*
- c. Pat Scanlon – project manager*
- d. Jim Hamilton – Facebook communications*
- e. Sally Lawrence – minutes and some secretarial tasks*
- f. Jeremy Lawrence – member*
- g. Merle Hancox – member*
- h. Tony Cramp – finance*

i. Louise Hamilton – member

j. Yvonne Chapman – member

4. That the steering group adopts the attached terms of reference

5. That the Parish Council agrees to fund up to 15 hours of work by the Clerk between now and the end of the 2017 – 18 financial year in support of the NDP.

9. Finance

(9.1) **Resolved:** The following list of payments were approved, prop by Cllr Cooke and sec Cllr C Watkinson:

Mrs A Wright (salary £346.73, mileage £9.68, home office £50.00)	£406.61
Tax due on salary payment (Payable to The Post Office)	£86.80
Cllr T Cramp (web hosting)	£45.58
Mr T Griffiths (Lengthsman) TGC 1979	£540.00
HALC Subscription	£468.09
Pateshall Hall (hall hire)	£40.00
Total	£1587.08

(9.2) **Resolved:** The bank balance was noted at £4961.82.

10. Planning

There was one application noted for the passing of an application for an additional chimney for the feed mill at Tram Inn, Allensmore. There would be no floodlighting from the new larger structure.

There had been no update received regarding the broiler shed application, for Bowling Green Farm, to date.

11. To discuss and update regarding broadband provision

Cllr Cramp updated the meeting regarding the broadband situation. Records were still not working correctly to enable residents to order services online. Fastershire were aware but no feedback had been received as yet. Following discussion it was agreed that Ward Cllr Johnson would contact MP Jesse Norman regarding the current position and entire situation. Cllr Cramp would provide a synopsis to Ward Cllr Johnson.

12. To discuss appointment of new Footpath Officer and processes

The Footpath Officer had resigned from the post.

The Clerk would write to thank her for her input to the position.

The Chair advised that information had been provided, following the meeting in January, and three gates had been used to replace those intended and there was nothing to the contrary to suggest that anything else was intended. Better

communication and tracking would be put in place going forward. A new Footpath Officer would be sought and liaison with landowners, Clerk and contractor organised. The Parish Council were responsible for the finance and would be copied in to e mails etc. Cllr Jeremy Lawrence would tie in the role of Footpath Officer with the Lengthsman Co-ordinator in the interim.

It was agreed that the PC would seek to purchase 4 x £150.00 gates from Balfour Beatty, utilising the remaining grant of £590.00 from 2016 - 2017 and paying the £10.00 balance. Cllr Jeremy Lawrence would be the contact for the delivery. The fitting of the four gates would be arranged by tender and using the budget allocation for 2017 – 2018 to facilitate the fitting.

Clerk would place an order for the four gates with the Locality Steward.

13. Update on parish drainage, pipe work and flooding issues

Cllr Jeremy Lawrence had been up to Winnal looking at the drains with the Locality Steward. This was now in the hands of Balfour Beatty as the drains were just under the surface and had been filled back in and tarmac put over them some four years previously. Alma Corner drainage had been discussed and landowners were responsible for clearing out ditches. Around 800 metres of road was feeding into the ditch there and it acts as a basin to catch the wash off. Erosion by road usage is an issue. Cracking in the sub-structure of the road was identified by the Alma corner inspection. Herefordshire Council has gone back to the contractor to discuss the previous work undertaken and the anti-skid surface was being “pushed for”.

14. Village Matters

Works at the church were currently out to tender. Work would be carried out after the summer due to the presence of bats.

A “Well done” and “thank you” was recorded to the W.I. Litter Pickers.

15. Items for next Agenda

All the usual items would be on the Agenda and to include footpaths, Neighbourhood Plan and kiosk at Cobhall.

16. Confirmation of date of next Meeting

The next Meetings of the Council would be the Annual Parish and Statutory ones and would be held, consecutively, on Thursday 25th May 2017 at the Allensmore Village Hall from 7.30pm.

The Meeting closed at 9.10pm

Allensmore Parish Council Meeting

23rd March 2017

Signedas a true record by Councillor (Chairman)

Dated: - 25th May 2017

For information about what's going on, local groups and businesses, the Church, some local history and the Parish Council, including minutes of past meetings and dates for future meetings, visit the Allensmore website. www.allensmore.org.uk