

Minutes of Annual Parish and Annual Statutory Allensmore Parish Council Meetings held on 24th May 2018 from 7.30pm at Allensmore Village Hall

Part One Annual Parish Meeting

Present: Cllrs Jeremy Lawrence, S Lawrence, S Williams, C Watkinson (elected as Vice Chair) and T Cramp (elected as Chair)

In attendance: Mrs A Wright, (Clerk), Ward Cllr and four members of the public.

1. Open Session with parishioners

No matters were raised in the Open Session.

2. Annual Report on behalf of the Parish Council

The Chairman (Tony Cramp) welcomed everyone to the meeting. He then gave a brief report on behalf of the Parish Council highlighting the planning application comments made and the Neighbourhood Development Plan progress.

Ward Cllr Jon Johnson made a comment that the Parish Council may wish to commission a quality review of the water supply near to the new broiler shed site, in Allensmore, to provide a base reading for future monitoring of water condition.

Part Two Annual Meeting of the Parish Council

3. Election of Chair, acceptance of office and signing of forms

The office of Chair received one nomination and Cllr. Tony Cramp was proposed by Cllr S. Williams and seconded by Cllr. C. Watkinson. Cllr. T. Cramp accepted the Office of Chair and the appropriate declaration form was signed and witnessed.

4. Election of Vice-Chair, acceptance of office and signing of forms

There was one nomination for Vice-Chair and Cllr. C. Watkinson was proposed by Cllr. S. Williams and seconded by Cllr. S. Lawrence. Cllr. C. Watkinson accepted the role of Vice Chair and the appropriate declaration form was signed and witnessed.

5. Election of Parish Council Officers

The Planning Sub Committee was confirmed as comprising Cllrs Jeremy Lawrence, S Williams, S Lawrence and C Watkinson, however all members would be circulated if possible.

The Footpath Office was confirmed as Gabriel Gillick.

The Finance Working Group was confirmed as Cllrs T Cramp, Jeremy Lawrence and S Williams. It was agreed that Cllr Watkinson should become a bank signatory.

The Internal Auditor was confirmed as Trefor Edwards.

The Lengthsman Co-ordinator would be Cllr Jeremy Lawrence.

6. Apologies for absence

There were apologies for absence received from the Cllrs Derek Cooke and Jim Lawrence.

7. To note Declarations of Interest

There were no declarations of interest recorded.

8. Brief Verbal Reports:

8.1 **Ward Councillor** The Ward Cllr updated the meeting regarding matters relating to Herefordshire Council and made reference to the water quality testing as noted in item 2.

8.2 **Locality Steward** Bulletins had been received and circulated.

8.3 **Lengthsman Co-ordinator** Cllr Lawrence advised that the budget for 2017 – 2018 had been fully utilised and that the best use would be made of the time available for 2018 -2019.

8.4 **Local Policing Team** Not present but bulletins received and circulated.

9. To approve minutes of the Meeting held on 22/03/18

Resolved: - The Minutes of the meeting, held on 22nd March 2018, were approved by the Council and then signed by the Chairman

10. Clerk Update on Action Items

The Clerk updated the meeting re the action items including completion of the Year End accounts and Audit, information from Balfour Beatty and the new Lengthsman and Parish Paths Partnership Contract.

11. Update regarding broad band

Cllr Cramp updated the meeting as to the position regarding broad band. Progress was being made towards the availability of a better broad band service for all.

12. Finance

12.1 **Resolved:** The following list of payments was approved, prop. by Cllr Watkinson and sec. by Cllr Williams:

Kirkwells Ltd (NDP)	£1200.00
Mrs A Wright (salary £361.90, mileage £6.53, home office £50.00, stationery £17.25)	£435.68
Tax due on salary payment (Payable to HMRC only)	£90.40
Kirkwells Ltd (NDP)	£2400.00
HALC Subscription 2018 - 2019	£459.28
St Andrews PCC (NDP hall hire)	£10.00
Mr T Griffiths (Lengthsman TGC 0304)	£228.00
Mr T Griffiths (Lengthsman TGC 0305)	£270.00
Groundwork UK (repay NDP grant balance)	£619.15
Mr T Cramp (Web hosting)	£48.95
Total	£5761.46

12.2 **Resolved:** The bank balance was noted.

12.3 To confirm and adopt internal audit and end of year accounts

The Clerk had completed the end of year accounts and read out the statements on the Audit Form to the Parish Council for their acceptance.

12.3.1) The Annual Governance Statement 2017 – 2018 was approved and signed.

12.3.2) The Accounting Statement 2017 – 2018 was approved and signed.

A big "Thank You" was recorded to Trefor Edwards, for auditing the Parish accounts once again this year.

12.4 To adopt new GDPR Policies for data protection and safeguarding

The Policies that had been prepared and circulated for review were adopted by the Parish Council and would be displayed on the Parish web site.

13. Planning - to review any planning matters

The planning application for Bishops Meadow had been passed.

There were no new applications for consideration of comments.

14. Appointment of new Footpath Officer

Mr Gabriel Gillick was re-appointed to the role of Footpath Officer by the Parish Council.

15. Drainage and related matters – update

Balfour Beatty was looking into the issues with the culvert under the A465. The catchment of the ditch was being reviewed and a report being sent back to Joe Hockenhall. Ward Cllr Jon Johnson was also involved in keeping up with the outcome of the review.

16. Village Matters

The future use of the Village Hall would form part of the deliberations for the use of the green space and there would be links into the Neighbourhood Development Plan.

17. Neighbourhood Plan – update and request for event and printing funds

The Chair of the Neighbourhood Plan Steering Group, Nick Chapman, updated the Meeting as follows:

Allensmore Neighbourhood Development Plan **Report for Parish Council 22nd March 2018**

Steering Group and meetings

Since the last Parish Council meeting we have had two meetings of the Steering Group, on 22nd February and 19th March. Steph Kitto (Herefordshire Council Neighbourhood Planning Officer) attended our February meeting. No changes to the Steering Group.

Finance

We have come to the end of the 6 month period for our grant and have very little budget available to us until our next grant is approved.

We spent a total of £4,630.85 of our £5,250 grant meaning that we will be returning £619.15.

This includes £4,350 of the £4,850 budgeted for Kirkwell's work. The remaining £500 unspent will be applied for with the next application and will fund the completion of the preferred options plan.

It also includes £280.85 of the £400 budgeted for printing costs and room hire.

We will shortly apply for a grant to cover the work over the next 6 months and apply for site assessment work from Aecom.

Issues and Options Document

On Sunday 28th January 2018, a public consultation event for the Issues and Options consultation was held at the village hall. 45 residents came to either drop their questionnaire off, use the hardcopies of the document to fill out their questionnaire, ask questions or seek further information. A number of residents were concerned over a recent planning application but our NDP document is currently not far enough along in the process to have any effect on this. The main NDP issue was the provisional settlement boundaries.

89 forms were returned before 12th February. Based on an estimate of 474 people aged 16 and over resident in the designated area (derived from 2011 census figures), the returned forms represent 21% of those aged 16 and over.

Tony Cramp has done a magnificent job of analysing the results, all of which were made public on the Allensmore website. It is probably worth re-iterating a summary of the results here:

42% of respondents were from Allensmore, 35% from Cobhall / Cobhall Common and 16% from Winnal / Winnal Common and 2 (2%) each from the Mawfield, Hungerstone and Webtree areas.

Just 10% of the respondents were under 50 years old, while 24% were in their fifties, 28% in their sixties and 37% were older. 80% of the respondents had no children usually living in their household.

Approaching half (46%) of respondents have lived in this parish for over 25 years, while 12% have lived here for less than 5 years.

36% of respondents are not in work or full time education and 31% work from home.

Vision and objectives

A large majority (83%) of respondents felt the document provided a good summary of the local context, compared with 5% who did not.

There was also strong support for the draft vision and objectives with 77% of respondents in agreement and 11% who disagreed.

Landscape and wildlife

A very high proportion of respondents (88% in favour, 6% not) felt that the NDP should include a planning policy similar to the one suggested to protect the local landscape character. A number of suggestions were made for further features and views which should be protected by planning policies.

Similarly, a very high proportion (82%) of respondents felt that the NDP should include a policy to protect wildlife.

Settlement boundaries

When asked if the NDP should include settlement boundaries, around two-thirds (68%) of respondents felt they should, while a fifth (20%) did not think so.

The majority (60%) of respondents thought the suggested settlement boundary for Allensmore was about right, with similar results for Cobhall Common (56%) and Winnal (63%).

Housing

The majority of respondents agreed that each of the suggested criteria (Brownfield, Infill, Scale/size of development, Access and Parking) should be used as a guide for speculative new housing. A number of people also commented that drainage should also be a factor.

A majority (63%) of respondents felt we should plan for the minimum number of 12 new houses required by the Core Strategy, while 25% felt 13 – 20 houses was a more appropriate number and 11% felt the number should be in the range of 21 to 30.

Most respondents (63%) considered that the new homes should be spread about evenly across the three settlements.

Most respondents believe the new developments should be either single houses (67%) or small scale developments of 2-3 houses (71%).

The most popular types to be included in the new homes built were family homes (3 bedrooms) (75% of respondents would like to see these), starter homes of 1-2 bedrooms (60%) and conversion of existing non-residential buildings (60%). Of the types listed, there was least support for executive homes (4 or more bedrooms) which 17% would like to see included.

A large majority support the new homes to be privately owned (88% of respondents) with the next most popular being affordable housing for sale (41%).

There was strong support (75% of respondents) for the NDP to include a policy supporting the conversion of former agricultural buildings to promote economic development.

Roads, traffic and infrastructure

More respondents were in favour of a cycleway from the village hall to Locks garage (58%) than were against (31%) while the views were about balanced for and against for a cycleway from the village hall to Belmont. We've since realised that we omitted to ask a similar question about walkways where we think there might be more support.

Most respondents (61%) feel there is no need for additional directional signage, and there was little or no overall demand for "slow down" signs or for pursuing a lower speed limit on the A465.

Nearly half (46%) of respondents find illegal dumping of waste to be a problem, while over a quarter (28%) do not, and a large majority (71%) would support or take part in an annual litter pick.

Most respondents (60%) like the idea of a lower speed limit in the centre of their community while 31% disagree. Support was particularly strong amongst residents of Cobhall Common where 67% support the idea. However, a large majority (83%) of respondents do not support the installation of speed bumps or other traffic calming measures.

An overwhelming majority of respondents want the NDP to include a policy to protect the village hall as a local community facility and encourage investment in new or improved facilities.

Most respondents (59%) felt a policy should be included in the NDP to encourage improvements to the Church in order to enable a wider use of the building.

Call for Sites

The Steering Group decided to carry out a "Call for Sites" which is now underway. We have put a notice in the Hereford Times (16th March) and emailed everyone on the local email list as well as putting up notices at various points around the parish. There is also a notice going in April's Tracking the News. The standard Herefordshire Council response form has been used, and further information and forms are on the Allensmore website. Applications close on April 8th.

Next tasks

Application for the second tranche of funding to cover the next six months.

Applications from the "call for sites" will be analysed and subject to assessment as to their suitability. Results from this exercise will be considered as we produce the next draft document – the "preferred options" document which will be published for the next public consultation later this year.

Nick Chapman, 22nd March 2018

18. Items for next Agenda

All usual items plus the Neighbourhood Plan

19. Date of next meeting

The next Ordinary Meeting of the Parish Council was confirmed as 26th July 2018, at the Allensmore Village Hall, 8.00pm.

Due to the confidential nature of the business of this agenda item, under the Public Bodies (Admission to Meetings) Act 1960 (3) it is proposed to put forward a motion to exclude members of the public during discussion of this agenda item

20. To discuss implementation of NJC Pay Award from 1/4/18.

The public and Clerk left the Hall for the duration of the discussion. The implementation of the pay award was agreed from 1/04/18. Proposed by Cllr Cramp and seconded by Cllr Watkinson. Carried.

The Meeting closed at 8.26pm

Allensmore Parish Council Meeting

26th July 2018

Signedas a true record by Councillor Tony Cramp (Chairman)

Dated: - 26th July 2018

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