

## **Minutes of Allensmore Parish Council Meeting held on 27<sup>th</sup> July 2017 at 8.00pm at Allensmore Village Hall**

**Present:** Cllrs Jim Lawrence, Steve Williams (Vice Chair), S Lawrence, C. Watkinson and T Cramp (Chair)

**In attendance:** Mrs A Wright (Clerk), Ward Cllr Jon Johnson, Locality Steward Dave Atkinson and 5 additional members of the public. PCSO Christine Howard was in attendance for part of the meeting.

### **1. Introduction and welcome by the Chairman**

The Chair of the Parish Council, Cllr Tony Cramp, welcomed everyone to the meeting.

### **2. Apologies for Absence**

There were apologies received from Cllr Jeremy Lawrence. Cllr Cooke was not present.

### **3. Declarations of Interest**

There were no declarations of interest.

### **4. Open Session**

No matters were raised.

### **5. Brief Verbal Reports:**

**5.1 Local Policing Team:** Bulletin Updates had been circulated. PCSO Howard updated the meeting regarding recent incidents which included a domestic incident, a shed break in, failure to pay for fuel and one instance of poaching. There were not many calls received for the area and it was regularly patrolled. There was a discussion over concern regarding some local incidences of speeding vehicles on the narrow lanes and this would be taken further. Any concerns should be reported via 101.

**5.2 Lengthsman Co-ordinator:** Apologies received.

**5.3 Ward Councillor:** Ward Cllr Jon Johnson updated the meeting that Alma Cottage corner had seen a number of accidents and that the road surface had been subject to scrim testing to check the resistance of the surface. The surface had been reported as "fine and with no problems". Further assessment would be made when there was water flowing due to rainfall. The cause of the accidents was commented as "driver error" in that they were driving "too fast."

Herefordshire Council were in mid term financial review and were on target to deliver a £10 million saving. Further cuts would be made. There was a Scrutiny Committee looking at the Herefordshire Flooding Strategy. Lack of maintenance was causing local flooding. MP Jesse Norman had been in consultation and would be undertaking some local visits to see the issues "close at hand." The issue of the Blue School Street Office overspend was commented. Questions were being asked.

#### **5.4 Locality Steward**

The Locality Steward was present and had kept members informed via bulletins. Pot hole filling was ongoing. The second round of verge cutting would be happening in August. The sign at the Cobhall crossroads was to be re-fitted. The issue of localised flooding was discussed and the riparian responsibilities of land owners was emphasised. It had to be accepted that unless ditches etc. were maintained then someone would have problems. The Ward Cllr also noted that the issue of building footprints and possible flooding and drainage problems, such as that for broiler units, also required rectification before planning permission was granted. Land drainage officers would be held to account and asked to investigate more.

**5.5 Footpath Officer** not present. The new Footpath Officer was looking at paperwork and would be making contact.

### **6. To approve minutes of the Annual Parish and Annual Statutory Parish Council Meetings held on 25<sup>th</sup> May 2017.**

**Resolved:** - The Minutes of the Annual Parish and Annual Statutory Parish Council Meetings held on 25<sup>th</sup> May 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. This included information on fly tipping, Herefordshire Council budget consultation, the end of year accounts and the external audit.

### **8. Neighbourhood Plan – update**

The Chair of the Neighbourhood Plan Steering Group, Nick Chapman, updated the Meeting as follows and stated that the Service Level Agreement for the NDP had been signed with Herefordshire Council:

## **Allensmore Neighbourhood Development Plan**

### **Report for Parish Council 27<sup>th</sup> July 2017**

#### **Steering Group**

Since the last Parish Council meeting we have had two meetings of the Steering Group, on 19<sup>th</sup> June and 17<sup>th</sup> July. We were joined at the last meeting by two local residents, John and Dorothy Harris who both were positive and supportive of what we are trying to achieve. We have not had any change in personnel.

#### **Designation**

Allensmore NDP Designated Area was approved by Hereford Council on 26<sup>th</sup> May 2017. There is a Service Level Agreement with Hereford Council that needs to be checked and signed as appropriate by the Parish Council. **Action PC.**

#### **Consultants**

The Steering Group discussed the shortlist of consultants – Tony Cramp was excluded from the decision because of his Declaration of Interest. We had overwhelming advice to appoint a completely independent consultant, and chose Kirkwells. Despite being based outside the county, they have extensive knowledge of NDPs in Herefordshire, and are currently working in Eaton Bishop, Madley and Kilpeck. Our contact is Louise Kirkup, who attended our most recent meeting on 17<sup>th</sup> July and had an informal tour of the designated area beforehand.

The Parish Council are asked to formally appoint Kirkwells as our NDP consultants. **Action PC.**

#### **Launch Event**

The launch event for the NDP process will take place on Saturday 29<sup>th</sup> July at the village hall. A leaflet about the launch event was put together and agreed by the Steering Group. 250 copies have been printed at a cost of £32.99 (inc VAT) and members of the Steering Group have hand-delivered a copy to every premises in our designated area. The event has also been promoted:

- On the village notice boards
- By roadside notices around the village (thanks to Tim Hancox)
- By Steve Mumford's email distribution list (26<sup>th</sup> July)
- By a notice in the County Times section of the Hereford Times (27<sup>th</sup> July)

The event will be an informal drop-in event where:

- we will have displays about the NDP
- members of the Steering Group will be available to chat
- tea/coffee/refreshments will be available
- a small display of Allensmore in the past will be included and additional information will be sought

- comments about living in Allensmore now as well as its future development will be solicited.
- new volunteers will be welcomed

### **Plan**

Following “data gathering” at the launch event, Louise Kirkup will be attending the next Steering Group meeting on 21<sup>st</sup> August where we will start developing our “Options and Issues” document. This will be published for consultation with local residents when it is agreed by the Steering Group and Parish Council. We expect this document will evolve over time into our NDP as we respond to feedback from residents. No timescales have been agreed yet; we still believe the whole process will take 1½ to 2 years to complete.

### **Finance**

An “Expression of Interest” has been submitted for the grants (24<sup>th</sup> July), and work has begun on the main application. Some of the questions on the application form are not straightforward, and we are referring back to Kirkwells to help complete the application (a service offered by them free of charge!).

Whilst we expect the grants to cover all Kirkwells’ fees, the Steering Group will endeavour to minimise costs wherever possible by covering some of the work ourselves. We are currently exploring other sources of income such as funding from Awards for All to help with community engagement. Nevertheless, there may be some other minor costs like those incurred for the Launch Event. Any request to cover such costs will be put before the Parish Council for approval in advance of expenditure.

The Parish Council are asked to approve this approach. **Action PC.**

### **Declarations of Interest**

Advice has been sought from our Hereford Council Liaison Officer and Kirkwells about the scope of the declarations of interest statement in the Steering Group’s Terms of Reference. For the purpose of the NDP, the strong recommendation is that declarations of interest should include ownership or renting of any land in the designated area, plus registrations of any businesses or other interests. This should cover the Steering Group member, his/her spouse/partner and any close family members.

The Steering Group defers to the Parish Council for a decision of how to achieve this, whether it is by completing the same form as Parish Councillors use to declare interests to the Council, or otherwise. If the Parish Council forms are used, members who are both Parish Councillors and Steering Group members are already covered although they may need to review existing declarations to check full compliance with advice regarding the NDP. **Action PC.**

Nick Chapman

27<sup>th</sup> July 2017

The Locality Steward left the meeting at 8.50pm.

## 9. Finance

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

|  |         |
|--|---------|
| Mrs A Wright (salary £392.44, mileage £16.88, postage £2.40) | £411.72 |
| Tax due on salary payment (Payable to The Post Office)       | £98.00  |
| BT (purchase kiosk)  | £1.00   |
| Hoople Ltd (Maps for NDP)                                    | £55.20  |
| N. Chapman (printing for NDP)                                | £40.19  |
| Total  | £606.11 |

(9.2) **Resolved:** The bank balance was noted at £3918.43.

## 10. Planning

There were no current applications for review. The Broiler Shed application, for Bowling Green Farm, would be going to Planning Committee.

## 11. To update regarding phone kiosk, including contract re adoption

The Kiosk was being adopted by the Parish Council and would become a parish library. The issue of the electricity supply to the kiosk was discussed and it was resolved that the electricity supply should remain switched on.

## 12. Update on parish drainage, pipe work and flooding issues

The Chair would be discussing the drainage at the Old School House and would approach the lengthsman to do the work in conjunction with other works. No labour cost to the householders. Cllr Williams to discuss possible contribution towards pipe work as may be required. The clearing of a whole ditch that had been filled in, and the woods flooded, at the rear of Mr Chapman's house was required. Cllr William would discuss with the Lengthsman Co-ordinator Cllr Lawrence.

## 13. Village Matters

Cllr Johnson gave an update on the community fibre broad band and proposed a vote of thanks for Cllr Cramp for all of his work on the broad band contracts etc. Fastershire had come through for 2018 - 2019 and everyone would be able to check to see if they

can get broad band, or not. The community option, with BT, would be formally shut down.

#### **14. Items for next Agenda**

All the usual items would be on the Agenda and to include NDP etc.

#### **15. Confirmation of date of next Meeting**

The next Ordinary Meeting of the Parish Council would be held on Thursday 28th September 2017, at the Allensmore Village Hall, from 8.00pm.

The Meeting closed at 9.17pm

Allensmore Parish Council Meeting

27<sup>th</sup> July 2017

Signed .....as a true record by Councillor (Chairman)

Dated: - 28<sup>th</sup> September 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](http://www.allensmore.org.uk)