

# **Minutes of Annual Parish and Annual Statutory Allensmore Parish Council Meetings held on 25th May 2017 from 7.30pm at Allensmore Village Hall**

## **Part One Annual Parish Meeting**

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

**In attendance:** Mrs A Wright (Clerk), Locality Steward Dave Atkinson, Lengthsman Terry Griffiths and five members of the public.

### **1. Annual Parish Meeting - Introduction and welcome by the Chairman Open Session with parishioners**

The Chairman (Jeremy Lawrence) welcomed everyone to the meeting.

The Chair of the Neighbourhood Development Plan Steering Group, Nick Chapman, presented the following report:

### **Allensmore Neighbourhood Development Plan Report for Parish Council 25<sup>th</sup> May 2017**

#### **Steering Group**

At their meeting on 23<sup>rd</sup> March 2017, the Parish Council agreed to set up a Neighbourhood Development Plan Steering Group and approved its Terms of Reference. The Steering group is a mix of Parish Councillors and other volunteers, and will meet monthly throughout the project. Meetings will be open to the public and usually held on the third Monday of the month at the Village Hall. Agenda and minutes will be published on the Allensmore Parish Council website. Two meetings have been held so far, on 24<sup>th</sup> April and 22<sup>nd</sup> May. Members of the Steering Group are:

Nick Chapman, chair  
 Tim Hancox, vice-chair  
 Tony Cramp, (Parish councillor) responsible for finance  
 Sally Lawrence (Parish Councillor) minutes  
 Jim Hamilton, communication (Facebook page)  
 Pat Scanlon, planning (withdrew from Steering Group 30<sup>th</sup> April)  
 Jeremy Lawrence (Parish Councillor)  
 Yvonne Chapman  
 Merle Hancox  
 Louise Hamilton  
 Michael Owens (joined 22<sup>nd</sup> May)

### **Designation**

Allensmore Parish Council applied to Herefordshire Council to designate a neighbourhood area on 7<sup>th</sup> April 2017. The area covers all the Allensmore Parish apart from the properties in Poplar Road, Clehonger that fall naturally as part of Clehonger NDP. The Allensmore Neighbourhood Development Plan is at the “neighbourhood area designation consultation stage”, which ends today, 25<sup>th</sup> May 2017. As yet, no feedback has been received from this process.

### **Consultants**

Following advice from Herefordshire Council, a number of consultants who have worked with Parish Councils in the county have been identified. We now have a shortlist of three who have submitted brief prospectuses, and we are seeking references from Parish Councils who have appointed them in the past. We expect to make a decision on which consultants to appoint at our next meeting on June 19<sup>th</sup>. We anticipate that the consultant’s fees will be wholly covered by available grants.

### **Plan**

Once the consultants have been appointed, we will work with them to produce a plan of tasks and milestones in the process. It is too early to fix dates for the plan, but the project is anticipated to take up to 2 years.

### **Finance**

As noted previously, grants are available to cover the cost of developing the NDP. However, applications must be made for expenditure in six month periods. Consequently, we have deferred any application until the consultants are appointed and the plan begins to take shape. We have asked the Parish Council to cover costs incurred before the grant money is available. These costs are for room hire for our meetings and the launch event (below), and expected to be around £170.

### **Launch Event**

The Steering Group are working on a leaflet drop to every household and business in our designated area to briefly explain what a NDP is, or probably just as important, what it is not. Included on the leaflet will be an invite to a “launch event” pencilled in for Saturday 29<sup>th</sup> July 2017 at the village hall. This will be an informal drop-in event where:

- we will have display boards about the NDP
- members of the Steering Group will be available to chat
- tea/coffee/refreshments will be available
- comments and more volunteers will be “encouraged”!

We want to give everyone in the parish the opportunity of having a say in this process that will shape how our community evolves to the benefit of us all.

Nick Chapman 25<sup>th</sup> May 2017

## **2. Annual Report on behalf of the Parish Council**

Cllr Jeremy Lawrence gave his report as follows:

### **CHAIRMAN'S REPORT**

Planning - The Parish Council and its Planning Sub Committee have dealt with a relatively fewer number of applications ranging from agricultural businesses to house extensions.

Finance – The precept has been raised to £6,000.00 to cover extra costs of running the Parish Council, and to cover some of the lost funding for the lengthsman in the coming year. We also have to have enough reserve to cover any possible unscheduled election and to help cover:

Footpaths – We continue to be part of the P3 Scheme to fund the maintenance and improvements of the parish's footpaths.

Lengthsman Scheme – The annual grant, along with matched funding raised from the precept, has been used by our appointed contractor, Terry Griffiths, to continue the improvement and maintenance of the ditches and drains throughout the parish.

The Parish Council have worked with our Ward Councillor Jon Johnson and our Locality Steward, Dave Atkinson, to try to resolve issues such as drainage and potholes throughout the parish.

Broadband – has been one of the main issues again this year. Progress has been made with Cobhall Common area being connected to a new fibre supply and the church area has been included in the second phase of Fastershire funding which should mean improvements within 2 years. Many thanks to Tony for the time and effort he has put in to keep this matter prominent.

Neighbourhood Development Plan – The PC have approved the setting up of a Steering Group with the aim of producing a NDP for Allensmore as indicated by the Chairman Nick Chapman.

Thanks were recorded to Terry the Lengthsman for keeping the roads going in terms of ditches and drainage.

An advertisement had been put out for a new Footpath Officer.

## **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. The new Chair paid tribute and recorded thanks to Jeremy Lawrence for his time as Chair of the Parish Council.

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

There was one nomination for Vice-Chair. Cllr. S. Williams was proposed by Cllr. S. Lawrence and seconded by Cllr. T. Cramp. Cllr S. Williams 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 who was present at the meeting and had kindly volunteered for the role.

The Finance Working Group was confirmed as Cllrs T Cramp, Jeremy Lawrence and S Williams.

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 Ward Cllr, Jon Johnson.

#### **7. To note Declarations of Interest**

There was one declaration of interest recorded. This was from Cllr Cramp in relation to Neighbourhood Planning matters as regards consultants Data Orchard.

#### **8. Brief Verbal Reports:**

8.1 **Ward Councillor** The Ward Cllr had sent his apologies.

8.2 **Locality Steward** Bulletins had been received and circulated. The Locality Steward updated the meeting regarding potholes. He advised that jetting had taken place at Winnal Common Farm. There had been some issue re the position of the services which had been different to those shown on the maps. There would be the wish to look to replace the system as it was silted up with a shallow fall and needed re-engineering. A request for this would be lodged but would join the many other requests for works for assessment etc.

Materials (gates etc. as ordered) had been supplied by Balfour Beatty for Footpath P3 projects.

Mowing the verges had started and there was a month window to complete the task. Some roads had been earmarked for "surface dressing".

The sign at the Cobhall Common crossroads was down and this would be followed up. The Locality Steward would check the situation regarding "scrim tests" to be carried out at the Alma Cottage corner.

**8.3 Lengthsman Co-ordinator** Cllr Lawrence commented that routine maintenance was being carried out and that some final small jobs were being lumped together and cleared. Ditch jetting at School House would be discussed and Cllr Lawrence may need to approach the occupier to discuss possibilities.

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

## **9. To approve minutes of the Meeting held on 23/03/17**

**Resolved:** - The Minutes of the meeting, held on 23<sup>rd</sup> March 2017, 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 Parish Liaison Officer, Clerks and Councils Direct and precept.

## **11. Update regarding broad band**

Cllr Cramp updated the meeting as to the position regarding broad band. Some solutions had been identified and were progressing.

Cllr Cramp would be maintaining the dialogue with providers and reporting back on developments.

## **12. Finance**

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

Mrs A Wright (salary £318.00, mileage £7.88, stamps £6.72)	£332.60
Tax due on salary payment (Payable to The Post Office)	£79.40
AON UK Limited (Insurance)	£312.29
Mr T Griffiths (Lengthsman) TGC 2059	£540.00
Mr T Griffiths (Lengthsman) TGC 2061	£540.00
Mr T Griffiths (Lengthsman) TGC 2048	£458.40

Information Commissioner (ICO)		£35.00
	Total	£2297.69

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 Council for their acceptance. The End of Year papers were then signed by the Clerk and Chair, in the appropriate order. A big "Thank You" was recorded to Trefor Edwards, for auditing the Parish accounts once again this year, and to the Clerk for preparing them and keeping up with the requirements. The accounts were resolved to be approved unanimously.

### 12.4 **To discuss possible adoption of Cobhall Phone Kiosk**

The adoption of the kiosk at the Cobhall Common was discussed by the Council and the adoption was resolved for acceptance. Proposed by Cllr Jeremy Lawrence and seconded by Cllr D Cooke. The kiosk would be shelved out and run as a library by Mr and Mrs Gillick of Cobhall Common. Thanks were recorded to them both for undertaking this project. The purchase of the kiosk would be progressed.

### **13. Planning** - to review any planning matters

The Planning application: 163391 for Bowling Green Farm broiler sheds had been re-presented, with amendments.

The Parish Council considered the amendments and the overall application and in particular focussed on the swale ditch, attenuation pond, drainage and flooding issues and the concrete footprint of the proposals. It was resolved that the Parish Council would be still commenting an objection to the planning application and the comments would be collated and circulated before submission to the Planning Authority.

### **14. Appointment of new Footpath Officer**

Mr Gabriel Gillick was appointed to the role of Footpath Officer by the Parish Council. He would be walking the footpaths, looking at maintenance and seeing how best to spend the budget, using a "strategic" approach. The idea would be to try and open up and improve the network. Maps and information on the role would be obtained via the Locality Steward. Cllr Jeremy Lawrence and the Footpath Officer would work together to identify locations where the gates, as ordered, would be fitted. Tenders would then be invited regarding fitting charges.

### **15. Drainage and related matters – update**

This was covered under the Locality Steward and Lengthsman Co-ordinator updates.

### **16. Village Matters**

A letter from a visitor to the Church had been received and the Clerk would write back in appreciation of his comments.

Tenders for the Church roof were out and a bat survey had meant some delays. Start of roofing works was pending for September.

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

The Steering Group Chair had delivered his report during the first part of the meeting. It was commented that someone had observed a traffic survey being undertaken at Cobhall Common and a surveyor had been seen in the fields there.

The request for NDP launch event funding and initial printing costs, of up to £170.00 in total, was presented and agreed unanimously by the Parish Council. This would be non-refundable.

Cllr Lawrence had attended a Site Allocation Meeting and a consultation was starting in June. Any parish which had not undertaken an NDP at all, or reached a certain stage within the process, may have an allocation carried out on their behalf. It was noted that the PC should be aware that the parish may end up in both NDP and DPD camps.

### **18. Items for next Agenda**

All usual items plus the Neighbourhood Plan and phone kiosk

### **19. Date of next meeting**

The next Ordinary Meeting of the Parish Council was confirmed as 27<sup>th</sup> July 2017, 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 Clerk's annual increment from 1/1/17 and implementation of NJC pay Award from 1/4/17.**

The public and Clerk left the Hall for the duration of the discussion. The implementation of the pay award and increment were both agreed from the dates specified. Proposed by Cllr Cramp and seconded by Cllr Watkinson. Carried.

The Meeting closed at 9.27pm

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

Dated: - 27<sup>th</sup> July 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)