

Minutes of Annual Parish and Annual Statutory Allensmore Parish Council Meetings held on 14th May 2019 from 7.30pm at Allensmore Village Hall

Part One Annual Parish Meeting

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

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

1. Open Session with parishioners

No matters were raised in the Open Session. The meeting began with a one minute silence in respect for Cllr Jim Lawrence who had sadly passed away. A tribute was made to Jim for his service and support of the parish community, over many years as a councillor. A vote of thanks was recorded to Jim for all of his work on behalf of the Parish Council. Condolences to the family and remembrance of Jim were accorded.

2. Annual Report on behalf of the Parish Council

The Chairman (Tony Cramp) welcomed everyone to the meeting. He then gave the following report:

Allensmore PC Annual report May 2019

Sad news

We are very saddened by the death of Jim Lawrence in March this year. Jim was a member of the PC for over 30 years and much of that time as chairman. He contributed a huge amount to the community and his passing will be a great loss to every one of us. We offer our condolences to Val and all his family.

Election

Six members stood again for the PC and with one new person coming forward (John Evans) we had an uncontested election and all places filled. Thank you to all for re-standing and welcome, John.

Ward Councillor

Our previous ward councillor Jon Johnson did not stand for re-election. Jon has been very active and involved with matters in our parish over the last year and we are very grateful to him for his time and efforts. We wish him well in his new endeavours.

Planning

A very busy year in terms of planning applications to consider with fifteen responses (not all objections) made by the Parish Council. Thirteen new dwellings have been granted approval and consideration of a

further eleven is underway. The completions and approvals already granted mean we have already exceeded by one, our housing growth target for the period up to 2031 as set out in the Core Strategy.

NDP (Neighbourhood Development Plan)

The NDP has continued to make good progress. After some delays, the site assessments have been completed by Aecom with 23 sites assessed and 7 being recommended for development with a potential for development of 25 – 30 new dwellings (two of which sites have since been granted planning permission). A further public consultation on the preferred options has also been completed and the draft revised in the light of feedback from this. After much work from the team, the draft plan is now ready for the regulation 14 consultation stage – subject to approval by the parish council today. If all continues to plan, we should reach the final stage early next year. This has been a huge amount of work by the steering group who deserve a very big thank you!

Allensmore Matters

This is a very constructive spin-off from the NDP work. The consultation work identified a number of issues of concern to the community but outside the, primarily planning, scope of the NDP. These issues have been collated and with Tim Hancox's efforts several groups are now getting underway to pursue these matters under the Parish Council umbrella such as Traffic, Litter, Allensmore's history and others. This initiative is also tying in closely with the Church and diocesan activities.

Footpaths

Gabriel Gillick resigned as footpaths officer and Steve Williams accepted the role. Our thanks to both for the work they have done. This has enabled us to continue to improve the network with 4 more styles replaced by gates and a rotten bridge replaced. We have more the most of the P3 grant available, but this has now ceased. We have continued to budget for improvements but at a lower rate.

Lengthsmen

The funds have been used for ongoing maintenance work of ditches and grips and some drain clearing. Following contact with the locality officer, some low hanging branches have been removed from trees obstructing the view of A465 traffic by the north end of Church Road.

Flooding

No major issues this year, some localised flooding of roads. The new pipe installed in near the bus shelter in Cobhall remains untested in severe conditions. Road Surfaces This continues to be an issue with many areas experiencing poor quality of the surface. A number of potholes have been patched and patching has improved some other lanes such as the road to Holly House. Much more remains outstanding.

Finances

The accounts for 2017 – 2018 were audited and approved once more by Trefor Edwards (our thanks again to Trefor). Our finances are in reasonable shape and we expect to end this year with a surplus of around £4,000, similar to our position at the start. We have applied and inflationary increase to the

precept for next year (rises to £6,250) and this enables us to continue to fund some footpaths and lengthsman activities, though at a lower level than when we had grant support.

Broadband After slipping badly, the Gigaclear deployment in this area has been subject to a revised plan. Fastershire are now showing that the build of the fibre network directly to those premises not already covered in the previous phases will now start in the last quarter of 2019. Attempts are being made to get a completion date for these properties.

Tony Cramp

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. S. Lawrence. 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. J. Lawrence and seconded by Cllr. T. Cramp. 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 all members.

The Footpath Office was confirmed as Cllr S. Williams. He was nominated by Cllr J Lawrence and seconded by Cllr C. Watkinson

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

The Internal Auditor was confirmed as Trefor Edwards. Thanks were recorded to him for carrying out the internal audit for the year 2018 - 2019.

The Lengthsman Co-ordinator would be Cllr Jeremy Lawrence. Nominated by Cllr T. Cramp and seconded by Cllr C. Watkinson

A new bank form would be obtained to add Cllr C. Watkinson as a bank signatory. This had been previously agreed by the Parish Council.

6. Apologies for absence

There were apologies for absence received from the Cllr Derek Cooke

7. To note Declarations of Interest

There were no declarations of interest recorded.

8. Brief Verbal Reports:

8.1 Ward Councillor The new Ward Cllr Christy Bolderson introduced herself and updated the meeting regarding matters that had been raised with her during her election campaign trail. These matters included potholes and general road condition, drainage, road safety, speeding, provision of footpaths, planning, fly tipping and plans for a bypass.

8.2 Locality Steward Bulletins had been received and circulated. It was stated that it would be helpful if the Locality Steward could attend meetings, say, once in six months.

8.3 Lengthsman Co-ordinator Cllr Lawrence advised that the Lengthsman would be carrying out works on behalf of the Parish Council going forward in accordance with the budget for 2019 – 2020. The Parish Council would be applying for gates, as and when required, and would now need to pay for these as grant funding had ceased.

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

8.5 Footpath Officer The Footpath Officer advised that rambles were taking place to cover checking the paths. Amendments had been made to improve footpath access and gates had been installed. Allensmore were noted as being pro-active for improvements.

9. To approve minutes of the Meeting held on 21/03/19

Resolved: - The Minutes of the meeting, held on 21st March 2019, 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 plus information on:

Election correspondence

Travellers Sites Development Plan (DPD)

ROAD CLOSURES - APRIL/MAY 2019

11. To approve draft Neighbourhood Plan progression to Regulation 14

The Parish Council were required to consider and approve the progression of the draft Neighbourhood Development Plan to Regulation 14 of the process. It was unanimously

agreed to approve the plan for progression to Regulation 14 and the dates for the consultation period were also confirmed as 27th May to 12th July 2019 inclusive.

12. Finance

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

Mrs A Wright (salary £328.08, expenses £28.77)	£356.85
Tax due on salary payment (Payable to HMRC only)	£82.00
Information Commissioner	£40.00
BHIB Limited (Insurance)	£291.75
Total	£770.60

12.2 **Resolved:** The bank balance was noted as £9610.47.

12.3 To sign Exemption Certificate for accounts 2018 – 2019

The Exemption Certificate was presented, approved and signed

12.4 To sign and approve Annual Governance Statement 2018 – 2019

The Accounting Statement was presented, approved and signed

12.5 To sign and approve Accounting Statement 2018 – 2019

The Annual Governance Statement was presented, approved and signed

12.6 To adopt Code of Conduct 2019 (circulated)

The Code of Conduct was adopted as circulated.

13. Planning - to review any planning matters

Cllr Cramp would pass details of current applications to the Ward Cllr.

14. Appointment of new Footpath Officer

Cllr S. Williams was re-appointed to the role of Footpath Officer by the Parish Council.

15. Drainage and related matters – update

No new issues were raised.

16. Village Matters

There would be a ceilidh held on 8th June from 6.30 pm in Allensmore Church. There would also be a Local History Group Meeting in the Village Hall on 28th June from 7.00 to 9.00 pm.

17. Neighbourhood Plan – update

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

Allensmore Neighbourhood Development Plan
Report for Parish Council 14th May 2019

Steering Group and meetings

Since the last Parish Council meeting, we have had two meetings of the Steering Group on 15th April 2019 and 13th May 2019. One member of the public at each meeting.

No changes to the Steering Group.

Finance

There have been no outgoings since the last report.

We have reached the end of the period covered by the last application and Tony Cramp has submitted an end of grant report to the relevant funding body. The rules on returning grant monies not spent by the end of the financial year have been changed, enabling us to retain these funds into the future. However, we will need to make a further grant application to cover the rest of the project at some point.

We are within the overall budget.

Herefordshire Council – Strategic Environmental Assessment (SEA) and Regulation Habitats Assessment (RHA)

I reported last time that the feedback from the January public consultation had been incorporated into the latest version of the NDP.

The NDP document was also submitted to Herefordshire Council for them to do the required Strategic Environmental Assessment (SEA) and Regulation Habitats Assessment (RHA) on 3rd April 2019. These reports were returned to us on 1st May 2019. The Steering Group reviewed them and sent back comments and queries on 7th May 2019 and revised reports were received on 12th May. The reports show that our NDP is fully compliant with Herefordshire Council's policies and are available to view if you wish.

The NDP document was circulated to Parish Council members for approval following the initial response from Herefordshire Council as it was clear at that point that there would be no further changes. This is the reason why you have only recently received the final version.

NDP Regulation 14 Consultation

The NDP document is now ready for the statutory Regulation 14 public consultation where we have to notify a number of official bodies and organisations, such as the Environment Agency, Welsh Water, Highways England, Network Rail etc. We will also be informing our Ward Member

and adjoining parish councils. We inform them where they can see the plan, what the consultation dates are and how they can respond to it. We will also be informing all the residents in our area of the same information by a leaflet drop to every residence, plus

- posters and printed copies at several agreed locations
- Email via village email list and NDP contacts list
- notification in Tracking the News
- notification in Hereford Times County Times section
- Allensmore website

There has been a small change to the document since it was issued to the Parish Council – on page 4 the paragraph about the Regulation 14 consultation has been amended following last night's Steering Group meeting as we will not be delivering copies of the response forms but making them available at the viewing points and on the website.

The NDP document is commended to the Parish Council by the Steering Group.

Parish Council action required:

1. Approve the "Regulation 14" version of the NDP as circulated with the slight amendment described above
2. Confirm the Regulation 14 consultation dates as Monday 27th May 2019 to Friday 12th July 2019 – the period being 6 weeks and 5 days.

Appendix 5: Non-planning matters arising from the NDP

Separate update from Tim Hancox.

Nick Chapman, 14th May 2019

Mr Hancox updated the meeting regarding the non-planning matters that had arisen while the Neighbourhood Plan had been progressing. Items included personal and property safety, facilities including church and hall plus history matters had been an interest point. Looking at the environment and picking litter, Neighbourhood Watch AND Road Safety issues were all going to be furthered. A Team were working on aspects of road safety and outcomes would be brought to the Parish Council. Evidence of near misses and accidents was being collated. Action for the A465 and speeding in general were under review. Many different aspects such as cleaning and replacing road signage, looking at boundary gates and seeking speed restrictions on certain roads would all be looked into.

18. Items for next Agenda

All usual items plus the Neighbourhood Plan update and Allensmore Matters Safety update

19. Date of next meeting

The next Ordinary Meeting of the Parish Council was confirmed as 25th July 2019, 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 and increment for Clerk from 1/4/19.

The implementation of the pay award and increment were agreed from 1/04/19. Proposed by Cllr T. Cramp and seconded by Cllr C. Watkinson. Carried

The Meeting closed at 9.24 pm

Allensmore Parish Council Meeting

25th July 2019

Signedas a true record by Councillor Tony Cramp (Chairman)

Dated: - 25th July 2019

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