

Minutes of the Annual Meeting of Cradley Parish Council held on 10th May 2016 in Cradley Village Hall commencing at 7.30pm following the Annual Parish Meeting which commenced at 6.15pm

Present - Cllrs. C. Lowder (Chair) K.Nason (KN) D. Scully (DS) G. Fielding (GF) T.Lloyd-Jones (TLJ) B. Herriot (BH) C. Lambert (CL) Anne Scarsbrook (AS) F. Beard (FB) W. Harries (WH) G. Thomas(GT) S. Davies (SD) S. Roffe (SR) and A. Eldridge (AE).

Also present were several members of the public and the Clerk.

An apology for inability to attend the meeting had been received and was approved from A. Carver.

AE advised the Clerk that he would be recording the meeting.

Election of Chairman for 2016/17 - The Clerk sought nominations for the election of a Chairman for the coming year. **On a proposal** by GT seconded by TLJ with seven votes in favour, and five Councillors abstaining - Christopher Lowder was duly re-elected as Chairman and signed the Declaration of Acceptance of Office in the presence of the Clerk. No other nominations received.

Declarations of Interest in items on the Agenda - Both CL & KN signed the Register of Declarations of Interest regarding payments due to K. Nason and payments due to Cradley Village Hall.

Vice Chairman for 2016/17 - **The Chairman proposed** that KN be re-appointed as Vice Chairman for the year. This was seconded by FB with eight votes in favour, three Councillors abstaining and one Councillor voting against the proposal, KN was duly elected as Vice Chairman for the coming year. No other nominations received.

Members of sub-committees and working parties -

All Councillors had received a list of the current members of these groups and the Chairmen went through the list to check whether Councillors wished to remain or leave the various working parties. See attached amended list for new membership, with additional Groups added for Footpath Officers, Tree Warden and Small Donation Group.

Editor of Reporter - K. Nason and W. Harries re-appointed.

Correspondent for Newsletter - W. Harries re-appointed.

Internal Auditor - T. Robshaw re-appointed.

Minutes - The Minutes of the meeting held on 13th April 2016 were taken as read, confirmed and signed by the Chairman subject to a slight amendment to the voting proposal for the response to the planning application for Kings Orchard, Cradley.

Progress Reports -

- (1) Poundbridge - GF advised he had **not** written to Cllr Morgan seeking her input, as had been agreed at the last meeting, as representatives from Herefordshire Council had visited the top section of the site and advised that some funding had been secured to carry out some remedial works which would be carried out by the end of the present month. GF was not happy with their proposed materials and enquired whether the Council would supply funding out of either the Lengthsman fund or out of the Precept up to a cost of approximately £300/£500 to obtain materials more suitable to the rural setting of the site such as a post and rail fence with Balfour Beatty still carrying out the work. The Chairman closed the meeting to allow public participation by Dr. Ivan Smart who confirmed GF's statement and very generously offered to make up the difference in funding if the Parish Council would consider donating the sum of £300 towards the work.

The Chairman re-opened the meeting - KN **proposed** that we allow GF to proceed with Parish Council providing alternative materials for the work to be carried out by Balfour Beatty up to the sum of £300 and take up Dr. Smart's offer if this proved necessary. This was seconded by AS and carried, and sincere thanks were offered to Dr Ivan Smart for his most generous offer.

- (2) **Defibrillator** - BH confirmed prices for installation of defibrillator in the old telephone box by the Post Office would cost a maximum of £246. in the first year and £190. in the second year, these figures including insurance. TLJ queried maintenance of the telephone box and enquired how much these defibrillators were used. The Chairman confirmed that he had ascertained ownership of the land on which the box was situate, and BH agreed to look into the question of the purchase of the box for £1. Once this had been agreed, he would apply for the funding which he had secured for the defibrillator. It was confirmed training would be available in the use of the defibrillator and also noted that Cllr. Carver was already arranging some training in Cradley Village Hall which would also prove to be beneficial.
- (3) **Community Resilience** - SR, BH and AS had formed a Working Group and SR confirmed that Dr. Ivan Smart had also indicated he would like to get involved in this project. All Councillors had been circulated with a list of proposals from SR, and the Clerk was to contact CSO Danny Alexander at Ledbury Police Station and ask him if he would kindly contact SR to discuss any Police input which may be necessary in connection with the running of this Community Resilience project. In the meantime, SR was to go ahead with her proposals and report back to Council in due course.
- (4) **Buryfields** - The main gate had been stolen and the kissing gate vandalised resulting in the site being wide open for dog fouling which was taking place on a regular basis. GT confirmed the fence was in need of repair, a new gate to be purchased and the kissing gate repaired with materials which GF had in his possession. GF agreed this could be done by the Lengthsman once the scheme was up and running, but again queried whether funding should come out of Lengthsman funds or out of the Parish Council precept funds.
- (5) **Future of local bus facility** - KN advised Council notified bus service is to be reviewed in September, but was constantly open to review. Criteria unknown for review, but local people should be encouraged to use the bus if at all possible - "use it or lose it".

Planning Report - the Chairman advised the following applications had been discussed at the Planning meeting held prior to the full Council meeting -

- 1) No. 161050 - The Cartshed, Halesend, WR13 5EW - conversion of cart shed to form one four bed dwelling and erection of single storey storage shed - Application granted by planners some time ago, now come up again for consideration by Conservation Group and it is noted that an amendment had been approved before the Parish Council had the chance to view it - **no comment.**
- 2) No. 161085 - Elms Barn, Rectory Lane, WR13 5LH - change of use from existing agricultural barn to a new dwelling with access, parking and landscaping - **The Parish Council support change to this type of building, however we query whether the plans show the true extent of the land correctly as Herefordshire Council are responsible for this lane from wall to wall. The Planners should also be aware of the restrictions on access to the site and the building should not have any roof lights or dormer windows included.**
- 3) No. 161086 - Barn at Tanhouse Lane, Cradley WR13 5JY - proposed conversion of agricultural barn to new residential dwelling - **The Parish Council support change to this type of building, however we do query whether a bat survey was carried out on the site.**
- 4) No. 161032 - Timbers, Cradley WR13 5LJ - T2 oak - remove crossing and duplicating branches. Lightly lift crown on garden side. Remove deadwood from remaining canopy - **no objections**

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Financial Matters - The Clerk advised the following accounts had been received for payment - FB took the Chair and sought permission as follows -

▪ HMRC, PAYE	£150.00.
▪ Innmentor, web hosting	£130.00.
▪ Marion Griffiths, payroll	£65.00.
▪ Cradley Beavers donation	£100.00.
▪ Cradley Village Hall (3 Invoices) total	£155.00.

On a proposal by TLJ seconded by AS and carried these Accounts were approved for payment and cheques signed accordingly.

To agree schedule of financial reporting - agreed to remain as 30th September and 31st March yearly.

To add two additional signatories to the HBSC Bank Account - it was agreed BH and AC should be signed up as additional cheque signatories and the new Bank Mandate was completed and signed by BH.

Register of Interests - The Clerk enquired whether any changes to Councillors "Register of Interest Forms" were required since completion in May - none declared.

Amendment to Standing Orders - It was agreed this should now take place at the next meeting of the Parish Council in June 2016. It was also agreed to consider whether any changes were required to Financial Regulations and the Code of Conduct. The Clerk circulated to all Councillors new Audit regulations coming into effect whereby "**Councillors are now responsible for the Annual Governance Statement included in the Annual Return and not the Clerk/RFO**" when this was presented for approval at the June 2016 meeting along with the audited Accounts to 31st March 2016.

Reports from various Committee members and working parties as follows -

- a) **Lengthsman** - Monthly report for April had been circulated to all Councillors. New Contract year starts 1st April - new Contract and Grant will hopefully be finalised by the end of May. GF sought confirmation in principle that the Parish Council wished to continue with the Lengthsman/P3 schemes once funding was no longer available from Balfour Beatty.

GF proposed seconded by AE and carried, with one abstention, that the Parish Council agree in principle to support the L/P3 schemes including financial support for 2017/18. It was hoped at the next meeting of the Council that it would be agreed a Credit Account could be opened with a company in Bromyard to facilitate purchase of equipment for use in both schemes.

- b) **Footpath, Wildlife & Environment** - It was agreed that GF should continue as Chairman of this Group, first meeting had taken place with lot of decisions made and now up and running, including possible provision of five dog bins following contact with various land owners for siting of the bins. It was planned to meet quarterly with full reports to follow.
- c) **NDP** - TLJ advised consultation period had closed in April, approx 77 responses from the Parish which would be discussed at an NDP meeting later in the month. Large number who supported the plan as a whole with additional comments on flash flooding, east/west Cradley, concerns about infrastructure, affordable housing and traffic. Hoped David Crofts would review the comments and permission sought and obtained for an interim charge of up to £400 to allow David Croft to respond to plan and collate his responses to the statutory comments. Application for further Grant being completed to go forward to referendum and in fact, notification had been received that day that additional funding has been approved.

TLJ proposed that we have approval for £400 to enable David Croft to carry out representations to the consultation responses before the end of the month. This was seconded by KN, with nine Councillors in favour, with three against the request.

- d) Churchyard Committee - The Chairman advised nothing to report.
- e) Recreation Committee - Meeting arranged for 24th May in the Heritage Room at 6pm.

Public Question Time -

- (1) Dr. Ivan Smart enquired whether the Chairman's Report at the Parish Meeting would appear on the PC website as he felt the public should have the opportunity of reading his Report and it was confirmed that this would take place.

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- (2) Richard Stoddard enquired whether the number of responses to his proposed planning application for Church Stile Farm could be included in the Newsletter. He was advised that the number of replies would be shown in the Literature/Correspondence Information section of the Minutes.

Correspondence & Literature -

- Clerks & Councils Direct magazine for May 2016.
- Reports from G. Fielding re Lengthsman/P3 and Footpath Wildlife & Environment Groups.
- Letter from Diane Merker thanking Parish Council for their donation to Cradley Beavers.
- Donation of £50 received from Dr. Ivan Smart towards the PC donation to Cradley Beavers.
- Letter from The Pension Regulator acknowledging "Declaration of Compliance" regarding a pension for the Clerk, although the Clerk repeated her comments that she did not wish to take up the offer of a pension, although she did meet the necessary criteria.
- Letter from Mike Hames with request/suggestions for some form of traffic calming on Bosbury Road.
- Information Corner from HALC.
- Data protection registration form received at a cost of £35 a year.
- Letters of support for development at Church Stile Farm - total received is 127 which includes just one against the proposal.
- The Clerk magazine.

Items for Newsletter agreed as follows:

- Election of Officers,
- Poundbridge update.
- Defibrillator for installation in old telephone box at the Old Post Office once purchase of box completed.
- Community Resilience Group set up.
- Council looking into provision of replacement entrance gates for Buryfields play area.
- Bus Service review in September.
- Dog waste bins to be provided following consultation with land owners.
- NDP responses being processed.
- Lengthsman - support obtained for the Parish Council who the will have to fund the Schemes from 2016/17 when funding ceases from Balfour Beatty/Herefordshire Council.
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Councillor Reports and items for future Agendas - Broadband update/clarification about who is to be connected.

There being no further business, the Chairman declared the Annual Meeting closed at 9.25pm.

Next meeting to take place on 14th June 2016 in Cradley Village Hall.

Signed..... Dated.....
Chairman.