

MINUTES of a meeting of Cradley Parish Council held on Tuesday 6th June 2017
in Cradley Village Hall commencing at 7.30pm

Present – Cllrs. G. Fielding (GF - in the Chair), D. Scully (DS) A. Eldridge (AE) C. Lambert (CL) B. Herriot (BH) F. Beard (FB) A. Carver (AC) T.Lloyd-Jones (TLJ) and W. Harries (WH).

Also in attendance were two or three members of the public and the Clerk.

Apologies for inability to attend the meeting had been received, and were approved from Cllrs. S. Davies, A. Scarsbrook and G. Thomas,

Declarations of Interest in items on the Agenda – AC declared a DPI in the planning application for Russet House.

Minutes – The Minutes of the meeting held on 9th May 2017 were taken as read, approved and signed by the Chairman subject to several minor amendments and one important amendment concerning Cllr. Patricia Morgan’s Report at the meeting which was amended to read as follows – “that the applicant was pushing for a decision on Pixiefield hopefully within the next two/three weeks but if Officers were using their delegated powers to approve, she would push for the application to go to full Committee, and when queried, she explained her ability to request this way forward”.

Open Session –

- (1) Ward Councillor Report – Cllr. Morgan had reported she was unable to attend the meeting but advised that the planning application at Pixiefield had been refused and that the proposed work on the A4103 was progressing.
- (2) No questions were raised by members of the public in attendance.

Planning applications – the Clerk advised the following planning applications had been received for consideration –

- Russet House, Cradley – No. 1717658 – erection of one dwelling – **it should be noted that Cllr A. Carver left the room when discussion on this application took place** – discussed at length and response agreed as follows “we understand that Planning Officers are not bound to decide an outline application and we would prefer that this application be rejected in the light of Policy CNDP5/AONB and the fact that it is within the Conservation area. However, if Councillors are minded to approve the current application, then Policy CNDP9 should be considered together with the Village Design Statement for Cradley.
- Old Coach House, Cradley – No. 171553 – proposed single storey extension to form ancillary living accommodation for a dependant relative – no objections raised but please refer to CNDP9 of the Parish Council Neighbourhood Development Plan.
- Follys Orchard, Cradley – No. 171332 – change of use of paddock to residential curtilage and construction of detached garage and store building – no objections raised but condition should be imposed that future use should not increase traffic in and out of the site.

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- Outlook, Cradley – No. 171242 – proposed demolition of single storey extension to rear and construction of a single storey extension plus conversion of detached garage – no objections raised.

Update on outstanding matters –

- (1) Defibrillator – BH advised training session on 20th June 2017 in Cradley Village Hall. Clerk to arrange for an official opening for publicity.
- (2) Annual Play Area inspections – The Chairman advised that these will take place shortly for both sites.

For consideration –

Risk Management Policy – Minutes and an amended Risk Management Policy had been circulated to all following a meeting of the Risk Management working group. This was discussed and agreed subject to two amendments regarding full completion of cheques for signature and retention of documents by the Clerk in accordance with HALC recommendations and on a proposal by the Chairman seconded by BH and carried the Risk Management Policy was adopted by the Council.

Financial matters – (1) The Clerk reported that the following Accounts were due for payment and the Invoices were checked by BH –

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| ➤ HMRC – PAYE | £152.40. |
| ➤ Speedy Asset Services Ltd. | £55.00. plus VAT. |
| ➤ Cradley Village Hall, hire fees | £98.00. |
| ➤ David Croft, NDP modifications | £301.90. (to be paid out of Grant). |
| ➤ Data Protection, 12 months | £35.00. |
| ➤ Clerk, postages for Chairman | £19.52. |
| ➤ Jeremy Phillips Lengthsman & P3 | £641.27. |

On a proposal by BH seconded by FB and carried the above Accounts were approved for payment and cheques signed.

- (2) To approve/sign the Annual Governance Statement – It was agreed to approve the Annual Governance Statement subject to a letter being forwarded to the External Auditors explaining the reason why item numbers 2,3 & 5 on the Annual Governance Statement were not marked as agreed, primarily due to the fact that the Parish Council had found themselves without either a Chairman or Vice Chairman during the latter part of the financial year ending 31st March 2017.
- (3) To approve/sign the audited Accounts as prepared by Terry Robshaw, the Parish Council internal auditor – these were approved as drawn and signed by the Chairman and RFO.
- (4) To approve/sign Annual Return – The Internal Auditor had prepared the list of figures on Section 2 of the Annual Return “Accounting Statement” – and these were approved as drawn and signed by the Chairman and RFO.

Reports from committees and Working parties –

- a) Footpaths, wildlife and environment – no report.
- b) Lengthsman/P3 – Copied submitted to all Councillors prior to meeting – no queries raised.
- c) Highways – Chairman advised new design for junction with A4103 has been submitted and Simon Hobbs has requested that response from the Community should be obtained. It was suggested that this might be obtained when the NDP Referendum takes place and Clerk to write to Returning Officer enquiring whether this would be permissible. The Chairman advised work at Pound Bridge has commenced.
- d) Recreation Group - Chapel Lane working party – no report. Chairman advised on major sewage discharge at Buryfields reporting on the evidence and what had taken place and how the situation had been left. It was agreed to write to both Severn Trent and Environmental Health at Herefordshire Council asking them to look into the problems of drainage, particularly near childrens play areas, with a copy of the letter also being sent to Cllr. P. Morgan for her information. The Chairman advised the grass contractor has commenced work and commented that the play equipment at Chapel Lane appeared to be in need of repainting in the near future.
- e) Churchyard Committee - no report available. No reply had been received from John Sands regarding Parish Council donation for upkeep of Cradley Church. E-mail from Tony Copp regarding proposed felling of trees in Churchyard on behalf of the PCC had been received which had been sent to Jill Upton by the Chairman asking her to contact Tony Copp and ask for his report. In the meantime, WH agreed to talk with Tony Copp regarding whether planning permission was required.
- f) NDP – TLJ sought comments regarding the proposed publicity notice for the Referendum and these were agreed.
- g) Small Donations Group – three applications received from Melanie Boniface on behalf of Cradley Primary School for £100; James Burton on behalf of 1st Cradley Scout Group for £100 and Diane Merker on behalf of the Beavers for £53. The applications had been circulated to all Councillors prior to PC meeting - the Vice Chairman recommended approval with proviso that new equipment should be purchased. All Councillors in agreement for payment of donations and cheques to be presented at the next meeting.
- h) Resilience Group – BH reported on meeting with Herefordshire Council and requested reinstatement of the Group following the Chairman's recommendation that this should now fall under the Risk Assessment Group. BH advised what was required and how this would be managed and by whom and advised that the Parish Council would not incur any charges. Following discussion the Chairman agreed that the Group be reinstated consisting of members - the Vice Chairman, AC, CL, BH and co-optee Sam Roffe.

Literature & correspondence –

Training schedule from HALC – forwarded to all.

Letter – HSBC from new Head of Commercial Banking.

Letter and brochure from Seafarers UK to “fly the red ensign for merchant navy day” on 3rd September 2017.

Copy Notice from Cllr. Bruce Herriot for community heartbeat trust demonstration for use of the defibrillator.

Copy Notice for NDP referendum on 13th July 2017 (venue to be agreed).

Letter – Practice Manager on behalf of Friends of Cradley Surgery regarding funds for community defibrillator at the surgery.

Letter – Herefordshire Council Solicitor regarding revised Code of Conduct for Herefordshire Council.

Advice that Bishops Frome Parish Council have submitted their Reg 16 NDP to Herefordshire Council for consultation which can be viewed at the following link

<https://myaccount.herefordshire.gov.uk/bishops-frome>.

Circular – Herefordshire Council advice that they propose to make a public space protection order (“PSPO”) under Section 59 of the Anti Social Behaviour, Crime and Policing Act 2014 (“the act”) for the control of dogs in its area.

Newsletter items to include proposals for traffic calming on A4103/Stoney Cross junction, work at Pound Bridge finally underway and nearing completion, NDP confirming Referendum (date to be advised) three donations agreed under the Small Donation Policy and that the Resilience Group would be reinstated and continue.

There being no further business, the Chairman declared meeting closed at 10.10pm.

The date of the next meeting will be on Tuesday 11th July 2017 to be held in Cradley Village Hall commencing at 7.30pm.

G. Fielding

11TH July 2017.

Signed..... Dated.....

Chairman.