

**Minutes of the Annual Meeting of Cradley Parish Council** held on Tuesday 9<sup>th</sup> May 2017 in Cradley Village Hall commencing at 7.30pm.

Present - Cllrs. G. Fielding (GF) F. Beard (FB) A. Carver (AC) D. Scully (DS) A. Scarsbrook (AS) G. Thomas (GT) A. Eldridge (AE) T.Lloyd-Jones (TLJ) W. Harries (WH) S. Davies (SD) B. Herriot (BH) and C. Lambert (CL).

Also present - County Councillor P. Morgan, two members of the public and the Clerk.

Appointment of Chairman - FB proposed that Cllr. Geoff Fielding be appointed as Chairman for the year 2017/18. This was seconded by TLJ and carried - no further nominations were received and Cllr Fielding signed the Declaration of Acceptance of Office.

Apologies - All Councillors in attendance.

Declarations of Interest in items on the Agenda - None received.

Election of Vice Chairman for the year - On a proposal by GT seconded by AC and carried Cllr. Derek Scully was appointed as Vice Chairman for the year - no further nominations were received.

Date of Parish Meeting - On advice received from HALC the Parish Council were unable to hold this meeting prior to the Annual Meeting as they were not in a position to provide a Chairman's Report. Following the appointment of a Chairman - it was agreed to hold the Annual Parish Meeting on Wednesday 31<sup>st</sup> May 2017 at 7.30pm in Cradley Village Hall.

**Open Session** -

County Councillor Report - Cllr Morgan advised as follows -

- The meeting with Simon Hobbs on the A4103 which was also reported in the Highway's Officer Report.
- That work at Pound Bridge would hopefully commence on 5<sup>th</sup> June as no special crayfish had been found, although otters were present.
- 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.
- The Council were hoping to obtain a larger budget for road repairs.
- Seminar on housing on the 19<sup>th</sup> May.
- She advised regarding the proposed sale of the small holdings, which were considered as high maintenance for upkeep and confirmed that monies from the sales could not be paid into the Revenue Account but must go forward to another project.

**Public Question Time** -

- Richard Stoddard advised that his appeal has been lodged regarding the proposed development at Church Stile Farm and did not expect a decision until August/September 2017.
- Dr. Ivan Smart thanked the Councillors for their hard work during the previous year and also requested that a vote of thanks to the Clerk be recorded in the Minutes during what had been a difficult time.

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To elect members of the various sub committees - See Page 19A attached to Minutes.

- It was agreed however that the “Emergency Planning Group” and the “Policies and Procedures Group” be merged into a newly named **“Risk Management Group”** and it was agreed a meeting would take place to form a working group of the Chairman, Vice Chairman, A. Scarsbrook, B. Herriot and A. Carver following the meeting which Cllr. Bruce Herriot had arranged for the 23<sup>rd</sup> May in connection with the Emergency Planning Group. It was also agreed that the “Cluster Group” would be disbanded from this date.
- To appoint Editor of the Reporter - The Chairman was appointed.
- To appoint Webmaster - It was agreed to defer this appointment until the Council had had the opportunity to study the Risk Management Policy Proposal which the Internal Auditor had suggested should be adopted by the Council.
- To appoint Correspondent for the Parish Newsletter - Cllr. Wynne Harries was re-appointed for the year.
- To appoint Internal Auditor - Terry Robshaw was re-appointed on a proposal by AC seconded by CL and carried.

To confirm Minutes of Meetings held on 11<sup>th</sup> and 19<sup>th</sup> April - These were taken as read, confirmed and signed by the Chairman subject to a minor alteration to the number of policies from 9 to 10 which the Examiner had recommended regarding the NDP at the meeting on 19<sup>th</sup> April 2017.

Reports on outstanding issues -

- ❖ BH advised the Defibrillator was now active, registered and it was hoped that training for about fifty people would be arranged within a month, following which publicity of the installation of the defibrillator would take place including in the local press.
- ❖ AC queried both the size and position of the newly erected garage at Queenswood which was outside the settlement area and it was agreed to request Building Control at Herefordshire Planning to confirm the height which had been approved.

Planning - The following applications had been received for consideration -

- Old Vinesend Farm - No. 171511 - variation of condition 2 of planning permission 133008/L - no objections raised.
- Woodview, The Halesend - No. 171024 - erection of new stables - the Council commented that work has commenced on site before planning permission has been granted and the building appeared to be in the wrong position according to the drawings received. Proposal within the AONB and in conflict with the Parish Council NDP Policy reference CNDP5. However, comments made that if Herefordshire Council are of a mind to approve the new stables, then replanting of trees should be carried out to act as a disguise on the landscape and requested planners to look into the stability of the land bank on site.

Tree applications -

- Church House, Rectory Lane - No. 171500 - reduction of various trees by Western Power distribution - no objections raised.
- 7 Old School Close - No. 171338 - work to various trees - no objections but would prefer a reduction of only 25% to the cypress tree.

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- Chapters, Cradley - No.171499 - reduce elder and common ash by Western Power -no objections raised.
- Well Cottage - No.171498 - reduce Himalayan birch to ground by Western Power - no objections raised.

**Financial matters -**

- 1) Approve payment of the following Accounts -
  - ✓ HMRC, PAYE £152.40.
  - ✓ Innmentor, web hosting £125.00.
  - ✓ Marion Griffiths, payroll 16/17 £65.00.
  - ✓ Malvern Hills AONB donation £100.00.
  - ✓ Terry Robshaw, honorarium £75.00.
  - ✓ Speedy Asset Services, materials £66.00.
  - ✓ County Building Supplies, materials £57.18.
  - ✓ Lengthsman/P3 wages April £768.75.
  - ✓ Storridge Village Hall hire fees £56.00.

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

- 2) Approve the Annual Governance Statement by Councillors - this was deferred until the meeting regarding Risk Management had taken place.
- 3) Approve the audited Accounts to 31<sup>st</sup> March 2017 - again this was deferred until the meeting regarding Risk Management had taken place.

**To agree Schedule of financial reporting** - it was unanimously agreed that this should remain as at present exists, ie half yearly audit by internal auditor at the end of September every year and the annual audit at the end of March.

**To amend and add two new cheque signatories** - Bank Mandate handed to Chairman for completion by himself and the Vice Chairman and return to the Clerk for submission to HSBC Bank.

**To check Register of Interest forms for changes** - WH requested a new form be forwarded to him for completion, otherwise no changes were notified to the Clerk.

Reports from various Committee Members and working parties as follows -

Lengthsman/P3 and appointment Lengthsman for 2017/18 - Report submitted to all prior to meeting. Chairman sought approval for re-appointment of existing Lengthsman and on his recommendation this was carried with CL voting against the appointment.

Footpath wildlife and environmental - Report submitted to all prior to meeting.

Highways Report -

- Report submitted to all prior to meeting, but Chairman gave further update regarding the improvements to be carried out on the A4103 in the area of the Red Lion and Prestons Cross and it was agreed to send a letter with everyone in agreement expressing our support for the work which could be put in hand as early as this summer.
- Work at Pound Bridge would hopefully commence on 5<sup>th</sup> June as no native crayfish had been found although otters were present.

**NDP** - TLJ advised this was now a valid planning document which can be used in planning applications received. Hoped to hold Referendum on either 13<sup>th</sup> or 20<sup>th</sup> July and discussed suggestions on how the Parish Council can advertise the NDP which should be available at various locations, including the School and in the Newsletter and following the election suggested the Parish Council hold a public meeting to promote the Referendum..

Clerk to enquire whether “proxy” votes are valid in the referendum and also enquire whether Hereford Council have looked into holding a referendum in the Storridge area.

David Croft’s final Account had been received on the day of the meeting and it was agreed the Council write thanking him for his professional advice and work which, on occasions, had gone beyond the call of duty.

Churchyards Committee - Nothing to report.

Recreation Group - Chapel Lane site now in good condition with hedges cut and it had been suggested that the local Cubs group might have a garden area at the site. It was hoped to start work mid August on the football pitch but this will be confirmed at the next meeting and there might be some reduction in some of the costings supplied.

Small Donations Group - Nothing further to report.

Items for Newsletter to include new appointment of Chair and Vice Chair, advice received from County Councillor, looking into adoption of Risk Assessment, defibrillator active and thanks expressed to those who helped Cllr BH on work to the telephone kiosk. It was agreed to also include a report by the Recreation Group regarding drainage work to the football pitch at Chapel Lane and finally that the Parish Council Neighbourhood Development Plan will be used when considering current planning applications.

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Literature & Correspondence received -

- E-mail - Lynda Wilcox HALC, advising need to change date of Parish Meeting as the Council did not have the benefit of a Chairman to give a Report which is a legal requirement to enable Parish Meeting to take place before the Annual Meeting.
- E-mail - Democratic Services Officer in reply to our request for a reduction in the number of Councillors down from 15 to 12 and advising that several parish councils across Herefordshire are looking to do the same.
- Notice - Herefordshire Armed Forces Day 2017 and giving dates of three events.
- Advice - HM Customs & Excise that £1,752.91 VAT has been repaid to the Council.
- Advice - Herefordshire Council that first half of Precept has been paid in the sum of £16,250.
- Advice - Herefordshire Council that further £1,043.75 Lengthsman grant has been paid to the Council.
- E-mail - Groundwork UK advising that grant of £1,760 is being paid into our Account for NDP work.
- Letter - John Sands, treasurer of Cradley PCC unhappy with amount of donations which the PC have paid in 2016 and 2017.
- E-mail - Anthony Bush regarding Hereford City bid for city of Culture in 2021.
- Clerks & Councils Direct magazine.
- Update reports from Councillors regarding NDP, renewal of Lengthsman Contract, work carried out under Lengthsman and P3 schemes, Highways etc all of which were submitted to Councillors prior to the meeting.
- E-mail from Terry Robshaw recommending Parish Council adopt the Risk Management Proposal and attached schedule giving dates which has been copied to all and which form part of the Annual Return and Annual Accounts.

Councillor Reports and items for future Agendas - None received.

There being no further business the Chairman declared the meeting closed at 10.20pm.

Next meeting would be Parish Meeting on 31<sup>st</sup> May 2017 in Cradley Village Hall at 7.30pm with the June meeting taking place on 6<sup>th</sup> June in Cradley Village Hall also commencing at 7.

G. Fielding.

6<sup>th</sup> June 2017

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

Chairman.

