

# WALFORD PARISH COUNCIL

**Parish Clerk:** Catherine Murray. Rose Cottage, Coughton, Ross on Wye, Herefordshire, HR9 5SF.

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## Minutes of the Full Council meeting held in Walford Village Hall At 7.30pm on Wednesday 5<sup>th</sup> April 2017

**Present:** Frank Myers

**Councillors:** Murray Alston, Dave Berry, Shane Carlson, Karen Chinn, Simeon Cole, Eric Drummond, Nesta Hirst, Sophie Hurley, Martyn Jenkins,

**In attendance:** Clerk Catherine Murray. Ward Councillor Paul Newman.

1. **Apologies:** Heather Evans (Other commitment) Angus McIntosh, Luke Freeman (Work commitments).
2. **Declarations:** Shane Carlson in item 7.1.3, Sophie Hurley and Eric Drummond in items 7.1.1 & 7.1.2
3. **Minutes:** It was unanimously **RESOLVED** to accept minutes of the previous meeting held on 22/02/17
4. **To receive brief verbal reports from and address any questions to:**
  - 4.4 **Localities Steward:** This item was brought up the agenda, as Kevin Williams had another commitment. Kevin Williams said that there is no re-surfacing programme at the moment; there were no questions from the public or councillors.
  - 4.1 **Community Support Co-ordinator:** We now have 21 volunteers and 17 service users. The type of support ranges from befriending and transport for appointments to shopping. For some clients it is the only contact outside their own homes.
  - 4.2 **Police representative:** Was not present.
  - 4.3 **Ward Councillor Paul Newman:** Gave a report: Herefordshire Council has held a Full Council meeting to set the detail of council tax increases. A plaque is to be raised for the Canary Girls, in recognition of their efforts during the 2<sup>nd</sup> World War. There is ongoing investigation into phosphate levels in the River Wye. Balfour Beatty continues to provide service at a reduced budget. Councillor Newman continues to volunteer for the Community Support Scheme and Councillors from Whitchurch PC attended the latest Community Support coffee morning, to find out more about the scheme in Walford. Cllr Newman attended the Oscars Night ceremony at Walford Primary School and commends them for their work; he also thanked Cllr Myers for the speech he gave. He also attended the Mother's Day community lunch at Bishopswood Village Hall and thanks their gardening volunteers, who are brilliant organisers. Cllr Myers thanked Cllr Newman for his magnificent engagement with the Community Support Scheme.
5. **Public Participation Session:** *There was no public participation.*
6. **Finance:**
  - 6.1 Update from the Finance Chair: Cllr Chinn explained that the Financial Year ended this week and an overview will be given at the next meeting. Thanks were given to Cllr Carlson, for putting together the Budget / Precept article for the newsletter.
  - 6.2 It was unanimously **RESOLVED** to approve and sign Finance Appendix A and bank statements for February and March.
  - 6.3 It was unanimously **RESOLVED** to approve the following payments:
    - 6.3.1 Viking Office Depot: Paper and printing ink supplies.
    - 6.3.2 Lengthsman: Terry Griffiths.
    - 6.3.3 Petty Cash for Support Co-ordinator.
    - 6.3.4 Support Co-ordinator expenses March.
  - 6.4 It was unanimously **RESOLVED** to approve Clerk and Coordinator's salaries for March and Clerk's expenses for March.
  - 6.5 It was unanimously **RESOLVED** to approve and sign the bank Signatory forms.
7. **Planning:** Note Planning Appendix B and put forward comments on the following:
  - 7.1 **Planning Applications:**
    - 7.1.1 **Application Nos:** 170452 & 170453 **Site:** The Coach House, Old Hill Court, HR9 7TQ.  
*Cllrs Hurley and Drummond left the room during discussions.*  
**Comments:** *The Parish Council supported the application, there were no objections.*  
*Cllrs Hurley and Drummond returned to the room.*
    - 7.1.2 **Application No:** 170596 **Site:** Land Adjacent to Road Cottage, Walford, HR9 5QR  
**Comments:** *The Parish Council supported the application, there were no objections.*

- 7.1.3 **Application Nos:** 170694 & 170680 **Site:** Yew Tree House, Walford, HR9 5RF.  
*Cllr Carlson spoke against the application; he then left the room and did not participate in the vote. The Chairman questioned this and Cllr Carlson explained that he was acting in accordance with our Standing Orders.*  
**Comments 170694:** *The Parish Council supported the application; there were no objections, provided the following points are taken into account:*  
*There were powerful arguments from some local residents against the application, and their concerns should be addressed:*
- *Intrusive noise*
  - *Intrusive lighting*
  - *Adjacent properties being overlooked - the site should be appropriately screened.*
- Comments 170680:** *The Parish Council supported the extension of timing for all year round letting, there were no objections. The Parish Council objected to the balcony, which unless it is appropriately screened from adjacent properties, should be removed.*  
*Cllr Carlson returned to the room.*
- 7.1.4 **Application No:** 170592 **Site:** Great Howle Farm, Howle Hill, HR9 5SL  
**Comments:** *The Parish Council supported the application, there were no objections.*
- 7.1.5 **Application No:** 170615 **Site:** Hill Side, Walford, HR9 5QS.  
**Comments:** *The Parish Council had no objection in principle, but on the basis of local knowledge asks that careful attention should be given to the engineering detail. This location has a history of land slips.*
- 7.1.6 **Application No:** 170726 **Site:** Beggars Roost, Walford, HR9 5SD.  
**Comments:** *The Parish Council had no objection in principle, but asked that careful consideration be given to the location of skips and parking of vehicles. A plan of how traffic and movements of vehicles will be managed should be put forward by the applicants.*

7.2 **Neighbourhood Planning:** The Steering Group is gearing up for the Annual Parish Meeting on the 10<sup>th</sup> May, at which the Neighbourhood Development Plan will be showcased. External help will be needed with settlement boundaries and the call for sites. Approval is required from the PC to make a grant application and to appoint the contractor to assist with the above. It was unanimously **RESOLVED** to ask the Steering Group to apply for the grant and to look into suitable experts to assist. **<<Action Steering Group & Clerk>>**

**8. Highways / Rights of Way / AONB:** *(Appendix D contains Councillors Highways & Rights of Way Reports.)*

- 8.1 **Report from the Lengthsman Co-ordinator:** Cllr Carlson asked about two utility markers which had been uprooted during recent work and were left leaning against the edge of the gully on Bulls Hill. These should be re-instated back to their original positions. Cllr Cole said that he will go and have a look. The Rights of Way Officer was not present but the Clerk reported the clearance of the riverside footpath behind Bishopswood Village Hall and that Balfour Beatty had asked that this work be paid for out of the Rights of Way grant.
- 8.2 **Approve work orders for the Lengthsman and Rights of Way:** As included in the Annual Plan.
- 8.3 **Leys Hill Junction:** Bob Puzey kindly agreed to cut back the overgrowth on the verge adjacent to his property as you come out of Leys Hill junction. He added that there is a continuous stream of 'near misses' at the junction, mainly because motorists are driving too fast. Cllrs Myers and Carlson stated that they had previously looked into installing mirrors at the junction and making the splay of the junction wider - but no further action is planned at this time.
- 8.4 **WA50:** The clerk read out an e mail from Will Steel at Herefordshire Council, saying that there was no news to report on progress at the site with the re-instatement of the footpath. It was unanimously **RESOLVED** that the PC would do nothing further for the moment. The Clerk was asked to find out what constitutes starting the development. **<<Action Clerk>>**
- 8.5 **Daycroft Lane:** Cllr Cole confirmed that he had met with Balfour Beatty representatives and identified the location of the culvert. The clerk read out an e mail from Joel Hockenhull at Balfour Beatty, saying: *'I am seeking some funding for a simple investigation, I am awaiting a response from Herefordshire Council'*.

**9. Parish Projects: To receive updates and discuss further action.**

- 9.1 **Kerne Bridge Canoe Launch Site and car park:** The Chairman reported that on 20<sup>th</sup> March the Steering Group met to interview candidates to become preferred partners in managing the site; there were 3 candidates. The Clerk handed out the presentation documents which Riversea Holdings Ltd had brought to the meeting. The recommendation to the PC is that Riversea Holdings Ltd be approved as partners.  
 It was unanimously **RESOLVED** that Riversea Holdings are appointed.  
 With regard to commencing work at the site in time for the Easter holiday. The Chairman explained the proposal to start under agreed 'Heads of Terms' prior to the legal agreements being signed off. The Clerk explained that HALC / NALC legal department had been consulted on this and that in the circumstances, they were happy that the Council could make this decision, based on our insurers stating in writing that they have no issues with the arrangement. The Clerk has spoken to our insurers and read out an e mail

from Came and Company, confirming that under certain conditions, they did not have any concerns. Cllr Carlson said that there should be a non-disclosure agreement as part of the Heads of Terms.

Cllr Drummond asked what would happen if the PC did not proceed under agreed Heads of Terms. The Clerk advised that provided the PC considered and discussed ways to manage any risk involved in this agreement, for example speeding up the legal process to get an agreement in place as soon as possible, the PC could proceed under agreed Heads of Terms, with the sanction of HALC / NALC and our insurers. The PC discussed the risk and felt that it was not significant; it was unanimously **RESOLVED** that the Steering Group will meet to draw up Heads of Terms. <<**Action Steering Group**>>

9.2 **Walford War Memorial:** The Clerk explained that the proposed plaque bearing the inscription from the front of the memorial will require listed building consent and that the Conservation Officer at Herefordshire Council will assist with this. There will be no cost involved.

10. **Information and correspondence:** Appendix C, Appendix D and HALC Information corner were noted.

10.1 **Responses required to correspondence received during February and March:** The Clerk will respond to Mr Long. <<**Action Clerk**>> **Consultation from Herefordshire Council on the new Code of Conduct:** It was unanimously **RESOLVED** to accept the new format and on that basis, no response is required.

10.2 **Councillor's reports on local matters:** None.

11. **Brief public response session:** Mr Warburg suggested the 4<sup>th</sup> June as a suitable end to the Heads of Terms agreement at Kerne Bridge canoe launch site, as that coincides with half term.

12. **Items for next meeting agenda:** As above.

13. **Next meeting:** 17<sup>th</sup> May Finance Committee @ 6.30pm, Full Council @ 7.30pm at Bishopswood Village Hall.

14. **Confidential Closed session:** (*The public were asked to leave the room*)

14.1 Kerne Bridge Canoe Launch Site and Car Park

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**Signed:** Frank Myers

**Date:** 17.05.17