

WALFORD PARISH COUNCIL

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

E Mail: clerk@walford-pc.org.uk **Website:** www.walford-pc.org.uk

Minutes of the Full Council meeting held in Bishopswood Village Hall At 7.30pm on Wednesday 17th May 2017

Present: Frank Myers

Councillors: Murray Alston, Dave Berry, Shane Carlson, Karen Chinn, Simeon Cole, Eric Drummond, Heather Evans, Sophie Hurley, Angus McIntosh.

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

1. Election of Officers and sign declarations of office:

1.1 **Chairman of the Parish Council:** Cllr Frank Myers was unopposed and elected unanimously.

1.2 **Vice-Chairman of the Parish Council:** Shane Carlson was unopposed and elected unanimously.

2. To accept apologies and note reasons for absence: Luke Freeman, Nesta Hirst, Martyn Jenkins.

3. Declarations

3.1 **Declarations of interest and dispensations:** None received.

3.2 **Register of Interests:** Councillors were reminded to update theirs within 28 days of any change.

4. Minutes: It was **RESOLVED** to accept minutes of the previous meeting held on 5th April 2016.

5. Community Support Scheme: The scheme is providing all levels of assistance; it will have a total of 22 volunteers soon. Coffee mornings are ongoing and speakers will be invited to share information with clients and volunteers. Ward Cllr Newman has got a group of new clients together, who have similar interests, for group activities. An end of year report has been sent to Herefordshire Council. Dementia is an issue for some clients. A website is being built and will have a 'brand logo'. A progress meeting was held last week and the scheme is going to connect into the NHS 'Care Closer to Home' regime. The Chairman suggested capturing the advice on fraud in any publicity, to inform people and to mitigate risk.

6. Verbal Reports:

Police Representative: Was not present, but the clerk read out an email.

Ward Councillor: Expressed thanks to Sarah Hayes for her speech to the Community Support Group on internet fraud. Cllr Newman was involved in the opening of the new Walford Play Area, and enjoyed helping out. Cllr Berry thanked Cllr Newman for opening the Play Area.

Localities Steward: Was not present.

7. Appointments and reviews:

7.1 **Members to Committees, Steering Groups, outside bodies and PC representatives:** Appendix E.

Cllr Karen Chinn is to join the Community Support Group. Cllr Berry is to consult with Simon Kinder regarding his status as Deputy Resilience Co-ordinator. <<**Action Cllr Berry**>> Appendix E is to be published as a PDF on the website. <<**Action Clerk**>>

7.2 **Review of Internal Auditor:** It was unanimously **RESOLVED** to continue to use Wye Accountancy.

7.3 Review of:

7.3.1 **Standing Orders:** It was unanimously **RESOLVED** to approve updated Standing Orders.

7.3.2 **Insurance Policy:** It was unanimously **RESOLVED** to approve Came and Co as Insurance providers for the next 3 years, at a reduced rate.

7.3.3 **Annual Subscriptions:** It was unanimously **RESOLVED** to continue subscriptions to HALC, SLCC and The Herefordshire Tree Warden's Network.

8. Public Participation Session: None.

9. Finance: It was unanimously **RESOLVED** to approve Appendix A and bank statements for April.

9.1 **Accounts:** It was unanimously **RESOLVED** to approve the R&P Accounting statements. Appendix A2.

9.2 **Internal Audit:** Completion of the Internal Audit and report from the Internal Auditor were noted.

9.3 Annual Return:

9.3.1 Accounting Statements for Y/E 31.03.17. Will be approved at the June meeting.

9.3.2 Annual Governance Statement for Y/E 31/03/17. Will be approved at the June meeting

9.4 It was unanimously **RESOLVED** to approve and sign the WPC Statement Of Internal Control / Risk Assessment for Y/E 31/03/17

9.5 It was unanimously **RESOLVED** to approve amendment to budget categories, to include payroll and pensions provision.

10. Planning: Note: Applicants and the public were invited to comment before applications are considered.

10.1 **Applications:** Planning Appendix B was noted and comments put forward on:

10.1.1 **Site:** Little Howle Farm, Howle Hill, HR9. **Application No:** 171105

Comments: *There were no objections; the Parish Council supported the application.*

10.1.2 **Site:** Priory Lea, Coughton, HR9 5RT. **Application No:** 171635

Comments: *There were no objections; the Parish Council supported the application.*

10.1.3 **Site:** Yew Tree House. **Application No:** 170694.

Further comments: *The Parish Council would like to consider all 4 polytunnels together, so request an extension on the determination of the original 2 polytunnels: When a decision is made, the Parish Council requests encouragement of good neighbourly behaviour in relation to the use of the site.*

10.2 **Neighbourhood Planning:** The Steering Group has held a constructive meeting. Settlement boundaries and the call for sites are an issue at the moment and the group is looking for a consultant to assist with this. Cllr Chinn expressed concern about funding, but was reassured that a grant is available and will be applied for. <<**Action NP Steering Group**>>

11. Highways / Rights of Way / AONB - (Appendix D contains Councillors Highways & RsOW reports)

11.1 Lengthsman Co-ordinator and Rights of Way reports and work orders:

Lengthsman: All up to date.

Rights of Way: Cllr Evans is very impressed with feedback from Terry Griffiths, who is very efficient.

The clerk was asked to cancel the order for additional waymark signs and ask Terry Griffiths to send his rates to Cllr Evans.

Cllr Carlson asked the clerk to check on feedback about the damaged posts and signs he reported.

<<**Action Clerk**>>

11.2 **Lengthsman / P3 contract:** It was unanimously **RESOLVED** to sign the contract with Herefordshire Council; which includes the amendments made in previous years.

11.3 **Discuss removal of the bus stop outside Walford Primary school:** The bus stop outside the school has been removed without consultation; it is thought that this is for Health and Safety reasons. The clerk was asked to write to the bus company and to Herefordshire Council, to find out why. <<**Action Clerk**>>

12 Parish Projects – To receive updates and consider further action:

12.1 **River Festival 2018:** Cllr Chinn explained that there are plans to hold another event in 2018. Cllrs Chinn and Hurley will get involved on behalf of the PC, which was unanimously in favour.

12.2 **War Memorials: Walford:** Cllr Alston is providing information on the history of the memorial and Will Warburg offered to source the right maps from PSMA. The clerk will liaise with them, and Listed Building Consent will be applied for. <<**Action Cllr Alston, Will Warburg and Clerk**>>. **Bishopswood:** Cllr Cole offered to look at the weeds growing at Bishopswood Memorial. <<**Action Cllr Cole**>>

12.3 **Kerne Bridge Canoe Launch Site and Public WCs at Bishopswood:** The site is being manned on a daily basis and is working well. The Disabled WC is still open and is being cleaned and re-stocked. Positive progress is being made; however, some operators are still disgruntled at the changes.

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

13.1 **Councillor's reports on local matters:** Cllr Chinn mentioned that the sign post at Kerne Bridge towards Goodrich is on the skew. The clerk will report this to the localities inspector. <<**Action Clerk**>>

Cllr Hurley suggested a pedestrian crossing at the school. The clerk was asked to suggest it to Balfour Beatty, to trigger a debate; correspondence should also come from the school itself. <<**Action Clerk and Cllr Hurley**>>

13.2 **Responses to correspondence:** An anonymous email was read out, suggesting additional signage about littering in the parish and offering to make a donation towards it. The PC was very sympathetic, but did not want to add sign clutter in the AONB, as it was felt that this would not deter littering. Instead suggested encouraging local litter picking. The clerk will respond. <<**Action Clerk**>>

14 Brief public response session: A member of the public asked what the position is with regard to pot holes on BOATS (Byways open to all traffic). He was asked to report the problem to the clerk, who will report it to the localities inspector. <<**Action Will Warburg and Clerk**>>

15 Items for next meeting agenda: None further to those raised above.

16 Next meeting: 28/06/16 Full Council Meeting 7.30pm, Walford Village Hall

17 Confidential Session: The public were asked to leave the room.

Kerne Bridge Canoe Launch Site.