

# 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](http://www.walford-pc.org.uk)

## Minutes of the Full Council meeting held in Walford Village Hall At 7.30pm on Wednesday 14<sup>th</sup> January 2015

**Present:** Frank Myers - Chairman

Councillors - Dave Berry, Shane Carlson, Karen Chinn, Sandra Cole, Simeon Cole, Eric Drummond, Heather Evans, Terry Snow.

**In attendance:** Clerk Catherine Murray.

1. **Apologies:** John Daniels – illness, Marc Thomas and Luke Freeman – work commitments.
2. **Parish Council Vacancy:**
  - 2.1 As no election had been called, the Parish Council may co-opt a new Councillor.
  - 2.2 It was unanimously **RESOLVED** to co-opt Angus McIntosh as a Parish Councillor.
3. **Declarations:** Councillors Simeon and Sandra Cole declared a pecuniary interest in item 9.4.
4. **Minutes:** The minutes from the meeting on 10/12/14 were approved.
5. **Reports / Questions:**

The Police representative and Ward Councillor were not present.

**Localities Steward:** Kevin Williams answered questions from Councillors: Kevin was asked to advise the PC of Balfour Beatty's programme for pot hole filling, so they can be followed up. A pot hole was reported on the bend between Inn on The Wye and Bishopswood Village Hall; Kevin said he thinks has now been filled. The white lines at Kerne Bridge road junction have still not been re-instated. Re-surfacing of Cherry Tree Lane has now been completed. It was emphasised that we must continue to use the defect reporting system and not short circuit the process by reporting things directly to Kevin.
6. **Public Participation Session:** There was no public participation.
7. **Finance:**
  - 7.1 *The bank reconciliation, Finance Appendix A and bank statements for December were noted and signed.*
  - 7.2 **It was unanimously RESOLVED to approve the following payments:**
    - a) Data Protection registration fee
    - b) David Reeves (Pathway grass verge mowing.)
    - c) Clerk Hours and expenses for December.
    - d) Extra set of keys for the Parish notice board.
8. **Planning:** It was unanimously **RESOLVED** to put forward the following comments:
  - a) **Site:** Chapel House, Church Road, Howle Hill, HR9 5SP. **App No:** P143753/F.  
**Comments:** There were no objections.
  - b) **Site:** Primrose Cottage, Church Road, Howle Hill, HR9 5SP. **App No:** P143735/FH.  
**Comments:** There were no objections.
- 8.1 **Neighbourhood Planning:** There was no change since the last meeting.
9. **Highways / Rights of Way / AONB:**
  - 9.1 **Lengthsman and Rights of Way Reports:** Councillor Cole explained concerns raised by the PC insurers about liabilities relating to the filling of pot holes by our Lengthsman; The Clerk will make enquiries with Came and Company and Balfour Beatty, asking them to explain their positions in writing. **<<Action Clerk>>**
  - 9.2 **Work orders for the Lengthsman and Rights of Way:** Cllr Cole is arranging cleaning of grips on the hills in the Parish. Cllr Evans is compiling a list of work for Rights of Way; no recent Rights of Way reports have been received. **<<Action Cllrs Simeon Cole and Heather Evans>>**
  - 9.3 **Daycroft Lane Flooding:** The Clerk will chase all relevant parties to arrange another meeting and the Chairman confirmed that a dialogue is taking place with Herefordshire Council, who appear to be over-complicating the issue. **<<Action Clerk>>**
  - 9.4 **WA50:** No further information. *(Cllr Simeon Cole remained in the room)*
  - 9.5 **Signage for HGVs:** Cllr Carlson is to annotate a map supplied by Herefordshire Council, showing the locations where signage is required, and return it to their traffic engineer, for discussion. **<<Action Cllr Carlson>>**
  - 9.6 **Bus service provision and funding:** Although Lydney Dial a Ride had previously provided a proposal, The Clerk explained that cross border funding proves an obstacle; however Ross Area Transport provide a

service, which will meet the needs of parishioners who have been left inconvenienced by the discontinued local bus service. The Walford Relief In Need Charity was identified as a potential source of support and Cllr Drummond said that he will speak to the Trustees about whether the charity might be able to assist towards any service provided. <<**Action Cllr Drummond**>>

9.7 **Community Litter Pick:** As Cllr Daniels was absent, this item was postponed.

9.8 **Dog fouling on WA30 and 32:** The Clerk explained that the enforcement Officer had been in touch to arrange a meeting.

10. **Parish Council meetings:** The Parish Council **RESOLVED** by a majority, to hold meetings every 6 weeks, rather than every 4 weeks. (There was one abstention and one against.) The Clerk was asked to draw up a schedule. <<**Action Clerk**>>. If required, a planning working group will assist with planning applications between meetings and if necessary an extra-ordinary meeting will be called to consider any applications.

11. **Parish Projects:**

a) **Village Agent Scheme:** The Chairman and Councillor Snow had attended a meeting with Herefordshire Council representatives Helen Coombes and Graham Powell, who said that the PC could apply for funding for the project from an existing pot, aimed at combatting loneliness; they encouraged the involvement of the local Churches in supporting the application. Councillor Chinn said that Walford Church Council will be holding a meeting towards the end of January and want to get involved; the Chairman offered to attend, bringing information about the grant fund. Cllr Snow will attend the Combatting Loneliness Conference, arranged by The Diocese of Hereford. <<**Action Cllrs Snow, Myers and Chinn**>>

b) **Walford Links:** Councillor Carlson is to hold a meeting with Philip Heath, in order to carry out a formal hand over.

c) **Kerne Bridge Canoe Launch Site:** The Solicitors are still in negotiation with Herefordshire Council over the wording of the overage clause in the proposed contract.

d) **War Memorials:** Cllr Berry has nearly finished completing the application forms for submission to War Memorials Trust. He will also obtain a further quotation for Walford War Memorial, based on the existing scope of works. <<**Action Cllr Berry**>>

12. **Information and correspondence**

12.1 Correspondence / Clerks Report / HALC Information corner were noted.

12.2 No responses were required to correspondence.

13. **Brief public response session:** None

14. **Items for next meeting agenda:** Parish Noticeboards.

15. **Next meeting:** 6 weeks from 14.01.15. **Proposed date:** 25/02/15 Full Council @ 7.30pm – venue to be confirmed.

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Signed: Frank Myers

Date: 25/02/15

# WALFORD PARISH COUNCIL

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## Minutes of the Full Council meeting held in Bishopswood Village Hall At 7.30pm on Wednesday 25<sup>th</sup> February 2015

**Present:** Frank Myers - Chairman

Councillors: Dave Berry, Shane Carlson, Karen Chinn, Simeon Cole, Eric Drummond, Heather Evans, Angus McIntosh

**In attendance:** Clerk Catherine Murray.

1. **Apologies:** Marc Thomas and Luke Freeman (Work), Terry Snow (another meeting), Sandra Cole (family commitment), John Daniels (Illness).
2. **Declarations:** Cllr Simeon Cole declared a pecuniary interest in item 7c.
3. **Minutes:** It was unanimously **RESOLVED** to approve the minutes of the Full Council meeting on 14/01/15.
4. **Reports from and questions to:**
  - a) Police representative. b) Ward Councillor John Jarvis. c) Localities Steward. Were not present.
5. **Public Participation Session:** There was no public participation.
6. **Finance:**
  - 6.1 It was unanimously **RESOLVED** to approve and sign the bank reconciliation and bank statements.
  - 6.2 It was unanimously **RESOLVED** to approve the following payments:
    - e) Can Do Crew
    - f) Lengthsman
    - g) Walford Village Hall
    - h) HALC for training session attended by Cllr Simeon Cole and the Clerk
    - i) Clerk expenses since last meeting.
  - 6.3 Payment of the Clerk's salary and extra hours for January, were noted.
7. **Planning:**
  - 7.1 **Planning Applications:** Planning Appendix B was noted and comments put forward on:
    - c) P150059/FH - Linway, Walford, Ross-On-Wye, Herefordshire, HR9 5QS.  
**Comments:** *There were no objections.*
    - d) P150088/F - Land adjoining Sunnyside, Bill Mills, Pontshill, Herefordshire, HR9 5TH.  
**Comments:** *There were no objections.*
    - e) P150248/F - Land at Thorny Orchard, Coughton, Ross-on-Wye, Herefordshire.  
**Comments:** *The Parish Council supports the application, provided that the following comments are taken into consideration:*
      - 1) *That public footpath WA50 is re-instated as soon as possible after permission is granted.*
      - 2) *That Highways give proper consideration to the position of the site entrance and to the unauthorised narrowing of the road below it, by conducting a safety review of access and traffic on Sharman Pitch, adjacent to the site. (There is no evidence that this review has ever been carried out, although the PC understands that it was conditional in the original permission for this site.)*
      - 3) *That the height of the proposed bund in front of the properties is increased, to better screen them from view.*
- 4a. **Police Report:** PC Barradale-Smith arrived and was invited to address the council: He was asked about and explained that the Police presence at the station in Ross on Wye will be re-instated from 1<sup>st</sup> March. He also reported that there had been a drop in fuel thefts and that things are ok in Ross on Wye at the moment.
8. **Highways / Rights of Way / AONB:** *(Appendix D was noted.)*
  - 8.1 Lengthsman and Rights of Way
    - a) There were reports on the following:
 

**Insurance:** The Clerk explained that the Insurance Company is happy that the policy covers the Parish Council taking part in the Enhanced Lengthsman Scheme – filling minor pot holes.

**Lengthsman:** Gullies have been cleaned and the Annual Plan has been worked on for submission to Herefordshire Council.

**Rights of Way:** Finger Posts have been ordered, but have not been delivered. The clerk is to chase this.
    - b) There were no work orders for the Lengthsman and Rights of Way.
    - c) **Annual Plan:** It was unanimously **RESOLVED** to approve the Annual Plan for the Lengthsman, as laid out in the document circulated to all Councillors. The Clerk will submit the plan. <<**Action Clerk**>> The annual plan for Rights of Way is to be completed. <<**Action Cllr Evans and Clerk**>>

- 8.2 **Daycroft Lane Flooding:** The Clerk was asked to contact Joel Hockenull, to ask him to respond with an idea of timing for the next stage of the process, and to advise the PC of what happens next. <<**Action Clerk**>>
- 8.3 **Signage for HGVs on Bulls / Leys and Howle Hills:** Cllr Carlson explained that he had met with Jill Tookey Williams from Balfour Beatty and they had agreed where the signs are to go, she had agreed to supply a quotation. Since their meeting, she had re-visited and suggested a black lorry route. It was agreed to seek an alternative quotation for 6 x signs and 4 x posts. <<**Action Cllr Myers**>>
- 8.4 **Parish Noticeboards:** It was unanimously **RESOLVED** to remove the broken notice board at Hom Green and not to replace it. Cllr Cole confirmed that the new Parish Notice Board would soon be in place outside the school. <<**Action Cllr Simeon Cole**>>
9. **Parish Council meetings:** It was unanimously **RESOLVED** to change the dates of the proposed meetings in May and July, to the 13<sup>th</sup> May and 24<sup>th</sup> June and to publish the amended schedule. <<**Action Clerk**>>
10. **Parish Projects:**
- 10.1 **Village Agent Scheme:** Cllr Myers explained that Cllr Snow had stood down from the project and that Cllr Berry had offered to help with the grant application. Cllr Chinn said that Walford Church had agreed to support the grant application and the scheme in principal as well as with effort. Cllr Myers explained that Herefordshire Council had agreed to provide the training free of charge and Cllr Berry said that he will be speaking to the relevant people about putting the grant application together. <<**Action Cllr Berry**>>
- 10.2 **Walford Links:** Ex Cllr Heath has put all the documents relating to the project onto a disc, to hand over to Cllr Carlson.
- 10.3 **Kerne Bridge Canoe Launch Site - Community asset transfer & management of WCs:** Cllr Myers explained that negotiations are still taking place over the re-wording of the contract and that it will be put before the PC when it is ready and if it is acceptable, the transfer will move forward. Cllr Drummond agreed to hold his position with regard to the maintenance of the WCs and it can be discussed again when the position over the Canoe Launch Site is clearer. Cllr Drummond noted that the season starts in May.
- 10.4 **War Memorials:** Cllr Berry explained that all the quotations for restoration work are now in place and the applications can now be sent off. If the formal applications are both approved, The Parish Council must consider making a contribution of approximately £2,200 to the grant pot, whilst the majority of funding will come from War Memorials Trust. It was unanimously **RESOLVED** to approve the contribution. The clerk was asked to include an appeal in the Newsletter, for donations to support the restoration work. <<**Action Clerk**>>
11. **Information and correspondence**
- 11.1 **Spring Newsletter:** Will be published at the end of March. Cllr Carlson will include an article on the PC Facebook page, there will be an article from National Grid and on Bus Service Provision in the Parish. The Clerk was asked to make enquiries on the appropriateness of including certain material during the period of purdah. <<**Action Clerk**>>
- 11.2 **Election:** The Clerk handed out nomination forms and confirmed that the election will take place on May 7<sup>th</sup>.
- 11.3 **Local Council Award Scheme:** A decision on this will be postponed until after the election. The Clerk will ask HALC to come and speak to the Annual Parish Meeting about the New Quality Council Scheme. <<**Action Clerk**>>
- 11.4 Correspondence Appendix / Clerks Report / HALC Information corner were noted.
- 11.5 **Councillor's reports on local matters:** None.
- 11.6 Responses required to correspondence. The Clerk was asked to respond to an enquiry regarding planning. <<**Action Clerk**>>
12. **Brief public response session:** There was no public participation.
13. **Items for next meeting agenda:** Forest Green – a plan for maintenance. Define the boundary of a property at the bottom of Bulls Hill.
14. **Next meeting:** 08/04/15 Annual Parish Meeting 6.30pm, Full Council @ 7.30pm at Bishopswood Village Hall.

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**Signed:** Frank Myers

**Date:** 08/04/15

# WALFORD PARISH COUNCIL

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## Minutes of the Full Council meeting held in Bishopswood Village Hall At 7.30pm on Wednesday 8<sup>th</sup> April 2015

**Present:** Frank Myers - Chairman

Councillors: Dave Berry, Shane Carlson, Karen Chinn, Simeon Cole, Eric Drummond, Heather Evans, Luke Freeman, Angus McIntosh, Terry Snow, Marc Thomas.

**In attendance:** Clerk Catherine Murray.

1. **Apologies:** Sandra Cole (Family commitment)
2. **Casual Vacancy:** The casual vacancy that has arisen, due to the sad death of Councillor John Daniels was noted; and the clerk confirmed that because of the proximity of the Election, the vacancy will not be advertised.
3. **Declarations:** Cllr Simeon Cole declared an interest in item 8.1e and Cllr Luke Freeman in item 8.1f
4. **Minutes:** The minutes of the Full Council meeting held on 25/02/15 were unanimously approved.
5. **A verbal report was given and questions put to:** Walford Localities Steward – Kevin Williams, who reported that a significant amount of re-surfacing work is taking place in the area and apologised for any inconvenience. Specific mention was made of the re-surfacing work on the Goodrich side of Kerne Bridge and a Cllr queried why this stretch of highway was being prioritised.
6. **Public Participation Session:** A member of the public asked who to contact if she wished to have a tree on her land felled, which is adjacent to the Wye Valley Walk. She was told to contact Herefordshire Council Rights of Way department for advice.
7. **Finance:**
  - a. *The bank reconciliation, Finance Appendix A and bank statements for March were signed.*
  - b. **Payments:** It was unanimously **RESOLVED** to approve the following payments:
    - j) Can Do Crew
    - k) Village News subscription
    - l) Clerk hours and expenses for March.

An invoice from Lonsdale DS, for printing and posting the Parish newsletter had been presented since the publication of the agenda; payment was authorised by the PC, as the cost of the newsletter had previously been approved in the annual budget.

7.3 Confirmation from Grant Thornton Accountants of Audit date was noted as 26<sup>th</sup> June.
8. **Planning: Note:** Applicants and the public were invited to speak.
 

*Cllrs Simeon Cole and Luke Freeman left the room whilst the applications in which they had declared an interest were considered.*

  - a. **Planning Applications:** Planning Appendix B was noted and it was **RESOLVED** to put forward the following comments:
    - a) **P150509 – Hazelhurst Nursing Home, Bishopswood, Herefordshire, HR9 5QX.**  
The applicant spoke about the proposals and members of the public expressed their concerns.  
**Comments:** The majority of the Parish Council supported the application on condition that:
      - Specific attention is paid to light pollution from the new EMI unit.
      - Sympathetic materials are used in construction, to be more in keeping with the location of the site in an AONB.
      - An appropriate traffic survey is carried out.
      - Careful consideration is given to the potential loss of amenity for those living in close proximity to the site.
    - b) **P150736 – Lodge Farm, Deepdean, Ross-On-Wye, Herefordshire, HR9 5SQ.**  
**Comments:** There were no objections to the application.
    - c) **P150538 – 1 Priory Lea, Walford, Ross-On-Wye, Herefordshire, HR9 5RT.**  
**Comments:** There were no objections to the application.
    - d) **P150618 – Wild Cherries, The Dean Road, Bishopswood, Herefordshire, HR9 5RA.**  
**Comments:** There were no objections to the application.
    - e) **P150525 – Porters Lodge, Coughton, Ross-On-Wye, Herefordshire, HR9 5ST.**  
**Comments:** There were no objections to the application.
    - f) **P150508 – The Old Wash House, The Dean Road, Bishopswood, Herefordshire, HR9 5QZ.**  
**Comments:** The majority of Parish Councillors supported the application, on the condition that there is no intended future use as a separate dwelling.

9. **Highways / Rights of Way / AONB:** (*Appendix D contains Councillors Highways & RsOW Reports.*)
- a. Lengthsman and Rights of Way
  - d) Reports from Officers. The Annual report has been revised for submission to Herefordshire Council.
  - e) **Work orders:** Instruction for the Lengthsman to clear the footway from the Vine Tree to Walford School was approved.
  - f) **Lengthsman Annual Plan & RsOW Annual Report – It was unanimously RESOLVED to re-submit the revised Annual Plan to Balfour Beatty.**
  - b. **Forest Green – Plan for maintenance:** (Postponed until the next meeting)
  - c. **Daycroft Lane Flooding:** The Clerk read out an e mail from Joel Hockenhull at Balfour Beatty, which gave no definitive information on a timescale for the feasibility study to take place; The clerk was asked to keep chasing this issue, with the help of the Chairman. <<**Action Clerk**>>
  - d. **Signage for HGVs on Bulls / Leys and Howle Hills:** The PC considered the quotation from Balfour Beatty to supply and install the signs (£1,600 including installation) and two alternative quotations of (£450 & £500 respectively – not including installation); and it was unanimously **RESOLVED** to approve expenditure necessary to purchase the required HGV signage from a source other than Balfour Beatty, in order to get best value for money; the Lengthsman will be asked to price for the installation.
  - e. **Property boundary at the bottom of Bulls Hill:** The clerk was asked to write to Herefordshire Council in the strongest terms regarding the apparent boundary infringement at this property. <<**Action Clerk**>>
10. **Parish Council meetings:** The new meetings schedule was noted.
11. **Parish Projects:** To receive updates and discuss further action.
- a. **Village Agent Scheme:** No further update.
  - b. **Walford Links:** Cllr Carlson has met with ex-Cllr Heath and carried out a hand-over. Cllr McIntosh offered to help with this project in the future.
  - c. **Kerne Bridge Canoe Launch Site - Community asset transfer & management of WCs:** There has been no further progress.
  - d. **War Memorials – grant applications:** Cllr Berry and the Clerk explained that the Howle Hill application has been sent to and received by War Memorials Trust and the Walford application is to be submitted soon. <<**Action Cllr Berry**>>
12. **Information and correspondence**
- a. Correspondence Appendix / Clerks Report / HALC Information corner were noted.
  - b. **Councillors reports on local matters:** The pot holes in Hom Green have been fixed. A Right of Way is blocked from Tree tops to Howle Hill (Cllr Cole is to confirm which one to Cllr Evans) A Cllr wanted to know more about the Core Strategy document. A large wooden building has appeared in the backyard of a property at Mark's Well.
  - c. **Election:** It was noted that Election nomination papers should be submitted by 4 pm on 9<sup>th</sup> April.
  - d. **Responses required to correspondence received since the last meeting:** None outstanding.
13. **Brief public response session:** A member of the public asked whether Bishopswood War Memorial would also be considered for restoration; the clerk explained that it was the 1<sup>st</sup> World War Memorials which were being prioritised, as the process started in the centenary year, 2014.
14. **Items for next meeting agenda:** Bishopswood War Memorial, Forest Green maintenance, Howle Hill Nursery.
15. **Next meeting:** 13/05/15 Full Council @ 7.30pm at Bishopswood Village Hall.
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Signed: Frank Myers

Date: 13/05/15

# WALFORD PARISH COUNCIL

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## Minutes of the Full Council meeting held in Bishopswood Village Hall At 7.30pm on Wednesday 13<sup>th</sup> May 2015

**Present:** Frank Myers - Chairman

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

**Not present:** Luke Freeman.

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

### 1. Election of Officers – by means of a paper ballot

1.1 Chairman of the Parish Council – Frank Myers was proposed and elected unopposed.

1.2 Vice-Chairman of the Parish Council – Shane Carlson was proposed and elected unopposed.

1.3 Declarations of Acceptance of Office and Code of Conduct forms were signed.

2. **Election:** It was noted that the Election of Officers to the Parish Council was uncontested and new Councillors were welcomed. As there are 3 vacant seats, it was decided that co-option will take place at the meeting on 24<sup>th</sup> June.

3. **Apologies:** None received.

### 4. Declarations

4.1 Receive declarations of interest and consider any written applications for dispensations. Cllr Cole declared a pecuniary interest in item 10b and Cllr Drummond in item 10a.

4.2 Councillors were reminded to update their Register of Interests within 28 days of any change and to submit their election expenses.

5. **Minutes:** It was unanimously **RESOLVED** to accept the minutes of the previous meeting held on 8<sup>th</sup> April 2015.

### 6. Reports:

6.1 Police representative – CSO Lisa Austin gave a report. Police bulletins are available on request.

6.2 Ward Councillor Paul Newman – gave his report, a copy is available from the Clerk.

### 7. Appointments and reviews

7.1 Members to Committees, Steering Groups, outside bodies and PC representatives were reviewed – Appendix E, attached to these minutes lists appointments.

7.2 Review of Internal Auditor: Jayne Dunstan of Wye Accountancy was re-appointed as Internal Auditor.

7.3 Review of Standing Orders, Insurance policies and annual subscriptions: It was unanimously **RESOLVED** that Came and Company will continue to provide Insurance and be reviewed next year; SLCC, HALC & Village News subscriptions will continue and Standing Orders do not require updating at the moment.

### 8. Public Participation Session:

There was a report that the water butt at Walford Church is broken and Cllr Drummond offered to replace it. Another report of overflowing rubbish bins and the danger of overtaking traffic on the bend near the school over-flow car park. The Clerk will report these issues to Herefordshire Council.

*(Cllr Drummond left the meeting)*

9. **Finance - Finance Statement - Appendix A, bank reconciliation and bank statements for April were signed)**

9.1 **Accounts:** Completion of R&P Accounts was noted for adoption at the June meeting.

9.2 **It was unanimously RESOLVED to approve the following payments:** Terry Griffiths – Footways work; Lengthsman; Came & Company – Insurance; SLCC membership; HALC Subscription & Training; Bishopswood Village Hall; Clerk; Hours & expenses - April; Walford Church Memorial Stones donation; Samaritans donation – Website management;

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

*Cllr Cole left the room whilst application 10 b was being considered.*

10.1 Planning Appendix B was noted and it was **RESOLVED** to put forward comments on:

a) **Site:** Garden Cottage, Walford, HR9 5QN. **Application No's:** 150919 & 150920

**Comments:** There were no objections.

b) **Site:** Tan House, Coughton, HR9 5SF. **Application No:** P150854/FH

**Comments:** There were no objections.

10.2 **Neighbourhood Planning:** A meeting of the Steering Group will be called to consider changes to the Core Strategy. <<**Action Cllr Berry and the Steering Group**>>

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

a. **Lengthsman and rights of Way Reports:**

**Lengthsman:** The footway from Vine Tree Vets to Coughton Corner has been cleared; the footway between The School and Church is on the list to be done.

**Rights of Way:** Last year's grant was used up within the 14-15 and there is an increased grant for 15-16, so reports of footpaths needing attention are requested from parish residents. The Clerk is to look into getting more Rights of Way maps from Herefordshire Council and from PSMA. <<**Action Clerk**>>

b. **Work orders for the Lengthsman and Rights of Way:** Footway from Coughton Corner to The School.

c. **Forest Green Maintenance:** Cllrs Carlson and Myers offered to help and Cllr Carlson will meet Cllr Cole on site to assess what is required. <<**Action Cllrs Cole and Carlson**>>

d. **Other Parish Highways matters:**

a) **HGV signage:** It was unanimously **RESOLVED** to go ahead with purchasing and fitting the signs, to comply with all regulations. Cllr Cole will speak to the Localities Inspector about what can be done. <<**Action Cllrs Myers, Carlson and Cole**>>

b) **Daycroft Lane:** A request for further information on timescales for the feasibility study has been submitted to Herefordshire Council and a response is anticipated.

c) **Howle Hill Nursery:** The Clerk explained that The Parish Council had historically done what they could, in advising the Nursery of their signage obligations and had informed the Planning Department of reports suggesting that retailing was taking place at the site; the planners had responded that they had no evidence of retail activity. The Clerk will remind the Planners of the conditions of planning consent. <<**Action Clerk**>> Cllr Cole said that The Nursery had been investigating official signage and Cllr Berry, that local businesses should be encouraged.

12. **Parish Projects – To receive updates and consider further action**

**War Memorials – Including Bishopswood:** It was unanimously **RESOLVED** to submit a pre-grant application for Bishopswood War Memorial and that the figure to be contributed by the PC should be up to £500. An offer has been made by a parishioner to replace the plinth at Howle Hill War Memorial, but the Clerk explained that War Memorials Trust will not support the work, if a new plinth is added. It was unanimously **RESOLVED** to decline the kind offer on this basis, but instead, to encourage a contribution to the general restoration. Cllr Berry will write to the Parishioner <<**Action Cllr Berry**>>

**Village Agent:** Cllr Berry will look into submitting an application for a grant and will talk to Dave Tristram at Herefordshire Council about how to structure the application. <<**Action Cllr Berry**>> The Clerk will ask Bishopwood Church to support the scheme, alongside Walford Church. <<**Action Clerk**>>

**Kerne Bridge Canoe Launch:** No further progress has taken place; negotiations are still on-going. Cllr Myers will remind the Solicitors to continue to pursue the matter of the overage clause. <<**Action Cllr Myers**>>

**Walford Links:** There has been no further progress.

13. **Information and correspondence:**

13.1 Correspondence Appendix C, Clerks Report Appendix D and HALC Information corner were noted.

13.2 **Herefordshire Council Core Strategy Consultation response:** The Neighbourhood Planning Steering Group will meet to discuss and respond. <<**Action N/P Steering Group**>>

13.3 **Councillors reports on local matters:** None

13.4 **Responses to correspondence:** Ross Walkers are welcome will be replied to, advising that no action will be taken to protect the notice board with bollards. This will be reconsidered when the site is under the control of the PC. <<**Action Clerk**>>

14. **Brief public response session:** The Ward Councillor congratulated the PC on being very active and offered to meet the Chairman, to help optimise team working. PC representatives were invited to a meeting at Bishopswood War Memorial, to discuss restoration. A parishioner said that Sydney Cobb, who had previously served as a Parish Councillor had recently died.

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

16. **Next meeting:** 24/06/15 Finance Committee 6.30pm, Full Council Meeting 7.30pm, Walford Village Hall

Signed: Frank Myers

Date: 24/06/15



# 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](http://www.walford-pc.org.uk)

## Minutes of the meeting of the Finance Committee held in Walford Village Hall On Wednesday 24<sup>th</sup> June 2015

**Present:** Councillors Dave Berry, Simeon Cole, Frank Myers and Karen Chinn; (Heather Evans arrived at 19.15)

**In attendance:** Clerk Catherine Murray.

1. **Apologies:** Heather Evans had apologised that she might be late for the meeting.
2. **Declarations of Interest:** None
3. **Finance Committee Membership:** Confirmation of membership and appointment of a Chairman and signatory will be postponed until the next meeting. Cllr Cole was asked to Chair the meeting.
4. **Minutes:** It was unanimously **RESOLVED** to approve the minutes of the previous meeting held on 12/11/14.
5. **Public participation session:** There were no members of the public present.
6. **Annual Return:**
  - a. It was unanimously **RESOLVED** to approve the Accounting Statements and Annual Governance Statement for Y/E 31/03/15 and confirm their recommendation for approval and signature by the Chairman in Full Council, for External Audit purposes.
  - b. The report from the Internal Auditor was noted, with no matters of concern raised.
  - c. It was unanimously **RESOLVED** to approve the Statement of Internal Control and Risk Schedule for Y/E 31/03/15, for recommendation to Full Council.
7. **Banking and payments:**
  - a. It was unanimously **RESOLVED** to approve and sign the Bank reconciliation – Finance Appendix A and bank statements for May.
  - b. It was unanimously **RESOLVED** to approve the following payments:
    - a) Internal Audit – Jayne Dunstan
    - b) Rights of Way – Enviroability
    - c) Walford Village Hall
    - d) HALC – Training
    - e) Tate Computer Technology – Computer support package
    - f) BT Payphones
    - g) Clerk additional hours and expenses for May

It was unanimously **RESOLVED** that in future the Clerk's expenses be paid at the same time as salary, if approved by 2 x members of the Finance Committee.
  - c. **Electronic banking payments:** It was unanimously **RESOLVED** to approve starting the process of registering for electronic banking. The clerk will send information to all signatories. <<**Action Clerk**>>
8. **Financial Regulations:** It was unanimously **RESOLVED** to approve the updated Financial Regulations, for recommendation to full Council.
9. **Information and correspondence:**
  - a. Appendix C and HALC Information corner were noted.
  - b. There were no responses required to finance correspondence received during May
  - c. Receipt of the Walford Relief in Need accounting statements was noted. The Clerk was asked to advise members of the committee of a numerical typo on the statements. <<**Action Clerk**>>
10. **Public Response Session:** No members of the public were present.
11. **Items for next meeting agenda:** Membership, Chairman and signatories.
12. **To note the date of the next meeting:** 25/11/15 at 6.30pm at Bishopswood Village Hall.
13. **Confidential closed session – Employment matters.** (Recorded in confidential minutes)

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## Minutes of the Full Council meeting held in Walford Village Hall At 7.30pm on Wednesday 24<sup>th</sup> June 2015

**Present:** Frank Myers - Chairman

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

**Not present:** Luke Freeman.

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

1. **Apologies:** None received.
2. **Co-option of Councillors:** There were only two candidates for co-option; therefore Murray Alston and Martyn Jenkins were co-opted to serve on the Parish Council.
3. **Declarations:** Simeon Cole – pecuniary interest in planning item 10c and Eric Drummond pecuniary interest in planning item 10a, Karen Chinn – non-pecuniary interest in planning item 10a.
4. **General Power of Competence:** It was unanimously **RESOLVED** to adopt the General Power of Competence.
5. **Minutes:** It was unanimously **RESOLVED** to accept minutes of the previous meeting held on 13th May 2015.
6. **Verbal reports:**
  - 6.1 **Police representative:** Was not present due to operational duties.
  - 6.2 **Ward Councillor:** Paul Newman gave his report – a copy is available from the Clerk. Cllr Newman offered to share information he had on planning applications, to ensure that the planning process is both fair and transparent and which might be of use to the Parish Council. It was suggested that the present system should be adhered to, whilst clarification is sought from Cllr Newman and the authorities, in order to decide whether this approach is appropriate. It was agreed that the Chairman would discuss each planning item on the agenda with Cllr Newman outside of the meeting, in order to determine how any information may have helped us with our considerations.
  - 6.3 **Localities Steward:** Kevin Williams confirmed that Herefordshire Council's contractors would be making cuts to the verges within 2 weeks; he confirmed that the cuts are usually to a distance of 1m from the verge edge and also 1m high on hedges next to the verge. The hedges up Bulls Hill will be done soon. A new street name plate is being made for the sign next to Priory Lea, but there is no budget for re-painting of the lamp post. He asked the Clerk to advise him of any particularly dangerous overgrowth at junctions, which he could action within 24 hours, if they met the criteria of requiring an emergency cut. <<**Action Clerk**>>
7. **Public Participation Session:** Ex Cllr Terry Snow said that he has a list of volunteers for the Village Warden Scheme, which he will give to Cllr Hurley. A member of the public said that there was still no water butt at Walford Church, Cllr Drummond said that he had put one there, which might have gone missing, but would take a container of water down there for the time being.
8. **Standing Orders:** It was unanimously **RESOLVED** to approve updated Standing Orders.
9. **Finance - Financial Statement - Appendix A, bank reconciliation & bank statements for May were noted.**
  - 9.1 **Internal Audit:** Internal Auditor's report of successful completion of Audit was noted.
  - 9.2 **Annual Return:** It was unanimously **RESOLVED** to approve and assign the Accounting Statements and Annual Governance Statement for Y/E 31/03/15, on recommendation from the Finance Committee.
  - 9.3 It was unanimously **RESOLVED** to approve the Statement of Internal Control & Risk Schedule for Y/E 31/03/15.
  - 9.4 **Financial Regulations:** It was unanimously **RESOLVED** to approve updated Financial Regulations.
10. **Planning:** Applicants and the public were invited to comment before applications were considered.
  - 10.1 **Planning Applications:** Planning Appendix B was noted and comments put forward on:
    - a) **Site:** Hom Farm, Hom Green, Ross-On-Wye, HR9 7TF. **Application No:** 151387.  
**Comments:** There were no objections to the application.
    - c) **Site:** Land adjacent Purland Chase, Coughton, HR9 5RR. **Application No:** 151596.  
**Comments:** The Parish Council did not support the application, the decision was unanimous. Building at this location between Ross on Wye and Coughton would be contrary to the views articulated by the Parish Council in the Parish Plan / Inappropriate design / Concerns regarding an increase of traffic using the access to the new dwellings on this stretch of the B4234 / Drainage and sewage concerns, regarding additional discharge from these two substantial dwellings, with particular reference to surface water on the highway.

- d) **Site:** Land at Wenslow Cottage, Sharman Pitch, HR9 5SH. **Application No:** 15154.  
**Comments:** There were no objections to the application.
- e) **Site:** Crown Cottage, Howle Hill, HR9 5SP. **Application No:** 151632.  
**Comments:** The Parish Council did not support the application. (The decision was unanimous)  
 Inappropriate construction / Concerns about the potential use of the building

10.2 **Neighbourhood Planning:** Cllr McIntosh said that the Steering Group met on 20<sup>th</sup> May and that the Ward Councillor attended. Cllr McIntosh was elected as Chairman. A decision was made that there was no benefit in responding to the Core Strategy consultation, as the changes would not affect Walford's plan.

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

11.1 **Lengthsman Co-ordinator and Rights of Way Officer's reports: RsOW:** Work is ongoing and more is booked in; a bridleway sign has been located incorrectly, but will be moved by the end of the week.

11.2 **Work orders for the Lengthsman and Rights of Way:** The footpath between the School and the Church – Lengthsman. Right of Way WA22 needs overhanging vegetation clearing. Cllr Cole offered to carry out this work and there was unanimous approval. He was asked to let Cllr Chinn know when he will be doing the work. <<**Action Cllr Cole**>>

11.3 **Lengthsman's contracts and pot-hole scheme paperwork:** The Clerk was asked to send copies of the contracts to HALC / NALC, asking for feedback and then to send them to the Insurers for their comments. There was concern that, before the Council committed to such documents, legal advice should be obtained, but it was felt that this advice should be made available to all parish councils. <<**Action Clerk**>>

11.4 **Flooding Daycroft Lane:** Balfour Beatty has confirmed that the feasibility study will take place in July. The Clerk was asked to obtain copies of the proposals for Cllrs. <<**Action Clerk**>>

11.5 **Bulls / Leys and Howle Hills – HGV signage:** It was unanimously **RESOLVED** to pay the pro-forma invoice for the supply of signs.

11.6 **BT Red Telephone Kiosk:** It was unanimously **RESOLVED** to adopt the BT phone box in Walford Village for the cost of £1 and to authorise the Chairman to sign the contract with BT, once a small working group has looked at it and approved it for signature. <<**Action Chairman and Working Group**>> The cost of a defibrillator for the phone box and where to site the box will be investigated by Cllr Berry before the next meeting; Other costs will also be looked into. <<**Action Cllr Berry**>>

**12. Parish Projects:**

**Walford Links:** Cllr Carlson has examined all the paperwork and will pass it onto Cllrs McIntosh and Chinn. <<**Action Cllrs Carlson, McIntosh and Chinn**>>

**Village Warden:** Cllr Hurley updated the Council on her visit to the Good Neighbour Conference. She explained that the scheme involves a co-ordinator, with volunteers working under them; the co-ordinator will have a mobile phone dedicated to the scheme and initial set-up costs are estimated at around £700. She asked how to encourage lonely / vulnerable people to come forward. The Chairman suggested raising awareness locally and added that discussions are on-going with Herefordshire Council about funding.

**Kerne Bridge Canoe Launch & WCs:** Herefordshire Council are proposing a side letter to the contract, clarifying the triggering of the overage clause. Cllrs Carlson and Berry were concerned that side letters are not always valid. Cllr Berry asked whether the proposal is the same as the one agreed between Ross Town Council and Herefordshire Council. The Chairman said that he believed that the lawyers were the same as those used by Ross and he has been told that the agreement would be the same. Cllr Berry asked why there was a delay and the Chairman responded that the PC should wait for the advice of the lawyers.

**All War Memorials:** Cllr Cole offered to remove the conifers which are undermining the retaining wall at Bishopswood Memorial; he will first speak to the landowners. There were no objections from the Council to Cllr Cole carrying out this work. <<**Action Cllr Cole**>> The Clerk has requested quotations for Bishopswood Memorial and War Memorials Trust has requested further information regarding Walford Memorial restoration.

**13. Information and correspondence**

13.1 To note Correspondence Appendix C, Clerks Report Appendix D and HALC Information corner.

Cllr Training: The Clerk was asked to book a group Parish Council briefing by HALC. <<**Action Clerk**>>

13.2 **Responses required to correspondence received during May / June:** The Clerk will respond to Anthony Bush to say that no Councillors will attend the Parish briefing on 9<sup>th</sup> June. <<**Action Clerk**>>

**14. Public session:** A parishioner mentioned another Parish, which has converted their BT Box to an iBox and with a schematic map of all properties / businesses in the Parish; they also plan to use it as a Wi-Fi hub. Another asked if the Councillors might speak towards the public, so that they can hear better. Another asked how users of the defibrillator would contact the relevant people. A Cllr explained that emergency services are contacted and issue a code which then gives access to the box in which the defibrillator is securely contained.

**15. Items for next meeting agenda:** As above and co-option of an additional Councillor

**16. Next meeting:** 02/09/15 Full Council at Bishopswood Village Hall.

**17. Confidential Closed Session:** Employment Matters. (The Public were asked to leave the room)

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## Minutes of the Full Council meeting held in Bishopswood Village Hall At 7.30pm on Wednesday 2<sup>nd</sup> September 2015

**Present:** Frank Myers - Chairman

**Councillors:** Dave Berry, Shane Carlson, Karen Chinn, Eric Drummond, Heather Evans, Luke Freeman,

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

1. **Apologies:** Simeon Cole, Angus McIntosh, Murray Alston, Sophie Hurley.  
**Not present:** Martyn Jenkins
2. **Co-option of Councillors:** One candidate put their name forward and Nesta Hirst was co-opted to the Parish Council. She signed her Declaration of Acceptance of Office and Code of Conduct forms.
3. **Declarations:** None
4. **Minutes:** It was unanimously **RESOLVED** to approve the minutes of the meeting held on 24<sup>th</sup> June 2015.
5. **Reports:**
  - 5.1 **Police representative:** Was not present.
  - 5.2 **Ward Councillor Paul Newman:** Gave his report: He spoke about the Herefordshire Council budget and confirmed that grants that are currently available to Parish Councils are likely to be withdrawn and that in future the precept will have to be calculated to take this into account. He also drew the council's attention to the Oil and Gas Authority consultation: Habitats Regulations Assessment 14th Onshore Oil and Gas Licensing Round; he will be making a request to Herefordshire Council, asking them to issue a position statement. The Chairman asked him to send the information to the Clerk to circulate and added that the PC will need an indication of timing and what to anticipate.  
He said that a compromise has been reached on the planning permission for Tan House, Coughton and that planning permission has been granted for Crown Cottage, with conditions attached. He explained that he is prepared to share his knowledge on planning and to take responsibility for his input.
  - 5.3 **Localities Steward:** Was not present.
6. **Public Participation Session:** A member of the public apologised for being late and said that she was going to raise the issue of fracking, but it had already been discussed.
7. **Finance - (Financial Statement - Appendix A, bank reconciliation & bank statements for August were signed)**
  - 7.1 The following payments were unanimously approved.
    - a) Bishopswood Village Hall
    - b) Enviroability – Rights of Way
    - c) David Reeves – Grass cutting
    - d) Clerk Salary and extra hours for August
    - e) Clerk Expenses for August
  - 7.2 The following payments, approved and made since the previous meeting were noted:
    - a) Clerk Salary and expenses for July
    - b) Morelock signs for HGV signage
8. **Planning:**
  - 8.1 **Planning Applications:** Planning Appendix B was noted and comments were put forward on:
    - a) **Site:** Markswell Cottage, Walford, Ross-On-Wye, HR9 5RQ. **Application No:** 151743  
**Comments:** There were no objections to the application.
  - 8.2 **Neighbourhood Planning:** The clerk advised the PC that unspent Neighbourhood Planning Grant funds had been re-paid to the Community Development Foundation, as required.
9. **Highways / Rights of Way / AONB - (Appendix D was noted)**
  - 9.1 **Lengthsman report:** There was no Lengthsman report  
**Rights of Way report:** Quite a lot of work has been done. WA50 has been closed for approximately 10 years and steps should be taken to find an alternative route. A Councillor offered to speak to the owner. The Clerk was asked to advise the Ward Councillor on the case history. <<**Action Clerk**>>
  - 9.2 **Work orders for the Lengthsman and Rights of Way:** No new work orders.  
A councillor said that people walking on the railway track near Walford Church are putting dog faeces in the green waste bin and asked if bins could be introduced. Could this be included in the Newsletter?  
<<**To go on the next agenda**>>

9.3 **Lengthsman's contracts:** It was unanimously **RESOLVED** not to sign the contracts until legal advice had been received from NALC to supplement that received from the Parish Council's insurers.

**Pot Hole Scheme invoicing template:** The council was not happy with the existing template for invoicing of materials and the clerk was asked to compose a letter to Balfour Beatty, stating that the PC wishes to use a stores issue system. This system would require delivery notes to be issued and signed by the recipient, whenever materials were accepted. This would need to be followed up by an invoice identifying the delivery ticket references and only once this invoice had been authorised would the Council agree to deduction from the next grant payment. The Council would need to set up a system whereby these delivery tickets were passed to the Clerk, in a timely manner, to enable checking. <<**Action Clerk**>>

9.4 **Tree Wardens Scheme:** It was unanimously **RESOLVED** to approve a subscription / donation of up to £30 to support membership of this scheme. The decision to proceed with membership was delegated to Councillor Evans.

9.5 **AONB Annual Study Tour:** It was unanimously **RESOLVED** to approve the payment of £12 for Bridget Vine to attend the tour.

9.6 **Forest Green maintenance:** It was unanimously **RESOLVED** that Cllrs Carlson and Evans should visit the site, to agree on how it should be maintained and whether a footpath can also be maintained through the site. <<**Action Cllrs Carlson and Evans**>>

9.7 **Flooding Daycroft Lane:** The clerk was asked to chase Balfour Beatty regarding the feasibility study. <<**Action Clerk**>>

9.8 **HGV signage:** The signs have been installed and a further invoice was expected for the concrete.

9.9 **BT Red Telephone Kiosk in Walford:** The box has been painted, it is live and the light comes on at night. The signed contract can now be sent off to BT. <<**Action Clerk**>>

#### 10. Parish Projects:

**Village Warden:** Fund sources are being pursued and a grant application is being put together by Cllr Berry to send to the Well Being Innovation Fund. Cllr Berry needs more information and a meeting will be held with Cllrs Myers and Hurley in order to complete the application. <<**Action Cllrs Myers, Berry and Hurley**>>

**Kerne Bridge Canoe Launch & WCs :** It was unanimously **RESOLVED** to review the business case fully, with input from stakeholders, as soon as an acceptable contract has been agreed. The review will have to conclude that it is a viable project and backed by the Parish Council, before the contract is signed and the asset transfer takes place.

**War Memorials:** Howle Hill and Walford War Memorial grants have been awarded by War Memorials Trust. Bishopswood War Memorial pre-grant application has been approved and a full application is being prepared.

**Ursells contract:** Cllr Berry and Myers will consider the contract and advise the clerk whether it is acceptable to send to Ursells for their signature. <<**Action Cllrs Myers and Berry**>>

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

11.1 **Parish Newsletter:** It was unanimously **RESOLVED** to publish the next issue after the October meeting and to include information on a draft precept request. <<**Action Clerk**>>

11.2 **Responses required to correspondence received during July / August:** The Clerk will respond to Peter Dowle, to say that his letter was circulated to Councillors and discussed at the meeting.

#### 11.3 Responses to consultations:

Herefordshire Council Budget (09/10/15) – Had been decided.

Weston Under Penyard - Neighbourhood Plan (16/09/15) No objections to the plan.

Community Governance Review (30/09/15). No need for a change for Walford.

12. **Public response session:** A member of the public asked that Cllr Cole be advised that when he was ready to remove the conifers at Bishopswood War Memorial, help will be available.

13. **Items for next meeting agenda :** As listed above.

14. **Next meeting:** 14/10/15 Full Council at 7.30pm at Walford Village Hall.

Signed: Frank Myers

Date: 14.10.15

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## Minutes of the Full Council meeting held in Walford Village Hall At 7.30pm on Wednesday 14<sup>th</sup> October 2015

**Present:** Frank Myers - Chairman

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

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

1. **Apologies:** Luke Freeman
2. **Declarations:** Cllr Angus McIntosh was given a dispensation to share information on Daycroft Lane.
3. **Minutes:** The minutes of the previous meeting held on 2<sup>nd</sup> September 2015 were approved.
4. **To receive brief verbal reports from and address any questions to:**
  - 4.1 **Police representative:** Not present.
  - 4.2 **Ward Councillor:** A copy is available from the Clerk. Of note: The Core Strategy is to be adopted this week. Herefordshire Council was not enthusiastic when asked by Cllr Newman to publish a position statement on Fracking. Budget consultation: The closure of libraries came top of the list of unpopular measures to save money. Lengthsman and P3 grants are likely to be withdrawn in 2017/18; it is unlikely that they will be withdrawn in 2016/17, but not definite.
  - 4.3 **Localities Steward:** Not present.
5. **Age Concern:** Sam Smith gave a short presentation on the befriending service they have set up locally. Information is available from the Clerk.
6. **Public Participation Session:** A resident, involved in the restoration of Bishopswood Memorial, said that the exposed fencing surrounding the memorial is dilapidated; he supplied some prices for replacement. Another said that he had a visit from Christian Aid, covering similar areas to the Village Warden - he will pass the information on. Another asked about motorists speeding through the village 30mph zone – the Chairman explained that the Police had said that they would monitor the traffic; the clerk will ask the Police for an update. <<**Action Clerk**>>
7. **Finance:** *Appendix A, bank reconciliation & bank statements September were approved and signed.*
  - 7.3 **Payments:** It was unanimously **RESOLVED** to approve the following payments:  
Grant Thornton for external audit. HALC for Parish Councillors briefing session. Lengthsman. Enviroability - Rights of Way. Viking Office Depot – office supplies. HMRC – for 2<sup>nd</sup> Quarter.
  - 7.4 The following payments, made since the previous meeting, were noted:  
c) Clerk Salary and expenses for September
  - 7.5 **Additional member and signatory for the Finance Committee:** It was unanimously **RESOLVED** to appoint Cllr Shane Carlson.
  - 7.6 **Precept:** Outline proposals for the precept were discussed, including the impact of the withdrawal of Lengthsman & Rights of Way Grants; the autumn newsletter will be used to invite views on raising the precept to maintain these important local services.
8. **Planning:** Applicants and the public were invited to comment before applications were considered.
  - 8.1 **Planning Applications:** Planning Appendix B was noted and it was **RESOLVED** to put forward the following comments on:
    - a) **Site:** Lower Wythall, Walford, HR9 5SD. **Application No:** 152590  
**Comments:** *There were no objections.*
    - b) **Site:** Lower Wythall, Walford, HR9 5SD. **Application No:** 152591  
**Comments:** *There were no objections.*
    - c) **Site:** Hazelhurst Nursing Home, Bishopswood, HR9 5QX. **Application No:** 150509  
**Comments:** *The Parish Council has made an assumption of need and would expect Herefordshire Council to confirm this if granting planning permission.  
Use of sympathetic materials in construction.  
Completion of a proper traffic survey.  
Care given to the level of light pollution at night, in consideration of those living in close proximity.*
  - 8.2 **Neighbourhood Planning:** The steering group has met and members will be attending an information session, to improve their knowledge base. An appeal was made to members of the public who are

interested and might have relevant experience, to contact the clerk with a view to joining the steering group; particularly those from Bishopswood, which is under-represented.

8.3 **Fracking:** The Parish Council will make efforts to become better informed, in preparation for further developments in this area. Ward Cllr Newman will lobby for a professional approach from Herefordshire Council. <<**Action Parish Councillors and Ward Cllr Newman**>>

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

9.10 **Lengthsman and Rights of Way Reports:** Routine work has been carried out and everything is under control.

9.11 **Work Orders Lengthsman and Rights of Way:** The footway between the School and the Church will be done next.

9.12 **Lengthsman contracts / pot-hole scheme paperwork:** No further information received.

9.13 **Forest Green maintenance:** Richard Freeman and his team had kindly cleared the required areas of Forest Green. A formal thank you was extended to them. There has been very positive feedback from the public.

9.14 **Daycroft Lane Flood Alleviation:** Proposals for flood alleviation were submitted to Herefordshire Council, but there were delays to budgeting for the feasibility study. The Clerk will ask for the scope of the study, anticipated outcome & time schedule. <<**Action Clerk**>>

9.15 **Dog waste bins:** More dog waste and litter bins are required generally, the permissive railway line footpath is a particular concern; the clerk will contact Whitchurch PC, which has an arrangement with their Lengthsman regarding the emptying of dog waste bins; a Cllr offered to send information on prices for bins to the clerk. <<**Action Cllr Jenkins & Clerk**>>

10. **Parish Projects:**

a) **Village Warden:** An application for grant funding has been submitted to the Wellbeing and Innovation fund and received a positive response, pending clarification of some queries from the grant awarding body; when the grant is finally received, the PC should have a total of £16k to put towards the scheme.; this total being a combined total of a grant from the Wellbeing and Innovation fund and match funding from the Parish Council, some of which is already held in reserves.

b) **Kerne Bridge Canoe Launch:** Herefordshire Council said that it would send a final contract for the community asset transfer, but nothing has been received.

c) **Bishopswood WCs:** Cllr Drummond was thanked for continuing to organise the cleaning of the WCs; he has asked a contractor to look into some electrical issues.

d) **War Memorials / Fencing at Bishopswood:** Ursells of Ross will start restoration work on Walford and Howle Hill Memorials very soon; a pre-grant application for Bishopswood has been accepted and a full grant application will be submitted. <<**Action Clerk**>>. Cllr Cole was thanked for removing the conifers surrounding this memorial and the council discussed the dilapidated fencing. The landowners will be asked about the fencing. <<**Action Clerk**>>

e) **Walford Links:** No further developments.

11. **Defibrillator Provision:** Cllr Freeman has offered to supply a defibrillator, to be fixed to the outside of the Mill Race Pub and it was unanimously **RESOLVED** to purchase the external box required to house the equipment.

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

12.1 **Councillor's reports on local matters:** None received.

12.2 **Parish Newsletter:** Will be published at the end of October; submission deadline - Monday 19<sup>th</sup> October.

12.3 **Responses to Correspondence:** The clerk will respond to Citizens Advice - the PC will not be making a donation. <<**Action Clerk**>> Correspondence regarding difficulties experienced passing HGVs on Howle Hill was noted, as were responses from the businesses concerned which kindly agreed to make efforts to alleviate the problem.

13. **Brief public response session.** A member of the public offered to assist with Neighbourhood Planning and will contact the clerk; he asked what the timescale is for adoption of the Core Strategy – the Ward Cllr said it will be decided this week and he will provide a timetable; the same resident said some counties now use mass dog waste bins, rather than individual ones. Another thanked Cllr Cole for removing the conifers at Bishopswood Memorial.

14. **Items for next meeting agenda:** BT Phone Box. Dilapidated fencing at Bishopswood Memorial.

15. **Next meeting:** 25/11/15 Finance Committee @ 6.30pm, Full Council at 7.30pm at Bishopswood Village Hall.

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Signed: Frank Myers

Date: 25/11/15

# WALFORD PARISH COUNCIL

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## Minutes of the meeting of the Finance Committee held in Bishopswood Village Hall At 6.30pm on Wednesday 25<sup>th</sup> November 2015

**Present:** Councillors Dave Berry, Shane Carlson, Simeon Cole, Heather Evans, Frank Myers.

**In attendance:** Clerk Catherine Murray.

**Chairman:** Shane Carlson was proposed and appointed as Chairman.

1. **Apologies:** Karen Chinn. (Family commitment)
2. **Declarations / Dispensations:** No declarations. Dispensation for all Councillors to discuss the precept.
3. **Minutes:** It was unanimously **RESOLVED** to accept the minutes of the meeting held on 24/06/15.
4. **Public participation session:** A member of the public with relevant experience offered to help with any information required by the PC during the meeting.
5. **Precept and Budget:**
  - a. Budget Appendix A(2) and associated paperwork had been circulated prior to the meeting and were referred to during discussions.
  - b. Responses to the precept article in the Autumn newsletter had been circulated to all Councillors prior to the meeting; these were considered and the contents noted.
  - c. **Precept and Budget considerations:** The budget and precept figure for 2016-17 were discussed, including potential changes to funding for the Lengthsman & P3 grants. The Clerk has been told *unofficially* that no change is anticipated in 2016-17; but also that a 10% decrease may be considered; however, until an announcement is made by Herefordshire Council, the outcome cannot be certain.
  - d. **Budget and Precept Proposals:** In light of information currently available, it was unanimously **RESOLVED** make the following recommendations to Full Council for approval:
    - Approval of the budget for 2016-17.
    - Increase to the precept of 1.9%, to cover expenditure on items such as dog waste bins & signs.
    - Any shortfall to the centrally funded grant for the Lengthsman and Rights of Way schemes, are matched by an equivalent rise to the precept, in order to maintain the existing service and keep the Parish in good order.
6. **Banking and payments:**

It was unanimously **RESOLVED** to approve and sign the bank reconciliation, Finance Appendix A and bank statements for October.

  - a. **It was unanimously RESOLVED to approve the following payments:**
    - i. Lonsdale Direct Solutions – For the Autumn Parish Newsletter.
    - ii. Tate Computer Technology – Domain name registration.
    - iii. Ursells of Ross – War Memorials.
    - iv. Walford Village Hall – Hall Hire for Neighbourhood Planning Steering Group meetings.
    - v. Clerk expenses for October.
  - b. The following payments, made with prior approval since the previous meeting, were noted:
    - 6.2.1 Clerk salary and additional hours for October.
  - c. **Finance Committee Membership, Chairman and New Signatory:** Shane Carlson has been appointed as Chairman; he has submitted the paperwork to Lloyds TSB to be added as a new signatory; the PC awaits confirmation from Lloyds TSB; there will be no further members added to the Finance Committee.
  - d. **Electronic Banking:** Will be on the agenda once the new account signatory has been confirmed.
7. **Information and correspondence:**
  - a. To note items relevant to finance in Appendix C and HALC Information corner.
  - b. The Clerk will draft a letter in response to replies received to the precept newsletter article.
8. **Public Response Session:** None.
9. **Items for next meeting agenda:** None other than those already mentioned.
10. **To note the date of the next meeting:** 24/02/2015 - 6.30pm at Bishopswood Village Hall.
11. **Confidential Session:** Lengthsman contract discussions will be held at the end of the Full Council meeting.

**Signed:** Shane Carlson

**Date:** 29/06/16



# 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 Bishopswood Village Hall At 7.30pm on Wednesday 25<sup>th</sup> November 2015

**Present:** Frank Myers - Chairman

**Councillors:** Murray Alston, Dave Berry, Shane Carlson, Karen Chinn, Simeon Cole, Heather Evans, Nesta Hirst, Sophie Hurley, Martyn Jenkins, Angus McIntosh.

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

1. **Apologies:** Eric Drummond (On leave). **Not present:** Luke Freeman.
2. **Declarations / Dispensations:** No declarations. Dispensation for all Councillors to discuss the precept.
3. **Minutes:** It was unanimously **RESOLVED** to accept the minutes of the meeting held on 14/10/15.
4. **Reports from / questions to:**
  - 4.1 **Police:** PC Barradale Smith and CSO Lisa Austin were in attendance. Information on their report is available from the Clerk. Of note – If people wish to start a Neighbourhood Watch scheme, please apply via the PC and the Police will help to set it up. Also, anyone can register to receive local Police reports, by registering through the West Mercia Police website, via dotMailer.  
<https://westmercia.police.uk/article/8200/Register-to-receive-watch-messages>.
  - 4.2 **Ward Councillor Paul Newman:** A copy of his report is available from the Clerk. Of note – Herefordshire Council hopes to have a clear policy on fracking within 18 months. Their cabinet meeting recommended a 2% increase in council tax and the council tax support grant being withdrawn, but this will not affect the Parish Council precept figure, which is £1.18 for a band 'D' property in Walford Parish. There is Government support for a new Engineering University in Hereford.
  - 4.3 **Localities Steward:** Was not able to attend.
5. **Public Participation Session:** A member of the public asked Cllr Newman if the withdrawal of the council tax support grant related to the 2% increase in the precept that he had referred to. *Councillor Newman responded that it is likely that the cabinet will decide to withdraw the council tax support grant and that it will be withdrawn from households that usually receive it.* Another enquired about the status of Fastershire Broadband: *Cllr Carlson gave an update and said he was happy to channel enquiries from parishioners; an update will be put on the website. <<Cllr Carlson and Clerk>>*
6. **Finance:** *Finance Appendix A and bank statements for October were noted.*
  - 6.1 The Finance Chairman gave an update on the following:
  - 6.2 **Precept and Budget:**
    - 6.2.1 Budget Appendix A(2) and other associated paperwork had been circulated prior to the meeting and were referred to.
    - 6.2.2 **Budget and precept: The recommendation of the Finance Committee is that:**
      - i. The budget for 2016-17 is approved.
      - ii. Any reduction in grant funding for the Lengthsman and P3 schemes is reflected by an equivalent rise in the precept.
      - iii. Aside from item 1) that the precept is raised by 1.9%, to cover expenditure in 2016/17 on items such as the proposed dog waste bins / signs.
    - 6.2.3 **Response to replies to the precept article in the autumn newsletter:** Replies had been circulated and considered; the Clerk will draft a letter in response. **<<Action Clerk>>**
    - 6.2.4 **Budget and precept for 2016-17:** It was proposed, seconded and **RESOLVED** to approve item 6.2.2:1 by 10 votes; there was 1 abstention; Cllr Berry had originally expressed concern regarding a 'figure to be considered' for potential business rates & utilities that may become due on the WCs at Bishopswood if the community asset transfer of Kerne Bridge Canoe Launch Site takes place. He was prepared to support budget approval, provided that this sum is not part of the actual budget figures being approved. It was proposed, seconded and **RESOLVED** to approve items 6.2.2:2–3, by 10 votes; there was 1 abstention.
    - 6.2.5 **Electronic Banking:** Cllr Carlson is in the process of being approved by Lloyds TSB, as a signatory; when this is approved, the PC can proceed with registering for electronic banking.
- 7 **Planning:**
  - 7.1 **Planning Applications:** No planning applications had been received.
  - 7.2 **Neighbourhood Planning:** Cllrs Carlson and Berry had attended a presentation in submitting a Neighbourhood Plan. They appealed to anyone who has an interest or expertise to come forward to help;

a particular appeal was made to residents of Bishopswood and Hom Green, as at present there are no members from those areas.

Cllr Berry explained that the plan has to be properly prepared and very robust and that help is needed to do it; he also said that a Neighbourhood Plan is required so that the Parish is able to control future development. Cllr Myers will be joining the Neighbourhood Planning Steering Group, in order to assist; he explained that the Neighbourhood Plan needs to put forward a well-argued case for where we want houses to go.

- 8 Highways / Rights of Way / AONB:** (*Appendix D contains Councillors Highways & Rights of Way Reports.*)
- 8.1 Lengthsman Co-ordinator:** Things are under control with Lengthsman work.  
**Rights of Way Officer:** Some signage needs doing, which should be covered by the existing budget. The Clerk was asked to order the salt and grit supplies, chase Balfour Beatty regarding the filling of pot holes and request that the white lines are re-instated on the B4234 through Walford. <<**Action Clerk**>>
- 8.2 Work orders for the Lengthsman and Rights of Way:** No additional items.
- 8.3 Daycroft Lane:** The Clerk was asked to request details of the Scope of Works, cost and anticipated outcome of the feasibility study proposed by Herefordshire Council.
- 8.4 Dog waste bins & signs:** Cllrs Chinn and Evans will check out sites and locations. Cllr Berry suggested that they draw up a plan showing the required positions. <<**Action Cllrs Chinn and Evans**>>
- 9 Parish Projects:**
- 9.1 Village Agent Scheme:** A grant has been applied for and approved by the Wellbeing Innovation Fund, provided that the addition of a few small details to the application are approved. The PC is looking for volunteers and the Steering Group has written a job description for the employment of a part-time co-ordinator, as one is required in order to oversee the volunteers. Cllr Berry explained that the name of the scheme will change to something that the Wellbeing and Innovation Fund considers to be more suitable.
- 9.2 Walford Links:** Cllr Carlson explained that the Steering Group will soon be up to date with the information handed over by Philip Heath and added that a parishioner with relevant experience and interest will be joining the group.
- 9.3 Kerne Bridge Canoe Launch Site and WCs:** The Chairman explained that there has been some movement regarding the proposed contract for the community asset transfer and he hopes that there will be something for the Parish Council to decide upon at the next meeting. Herefordshire Council wishes to retain the overage clause, but only for future development which is not related to tourism; a new form of words is being considered; he reminded the Council that the asset transfer will include the public WCs.
- 9.4 War Memorials:**  
**Walford Memorial Lettering restoration:** The Clerk explained that a quotation has been received from Ursells of Ross, to restore the eroded lettering on Walford Memorial. Any further work must be approved by War Memorials Trust (WMT) before it can be carried out. The Clerk will send the relevant information, along with the completion report for cleaning and re-pointing the memorial to WMT, so that they can consider whether restoration of the lettering is eligible for further grant funding of 75%. <<**Action Clerk**>>  
**Bishopswood Memorial Fencing:** Before this can be considered by the Parish Council, or WMT, evidence is required of ownership of the fence and of the fence being in place historically. The Clerk was asked to contact all those who wrote in supporting replacement / repair, asking them to look into gathering this evidence. <<**Action Clerk**>>  
**Ongoing maintenance:** An ongoing maintenance proposal is required by WMT, as part of the grant conditions. Ursells of Ross has submitted quotations for Howle Hill and Walford Memorials, which the Council were acquainted with. The Clerk was asked to contact WMT about possible funding towards ongoing maintenance. <<**Action Clerk**>>
- 9.5 Defibrillator:** Cllr Berry explained that Cllr Freeman will be supplying a defibrillator for Parish use which will be fitted to the outside wall of the Mill Race Pub; The PC has agreed to purchase an external box to house the unit, but the box must match the defibrillator model, so further information is required on this before an external box can be purchased. <<**Action Cllrs Berry & Freeman**>>
- 9.6 BT Phone Box:** Suggestions were invited for use of the BT phone box in Walford, which has been adopted by WPC; the most popular were: 1) Information Hub for tourists. 2) Location for footpaths map. The Clerk was asked to investigate what might be suitable, i.e.: Advertising for Local businesses / B&Bs etc. <<**Action Clerk**>>
- 10 Events in 2016:**
- 10.1 Queen Elizabeth 90<sup>th</sup> Birthday celebrations. (10<sup>th</sup>–12<sup>th</sup>/06/16) No interest in holding a parish event.
- 10.2 Wye Valley River Festival 2016. (29<sup>th</sup> of April – 15<sup>th</sup> May 2016) Cllrs Chinn and Hurley will look into what Bishopswood Village Hall is doing, mindful of not duplicating an event and will co-ordinate with Monica Edmunds. <<**Action Cllrs Chinn and Hurley**>>
- 11 Information and correspondence**
- 11.1 Correspondence Appendix C, Clerks Report Appendix D and HALC Information corner were noted.
- 11.2 **Responses to correspondence:** The Clerk will respond to all correspondence necessary.
- 11.3 **Councillor reports on local matters:** Cllr Evans will check on the replacement of signs.

11.4 **Fracking Consultation:** The PC will not respond, as the consultation is not directed to PCs, but the Clerk will write to Jesse Norman and Ward Councillor Newman, asking what Herefordshire Council is doing regarding fracking; the clerk will also write to HALC for their advice. <<**Action Clerk**>>

**12 Brief public response session:** A member of the public asked about the fracking consultation – *the clerk will send him the relevant information.* Another asked, with regard to the Neighbourhood Plan, whether the housing provision target for Walford starts from now, or do houses already built come into the equation? *Cllr Carlson explained that the allocation dates back to 2011, so the parish will be credited for those houses already built / approved. At present the Core Strategy conditions have to be met and our Neighbourhood Plan will sit under the Core Strategy to give more weight and detail.* Another asked for the definition of ‘for social wellbeing’; *she was asked to contact the clerk with full details of her query.*

**13 Items for next meeting agenda:** Nothing further than those items already raised above.

**14 Next meeting:** 13/01/16 Full Council @ 7.30pm at Walford Village Hall. *The Clerk explained that due to booking clashes at Walford Village Hall the date of the meeting on 6<sup>th</sup> April may be altered – see the website and local notices.*

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

**Lengthsman Contracts:** Discussions are recorded in confidential minutes.

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**Signed: Frank Myers**

**Date: 13/01/16**