

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 13th January 2016

Present: Frank Myers - Chairman

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

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

1. **Apologies:** Martyn Jenkins (Work commitment), Murray Alston (On leave) Angus McIntosh (Work commitment) Luke Freeman (Work commitment).
2. **Declarations / Dispensations:** Cllr Cole declared a pecuniary interest in items 8.6 and 7.1.4. Cllr Drummond declared a pecuniary interest in item 7.1.1. Cllr Chinn declared a non-pecuniary interest in item 7.1.1. Cllr Drummond had requested and was given a dispensation to share information regarding the planning application reference 153405.
3. **Minutes:** It was unanimously **RESOLVED** to accept the minutes of the meeting held on 25/11/15.
4. **Reports:** Information available from the Clerk.
 - 4.1 **Localities Steward Kevin Williams:** Had nothing to report, but took questions. A member of the public mentioned a hole in the highway in Deepdean where the culverts have collapsed.
 - 4.2 **Police representative:** Of note – There has been an increase in local burglaries, please be aware and tighten home security, also record registration numbers of suspicious vehicles. Credit card thefts have been occurring at Morrisons supermarket – guard your pin and keep your possessions safe.
 - 4.3 **Ward Councillor Paul Newman:** Of note: The Lengthsman and P3 grants will remain the same for 2016-17. Due to steeper than anticipated government cuts, there will be future cuts to the budget; Cllr Newman will keep Parishes informed. A list has been published of companies who will be given fracking licenses; the licensee will be South Western Energy Ltd. Any fracking in this area will be low density.
5. **Public Participation Session:**

A parishioner drew attention to the perceived increase in HGV traffic on Howle Hill and the damage to ditches and culverts possibly being caused by these wide-based vehicles. *The Chairman asked for the information to be passed on to the clerk so that the 'damage' aspect can be pursued. It was acknowledged that the PC had approached the local businesses concerned and suggested that they could be encouraged to use smaller vehicles where possible.* The same parishioner also raised the issue of unauthorised street furniture, with many signs located on the verges and tied to street furniture. *The Chairman said that the PC had done what it could to address this and that it is a highways matter, but that the PC would continue to apply pressure.*
6. **Finance:** *The bank reconciliation Appendix A and bank statements for November & December were signed.*
 - 6.1 **Precept:** It was confirmed that as there will be no reduction in the Lengthsman and P3 grants for 2016-2017, the precept increase will remain at 1.9%, as agreed by the Parish Council on 25th November.
 - 6.2 **Payments:** It was unanimously **RESOLVED** to approve the following:
Gerald Green – Lengthsman / Clerk Expenses / HMRC / ICO - Data Protection / Viking Office Depot.
 - 6.3 **The following payment was noted:** Clerk Salary for December.
7. **Planning**
 - 7.1 **Applications:** Planning Appendix B was noted and comments put forward on:
 - 7.1.1 **Application No:** 153405. **Site:** Hom Farm, Hom Green, HR9 7TF.
Cllr Drummond explained the application to the council and then left the room.
Comments: There were no objections.
Cllr Drummond returned to the room.
 - 7.1.2 **Application No:** 153455. **Site:** Yew Tree Cottage, Deepdean, HR9 5SQ.
A decision had already been made on this application, so it was not considered.
 - 7.1.3 **Application No:** 153625. **Site:** Vine Tree Cottage, Bishopswood, HR9 5RA.
The applicant explained the application to the council.
Comments: There were no objections.
 - 7.1.4 **Application No:** 153570. **Site:** Stable Block at Arthurs Dingle, Leys Hill, HR9 5QU.
Comments: Provided that sympathetic materials are used, there were no objections.
 - 7.2 **Neighbourhood Planning:** Cllr Berry explained that some new members will be joining the working group; he has contacted Carla Johnson at Herefordshire Council, who has agreed to attend the next working group meeting.

8. Highways / Rights of Way / AONB:

- 8.1 There was a report of a drain which needs attention and the Lengthsman will be asked to look at the bus shelters, to see what work needs to be done.
- 8.2 **Work orders:** Holes outside Home Farm and on Howle Hill.
- 8.3 **Daycroft Lane:** It was reported that the planned feasibility study will not now take place in 2016-17, despite previous assurances. Councillor Newman has requested a meeting with Balfour Beatty representatives on site, to discuss the situation, an approach which has proved successful in other areas. After a discussion about who could be challenged about Herefordshire Council meeting its obligations it was **RESOLVED** that the Clerk & Chair will draft a letter to the leader and Chief Executive of Herefordshire Council. <<**Action Cllr Newman, Clerk & Chairman**>>
- 8.4 **Dog waste bins & signs:** Cllr Chinn has established that dog waste can be placed in normal bins if it is double-bagged; she has been looking into potential sites and suggests Howle Hill, Bulls Hill and Walford Church. Thanks were expressed to Cllr Drummond, who offered to pay for a bin by Walford Church. Cllr Chinn will look into signage and holding a publicity drive before the next meeting. Cllr Newman said that waste collection is now carried out by Balfour Beatty and that he believes that on low usage sites a free bin can be provided, installed and emptied by them. Kevin Williams is to be asked to provide information on what Balfour Beatty can do. <<**Action Clerk & Kevin Williams**>>
- 8.5 **Public Green Spaces community grant scheme:** Information was handed over to Cllr Berry.
- 8.6 **WA50:** A notice has been published by Herefordshire Council that the footpath closure has been extended by another 6 months.

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

- 9.1 **Village Agent Scheme:** It was unanimously **RESOLVED** to approve and sign the offer letter from the Wellbeing Innovation Fund, in order to access grant funds for the Village Agent Scheme; which will be known as 'The Community Support Scheme'. It was also unanimously **RESOLVED** to delegate responsibility of arranging advertising for the post and setting up and interviewing candidates and volunteers to the Clerk and steering group. <<**Action Clerk, Cllrs Myers, Hurley and Berry**>>
- 9.2 **Walford Links:** Cllr Carlson explained that there are not enough members of the working group to support the project and appealed to Cllrs and volunteers to come on board. He will arrange a meeting with members of the steering group, in order to establish the current position and to summarise this for the next meeting. <<**Action Cllr Carlson**>>
- 9.3 **Kerne Bridge Canoe Launch Site and WCs:** Herefordshire Council has put forward a form of words to address the issue of the overage clause; before this can be considered, the steering group has to review the business case. Cllrs Drummond, Carlson, Myers, Berry and Cole offered to address this – a meeting will be arranged. <<**Action Cllrs named above**>>
- 9.4 **War Memorials:** The Clerk explained about the volunteer maintenance schedule suggested by War Memorials Trust and will bring a proposal to the next meeting. It was unanimously **RESOLVED** that the Clerk should submit the formal grant application for the cleaning / repair of Bishopswood memorial and continue to try to gather evidence regarding the fencing, so that a decision can be made. <<**Action Clerk**>>
- 9.5 **Defibrillator:** The Clerk was asked to chase Cllr Freeman for details of the model of defibrillator so that the cost of the external box can be established. <<**Action Clerk**>>
- 9.6 **BT Phone Box:** Ideas for use of the phone box are to be brought to the next meeting for consideration.

10. Wye Valley River Festival 2016. (29th of April – 15th of May 2016) Cllrs Hurley and Chinn are keen to participate; applications are still open for events to be registered. Bishopswood Village Hall will be holding a meeting in February to brainstorm ideas, with a view to holding an event on 2nd May. Cllrs Hurley and Chinn were asked to pursue it and come to the PC for endorsement. <<**Action Cllrs Hurley and Chinn**>> The Chairman proposed that WPC support and participate as much as possible; the clerk was asked to approach Cllr Freeman to find out whether Bishopswood Village Hall can make use of the field that he owns behind the hall, to hold an event. <<**Action Clerk**>>

11. Information and correspondence

- 11.1 Correspondence Appendix C, Clerks Report Appendix D and HALC Information corner were noted.
- 11.2 **Meetings Schedule for 2016 & 2017:** Was circulated to all Councillors and it was noted that the meeting scheduled for 6th April will now be held on 13th April at Walford Village Hall.
- 11.3 **Responses required to correspondence received during December:** The Chairman & Clerk will draft a response to the Walford Residents Association. <<**Action Cllr Myers and Clerk**>>
- 11.4 **Councillor's reports on local matters:** None received.
- 11.5 **Consultations:** AONB Management Plan. Herefordshire Local Transport Plan. No response.

12. Public response session: A parishioner drew the attention of the council to the Vodafone Open Sure Signal programme (ROSS), to provide good 3G signals. *The Clerk will request further information and it will be on the next agenda.* Another asked for an update on broadband. *Cllr Carlson said one was expected and it is being chased, as the commissioning was due to be completed by the end of December.*

A resident of Daycroft Lane said that it had been flooded again and there is debris in the ditches. A meeting has been requested by the Ward Councillor, to be co-ordinated by Kevin Williams and the Clerk will advise on date and time. <<**Action Clerk**>> Another asked how the PC intended to make headway in approaching members of Herefordshire Council who are involved with Balfour Beatty. *Cllr Newman said that Cllr Rone is the cabinet member responsible – his details are on the website.*

Another asked about replacement of the fencing at the Bishopswood Memorial. The Chairman explained that we need to find the evidence required by WMT, or fund it elsewhere.

Standing orders were suspended

13. **Items for next meeting agenda:** None other than those above.
14. **Next meeting:** 24/02/16 Finance Committee @ 6.30pm, Full Council @ 7.30pm at Bishopswood Village Hall.
15. **Confidential Closed session:** *(The public were asked to leave the room)*

The Lengthsman contract discussion is recorded in confidential minutes.

Signed: Frank Myers

Date: 24/02/16

WALFORD PARISH COUNCIL

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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 24th February 2016

Present: Frank Myers - Chairman

Councillors: Murray Alston, Dave Berry, Shane Carlson, Karen Chinn, Heather Evans, Luke Freeman, Nesta Hirst, Martyn Jenkins.

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

Prior to the meeting commencing, a period of silence was held in memory of Heather Osley, an active member of the Bishopswood community and stage manager / assistant producer for the Village Hall pantomime, who had died unexpectedly the previous week. **Minutes:** It was unanimously **RESOLVED** to approve the minutes of the meeting held on 13/01/16.

1. **Community Support Co-ordinator (Village Agent):** Candidate Louise Jarvis gave an introduction, explaining how she would approach the position and what outcomes she would anticipate.
2. **Reports:**
 - 2.1 Police representative: CSO Paul Davies gave his report; of note: The Police are carrying out as many patrols as possible by vehicle and on foot during the day and at night; they advise people to note the registration numbers of suspicious vehicles.
 - 2.2 Ward Councillor Paul Newman gave his report; of note: He thanked Bishopswood Village Hall for their pantomime, which was very professional. He said that there will be a phased withdrawal of the Lengthsman and P3 schemes; mentioned the DPD as being an alternative to producing a Neighbourhood Plan and a series of events for local businesses, which are taking place in Herefordshire.
 - 2.3 Localities Steward Kevin Williams was not present.
3. **Public Participation Session:**
A member of the public asked for an explanation of 'Low density fracking'. *The Ward Councillor was asked if he could communicate detailed information directly with the questioner. (Clerk will supply contact information)*
4. **Finance:** *Finance Appendix A and bank statements for January were noted and signed.*
 - 7.1 **Payments:** It was unanimously **RESOLVED** to approve the following payments:
Ross Gazette Advertisement / Village News Subscription / Walford Village Hall Hire / HALC Subscription.
The Clerk was asked to provide a list of pros and cons on membership of HALC.
 - 7.2 **The following payment was noted:** Clerk Salary & Expenses for January
5. **Planning**
 - 5.1 **Applications:** Planning Appendix B was noted and comments put forward on:
 - 5.1.1 **Application No:** 153762. **Site:** Castle Brook Kennels, Coughton, HR9 5SG.
Comments: *There were no objections in principle, but the Parish Council is aware of the rights of way issue and would want it to be properly resolved.*
Cllr Chinn left the room during discussions.
 - 5.1.2 **Application No:** 160225. **Site:** Falcon House, Kerne Bridge, HR9 5QT.
Comments: There were no objections. (There was one abstention.)
 - 5.2 **Neighbourhood Planning:** Cllr Carlson explained that parishioner Will Warburg will be the group leader for the Neighbourhood Planning Steering Group; Will introduced himself to the Parish Council explaining that he had previous experience of being a Parish Councillor and of development plans. He will be assimilating information and planning a way forward and will be convening the group again. He appealed to residents to contact him via the Clerk if they would like to join the Steering Group. Cllr Berry said that we are in a position to apply for a further grant, as a new round of funding is available. Power was delegated to the Clerk and Steering Group to apply for funding. **<<Action Clerk / Steering Group>>**
6. **Highways / Rights of Way / AONB:** *(Appendix D was noted.)*
 - 6.1 **Reports from the Rights of Way Officer and Clerk:** Water on the highway was reported near to the Causeway heading towards Bulls Hill. *(The Clerk will report to the Lengthsman)* The Clerk will report the deterioration of pot holes in the highway.
 - 6.2 **Work orders for the Lengthsman and Rights of Way:** Use of a jetter at Hom Green and Bulls Hill.
 - 6.3 **Lengthsman Forms:** Expression of Interest 16/17, Annual Plan 16/17 & Expenditure 15/16. It was unanimously **RESOLVED** to delegate the return of these forms to the Clerk and Lengthsman Co-ordinator. The Annual Plan is to include provision of a gully sucker, with flexibility built in for pot hole filling.
<<Action Clerk and Lengthsman Co-ordinator>>

- 6.4 **Daycroft Lane:** Ward Cllr Newman explained that a site meeting had been held with representatives from Balfour Beatty and the Parish Council and that a way forward has been identified. The Parish Council has been asked to assist with identifying an additional culvert, which is known to exist, but has yet to be located; once this has been found, with effort from PC representatives and landowners, it is likely that the project can progress, as planned and with the sanction of Herefordshire Council. <<**Action Walford PC and landowners**>>
- 6.5 **Community Speedwatch:** The Clerk explained that Walford meets the criteria for a CSW initiative; it was decided to appeal for volunteers via the Newsletter and Facebook and Cllr Berry will explore it further. <<**Action Cllr Berry**>>
- 6.6 **Dog waste bins & signs:** There has been a decrease in fouling incidents, so the provision of bins will be shelved for now; Walford Village Hall has two fouling signs, which they might consider selling to the Parish Council. <<**To go on the next agenda**>>
- 6.7 **Double decker bus on Coughton Lane:** There have been reports of a double decker bus causing hold ups on Coughton Lane. The Chairman will write to Stagecoach, to enquire about why it was using that route and asking them to review the deployment of such vehicles on minor parish roads. <<**Action Cllr Myers**>>

7. Parish Projects: Updates and further action.

- 7.1 **Community Support Co-ordinator (The Village Warden Scheme):** To be discussed in confidential session.
- 7.2 **Walford Links:** (*Proposal – See Appendix E*) Based on the conclusion of the Steering Group, that the Parish Council has neither the resources or support to successfully pursue this project, a vote was taken on the proposal contained in Appendix E and it was unanimously **RESOLVED** to postpone the Walford Links project for the time being.
- 7.3 **Kerne Bridge Canoe Launch Site community asset transfer:** The Chairman explained that the Steering Group has been tasked by the Parish Council with reviewing and assessing the business plan to see if it is viable and then presenting it to the PC, before the contract proposed by Herefordshire Council is considered. A meeting will be arranged to consider the business plan. <<**Action Kerne Bridge Canoe Launch Site Steering Group**>>
- 7.4 **Cleaning programme for Public WCs at Bishopswood:** It was unanimously **RESOLVED** to arrange a deep clean of the public WCs at Bishopswood, for the figure quoted by Mavis Russell cleaning and using some of the reserves earmarked by the Parish Council specifically for the WCs; another deep clean will be scheduled after repairs have been completed by Herefordshire Council; then further action will be based on the business plan. <<**Action Clerk**>>
- 7.5 **War Memorials: Walford:** The Clerk confirmed that payment of the grant for Walford memorial has now been received from War Memorials Trust, but that the final payment had been reduced by 10%, due to the view of WMT that their method statement had not been entirely adhered to. After considering their report, it was unanimously **RESOLVED** that the Clerk with assistance from Cllr Berry be given delegated power to pursue a solution the 10% reduction of the grant award, by holding discussions with Ursells or Ross, in order to find a satisfactory solution. **Bishopswood:** Parishioners in Bishopswood are still pursuing evidence to support the installation of the fencing at the same time as the memorial was first built. The clerk is to submit a full grant application for the cleaning / renovation of memorial itself, by the deadline of 31st March. <<**Action Clerk**>>
- 7.6 **Defibrillator:** It was unanimously **RESOLVED** that the clerk be given the delegated power to purchase at the cost of £395.00 + VAT the appropriate model of heated external box to house the defibrillator, which has been kindly donated by Cllr Freeman. <<**Action Clerk**>>
- 7.7 **BT Phone Box:** The Clerk was asked to include an appeal in the next issue of the newsletter for ideas to make use of the BT phone box, adopted by the Parish Council. <<**Action Clerk**>>

8. Events in 2016: Updates and further action:

- 8.1 **Wye Valley River Festival 2016:** (29th of April – 15th of May 2016). Cllr Chinn gave an update: An event will be held on 2nd May; the local parish event group has sought and had approval of a grant of £1,400 to host the event. There will be a barbeque brunch, bouncy castle, face-painting and a puppet show for children. Cllr Freeman has kindly offered the use of the field behind Bishopswood Village Hall for the event. Cllr Chinn appealed for volunteers to man the stalls and barbeque. It was proposed and unanimously **RESOLVED** that the Parish Council holds and administers the grant funds, retaining any surplus for future events.

8.2

9. Information and correspondence:

- 9.1 Correspondence Appendix C, Clerks Report Appendix D and HALC Information corner were noted.
- 9.2 **Responses required to correspondence:** The Clerk drew the council's attention to an e mail highlighting problems with street lighting, overgrown hedges and damp in the housing at Fowbridge Gardens; the clerk was asked to write to Herefordshire Housing, to alert them to these issues and ask them to investigate them. A letter from a resident at Howle Hill, regarding overgrowth and traffic, had also been copied to the clerk by Cllr Newman. The clerk was asked to assist where possible with resolving these issues. <<**Action Clerk**>>

9.3 **Parish Newsletter:** Items as discussed above will be included. The clerk was asked to check ratios of advertising to content and bring back to the PC.

9.4 **A3 colour printer:** It was unanimously **RESOLVED** that the clerk be delegated responsibility to purchase an A3 colour wireless printer, with a maximum spend of £250, to include supply of ink cartridges. This will be used for the printing of large scale planning applications, as the PC prefers to view paper copies, rather than electronic ones; it will also be used to print coloured notices for Parish Council meetings. *(Previously the clerk has used her own older model A3 printer, which has now broken and is beyond repair.)*

10. Brief public response session:

A parishioner suggested re-circulating the figures relating to the potential increase in the precept to cover any future reduction in the Lengthsman / P3 grants, so that parish residents can better understand the implications. *(These will be published over the various media used by the PC)*

Another asked whether dog fouling signs could be erected on the Wye Valley Walk. *(This will be looked into)*

Another said that he was looking into gathering evidence for the Bishopswood Memorial fencing; he also said that the funeral of Heather Osley would take place on 2nd March at noon at Bishopswood Church.

Another asked if the Village Warden scheme was funded by a grant; *it was confirmed that 50% of the cost will be covered by a grant, which is intended to cover 15 months as a pilot scheme; once the scheme is up and running the PC will look at further ways of funding it.*

11. Items for next meeting agenda: As above.

12. Next meeting: 13/04/16 APM @ 6.30pm *(Note date change)* / Full Council @ 7.30pm at Walford Village Hall.

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

13.1 Community Support co-ordinator conditions of engagement and employment.

13.2 Lengthsman's Contract

Signed: Frank Myers

Date: 13.04.16

WALFORD PARISH COUNCIL

Minutes of the Annual Parish Meeting

Held at 6.30 pm on Wednesday 13th April 2016 in Walford Village Hall

Present: Frank Myers – Chairman.

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

In attendance: Clerk – Catherine Murray and several members of the public.

Ward Councillor Paul Newman, Localities Steward - Kevin Williams.

1. The Chairman gave his introduction, welcomed those present to the meeting and explained the purpose of the APM.

2. The minutes from the APM held on 8th April 2015 were approved.

3. **Presentations were given by:**

• **Andrew Blake from Wye Valley AONB:**

Andrew explained who the AONB are and what they do. He spoke about the Wye River Festival, which in 2014 was a great success and outlined the plans for 2016, handing out a schedule of events.

He explained that National Grid has installed the mains cable through Walford Parish. National Grid has also created a grant scheme for areas where there are major pylon lines, so that steps can be taken to mitigate the impact of these. Wye Valley AONB is going to approach local organisations to see what can be done to support localised tree planting, wood creation, hedge planting, re-directing Rights of Way and enhancing the special qualities of the landscape; they have 5 years in which to apply for a grant. This is a great opportunity for Walford.

Q: Can anyone apply?

A: It can be done through the AONB.

Q: Will all the results for the River Festival go into the local press?

A: Yes.

• **Diane Pearson – West Midlands Ambulance Service Community Response Trainer:** Gave a demonstration on using an IPAD 1 defibrillator.

The machine must be registered with the Ambulance Service and the Ambulance Service is given the code for the defibrillator box, which can be changed each time the code is used, if required.

Q: Is there any recommendation of the best way to deal with changing the code?

A: It is up to the organisation using the defibrillator.

Q: Is there a definitive time on how soon to get the defibrillator to the patient?

A: As soon as you can, but ideally 3-4 minutes, until then CPR should be started and kept going.

Q: Who will attend the incident?

A: If someone is not breathing, an ambulance and response car.

If something happens on one of the hills in the Parish they can phone the Mill Race, where the unit is located and ask someone to go up to the incident with the defibrillator.

Q: Given that there is a long delay, how many shocks will the unit give?

A: The unit will give 4 hours continuous operation or 4 years guaranteed use.

Q: Will the external box charge the unit?

A: No, the charged box is to heat the unit, as the batteries don't work when it is too cold.

A visual check should be carried out once a week and the pads have a 2-3 year shelf life. Once it has been used, the pads need to be checked and replaced. Perhaps the publican at the Mill Race can be asked to check the unit regularly.

Q: Is it the same procedure when someone has a pacemaker?

A: Yes, but not on top of the pacemaker.

Q: From what age can the unit be used?

A: From 8 years old upwards. There is a switch inside to set the unit to child mode down to 12 months, but the unit should not be used on those under 12 months.

4. Annual Reports:

- The Chairman summarised the Parish Council Annual Report, which had been circulated and copies of which were available at the meeting. A copy is also available on the website and from the Clerk. The Chairman commended the councillors and the clerk and highlighted the main achievements of the Parish Council, including the Community Support Scheme and work on the War Memorials.
- Ward Councillor Newman gave his Annual Report, which had been circulated and copies of which were available at the meeting. Herefordshire Council has been doing its best to maintain quality services. Cllr Newman has attended all the Herefordshire Council and Walford Parish Council meetings and tries to assist at a local level, engaging with the community and getting involved with local clubs etc. He is also involved with Walford Primary School, where the children are fantastic and a great credit to all their parents and carers.

5. Open Forum:

There were no further questions from those present.

The Chairman thanked those present for attending and said he hoped there would be further progress in the next year.

Signed: Frank Myers

Date: 10/05/17

WALFORD PARISH COUNCIL

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Minutes of the Full Council meeting held in Walford Village Hall At 7.30pm on Wednesday 13th April 2016

Present: Frank Myers - Chairman

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

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

1. **Apologies:** Eric Drummond (Work commitment) Luke Freeman (Work commitment) Nesta Hirst (On leave)
2. **Declarations:** Simeon Cole declared an interest in item 7.1, Karen Chinn and Angus McIntosh in item 8.4.
3. **Minutes:** It was unanimously **RESOLVED** to accept the minutes of the meeting held on 24/02/16.
4. **Reports:** Details are available from the Clerk.
 - 4.1 Police representative was not present.
 - 4.2 Ward Councillor Paul Newman gave his report.
 - 4.3 Localities Steward Kevin Williams explained that Balfour Beatty is still battling with pot holes and that there is no surfacing work planned for the south of the county in the first part of this year, all work is being carried out in the North. Very deep pot holes were reported between Dunderhole Farm and Suff Lodge; these will go on the list for Balfour Beatty to do. The Chairman asked whether contractors are being taken to task for bad work and asked for feedback to show that action is being taken. Accidents have been occurring at Coughton corner, where the white lines need to be re-instated; Kevin explained that there is no money for line marking at the moment.
5. **Public Participation Session:**
 A member of the public said that there is a lot of water debris blocking areas of the road near Suff Lodge; Kevin said that there will be an annual inspection next week.
6. **Finance:** *The bank reconciliation, Finance Appendix A and bank statements for February and March were signed by a non-bank signatory*
 - 6.1 **Payments:** It was unanimously **RESOLVED** to approve the following payments:
 HALC (Training), Lengthsman, Terry Griffiths, Enviroability (Rights of Way), Mavis Russell Cleaning Ltd, Herefordshire Council (Uncontested Election), Viking Direct (printer), Louise Jarvis (Community Support Co-ordinator), Clerk pay and expenses for March, HMRC (PAYE & NI)
 - 6.2 **The following payments made since the last meeting were noted:** Clerk Salary & Expenses February, AED Cabinets – Defibrillator Box.
7. **Planning**
 - 7.1 **Applications:** Planning **Appendix B** was noted and comments put forward on:
 - 7.1.1 **Application No:** 160086. **Site:** Walford Primary School, Walford, HR9 5SA.
Comments: *There were no objections to the application.*
 - 7.2 **Neighbourhood Planning:**
 Will Warburg has been going through the paperwork; he has looked at the suggested DPD approach, which involves submitting development Plan documents to Herefordshire Council, who can then tell the Parish Council what to do, but this does not give the PC as much control and in Will's opinion is not the right way forward for Walford. A Cllr asked if a DPD can be imposed on the PC if it does not produce a Neighbourhood Plan and how long it has to complete the Plan; Ward Cllr Newman said he thinks that the time period is 2 years. Will Warburg suggested that the PC should get moving with its plan.
8. **Highways / Rights of Way / AONB:** *(Appendix D was noted)*
 - 8.1 **Reports:**
Lengthsman: The Lengthsman's work is up together.
Rights of Way: A big tree is down above Kerne Lodge. 2 posts have fallen over at Sainsbury Wood and on the road linking Howle and bulls Hill. A stile there is in need of repair. <<**Clerk to remind Cllr Evans**>>
 - 8.2 **Work orders:** Anything mentioned above and items within the annual plan.
 - 8.3 **Purchase of dog fouling signs from Walford Village Hall:** Cllr Berry explained that the Village Hall wish to keep the signs now.

- 8.4 **Daycroft Lane:** The Chairman explained the site visit arranged by Cllr Newman and how the use of a hidden culvert will help to channel the diverted water; this culvert needs to be located and Cllr Cole said that he knows where it is. The Chairman will contact John Chinn to update him on developments. <<**Action Cllr Myers**>>
- 8.5 **Community Speedwatch:** Cllr Berry explained that he had received an e mail from Ian Connelly from West Mercia Police and he will send the Clerk some information to be published in the newsletter. <<**Action Cllr Berry and Clerk**>>

9. Parish Projects:

- 9.1 **Community Support Co-ordinator (The Village Warden Scheme):** The Chairman explained the progress with the project and the Clerk said that the initial report had been submitted to the Wellbeing Innovation Fund, in order to claim the first payment.
- 9.2 **Kerne Bridge Canoe Launch Site community asset transfer:** The Chairman said that the Working Group had met and those who were not present had been contacted by phone; he explained the current position, which is that the solicitors have advised that there will be no further movement on the issue of the overage clause in the contract proposed by Herefordshire Council; he invited Cllrs who had been at the meeting to comment and they agreed that his summary was correct. The Working Group advice, based on the proposal to take on the site and do nothing further than manage it for the time being, and to accept the contract including the overage clause that states if future development takes place, which is outside of the use of class D, a payment will become due that will be subject to interest at 4% over base rate between granting of planning permission and the payment date. If, there are future plans, proposals will be brought to the Parish Council for approval. There was a proposal to accept the contract with the overage clause included. It was **RESOLVED** to accept the contract by a majority of 9 votes in favour to 1 objection.
- 9.3 **Public WCs at Bishopswood:** The Chairman explained the situation with the WCs, which is that they are not included in the contract for the Canoe Launch Site; Cllr Berry said that Bishopswood Village Hall have a long lease with Herefordshire Council, so no 'title'; the clerk was asked to clarify whether the WCs are part of this lease and arrange a meeting with representatives from Bishopswood Village Hall, Herefordshire Council and Walford PC. It was unanimously **RESOLVED** that the clerk be given delegated responsibility to purchase the necessary consumables for the cleaning of the toilets for 6 months at her discretion. <<**Action Clerk**>>
- 9.4 **War Memorials:** The clerk explained that a full grant application for Bishopswood has been submitted to War Memorials Trust and the next round of assessments took place on 31st March, so it is hoped that a response will be received soon. Further information is being sought regarding the fencing surrounding Bishopswood, which will be discussed at the next meeting. Ursells of Ross have offered to cover the 10% reduction in grant made by WMT for Walford Memorial and are considering what can be done about the eroded lettering on the face.
- 9.5 **Defibrillator - External box:** The heated external box is being delivered the day after the meeting and Cllr Freeman has offered to get it wired up. Cllr Berry explained that you do not have to take the person to the defibrillator; you can take the defibrillator to the person. The clerk was asked to book a full training course and publicise it. <<**Action Clerk**>>

10. Events in 2016:

- 10.1 **Wye Valley River Festival 2016:**
Cllr Chinn explained that an event is taking place in the field next to Bishopswood Village Hall on Monday 2nd May; there will be a BBQ, face painting, a bouncy castle and a puppet show. Cllr Carlson will promote the event on Facebook. <<**Action Cllr Carlson**>>
The organising committee have a grant of £1,500, so most events will be free; the food will be charged for and there may be a Pimms tent.
A proposal was made that two items to be supplied for the event could be processed by the PC, in order to re-claim the VAT, provided that it is lawful for the PC to facilitate it and re-claim the VAT. These items are the puppet show and the bouncy castle. Cllr Cole offered to organise provision of the the bouncy castle. The clerk was asked to check on the validity of this approach and it was unanimously **RESOLVED** to give the clerk delegated power to authorise payments provided that the funds are in the PC account and it has been established that there is a legal way of reclaiming the VAT. <<**Action Clerk**>>

11. Information and correspondence

- 11.1 Correspondence Appendix C, Clerks Report Appendix D and HALC Information corner were noted.
- 11.2 **Councillors reports on local matters:** None
- 11.3 **Responses required to correspondence:** Letter objecting to development at Walford School; the Clerk was asked to approach the school and send them a copy of the letter and to write to the complainant, suggesting that they also write to the school to express their concerns. <<**Action Clerk**>>
- 11.4 **Parish Newsletter:** Contributors were asked to send copy to the clerk ASAP.
- 11.5 **Bishopswood stores notice board:** It was unanimously **RESOLVED** that the clerk should be given delegated powers to get it repaired at her discretion, provided 3 prices are sought. <<**Action Clerk**>>

11.6 **Consultations: Community Infrastructure Levy:** It was **RESOLVED** by a majority to send the questionnaire back, accepting the expertise of those who compiled it. <<**Action Clerk**>>

National Grid questionnaire: Was filled out and will be returned by the Clerk. <<**Action Clerk**>>

12. Brief public response session:

A member of the public explained that the Land Registry entry will show the title to the public WCs at Bishopswood. *The clerk was asked to investigate this and obtain a copy of the lease in advance, starting with asking Herefordshire Council.* Another asked if the PC was doing anything to celebrate the Queen's 90th Birthday; *The PC had previously decided not to arrange an event.*

13. Items for next meeting agenda: Cllr Graham Powell has offered to come to a meeting and speak about Fastershire Broadband. The clerk was asked to contact him to make arrangements for the next meeting, with a view to covering the plans for those who are not able to access fibre to the premises. <<**Action Clerk**>>

14. Next meeting: 18/05/16 Annual Council Meeting (Full Council) @ 7.30pm at Bishopswood Village Hall.

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

15.1 Community Support co-ordinator: Standing order mandate / Petty Cash / Contract / Communication devices / DBS Checks.

15.2 Kerne Bridge Canoe Launch Site community asset transfer.

Signed: Frank Myers

Date: 18.05.16

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 18th May 2016

Present: Frank Myers - Chairman

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

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 elected unopposed as Chairman.

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

1.3 **Acceptance of office:** Cllrs Myers and Carlson signed declarations of acceptance of Office.

2. To accept apologies and note reasons for absence:

Angus McIntosh and Luke Freeman (Work commitments) Murray Alston and Eric Drummond (Other commitments)

3. Declarations

3.1 **Declarations of interest and dispensations:** No declarations of interest. All Councillors were given a dispensation to discuss the Neighbourhood Plan.

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

4. General Power of Competence:

It was unanimously **RESOLVED** to adopt GPOC.

5. Minutes:

It was unanimously **RESOLVED** to accept the minutes of the previous meeting held on 13/04/16.

6. Verbal Reports:

Information is available from the Clerk.

Police representative: Was not present, but a written report was read out; the clerk was asked to forward it to Cllr Carlson, to be included on the Facebook page.

Localities Steward: Was not present, having given his apologies.

Ward Councillor: There have been 2 meetings of the Council: **1)** Open meeting for the election of Herefordshire Council members – Cllr Newman assumes the same broad cabinet. **2)** Adoption of Herefordshire Council's Local Transport Plan, which covers the 15 years until 2031. Also Weston-Under-Penyard's Neighbourhood Plan has been adopted.

7. Appointments and reviews

7.1 **Members of Committees, Steering Groups, outside bodies and PC representatives:** It was unanimously **RESOLVED** to maintain the roles as included in Appendix E. (*Attached to these minutes*)

7.2 **Review of Internal Auditor:** It was unanimously **RESOLVED** to retain Jayne Dunstan as Internal Auditor.

7.3 **Standing Orders, Insurance policies and annual subscriptions:** It was unanimously **RESOLVED** to approve the following:

- Standing Orders should remain the same.
- Finance Regulations should be updated at the Finance Committee Meeting on 29th June.
- Insurance provision should remain with Came and Company.
- Subscriptions with HALC, SLCC and Village News should continue.

8. Public Participation Session:

A member of the public asked when there would be a talk on Broadband, as mentioned at the previous meeting. *The Clerk explained that Cllr Graham Powell had accepted an invitation to attend the meeting on 29th June.*

9. Finance -

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

9.1 **Accounts:** Completed R&P Accounts were noted, for adoption at June meeting. (*See Appendix A2*)

9.2 **Payments:** It was unanimously **RESOLVED** to approve the following: Came & Company – PC Insurance; SLCC membership; Lonsdale DS – Spring Newsletter; River Festival Committee.

9.3 **The following payments were noted:** Clerk hours and expenses for April / Street Entertainers / Louise Jarvis.

9.4 **Internet Banking Access:** It was unanimously **RESOLVED** to sign the paperwork for Cllr Berry.

9.5 **Phone provision for the Clerk:** It was unanimously **RESOLVED** to pay up to £7.50 per month for anytime call boost for the Clerk's work phone line.

10. **Planning:** The public and applicants were invited to comment before applications were considered.
- 10.1 **Applications:** Planning Appendix B was noted and comments put forward on:
- a) **Site:** Land adjacent and North of Oxlet: cottages, Bishopswood. **Application No:** P161076
Comments: *No objections.*
- b) **Site:** Glen Kerne, Kerne Bridge, HR9 670. **Application No:** 161670
Comments: *No objections.*
- c) **Site:** Primrose Cottage, Howle Hill, HR9 5SP. **Application No:** 161175
Comments: *No objections; provided sympathetic materials are used in the construction.*
- 10.2 **Neighbourhood Planning:** The Steering Group Leader was not able to be present, but had sent a written report, which the Chairman read out. *(Copy available from the Clerk)*
11. **Highways / Rights of Way / AONB - (Appendix D contains Councillors Highways & RsOW reports)**
- 11.1 **Reports: Lengthsman Co-ordinator:** Everything is up together and seasonal work is to commence.
Rights of Way: There appear to be 18 x grips, which have been dug down Bishopswood Hill. Cllr Cole offered to look into this. Also there is a worry that the road is being undermined by water near to Suff Lodge and the increase in vehicle numbers is not helping. The Clerk explained that this has been reported to the Localities Inspector.
- 11.2 **Work Orders:** None above the work included in the Annual Plan.
- 11.3 **Other Parish Highways matters:** (a) **HGV signage on Church Lane, Howle Hill:** Cllr Carlson explained the need for signage at the junction of Church Lane on Howle Hill, in order to prevent HGVs from mistakenly driving down the lane, getting stuck and doing damage to hedges and verges. Two signs and one post are needed. Prices and information will be brought to the next meeting. <<**Action Cllr Carlson, Cllr Myers and Clerk**>>
- (b) **New signage for Bishopswood Village Hall.** The PC approves the proposal for a new sign to improve the site, and encourages the principle of working together with BVH in general; but has no immediate plans to put a sign on the site and has not budgeted for it; this will be considered in the future.
- (c) **Bishopswood Notice board:** The Clerk explained that quotes are being sought to replace the broken glazing with a polycarbonate, which Barry Pimblett has kindly offered to fit FOC. The Parish Council has already delegated the responsibility of arranging the replacement to the Clerk at her discretion.
- 12 **Parish Projects – To receive updates and consider further action**
- 12.1 **War Memorials:** The dilapidated Bishopswood Memorial fencing was discussed and it was unanimously **RESOLVED** to plant a natural beech hedge, set back from the retaining wall of the memorial and in front of the fencing, so that it will be hidden from view, subject to consultation with the landowner. Cllr Cole kindly offered to supply the beech hedging plants, to be planted in the autumn. <<**Action Cllr Cole**>>
- 12.2 **Community Support Scheme. Microsoft Office for the laptop:** It was unanimously **RESOLVED** to give delegated power to the Clerk, with support from Cllr Carlson, to select the most appropriate version of Microsoft Office from the process laid out in the 'Options for Purchase' appendix.
Loan Agreement: It was unanimously **RESOLVED** to sign the loan agreement with Walford Village Hall for the Sony Vaio laptop being used by the Community Support Co-ordinator.
- 12.3 **Kerne Bridge Canoe Launch:**
- (a) **Consider potential outgoings:** The Clerk explained that there is no additional insurance liability, as the site will be covered under the Parish Council's existing policy; the only consideration is in keeping the site tidy, which could be organised on a voluntary basis. A Cllr mentioned the provision of waste bins, but the Chairman explained that as this has not been budgeted for, it will be looked at when an income stream has been established, as part of a business plan.
- (b) **Community Asset transfer paperwork:** It was unanimously **RESOLVED** to sign the contract with Herefordshire Council, for the transfer of land at Kerne Bridge Canoe Launch Site and to pay the invoice from Okells Francis Law, which had already been budgeted for.
- 12.4 **Public WCs at Bishopswood:** The Chairman reported on the meeting with representatives from Herefordshire Council, Bishopswood Village Hall and Walford Parish Council; The proposal is that BVH and Walford PC jointly work to keep the WCs open and eventually create a revenue stream to finance them. Herefordshire Council has asked WPC and BVH to put a proposal to them. <<**Action WPC and BVH**>>
- 13 **Information and correspondence:** Appendix C, Appendix D and HALC Information corner were noted.
- 13.1 **Councillors reports on local matters:** Cllr Chinn explained that the Walford Parish River Festival event took place on 2nd May in the field behind Bishopswood Village Hall; there was a good turn-out and good feedback and the event pulled the community together. Thanks are extended for the enormous efforts of everyone involved; it is hoped that another event will take place in 2 years' time and possibly another will be planned in between.
- 13.2 **Responses to correspondence received during April:** None other than those that the Clerk has already dealt with.

14 Public response session: There was no further public participation.

15 Items for next meeting agenda: Broadband.

16 Next meeting: 29/06/16 Finance Committee 6.30pm, Full Council Meeting 7.30pm, Walford Village Hall

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

Recorded in confidential minutes.

Signed: Frank Myers

Date: 29.06.16

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 meeting of the Finance Committee held in Walford Village Hall At 6.15pm on Wednesday 29th June 2016

Present: Chairman Shane Carlson.

Councillors Dave Berry, Simeon Cole, Frank Myers, Karen Chinn.

In attendance: Clerk Catherine Murray.

1. **Apologies:** Heather Evans (May be late)
 2. **Declarations / Dispensations:** No declarations.
 3. **Minutes:** It was unanimously **RESOLVED** to accept the minutes of the previous meeting held on 25/11/15
 4. **Public participation session:** A member of the public asked if the Clerk should be declaring an interest in the discussions about salary increases. *The Chairman explained that as the clerk is not a councillor, she does not have to declare an interest and added that all decisions are made by the council, not the Clerk.*
 5. **R&P Accounts:** It was unanimously **RESOLVED** to approve the Receipts and Purchase Accounting spreadsheets for 2015/16, and confirm their recommendation for approval to Full Council.
 6. **Annual Return:**
 - a. It was unanimously **RESOLVED** to approve I&E Accounting Statements and Annual Governance Statement for Y/E 31/03/16 and confirm their recommendation for approval to Full Council.
 - b. The report from the Internal Auditor, confirming successful completion of the Internal Audit was noted; the report was positive and no issues had been raised, giving cause for concern.
 - c. It was unanimously **RESOLVED** to approve the Statement of Internal Control / Risk Assessment for Y/E 31/03/16, and recommend approval to Full Council.
 7. **Banking and payments:**
 - a. It was unanimously **RESOLVED** to 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) Lengthsman – Gerald Green. d) Tate Computer Technology – Computer support package and Windows software. e) E.C. Drummond for supply of padlock to Bishopswood WCs cabinet.
 - c. **The following payments were noted:** Clerk payment for May.
 - d. **Electronic banking:** Further signatories, Cllrs Myers and Evans, will register.
 8. **Financial Regulations:** It was unanimously **RESOLVED** to recommend a minor update to Financial Regulations to Full Council, so that they are in line with NALC updates.
 9. **Information and correspondence:**
 - a. Items relevant to finance in Appendix C and HALC Information corner were noted.
 - b. There were no responses required to finance correspondence received during May
 10. **Public Response Session:** No further participation.
 11. **Items for next meeting agenda:** Quarterly Finance Committee meetings.
 12. **Date of the next meeting:** 23/11/2016 at 6.30pm at Bishopswood Village Hall.
 13. **Confidential Closed Session:** The public were asked to leave the room.
- Employment Matters:** Recorded in confidential minutes.

Signed: Shane Carlson

Date: 23/11/16

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 Walford Village Hall At 7.30pm on Wednesday 29th June 2016

Present: Frank Myers - Chairman

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

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

- 16. Apologies:** Angus McIntosh and Murray Alston (Work commitments) Luke Freeman.
- 17. Declarations:** Cllr Cole declared a pecuniary interest in item 8.1.
- 18. Minutes:** It was unanimously **RESOLVED** to accept minutes of the previous meeting held on 18/05/16.
- 19. Reports:** (Copies are available from the Clerk)
- 4.1 Police representative – Was not present
 - 4.2 Ward Councillor Paul Newman – Gave his report.
 - 4.3 Localities Steward – Was not present.
- 20. Broadband:** Cllr Graham Powell gave a presentation on local Broadband, after which Councillors and members of the public asked questions; Cllr Powell offered to pursue enquiries on behalf of parishioners and invited them to contact the Clerk, who will pass their enquiries onto Cllr Powell. *(Further information available from the Clerk)*
- 8. Planning:** Was brought up the agenda. Applicants and the public were invited to comment.
- 8.1 **Planning Applications:** Planning Appendix B was noted and comments put forward on:
- a) **Site:** Land at Cats, Leys Hill Road, HR9 5QU. **Application No:** 161689
Mr Graham Frecknell explained the application to councillors and members of the public.
Comments: *There were no objections; but consideration should be given to traffic / access and landscaping in an AONB.*
 - b) **Site:** The Cottage, Leys Hill, HR9 5QU. **Application No:** 151387
Cllr Cole left the room during discussions.
Comments: *There were no objections.*
 - c) **Site:** Porter's Lodge, Coughton, HR9 5SE. **Application No:** 161523
Comments: *There were no objections.*
- 8.2 **Neighbourhood Planning:** There was nothing further to report.
- 21. Public Participation:** None.
- 22. Finance - (Financial Statement - Appendix A, bank reconciliation & bank statements for May were signed)**
- 7.1 **Internal Audit:** Successful completion of the Internal Audit and report from the Internal Auditor were noted.
 - 7.2 **Annual Return:** It was unanimously **RESOLVED** to approve and sign the I&E Accounting Statements and Annual Governance Statement for Y/E 31/03/16
 - 7.3 It was unanimously **RESOLVED** to approve the WPC Statement Of Internal Control / Risk Assessment for Y/E 31/03/16
 - 7.4 **Financial Regulations:** It was unanimously **RESOLVED** to approve a minor update to Financial Regulations.
- 9. Highways / Rights of Way / AONB - (Appendix D contains Highways & Rights of Way Reports)**
- 9.1 **Reports: Lengthsman Co-ordinator:** Work is up to date. **Rights of Way Officer:** Suggested that the PC should advertise for an alternative contractor. Cllr Evans was asked to put together a suggested job advertisement. <<**Action Cllr Evans**>>
 - 9.2 **Work orders for the Lengthsman and Rights of Way:** None above those included in the Annual Plan. Cllr Drummond asked if Herefordshire Council will be cutting the verges. *Cllr Cole replied that they already have.* Cllr Drummond said that he keeps the verges cut back at Homme Green.
 - 9.3 **Lengthsman / P3 contract between Walford PC and Herefordshire Council:** It was unanimously **RESOLVED** to sign the contract.

9.4 **Church Lane, Howle Hill – HGV signage:** Cllr Carlson is due to hold a meeting and will sort out the detail. It was unanimously **RESOLVED** to approve spending proportionate to the cost of the original signs. <<*Action Cllrs Carlson and Myers*>>

10. Parish Projects: To receive updates and discuss further action.

10.1 **Community Support Scheme:** Needs to be moved forward.

10.2 **Kerne Bridge Canoe Launch Site:** The Solicitors have confirmed that the community land asset transfer has now taken place and the site is owned by the Parish Council.

10.3 **Bishopswood War Memorial:** It was unanimously **RESOLVED** to sign the contract with War Memorials Trust.

11. Information and correspondence

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

11.2 No responses required to correspondence received since the last meeting.

11.3 **Councillor's reports on local matters:** Cllr Berry reported that the defibrillator unit is nearly operational, he has registered it and it will be working soon.

12. Brief public response session: None

13. Items for next meeting agenda: HGV signs.

14. Next meeting: 31/08/16 Full Council at Bishopswood Village Hall.

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

15.1 To receive an update and recommendations from the Finance Committee, for approval by Full Council.

Signed: Frank Myers

Date: 29/06/16

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 extraordinary Full Council meeting held in Bishopswood Village Hall At 6.00pm on Wednesday 11th August 2016

Present: Frank Myers - Chairman

Councillors: Murray Alston, Dave Berry, Shane Carlson, Simeon Cole, Karen Chinn, Eric Drummond, Luke Freeman.

In attendance: Clerk Catherine Murray.

1. **Apologies:** Angus McIntosh and Martyn Jenkins (Work commitments) Heather Evans (Other commitment) Nesta Hirst (On leave) Sophie Hurley (Family commitment)
2. **Declarations:** None.
3. **Planning:** Applicants and the public were invited to comment.
Planning Applications: Planning Appendix B was noted and comments put forward on:

a) **APPLICATION NO & SITE ADDRESS:** 161964 - Little Howle Hill, Howle Hill, Nr Ross-on-Wye, Herefordshire
DESCRIPTION: Proposed erection of two bedroom bungalow. Construction of associated development.
APPLICANT(S): Mr Derek Cornes
GRID REF: OS 360715, 220359
APPLICATION TYPE: Planning Permission
COMMENTS: **There were no objections to the application.**

b) **APPLICATION NO & SITE ADDRESS:** 161984 - Hill Farm, Leys Hill, Ross-On-Wye, Herefordshire HR9 5QU
DESCRIPTION: Proposed horse arena with new gateway to field to replace existing gateway to be sealed.
APPLICANT(S): Mr & Mrs Akers
GRID REF: OS 359253, 219653
APPLICATION TYPE: Planning Permission
COMMENTS: **There were no objections to the application.**

c) **APPLICATION NO & SITE ADDRESS:** 161735 - Howle Hill Nursery Ltd, Waters Edge, Howle Hill, Ross-On-Wye, Herefordshire HR9 5SP
DESCRIPTION: Retrospective application for the improvement of existing vehicular access.
APPLICANT(S): Mr Peter Dowle
GRID REF: OS 360522, 220375
APPLICATION TYPE: Planning Permission
COMMENTS: **There were no objections to the application.**

d) **APPLICATION NO & SITE ADDRESS:** 162168 - Lower Wythall, Walford, Ross-On-Wye, Herefordshire HR9 5SD
DESCRIPTION: Change of use from a single family dwelling house to a mixed use as a single family dwelling house (3 family bedrooms) and a bed and breakfast guest accommodation (5 bedrooms for guests).
APPLICANT(S): Mr Guy Pulfer
GRID REF: OS 359604, 220822
APPLICATION TYPE: Planning Permission
COMMENTS: **There were no objections to the application.**

<p>e) APPLICATION NO & SITE ADDRESS:</p> <p>DESCRIPTION:</p> <p>APPLICANT(S):</p> <p>GRID REF:</p> <p>APPLICATION TYPE:</p> <p>COMMENTS:</p>	<p>162169 - Lower Wythall, Walford, Ross-On-Wye, Herefordshire HR9 5SD</p> <p>Change of use from a single family dwelling house to a mixed use as a single family dwelling house (3 family bedrooms) and a bed and breakfast guest accommodation (5 bedrooms for guests).</p> <p>Mr Guy Pulfer OS 359604, 220822 Listed Building Consent</p> <p>There were no objections to the application.</p>
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4. Kerne Bridge public WCs - Maintenance and cleaning arrangements.

A lengthy discussion was held about the public WCs at Bishopswood Village Hall and it was proposed and unanimously **RESOLVED** to close them immediately, until a revenue stream has been established, as the Parish Council does not have the resources to fund a regular cleaning regime in order to keep the WCs in a safe and appropriate condition for public use. It was noted that, as no effective legal transfer had taken place, WPC was under no continuing obligation in respect of the toilets except to hand them back to Herefordshire Council in a clean condition. The Clerk will arrange for thorough cleaning to be carried out. <<**Action Clerk**>> It was also proposed and unanimously **RESOLVED** that the clerk should inform Tony Featherstone at Herefordshire Council of the Parish Council's decision and ask if they can help the PC to find car parking equipment, in order to create the required revenue stream to fund the maintenance of the WCs. The Clerk will close the WCs and put up appropriate notices to inform the public of the reasons for closure. <<**Action Clerk**>>

5. Brief public response session: None.

6. Items for next meeting agenda: Bishopswood public WCs.

7. Next meeting: 31/08/16 Full Council at Bishopswood Village Hall.

Signed: Frank Myers

Date: 31/08/16

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 31st August 2016

Present: Frank Myers - Chairman

Councillors: Dave Berry, Shane Carlson, Karen Chinn, Eric Drummond, Heather Evans, Nesta Hirst, Martyn Jenkins, Angus McIntosh.

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

1. **Apologies:** Murray Alston (On leave), Simeon Cole and Sophie Hurley (Family Commitments), Luke Freeman (Work Commitment).
2. **Declarations:** None
3. **Minutes:** It was unanimously **RESOLVED** to accept minutes of the previous meetings held on 29/06/16 and 11/08/16.
4. **To receive brief verbal reports from and address any questions to:**
 - 4.4 Police representative – Not present.
 - 4.5 **Ward Councillor Paul Newman:** Attended the community “Big Breakfast” at Bishopswood Village hall and congratulated all the volunteers who work to make local community events a vibrant and positive part of our community. Also visited local residents at the home of Michael Constable, with Councillor Carlson, to understand and discuss local concerns about traffic problems at Howle Hill. It was suggested that a traffic agreement between local residents, to include local businesses Howle Hill Nursery and MF Freeman, might be a positive way forward. At Hereford, at the Full Council meeting on Friday 15th July, Cllr Durkin stood down as Chairman of the Council’s Audit and Governance Committee and a new Chairman, Cllr Newman, was duly elected to replace him. Cllr Newman attended various updates such as on the forthcoming 4 year funding settlement for Herefordshire and the new system being put in place for TROs and continues to forward any relevant briefings for the attention of the parish clerk. In particular, it has been confirmed that Herefordshire does not currently have a 5 year housing land supply in place, rendering our recently adopted core plan technically out of date and increasing the presumption in favour of development.
 - 4.6 **Localities Steward:** Kevin Williams explained his role to the public present. Cllr Evans reported erosion under the road between Dunderhole Farm and Suff Lodge. Kevin will look and may pass it onto the bridges team. Martyn Jenkins reported overhanging branches on Sharman Pitch; Kevin will look and if the hedges / trees are on private land, Herefordshire Council will ask the landowners to cut them back.
5. **Public Participation Session:** The footpath behind Bishopswood Village Hall is very overgrown and is causing a hazard to walkers. *The Clerk has reported this on more than one occasion to Herefordshire Council, as the footpath is a permissive one and is on their land, but nothing has been done. The Lengthsman will be asked to clear it and the clerk will raise the matter again with Herefordshire Council. <<Action Clerk>>*
6. **Finance - (Appendix A, bank reconciliation & bank statements for June and July were approved and signed)**
 - 6.1 **It was unanimously RESOLVED to approve the following payments:** Lengthsman; Enviroability; Clerk salary / expenses August; IMI for work to Bishopswood Memorial; Flying Colours - printing leaflets / business cards; EC Drummond for handover cleaning of Bishopswood WCs; Designer Signs – polycarbonate for Bishopswood Noticeboard; Walford Village Hall hire.
 - 6.2 **The following payments were noted:** Clerk salary and expenses, Community Support co-ordinator July.
7. **Planning:** Applicants and the public were invited to comment before applications were considered.
 - 7.1 **Planning Applications:** To note Planning Appendix B and discuss and put forward comments on:
 - a) 162351 – Land adjacent to Howle Hill Crossroads, Howle Hill, Ross on Wye.
Comments: *The Parish Council did not support the application, by a majority; there was one abstention: The site is considered to be unsuitable for development due to its location and concerns regarding traffic access on the narrow lane. The Parish Council queried why the land was no longer suitable for agriculture.*
 - b) 162561 – Beaufort Lodge, Kerne Bridge, Ross on Wye, HR9 5QT.
Comments: *There were no objections to the application.*
 - 7.2 **Neighbourhood Planning:** Will Warburg (Steering Group leader) had given his apologies. Cllr Berry said that a meeting is being planned for next month. The Chairman stressed the urgency of producing a Neighbourhood Plan.

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

- 8.1 **Reports: Lengthsman Co-ordinator:** Had given his apologies; the clerk read out his report: There are overhanging branches on Sharman Pitch and the hedgerow on the left of the road from Whittings Lane to Kerne Lodge needs cutting back. **Rights of Way Officer:** Cllr Evans has contacted the new landowner at Deep Dean, who is responsible for the overhanging branches; there is a long stretch of woodland which needs to be addressed and the landowner has agreed to do this.
- 8.2 Approve work orders for the Lengthsman and Rights of Way: Other than those in the annual plan and those already mentioned above, no further work orders.
- 8.3 Sandbag request form: *(Deadline 9th September) Cllrs Myers and Cole to complete the form.*
<<Action Cllrs Myers and Cole>>
- 8.4 **Church Lane, Howle Hill – HGV signage:** Cllr Carlson explained that he had met with residents to discuss locations for signage; an additional pole will be sited, the existing pole left as it is and signs will be placed in agreed locations; the existing sign will be re-positioned. Cllr Myers has received confirmation that smaller signs than used elsewhere can legally be used. It was acknowledged that the PC has already approved this expenditure.
- 8.5 **AONB Annual Study Tour attendance:** *(Friday 23rd September) The PC AONB representative Bridget Vine will be attending. The Clerk is to pass any further information on to Councillors.* **<<Action Clerk>>**

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

- 9.1 **Community Support Scheme:** In the absence of Cllr Hurley, The Chairman read out a report on progress; everything is now in place, volunteers have been signed up and DBS forms processed, publicity material has been printed and the scheme is ready to be launched; he also explained the scheme to members of the public present.
- 9.2 **Defibrillator unit:** The Parish defibrillator unit is now up and running and is sited on the wall outside the Mill Race Public House. If members of the public dial 999, they will be given a code to open the box.
- 9.3 **Kerne Bridge Canoe Launch Site:** Now that the PC has taken over the site, initially there are 2 objectives, to put in place canoe launch licenses and a car park charging system; research is ongoing and The Chairman and Clerk are gathering information to bring back to the Working Group / Parish Council. The signage at the launch site currently has Herefordshire Council branding, which will be replaced by Walford Parish Council branding. **<<Action Cllr Myers and Clerk>>**
- 9.4 **Bishopswood public WCs:** The Chairman explained that the dialogue is currently about establishing new ownership and then exploring how to keep them open, which will need a funding source. A meeting is being arranged with Herefordshire Council representatives to discuss potential funding to help set up an income stream. **<<Action Clerk and Cllr Myers>>**
- 9.5 **Bishopswood War Memorial:** The Clerk explained the successful completion of work to the memorial, to a high standard and added that War Memorials Trust has approved the works and the 75% grant payment is on the way to the PC account by means of BACS.

10. Information and correspondence

- 10.1 Correspondence Appendix C, Clerks Report Appendix D and HALC Information corner were noted.
- 10.2 **Responses required to correspondence received:**
- a) **Leys Hill junction – Mr Carver:** Cllr Newman explained that consideration of this junction could come under a Traffic Regulation Order, which can relate to speed limits and junctions and there is now an opportunity to get these things done quite quickly; however, any work would require some financial input from the PC. The Chairman asked Cllr Newman to let the clerk know how this can be done. **<<Action Cllr Newman>>**. The Clerk will respond to Mr Carver. **<<Action Clerk>>** Cllr Myers and Carlson will look at the provision of mirrors and their cost and this will be on the next agenda. **<<Action Cllrs Myers and Carlson>>**.
- b) **Car parking opposite Howle Hill Nursery – Yolande Watson:** The Chairman explained that this was a land registry matter and that the PC does not know who owns the land. Yolande Watson was at the meeting and will share information during the public response session.
- c) **Travellers Site Consultation:** *No response required, as there are no sites in Walford Parish.*
- 10.3 **Consultations:**
- (1) **Safer West Mercia Policing Plan Consultation** *(Deadline 16th September). No response required.*
- (2) **New Standards Procedure for dealing with Code of Conduct complaints.** *(Deadline 7th October) No response required.*
- (3) **Budget Consultation 2017/18** *(Deadline 7th October) Following a lengthy discussion, it was felt that given the lack of detailed information, a response was not possible. Cllr McIntosh offered to put together a brief statement to Herefordshire council explaining why the PC felt unable to respond without being provided with information regarding the proposed priorities for the spend of any additional funds raised through council tax increases.* **<<Action Cllr McIntosh>>**
- 10.4 **Parish Newsletter:** The next issue will be published at the end of October. Please send suggestions to the clerk and copy by middle of October at the latest.

10.5 **Councillors' reports on local matters:** Cllr Berry suggested setting up a planning working group, in order to consider applications more closely. To go on the next agenda.

11. Brief public response session:

- Yolande Watson explained that she has discovered who owns the land at Howle Hill crossroads and she suggested looking again at the application for Howle Hill Nursery; she thanked Cllr Evans for her help with a footpath enquiry.
- A member of the public asked if it might be sensible to put a sign at Howle Hill pointing to the location of Howle Hill Nursery; this will go on the next agenda. *Cllr Berry had met with Peter Dowle at the Nursery, who said that he has tried to get permission for signage but has been turned down.*
- Bob Puzey from Bishopswood Village Hall asked if the revenue from Kerne Bridge Canoe Launch site and car parking will be used to re-open the WCs, as the original purpose was for the WCs to serve the public at the site; he added that a lot of hard work by the local community went into building the WCs. *The Chairman said the PC cannot formally commit to an answer, but the general consensus is that this outcome would be desirable. Cllr Carlson said that the PC will not take on the public WCs unless it can afford to do so, as it is not sustainable at present. The Chairman added that the PC is now in possession of a great asset in Kerne Bridge Canoe Launch site and wants to use it for public benefit. The Chairman asked if Bishopswood Village Hall might consider linking their car park to that of the canoe launch in order to create a more viable way of affording the toilet facilities, which is in the joint interests of Walford Parish Council, its parishioners and Bishopswood Village Hall.*

12. Items for next meeting agenda: Planning: The Clerk was asked to get advice on the expected role of PCs in planning considerations. <<**Action Clerk**>> HGV traffic and directional signage for Howle Hill Nursery.

13. Next meeting: 12/10/16 Full Council at Walford Village Hall.

Signed: Frank Myers

Date: 12/10/16

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 Walford Village Hall At 7.30pm on Wednesday 12th October 2016

Present: Frank Myers - Chairman

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

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

1. **Apologies:** Murray Alston (On leave), Simeon Cole (Family Commitment), Luke Freeman and Martyn Jenkins (Work Commitments).
2. **Declarations:** None
3. **Minutes:** It was unanimously **RESOLVED** to accept minutes of the previous meeting held on 31/08/16.
4. **receive brief verbal reports from and address any questions to:**
 - 4.1 **Police representative:** Was not present
 - 4.2 **Ward Councillor Paul Newman:** Assisted in cutting the first patch of turf at the site of the new Walford play area; has registered an interest in volunteering under the Community Support Scheme; submitted a motion to Herefordshire Council asking the executive to lead the Council in wholeheartedly objecting to fracking, hydraulic fracturing and associated hydrocarbon extraction processes taking place in and under Herefordshire's AONB; the motion was blocked but Cllr Newman will present another draft in December. Herefordshire Council has won a judgement against Amey for overcharging (£9.5m), probably subject to appeal. The review of business rates in the County may lead to variation of income for the Council (currently able to keep 50% of business rates), but grant amounts will be adjusted by central government to ensure that Herefordshire doesn't lose out. Cllr Newman has been nominated as the Council's Board Member (unpaid) on the Member's Board of the South West Audit Partnership (SWAP). He attended an update on the joint nutrient management plan, and an update at BBLP on possible budget changes. The authority has asked parish councils to advise their precept rates by 31/12/16, but the Council itself will not be able to finalise budgets until after the autumn statement on 23rd November 2016, possibly later. We recognise that will leave things tight for parish councils in considering their precepts.
 - 4.3 **Localities Steward:** Was not present.
5. **Public Participation Session:** Mr Constable thanked the Parish Council for mediating regarding HGV traffic on Howle Hill.
6. **Finance - Finance Appendix A & bank statements for August & September were approved and signed.**
 - 6.1 **It was unanimously RESOLVED to approve the following payments:** Lengthsman; Enviroability – Rights of Way; TCT – Computer domain; Walford Village Hall hire; Grant Thornton - External Audit; Cllr Hurley Community Support Scheme expenses; Bridget Vine AONB expenses; HMRC PAYE & NI.
 - 6.2 **The following payments were noted:** Clerk salary and expenses September, Community Support co-ordinator September.
7. **Planning:** Applicants and the public were invited to comment before applications are considered.
 - 7.1 **Planning Applications:** Planning Appendix B was noted and comments put forward on:
 - a) **Application No:** 162740. **Site:** Porters Lodge, Coughton, HR9 5ST.
Comments: There were no objections to the application.
 - b) **Application No:** 162992. **Site:** Upper Cottage, Leys Hill, Walford, HR9 5QU.
Comments: There were no objections to the application.
 - 7.2 **Neighbourhood Planning:**
The Steering Group has met and looked at examples of other Neighbourhood plans and has considered all the questions that need to be answered, in order to create a plan that works for Walford Parish. Information on the detail of discussions is available from the clerk.
8. **Highways / Rights of Way / AONB - (Appendix D contains Highways & Rights of Way Reports)**
 - 8.1 **Reports: Lengthsman Co-ordinator:** Cllr Cole was not present, but the Clerk explained the new status of Lengthsman and P3 grants for 2017-18: The Lengthsman grant is being reduced to 25% of current levels, but the P3 grant will remain the same; however, mandatory contributions will be required from all PCs that wish to access the grant funding. The clerk will write to Herefordshire Council to ask for an explanation for the grounds on which they are mandating us to make this contribution. <<**Action Clerk**>>

Rights of Way Officer: Work has been carried out according to the Annual Plan.

8.2 **Work orders for the Lengthsman and Rights of Way:** None above those listed in the Annual Plan.

8.3 **HGV traffic and directional signage for Howle Hill Nurseries:** Signage has been delivered and is ready to be put up. The clerk was asked to contact Howle Hill Nursery to ask if they wish to have a sign and if they will be prepared to pay for it. <<**Action Clerk**>>

8.4 **Traffic Regulation Orders:** The Clerk explained the TRO process and it was unanimously **RESOLVED** to put in place a process of addressing traffic issues through the Parish Council.

8.5 **AONB:** Landscape Enhancement Initiative proposal: It was unanimously **RESOLVED** to support the LEI proposal put forward by the Wye Valley AONB.

8.6 **Howling Bull Run:** It was unanimously **RESOLVED** to support the Howling Bull Run, which raises funds for Walford Preschool Playgroup.

9. Parish Projects: Updates and further action.

9.1 **Community Support Scheme:** The project is now fully set up, has gone live and clients are already on the list and receiving support. A new Community Support Co-ordinator has been appointed; Sarah Hayes was present and introduced herself to the Parish Council, explaining how she proposes to take the project forward. She was welcomed by all those present.

9.2 **Kerne Bridge Canoe Launch Site:** Shane Carlson gave formal thanks to Richard Freeman and his helpers, who have cleared the whole site and carried out a comprehensive litter pick. The Parish Council is extremely grateful for this assistance and asked the Clerk to write to Richard, to express thanks. <<**Action Clerk**>>. The Chairman reminded those present that the PC's aim is to make the site the best canoe launch destination in the area. *Further details will be discussed in confidential session.*

9.3 **Community Speedwatch:** The Chairman explained that previous appeals for volunteers to support this initiative have fallen on stony ground, reminding those at the meeting that 6 volunteers are needed. It was proposed that an article should go in the next newsletter to appeal for volunteers. Cllr Berry offered to supply a write up. <<**Action Clerk and Cllr Berry**>>

10. Information and correspondence:

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

10.2 **Responses required to correspondence received:** Letter from Walford Village Hall committee regarding the proposed new play area: The Chairman read out the letter and recommended that WVH approach the Community Foundation for support, he expressed his personal view that it was not the Parish Council's remit to assist local charities in this way. Cllr Berry explained the status of the project, which is still seeking £5k in funding. Cllr Chinn said that it would be of great benefit to the community and recommended support in some way. The Clerk was asked to respond; <<**Action Clerk**>>; a decision cannot be made on financial support now, but it will go on the next agenda to discuss the level and type of support. Cllr Chinn suggested pledging PC support and putting an article in the newsletter. Cllr Drummond suggested getting the original group of sponsors together to discuss next steps.

10.3 Consultations:

(1) **Bus Services consultation:** It was unanimously **RESOLVED** not to respond to this consultation as a body, but to encourage members of the public and Cllrs to respond as individuals.

(2) **Boundary Commission: Proposed parliamentary boundaries:** It was unanimously **RESOLVED** not to respond to this consultation as a body, but to encourage members of the public and Cllrs to respond as individuals.

10.4 **Parish Newsletter:** The Clerk asked those present to send their copy in as soon as possible, as it is hoped that the next issue will be published at the beginning of November. For inclusion, an article explaining the figures relating to Lengthsman and P3 grants and the impact that their withdrawal will have on the precept; and information on the Parish Defibrillator, including the unit located at EC Drummonds.

10.5 **Councillor's reports on local matters:** Cllr Hirst asked what the plan was for the BT phone box in Walford Village and suggested a Parish Information hub; *Cllr Berry explained that the BT box is in a location which is not easily and safely accessible, as it is at the roadside, with no footway adjacent.* Cllr Drummond asked what was happening about Daycroft Lane; the clerk was asked to speak to Cllr Cole about the culvert and to put it on the next agenda. <<**Action Clerk**>>

11. **Public Response:** A member of the public said that one sign post to stop HGVs going down Church Lane was acceptable, but did not want too many signs. Another asked the clerk for contact details for Herefordshire Wildlife Trust; <<**Action Clerk**>>. Another drew the council's attention to the consultation which is inviting comments on closing BT public phone boxes, including the one on Howle Hill. *The clerk explained that a response to this consultation will be on the next agenda, as the closing date is 25th November.* Another said that he disagreed with the Chairman about his stance on not giving to local charities, as his view is that PCs have a role to support local projects. Another asked if there would be any liability involved in carrying out the Community Speedwatch scheme, should a driver act in a violent way towards a volunteer; the Clerk was asked to look into this. <<**Action Clerk**>>

12. Items for next meeting agenda: As above and Walford Village Hall play area (*Finance and Full Council*)

13. Next meeting: 23/11/16 Finance Committee 18.30 Full Council 19.30 at Bishopswood Village Hall.

14. CONFIDENTIAL SESSION: The public were asked to leave the meeting.
Bishopswood WCs and Kerne Bridge Canoe Launch Site.
Proposals from Herefordshire Council and self-repairing lease.

Signed: Frank Myers

Date: 23/11/16

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 meeting of the Finance Committee held in Bishopswood Village Hall At 6.15pm on Wednesday 23rd November

Present: Chairman Shane Carlson.

Councillors Dave Berry, Simeon Cole, Frank Myers, Heather Evans arrived at 19.00.

In attendance: Clerk Catherine Murray.

1. **Apologies:** Karen Chinn
2. **Declarations of Interest:** Cllr Myers said that he is about to become Chair of the Hereford Community Foundation.
3. **Minutes:** It was unanimously **RESOLVED** to accept the minutes of the previous meeting held on 29/06/16
4. **Public participation session:** A member of the public asked how the PC intends to enforce the proposed parking regime at Kerne Bridge canoe launch site. *Cllr Myers said that WPC may not choose to 'enforce', it will be a Parish Council decision, if enforcement is to be pursued.*
5. **Computer hardware and software / Mobile phone:** It was unanimously **RESOLVED** to approve the following spending limits:
 - Up to £500 for a suitable laptop.
 - Up to £182 for a Microsoft Office license.
 - Up to £89 for new website software.
 - Up to £79 Dropbox upgrade.
 - The upgrade of all software will be done in house.
 - A mobile phone has been donated FOC for use by the Community Support Coordinator.
6. **Walford Village Hall Play Area:** After consideration of the Walford PC grants and donations policy, it was unanimously **RESOLVED** to set a sum for charitable donations within the budget, so that applications can be made to the PC for donations. It will be put to Full Council to consider including a tranche of charitable funds for donations and to include a line in the 2017/18 budget for donations to charitable causes.
7. **Kerne Bridge Canoe Launch Site:** Information about the provision of an electricity supply to the proposed car park charging meter is not yet available.
8. **Precept and Budget:**
 - a. *See Budget Appendix A(2) and other associated paperwork.*
 - b. Responses regarding increase in funding to cover the Lengthsman & P3 Schemes: One had been received - in support.
 - c. **Lengthsman & RsOW provision for 2017-18:** £3.5k will be required to support the Lengthsman and P3 schemes.
 - d. **Approve the budget and set a figure for the precept, for recommendation to Full Council:** It was unanimously **RESOLVED** to suspended discussions, pending receipt of further information required to complete the budget, which will be presented at the next meeting on 11th January 2017. The clerk will inform the authorities that the precept request will be submitted after that meeting and not by 31.12.16.
<<Action Clerk>>
9. **Banking and payments:**

The bank reconciliation, Finance Appendix A and bank statements for October were signed.

 - a. It was unanimously **RESOLVED** to approve the following payments:
Lonsdale Direct Solutions – For the Autumn Parish Newsletter.
Louise Jarvis and Sarah Hayes – Expenses (Community Support Coordinator)
Bishopswood Village Hall Hire
As it was within the budget, an invoice for Walford Village Hall was approved.
 - b. **The following payments were noted:**
9.2.1 Clerk salary and expenses, Community Support Coordinator salary for October, Petty Cash.
 - c. **Electronic Banking.** Cllr Evans has registered and her form has been received and signed.
10. **Finance Committee meetings:** It was unanimously **RESOLVED** to hold one additional meeting every year in order to ensure that WPC finances are reviewed each quarter.

11. Information and correspondence:

- a. To note items relevant to finance in Appendix C and HALC Information corner.
- b. **Responses to correspondence received:** Lloyds TSB electronic banking form for Cllr Evans.

12. Public Response Session: A member of the public asked whether there was data about the Walford Village Hall playground. *A Cllr responded that WPC should be seen to display due diligence.*

13. Items for next meeting agenda: As above. And to approve the budget and set the precept.

14. To note the date of the next meeting: 22/02/16 - 6.30pm at Walford Village Hall.

15. Confidential Session: Members of the public were asked to leave the room.

- 15.1 Pension obligations:
- 15.2 Delegated Power: Community Support Co-ordinator contract
- 15.3 Kerne Bridge Canoe Launch:
- 15.4 Walford War Memorial:

Signed: Shane Carlson

Date: 11/01/17

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 23rd November 2016

Present: Frank Myers - Chairman

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

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

1. **Apologies:** Eric Drummond (Other commitment) Luke Freeman and Martyn Jenkins (Work Commitments).
2. **Declarations:** Cllr Myers said that he is about to become Chair of the Herefordshire Community Foundation.
3. **Minutes:** It was unanimously **RESOLVED** to accept minutes of the previous meeting held on 12/10/16
- 3.1 **Community Support Co-ordinator:** (Was brought up the agenda)
Sarah Hayes reported that there has been good progress; there is now a network of volunteers and clients and the scheme now has a Facebook Page, please 'like' it and 'share' it. Sarah is making progress in connecting with local care-givers, in order to broaden the reach of the scheme.
4. **To receive brief verbal reports from and address any questions to:**
 - 4.4 Police representative – not present.
 - 4.5 Ward Councillor Paul Newman – a report is available from the Clerk.
 - 4.6 Localities Steward – Not present.
5. **Public Participation Session:** There were no questions.
6. **Finance:** *The bank reconciliation, Finance Appendix A and bank statements for November were noted.*
 - 6.3 **Update from the Finance Chairman:** The PC is not yet in a position to recommend the precept figure, because further information is still required to finalise the budget for 2017-18.
It was unanimously **RESOLVED** that a further Finance Committee meeting will be held before the next full council meeting and when the budget has been finalised, the PC will set the precept figure; the PC will then communicate with parishioners, explaining the process. The Clerk will advise Herefordshire Council that there will be a delay in submitting the precept request. <<**Action Clerk and Finance Committee**>>
 - 6.4 **Precept and Budget:** See above.
7. **Planning: Members of the public and any applicants present were invited to express their views.**
 - 7.3 **Planning Applications:** Planning Appendix B was noted and comments put forward on:
 - 7.3.1 **Application No:** 163493. **Site:** Plum Tree Cottage, Walford, Ross-On-Wye, HR9 5RF.
Comments: *There were no objections to the application.*
 - 7.3.2 **Application No:** 163453. **Site:** Brick House, Walford, Ross on Wye, HR9 5RF.
Comments: *There were no objections to the application.*
 - *Further applications which came in too late to be included on the agenda will either be responded to using delegated powers, or an additional meeting held to consider them.*
 - 7.4 **Neighbourhood Planning:**
 - 7.4.1 Will Warburg gave an update, good progress is being made. Will confirmed that WPC is a member of the Ordnance Survey Public Sector Mapping Agreement.
8. **Highways / Rights of Way / AONB:** *(Appendix D contains Councillors Highways & Rights of Way Reports.)*
 - 8.7 **Reports:**

Lengthsman Co-ordinator: Gerald Green has stepped down, due to other work commitments. A letter has been received from a potential applicant for the post. Cllr Cole explained that the PC also uses two other contractors to carry out Lengthsman work and suggested continuing to use them. It was unanimously **RESOLVED** to give delegated power to the Clerk, with assistance from Cllr Cole to deal with this issue. <<**Action Clerk and Cllr Cole**>>

Rights of Way Officer: Nothing further to report.
 - 8.8 **Work orders for the Lengthsman and Rights of Way:** None further to those in the Annual Plan.
 - 8.9 **Expression of Interest form for Lengthsman and P3 schemes:** It was unanimously **RESOLVED** that the Clerk be given delegated power to fill out the form and send it to BBLP.

- 8.10 **Daycroft Lane:** Cllr Cole has located the culvert and the Clerk was asked to write to John Chinn and Balfour Beatty, letting them know that the culvert has been identified and asking if we can arrange a site meeting, to progress it. <<**Action Clerk**>>

9. Parish Projects:

- 9.7 **Community Support Scheme:** Sarah Hayes had given an update earlier in the meeting.
- 9.8 **Kerne Bridge Canoe Launch Site and Bishopswood WCs:** Will be discussed in confidential session.
- 9.9 **War Memorials:** Information on Bishopswood will be given at the next meeting. A new plaque is being made by Ursells of Ross for Walford Memorial, bearing a copy of the inscription on the main face, which has delaminated.
- 9.10 **BT phone Box:** Cllr Hirst had looked into this and it was unanimously **RESOLVED** to pursue the idea of a book swap and tourist information site. <<**Action Cllr Hirst**>>. An article will be included in the next newsletter, inviting people to take an interest. <<**Action Clerk**>>

10. Information and correspondence

- 10.1 Appendix C, Appendix D, Meeting dates for 2017/18 and HALC Information corner were noted.
- 10.2 Responses required to correspondence:
- 10.3 Consultations: BT phone box consultation. Broadband Survey. *No response.*
- 10.4 Councillor's reports on local matters: None.

- 11. Brief public response session:** A member of the public asked if proposals for infrastructure are in place, given potential development. *Will Warburg responded that it depends on the site. If the development is not supported by the existing infrastructure, then don't develop there; if it involves repair to existing infrastructure, then that is different.*

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

- 13. Next meeting:** 11/01/17 Full Council @ 7.30pm at Walford Village Hall.

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

- 14.1 Pension obligations.
- 14.2 Community Support Coordinator contract.
- 14.3 Bishopswood Public WCs.
- 14.4 Walford War Memorial.
- 14.5 Kerne Bridge Canoe Launch.

Signed: Frank Myers

Date: 11/01/17