

# WALFORD PARISH COUNCIL

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

**E Mail:** clerk@walford-pc.org.uk **Website:** [www.walford-pc.org.uk](http://www.walford-pc.org.uk)

## Minutes of the Full Council meeting held in Walford Village Hall At 7.30pm on Wednesday 28<sup>th</sup> June 2017

### Present:

**Councillors:** Murray Alston, Dave Berry, Karen Chinn, Simeon Cole, Heather Evans, Luke Freeman, Nesta Hirst, Angus McIntosh.

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

1. **Apologies:** Frank Myers, Shane Carlson, Eric Drummond, Martyn Jenkins, Sophie Hurley.  
**In the absence of the Chairman and Vice-Chairman,** Cllr Chinn put her name forward to chair the meeting and this was unanimously approved by the Council.
2. **Declarations:** Simeon Cole (pecuniary) item 9.1.1 and 11.3. Luke Freeman (pecuniary) item 9.1.2.
3. **Minutes:** It was unanimously **RESOLVED** to accept minutes of the previous meeting held on 17<sup>th</sup> May 2017.
4. **New Code of Conduct:** It was unanimously **RESOLVED** to wait before adopting the new code, based on advice from HALC.
5. **Community Support Scheme:** Sarah Hayes gave an update: The scheme now has 22 volunteers and 17 clients. Coffee mornings are still taking place and there is a focus on dementia, a subject which Sarah is in contact with Alton Street surgery about. There has been progress with the website and Ward Cllr Newman has set up a network of clients, who are meeting regularly and it is going well.
6. **Reports:** The Localities Steward and Police representative were not present.  
**Ward Councillor:** Had attended the community lunch at Bishopswood and commended the volunteers. Herefordshire Council has conducted a survey of all high rise properties and there are none in Herefordshire that have the cladding which is causing concern. There will also be a fire survey of low-rise council owned dwellings. Herefordshire Council also underspent by £600,000 on the budget and there is a budget consultation to come, to which Cllr Newman encouraged people to contribute.
7. **Public Participation Session:** Mr Long asked about the Walford Community Support Scheme DBS checks, because he had done some research, suggesting that they should be free of charge to the Parish Council. Sarah Hayes explained that due to lengthy delays in getting the free DBS checks done, these were carried out by Hoople and the Wellbeing Innovation Fund grant claim will pay towards them. Cllr Chinn asked Mr Long if he was aware of a scheme free for volunteers. He replied, not at present, but it should be looked into. <<**Action WCSS Steering Group**>>
8. **Finance - (See Finance Statement - Appendix A and bank statements for May)**
  - 8.1 It was unanimously **RESOLVED** to approve and sign the I&E Accounts.
  - 8.2 **Annual Return:**
    - 8.2.1 It was unanimously **RESOLVED** to approve and sign the Annual Governance Statement for Y/E 31.03.17
    - 8.2.2 It was unanimously **RESOLVED** to approve and sign the Accounting Statements for Y/E 31.03.17
  - 8.3 **Payments:** It was unanimously **RESOLVED** to approve the following payments, with the exception of item 8.3.4, as clarification is required on the Rights of Way invoice, after which payment may be made.
    - 8.3.1 Hoople (DBS Checks)
    - 8.3.2 Autela Payroll Services (1<sup>st</sup> Qtr. 17-18)
    - 8.3.3 TCT Computer support contract.
    - 8.3.4 Rights of Way
    - 8.3.5 Walford Village Hall – Hire of Hall
    - 8.3.6 Walford Village Hall – for Sony Vaio laptop.
    - 8.3.7 Repay VAT to the River Festival Committee.
    - 8.3.8 HMRC Paye & NI 1<sup>st</sup> Qtr
    - 8.3.9 Clerk and Community Support Co-ordinator expenses.
    - 8.3.10 Petty Cash for Community Support scheme.
 Item 8.3.4: Rights of Way invoice <<**Action Cllr Evans and Clerk**>>

- 9. Planning:** Applicants and the public will be invited to comment before applications were considered.
- 9.1 Applications:** Planning Appendix B was noted and comments put forward on:
- 9.1.1 **Site:** Westways, Coughton, Ross on Wye, Herefordshire. **Application No:** 171891  
*Cllr Cole left the room during discussions.*  
**Comments:** *The Parish Council supported the application, there were no objections.*
- 9.1.2 **Site:** Land at Home Farm, Bishopswood, HR9 5QX. **Application No:** 171639.  
*Cllr Freeman left the room during discussions.*  
**Comments:** The Parish Council supported the application, there were no objections.
- 9.1.3 **Site:** May Tree Cottage, Howle Hill, HR9 5SP. **Application No:** 172023  
**Comments:** The Parish Council supported the application, there were no objections.
- 9.2 Neighbourhood Planning:** In Will Warburg's absence, Cllr Berry explained that the Steering Group is applying for assistance and will hold a meeting in two weeks.
- 10. Highways / Rights of Way / AONB - (Appendix D contains Councillors Highways & RsOW reports)**
- 10.1 There was no Lengthsman report and no further report on Rights of Way, pending discussions with Terry Griffiths.
- 11. Parish Projects:**
- 11.1 **Kerne Bridge Canoe Launch Site:** Cllr Chinn read out a report from Cllr Myers, stating that everything was progressing as planned.
- 11.2 **Public WCs at Bishopswood:** The clerk explained that the disabled WC remains open and is being cleaned and that there are plans to re-open the others once the management regime is fully in place.
- 11.3 **Land at Thorny Orchard & WA50:** *Cllr Cole left the room during discussions.*  
The Clerk explained that Simon Withers at Herefordshire Council had responded to the query about the continued closure of WA50; he said that investigations are taking place, as the current arrangement to wait until the first house has been occupied is no longer viable, given that no progress has been made to start the proposed development.
- 12. Information and correspondence:** Appendix C, Appendix D and HALC Information corner were noted.
- 12.1 Consultation: Public Space Protection Order (PSPO) - Dog Control. The Clerk asked those present to respond to the consultation.
- 12.2 **Councillors reports on local matters:** None
- 12.3 **Responses to correspondence received since last meeting:** A letter had been received from Cllr Freeman regarding his land next to the Kerne Bridge Canoe launch site, which other parties are expressing an interest in. The working Group will meet to discuss and suggest solutions to the Parish Council at the next meeting, when it will be an agenda item. **<<Action Steering Group>>**
- 13. Brief public response session:** Mr Long asked if the PC had adequate insurance cover for the Community Support Scheme. The Clerk explained that this had been checked and verified with the Parish Council insurers and it had been confirmed that adequate insurance cover was in place. Sarah Hayes and Cllr Chinn explained that appropriate risk assessments had taken place. Barry Pimblett asked if Bishopswood Village Hall could be included in the Steering Group meetings, in order to improve on delivery of information.
- 14. Items for next meeting agenda:** As already discussed and land at Kerne Bridge.
- 15. Next meeting:** 30/08/17 Finance Committee 6.30pm, Full Council 7.30pm, Bishopswood Village Hall.
- 16. Confidential Session:** The public were asked to leave the room.  
**Clerk:** Staff Appraisal / hours / salary. **Community Support Co-ordinator:** Hours.

Signed: Frank Myers

Date: 30/08/17