

WALFORD PARISH COUNCIL

Minutes of Walford Parish Council Meeting held at 7.30pm on Wednesday 29th August 2018 at Bishopswood Village Hall

Present:

Councillors: Frank Myers (Chairman), Eric Drummond (Vice Chairman), Guy Smith, Michael Agyeman, Dave Berry, Karen Chinn, Simeon Cole, Heather Evans, Neil Parfitt, Angus McIntosh

In attendance: Richard Abolins (Clerk), Helen Tinson, HALC (Clerk cover). Ward Councillor Paul Newman. Approx. 12 members of the public.

Prior to the first agenda item Chairman Frank Myers welcomed members of the public to the meeting. He introduced and welcomed the new Clerk, Richard Abolins to the Council.

1. **Apologies for absence** were received from Murray Alston, Sophie Hurley, Nesta Hirst.
2. **Declarations of interest and written requests for dispensation ...** Frank Myers declared a non-pecuniary interest in agenda item 10.3 Riversea Holdings. Simeon Cole declared a pecuniary interest in agenda item 5.1.2 Woodbine Cottage, Coughton. The book was signed accordingly.
3. **Public Session:** It was noted that this session is intended for members of the public to make comment on any agenda item or to raise an item for discussion at the next meeting.
 - 3.1 Representations from the public ...
 - 3.1.1 A resident enquired about a response to an enquiry made in April regarding Forest Green. The Clerk asked the resident to re-send the enquiry and noted this to be an agenda item for the next meeting.
 - 3.1.2 A resident asked for an update with regard to a Willow tree and the public meeting for the Canoe Launch, which was later addressed under agenda item 10.
 - 3.1.3 A resident asked how she could contact the Community Support Worker and was directed to the website for the email address.
 - 3.2 Police Representative ... there was no report.
 - 3.3 Ward Councillor ... reported that a monthly trip for Walford Parish residents has been offered by Ross Action Bus should there be sufficient demand and a flyer has been distributed to promote the opportunity. The External Auditor has signed off Herefordshire Council's annual statement of accounts confirming Herefordshire Council manages their finances effectively. Residents of Walford Parish were encouraged to contribute to Herefordshire's 19/20 budget consultation.
 - 3.4 Localities Steward ... there was no report.
4. **Adoption of Minutes of previous meeting ...** 27th June 2018 and 30th July 2018
27th June 2018: It was RESOLVED to adopt the minutes as a true and accurate record, which were signed by the Chairman.
30th July 2018: A correction was requested to note that Cllr Angus McIntosh left the room for agenda item 3.2.1, The Cottage, Flaxley House. The minutes were amended accordingly and it

was RESOLVED to adopt the minutes as a true and accurate record, which were signed by the Chairman.

5. Planning:

5.1 Members considered the following planning applications for determination by Herefordshire Council:

5.1.1 182609: Arbour Lodge, Lincoln Hill, Ross on Wye, HR9 7TH. It was RESOLVED to submit a response of 'No Objection'.

Cllr Simeon Cole left the room in accordance with his declaration of interest

5.1.2 182649: Woodbine Cottage, Coughton, Ross on Wye, HR9 5SF. It was RESOLVED to submit a response of 'No Objection'.

Cllr Simeon Cole returned to the meeting

5.2 Planning Update report ... was noted (as Appendix A)

5.3 Neighbourhood Planning ... Members received a report from Will Warburg, Chair of the Neighbourhood Planning Working Group noting that funds of £200 have been approved by the Finance Committee to seek consulting advice with regards the settlement boundaries for the plan and that progress on the plan can now resume. It was noted that should the same consultant be engaged for future works, following appropriate tender, this cost would be deducted.

5.4 In response to correspondence received, it was confirmed that the plan would be available on the website once written, though additional consultation on aspects of the plan are expected beforehand.

6. Finance

6.1 The Bank Reconciliation was noted as being approved by the Finance Committee.

6.2 The Finance Report (Income and Expenditure) and Bank Statements to the end of July were noted as being approved by the Finance Committee and will be posted on the website.

6.3 Update from Finance Chair ... it was noted that the final draft of the 2019/20 budget will be presented for approval by the Finance Committee at the November meeting, drawing on various Working Groups for information as required.

6.4 Electronic Banking Policy ... Members considered and RESOLVED to adopt the draft policy.

6.5 Update to Financial Regulations ... Members considered and RESOLVED to adopt the amendment of item 6.17 regarding the handling of petty cash.

7. Highways / Rights of Way / AONB:

7.1 Lengthsman ... there has been little activity due to the dry summer though it was noted that the pavement between the school and church is overgrown and will be cut back before schools re-open.

Rights of Way ... also little activity due to the dry summer. A request was made to report any blocked paths or works required to the footpath network, which will be followed up.

7.2 There were no works orders to approve for the Lengthsman.

7.3 The invitation to attend the Wye Valley AONB Partnership Annual Study Tour on 21st September was presented and Councillors were asked to advise the Clerk if they wished to attend.

8. Parish Projects:

8.1 Community Service Scheme report ... 62 hours of community support has been utilised since the last meeting completing a variety of projects; the summer saw a successful second lunch at Walford Primary School; an afternoon of board games with afternoon tea; and a Summer Soiree. A leafleting campaign continues - aiming to encourage new users and volunteers and including door-to-door campaigning. Four new Social Prescriber's have been engaged by the NHS across Herefordshire to link various agencies who can refer people to the scheme, as either users or volunteers. The Chairman encouraged promotion of the service and gave his thanks to Ward Cllr Paul Newman for his support to the scheme and to all concerned.

9. Land at the Dam ... It was RESOLVED to re-engage with the resident who had previously shown interest in purchasing the land, to apologise for the delay and to determine whether there is a current interest in pursuing negotiations.

10. Canoe Launch ... a report was received and noted a busy summer due to the good weather. The pruning of some Willows had received permission from Natural England and the work was now complete. There was question about a further pruning of Willow and Himalayan Balsam. Response from the Planning Authority regarding pre-application for a kiosk recommends we consult with Natural England and the Planning Department and a meeting is to be arranged in due course.

10.1 Business Plan ... it was RESOLVED to adopt the business plan as Appendix B.

10.2 Non-Executive Director Riversea Holdings Ltd – with the permission of the meeting the Chairman varied the order of the agenda. It was reported that Riversea Holdings Ltd had offered a place on their board to a Walford Parish Councillor as an unremunerated Non-Executive Director. Cllr Frank Myers was nominated by the Working Group and has been registered with Companies House. It was RESOLVED to ratify the appointment.

10.3 Date for Public Meeting ... It was proposed that the public meeting is held at 6pm on Wednesday 3rd October 2018. The venue will be confirmed and publicised. It was requested that specific questions are submitted to the Clerk before the meeting.

11. GDPR ... it was noted that the Working Group will liaise with the Clerk to prepare the model policies recommended by HALC and NALC for adoption at the next meeting, undertake a data audit and understand and implement the necessary permissions required to hold personally identifiable data.

12. Bishopswood Village Hall ... it was reported that meetings have been held with representatives from Bishopswood Village Hall and communication engaged with Herefordshire Council. A copy of the lease between Bishopswood Village Hall and Herefordshire Council confirms that B.V.H. should retain access to disabled toilets during daylight hours. B.V.H. have put forward a proposal and it was proposed that Cllr Drummond circulate this to councillors for further discussion at the next meeting. It was further RESOLVED that the Clerk write to Herefordshire Council to seek clarification on queries raised to further inform the discussions at the next meeting.

13. Information Received ... was noted as Appendix C

14. Consultations ... it was recognised that responses to consultations are considered to be best made individually and Councillors were encouraged to respond accordingly to items 14.1 and 14.2.

14.1 As above

14.2 As above

14.3 Hereford Area Plan: it was RESOLVED that the Clerk liaises with Will Warburg to determine if this includes anything specific to Walford Parish.

15. Items identified for next meeting:

15.1 To consider meeting dates for 2019

15.2 To consider the Lengthsman Contract

15.3 To consider 19/20 budget

15.4 To consider response to Forest Green query

15.5 To receive update and consider actions from Canoe Launch public meeting and Working Group, with confidential discussion

15.6 To consider Bishopswood Village Hall proposal on toilet access

15.7 To consider and adopt GDPR policies

15.8 To consider review and update of website

15.9 To consider review of committees, working groups and officers

15.10 To receive report and consider actions regarding the land at The Dam

16. The date of the next meeting: it was RESOLVED to defer the next meeting by one week due to Clerk absence and to maintain continuity of Clerk cover, and the date of the next meeting was therefore noted as 7.30pm on Wednesday 17th October. Venue to be confirmed.

Meeting closed 8.35pm

SIGNED DATE

WALFORD PARISH COUNCIL

Meeting on Wednesday 29th August at Bishopswood Village Hall at 7.30pm

PLANNING APPLICATIONS, CONSENTS & COMMENTS

Applications can be viewed at: <http://www.herefordshire.gov.uk/searchplanningapplications>

Decisions can be viewed at: <http://www.herefordshire.gov.uk/housing/planning/58243.asp>

1) PLANNING APPLICATIONS FOR CONSIDERATION:

APPLICATION NO & SITE ADDRESS: 182609 – Arbor Lodge, Lincoln Hill, Ross-on-Wye, HR9 7TH
DESCRIPTION: Proposed construction of single storey side and rear extensions to increase kitchen and sitting room size
APPLICANT(S): Mr Alan Pitts
GRID REF: OS 358908, 222794
APPLICATION TYPE: Full Householder

APPLICATION NO & SITE ADDRESS: 182649 – Woodbine Cottage, Coughton, Ross-on-Wye, HR9 5SF
DESCRIPTION: Proposed side extension to dwelling
APPLICANT(S): Mr Adrian John Williams
GRID REF: OS 360680, 220876
APPLICATION TYPE: Full Householder

2) PLANNING APPLICATIONS FOR PRIOR APPROVAL: None

3) PLANNING DECISIONS MADE:

APPLICATION NO & SITE ADDRESS: 181920 - The Sunday School, Church Road, Howle Hill.
DESCRIPTION: Proposed raising of roof on existing 'lean to' extension and changing doorways. Installation of a 'Velux' type flat roof-light in keeping with main house roof.
APPLICANT(S): Mr Tim Pople
GRID REF: OS 360912, 220786
APPLICATION TYPE: Full Householder
DECISION: *Approved with Conditions*

APPLICATION NO & SITE ADDRESS: 182165 - Woodside, 3 Cedar Grove, Coughton, HR9 5RY
DESCRIPTION: Reduction in height (mostly) to mature Common Lime in rear garden to reduce to previous pruning points and various limbs overhanging neighbouring property
APPLICANT(S): Mr Walker
GRID REF: OS 359378, 221219
APPLICATION TYPE: Works to trees covered by TPO
DECISION: *Trees covered by TPO – consent granted*

APPLICATION NO & SITE ADDRESS: 182014 - Arbour Hill House, Lincoln Hill, Ross on Wye.
DESCRIPTION: Variation of Condition 2 of Planning Permission S1200387/F to allow the height of the dwelling house to be increased.
APPLICANT(S): Mr Martin Boynton
GRID REF: OS 358802, 222621
APPLICATION TYPE: Planning permission
DECISION: *Approved with Conditions*

APPLICATION NO & SITE ADDRESS: 181851 - Land adjacent to Myrtle Cottage, Howle Hill
DESCRIPTION: Replacement of existing barn and home office building with new dwelling and change of use of 0.5ha from agricultural to residential garden space including vehicle manoeuvring space and new three bay garage with home office above
APPLICANT(S): Mr and Mrs I Rogers
GRID REF: OS 360217, 220430
APPLICATION TYPE: Planning permission
DECISION: *Approved with Conditions*

APPLICATION NO & SITE ADDRESS: 181706 - 2 Parbrook Cottages, Walford
DESCRIPTION: Proposed single storey rear extension
APPLICANT(S): Mr and Mrs R Thompson
GRID REF: OS 358564, 260589
APPLICATION TYPE: Full householder
DECISION: *Approved with Conditions*

APPLICATION NO & SITE ADDRESS: 182484: Hom Farm, Hom Green, Ross on Wye, HR9 7TF
DESCRIPTION: Prior notification of agricultural or forestry development – proposed building
APPLICANT(S): EC Drummond (Agricultural) Limited
GRID REF: OS 357722, 222329
APPLICATION TYPE: All others – prior approval
DECISION: *Prior approval not required*

4) **CERTIFICATES OF LAWFULNESS:** None

5) **NON-MATERIAL AMENDMENTS :** None

6) **PLANNING REFUSALS:**

7) **CHANGE OF USE NOTIFICATION:** None

8) **PLANNING ENFORCEMENTS:** None

9) **WITHDRAWN APPLICATIONS:** None

10) **PLANNING APPEALS:** None

11) **PLANNING APPLICATIONS RESPONDED TO UNDER DELEGATED POWERS:** None

12) **PLANNING APPLICATIONS COMMENTED ON AT THE MEETING ON 30th July 2018**

APPLICATION NO & SITE ADDRESS: 182446: The Cottage, Flaxley House, Walford, HR9 5SB
DESCRIPTION: Proposed single extensions to cottage in grounds of listed building
APPLICANT(S): Mr Michael Keyes
GRID REF: OS 358864, 220578
APPLICATION TYPE: Full Householder
COMMENTS: No objections were noted.

**APPLICATION NO & SITE ADDRESS:
DESCRIPTION:**

182528: The Cottage, Flaxley House, Walford, HR9 5SB
Listed Building Consent: proposed single extensions to cottage in
grounds of listed building.

**APPLICANT(S):
GRID REF:
APPLICATION TYPE:
COMMENTS:**

Mr Neil Robertson
OS 358864, 220578
No objections were noted.

Richard Abolins

Parish Clerk 29.08.2018

WALFORD PARISH COUNCIL

Information Received

Meeting at 7.30pm on 29th August 2018 at Bishopswood Village Hall

If Councillors want a copy of any documentation, please ask the Clerk.
Items marked with ** may be of particular interest

GENERAL CORRESPONDENCE:

- Email from Bishopswood Village Hall re responsibility for maintaining public toilets
- Letter re Kerne Bridge car park gate
- Email from BBC Herefordshire and Worcestershire re new programme showcasing local community activities
- Howling Bull run is to be held on Sunday 25th November

AONB & HWT:

- Invitation from Wye Valley AONB to the AONB Partnership Annual Study Tour on 21st September

LENGTHSMAN: *Any reports have been passed on to the Lengthsman Co-ordinator.*

- Work needing to be done will be raised at the meeting.

HIGHWAYS:

- Localities Inspector weekly reports

RIGHTS OF WAY: *Any reports have been passed to Rights of Way Officer*

- Work needing to be done will be raised at the meeting.

POLICE:

- None

WARD COUNCILLOR / MP:

- None

HALC / NALC:

- ****Information corner.** *(Sent to all Councillors with meeting paperwork)*
- NALC Annual Conference at Milton Keynes on 30th and 31st October 2018
- NALC Spring Conference in London on 11th February 2019

HEREFORDSHIRE COUNCIL:

- All Localities Stewards weekly reports since last meeting. *(Ask the Clerk if you want copies)*
- Weekly lists of planning applications received and decisions made since the last meeting.
- Invitation to a parish council summit meeting
- Maintenance and repair of war memorials

PARISH LIAISON OFFICER: (Anthony Bush)

- Request for comments on the draft Children and Young People's Plan for Herefordshire
- Request for views on pothole repairs and other public realm services
- The Annual Fire Authority Report 2018-19 has been published. The document may be viewed at <http://www.hwfire.org.uk/assets/files/fra-annual-report-2018-19-v.0.12-web.pdf>
- Information re budget consultation
- Information re Hereford Are Plan consultation

MAGAZINES, BROCHURES AND PROMOTIONAL MATERIAL:

- Herefordshire Rural Hub Newsletter.
- Rural Services Network email newsletter