

Cradley Parish Council
Ordinary Meeting of the Parish Council on
Tuesday 10th April 2018 at 7pm in Cradley Village Hall

MINUTES

Present Bruce Herriot (Chair), Miles Meager, Sarah Thomas, Ann Carver, Geoffrey Fielding, Giselle Edger, David Roys, Anne Scarsbrook, Diane Merker, Janita Goodwin, Wynne Harries

In attendance David Hunter-Miller (Acting Clerk), Eleanor Chowns (Ward Councillor), members of the public

1. To receive apologies for absence

Apologies were received from Judith Aldridge, Simon Davies, Clare Jones and Alan Eldridge.

2. To receive declarations of interest & written requests for dispensation

Bruce Herriot declared a non-disclosable pecuniary interest in item 6.2.4 – Office Expenses
David Roys declared a non-disclosable pecuniary interest in item 6.2.3 – Village Hall Committee
Sarah Thomas declared a non-disclosable pecuniary interest in item 5.1.7 – provisional Woodland Tree Preservation Order
There were no requests for dispensation.

3. To approve the minutes of the previous meetings on 13th and 20th March 2018

It was agreed to adopt the minutes of the meeting 13/03/18 subject to the following amendments and they were then signed by the Chairman: ☐ Concerning the statement before the meeting, it was agreed to record that ‘the Chairman asked for no questions or discussions on these statements as the matter would be discussed under the confidential agenda item at the end of the meeting’. ☐ Item 8.2.3 vi) It was agreed the wording ‘members of the Working Group’ should be changed to ‘members of the Public’. ☐ Item 8.2.2 i) It was agreed to remove the statement ‘Cllr Fielding commented that because he volunteered his services alongside the Lengthsman, the cost was really only £15 per hour.’

It was agreed to adopt the minutes of the meeting 20/03/18 subject to the following amendments and they were then signed by the Chairman: ☐ Item 2.3 it was agreed this should read Cllr Giselle Edger.

Regarding the minutes 13/02/18 Item 7.5 and subsequent correction in the minutes 13/03/18 Item 3.1.1 it was agreed to record that the Chairman said that Wynne Harries had made contact with the resident.

4. Open session:

4.1 To receive a report from the Ward Councillor Ward Councillor Chowns provided a report as follows:

- She had undertaken a ward tour with the Balfour Beatty Locality Steward to look at highway issues.
- The petition on the second phase closure of A4103 had been submitted; a full response had not yet been received. ☐ The need for speed enforcement of the 30mph speed limit in Cradley was highlighted. ☐ Ward Councillor Chowns was holding a surgery on the 23rd April 2018 for residents.

4.2 To receive representations from the Public

A question was received regarding the qualifications of the proposed internal auditor (HALC); it was suggested that these could be confirmed by contacting HALC directly.

A question was received regarding complaints over conduct; the process for dealing with this via the monitoring officer was clarified.

A question was received regarding the need to declare non-disclosable pecuniary interests; the process for this was clarified and members were reminded of the need to keep their register of interests up to date.

5. Planning Matters:

5.1 To comment on Planning Applications for determination by Herefordshire Council:

5.1.1 P180793/F The Stables, Fincher's Corner, Cradley. Change of use from B1 to combined B1 and B8 use. It was agreed to write in support of the application.

5.1.2 P180565/L Chockbury Cottage, Chockbury Lane, Cradley. Listed Building Consent. Proposed 2 storey rear extension to provide garage, home office, bathroom and en-suite bedroom above.

5.1.3 P180564/L Chockbury Cottage, Chockbury Lane, Cradley. Full householder. Proposed 2 storey rear extension to provide garage, home office, bathroom and en-suite bedroom above. It was agreed to write in support of these applications.

5.1.4 P180708/L Seedwood Cottage, Tanhouse Lane, Cradley. Listed Building Consent. Demolition of existing utility and replacement with new utility and internal amendments.

5.1.5 P/180707/FH Seedwood Cottage, Tanhouse Lane, Cradley. Full Householder. Demolition of existing utility and replacement with new utility and internal amendments. It was agreed to write in support of these applications. It would be noted that the Parish Council was pleased that the plans conform with CPC NDP Policy 9 by being sympathetic to the surrounding area and buildings.

5.1.6 P/180048/FH Braeside, Cradley. Proposal for an inward opening personnel gate at the rear of the property. It was agreed to write in support of the application. The Parish Council would like to emphasise that the gate is no wider than 3ft 6inches and that hedging is planted either side as required. The Parish Council would recommend that the final finish and colour are sympathetic to the surroundings.

5.1.7 HEREFORDSHIRE COUNCIL provisional Woodland Tree Preservation Order at Shuttifield Coppice, Storrige. Grid ref 7444 5006. The order will contain a section of woodland mainly consisting of mature Oak trees. It was agreed to write in support of the application.

5.1.8 P/180816 Storrige Farm, Birchwood Lane, Storrige. Proposed forestry storage building and access track (part retrospective). It was agreed to write in support of the application. In reference to CPC NDP Policy 5, to preserve the intrinsic beauty of the woodland additional screening of the building by trees or hedging would be requested.

5.2 To note decisions made by Herefordshire Council on Planning Applications:

5.2.1 P180398/XA2 Byefields Farm, Storrige – Application for details reserved by condition 2 attached to planning permission 151904. Approved.

5.2.2 P180302/FH Upper House, Greenhill, Cradley – Single storey extension and extension to form car port. Approved.

5.2.3 P172366/F Land at (part) Shuttifield Coppice, Storrige. Proposed creation of ‘holiday use’ within woodland. 3 yurts with welfare facilities, including bio-disk treatment unit and reed beds. Withdrawn. The above planning application decisions were noted.

6. Finance:

6.1 To receive financial report A summary of the Parish Council’s finances was circulated. The balance of the current account was currently £22k (approximately) and the reserve account was £15k (approximately).

A member raised concern at the lack of detail in the summary document; it was noted that the Finance Working Group were working towards a more complete set of accounts by May 2018.

6.2 To approve the following invoices for payment:

6.2.1 Helen Tinson, expenses £184.16

6.2.2 Surepest, mole control £220.00

6.2.3 Cradley Village Hall £14.00

6.2.4 Bruce Herriot, postage and office sundries £71.09

The above payments were agreed and cheques duly signed.

7. Working Groups:

7.1 To consider the Terms of Reference document for Working Groups

The Working Group Terms of Reference were agreed subject to the following amendment:

‘Every effort will be made to arrange meetings so as not to conflict with members’ working arrangements and commitments’.

7.2 To receive an update on the Standing Orders from task and finish group

Until new Standing Orders are adopted it was agreed to circulate a copy of the current Standing Orders to all members.

7.3 Village Infrastructure Working Group:

7.3.1 To consider whether we continue to fund pothole repairs

It was agreed not to fund pothole repairs and to remove those from the Lengthsman’s remit and review this further in six months.

7.3.2 To consider the Tender document for the Lengthsman’s contract and approve associated costs

The tender documents were agreed in principle but amendments were identified. It was agreed that the vacancy would be advertised in local newspapers and advertising costs up to £325.00 were agreed.

It was agreed that a Working Group would be set up to review tenders and bring to the May Parish Council meeting for decision. It was agreed that the Working Group would comprise Bruce Herriot, David Roys, Miles Meager and Diane Merker.

7.3.3 To receive clarification about padlock on Chapel Lane playing field

It was clarified that the padlock and chain which had been used as a temporary measure, had now been removed.

7.4 To consider appointing a 3rd member of the Employment Working Group

It was agreed to appoint Wynne Harries to the Employment Working Group.

7.5 To consider the CPC Action Plan

It was agreed that the following would be action plan priorities:

Working Groups

Data Protection Budget setting and monitoring

Employment processes

Volunteer register

It was agreed that Wynne Harries would start work on the volunteer register.

7.6 To consider discussion document on recruiting a new Clerk and then deciding whether this is done in-house or that we commission HALC to recruit for us A named vote was taken:

Sarah Thomas, Geoffrey Fielding, David Roys, Ann Carver, Diane Merker, Janita Goodwin voted for in-house recruitment. Wynne Harries, Bruce Herriot, Miles Meager, Giselle Edger, Anne Scarsbrook voted for using HALC’s recruitment services. It was thus agreed to appoint a Clerk ‘in-house’ and the Parish Council would make all necessary arrangements.

It was agreed that Diane Merker, Miles Meager, David Roys and Anne Scarsbrook would work on the Clerk's Recruitment Task and Finish Group.

8. Defibrillators:

8.1 To consider a defibrillator at Storridge Village Hall

It was confirmed that the Parish Council could not support the purchase of this financially but would look at taking on the governance and running costs if one was installed.

8.2 To consider an annual maintenance policy for the 'Old Stores' defibrillator at £135-00 + VAT

It was agreed to sign up to the Community Heartbeat Trust's Annual Maintenance Plan.

8.3 To receive an update on the Surgery community access defibrillator

A short update was provided by the Chairman.

9. Village Events:

9.1 To consider a CPC input into the Biannual Village Summer Fair

Arrangements for the Biannual Village Summer Fair were noted.

9.2 To consider a plaque at Storridge Village Hall to acknowledge the community work of Mr Fred Beard

It was agreed to fund a plaque for Storridge Village Hall in recognition of the work of Mr Fred Beard.

10. Highways:

10.1 To consider the resignation of the Highways Officer and to consider the future role and responsibilities of Cradley PC's Highways Representative

It was agreed to defer a decision on this until the next meeting of the Parish Council.

10.2 To comment on dangerous state the A4103/ B4220 roadworks were left in weekend 25 March 2018

The dangerous state of the road was noted and Ward Councillor Chowns had been made aware.

11. To consider name change from Cradley Parish Council to Cradley and Storridge Parish Council and associated costs

It was agreed that Geoffrey Fielding and Sarah Thomas would manage the consultation process.

12. To receive an update on the Church Clock Face repairs

A short update was provided by the Chairman; it was noted that Church were acquiring permission from the Diocese for the work. A grant from the Heritage Lottery Fund had been applied for.

13. GDPR:

13.1 To receive update on new Data Protection Regulations (GDPR)

It was noted that Wynne Harries was due to attend a course on the GDPR and the matter would be discussed further at a future meeting.

14. To consider Cradley PC submitting an application to HCC to register 'The Butchery, Bosbury Road, Cradley' as "an asset of Community Value"

It was agreed to defer a decision on this until the next meeting of the Parish Council when a report from Cllr. Fielding would be circulated with the agenda.

15. Councillor Training session Thursday 12th April 2018 at 7:30 in Cradley Village Hall.

Items to be covered have been requested from HALC. The training session was noted.

16. To receive Information Sheet

The information sheet was received and noted.

17. To note key items for CMS Newsletter

A concern was raised regarding previous newsletter content concerning the conduct of members and it was suggested that content should be restricted to factual matters in future.

The following items were agreed for the next newsletter

Roadworks on A4103/ B4220
Parking problems at the school
Update on Lengthsman services
Reporting of potholes
Appointment of a new Clerk
Annual Parish Meeting

18. Possible Items for future agendas:

18.1 May/ June Agenda Items:

Crime Prevention Scheme presentation
Consider a Village picnic
Consider Cradley Community Awards
Neighbourhood Watch register

19. Date of next meeting:

Tuesday 8th May 2018

19.1 Date of Annual Parish Meeting:

22nd May 2018 at Storridge Village Hall

A resolution was passed to exclude the public from the following confidential items:

20. Confidential Items:

20.1 To receive an update on matters relating to the Ex-Clerks

The Chairman provided an update on this confidential matter.

20.2 To receive an update on matters relating to the Internal Auditor

The Chairman provided an update on this confidential matter.

The meeting closed at 22:24 PM.