



# CRADLEY PARISH COUNCIL

(INCLUDING THE VILLAGES OF CRADLEY AND STORRIDGE)

## CRADLEY PARISH COUNCIL

### Minutes of the Parish Council Meeting held on Tuesday 11<sup>th</sup> September 2018, 7pm at Cradley Village Hall

**Present:** Councillors Judith Aldridge, Ann Carver, Giselle Edgar, Alan Eldridge, Geoff Fielding (Chair), Wynne Harries, Diane Merker, Terry Robshaw, David Roys, Anne Scarsbrook, Derek Scully, Sarah Thomas.

**In attendance:** 9 local residents and the Ward Councillor Ellie Chowns

#### 1. New Councillors to sign Acceptance of Office

New Councillors Terry Robshaw and Derek Scully signed the Acceptance of Office in open meeting.

#### 2. Apologies for approved absence

Cllrs. Simon Davies, Janita Goodwin, Clare Jones

#### 3. To receive declarations of interest and written requests for dispensation

Cllr. Ann Carver –	item 8.2 (pecuniary)
Cllr. Alan Eldridge –	item 11 (non-pecuniary)
Cllr. Diane Merker –	item 7.1.4 (non-pecuniary)
Cllr. Terry Robshaw –	item 4.1 (item 7) (non-pecuniary)
	item 7.1.4 (non-pecuniary)
	item 8.2 (non-pecuniary)
	item 22.1 (non-pecuniary)
	item 22.2 (non-pecuniary)
Cllr. David Roys –	item 8.2 (non-pecuniary)

#### 4. Approve minutes

4.1. It was RESOLVED to adopt the minutes of the ordinary meeting held on 14<sup>th</sup> August 2018 subject to the following amendment:

Item 9.1 - amend "Strimming along 'Bumpy Lane'" to strimming the vehicular entrances along 'Bumpy Lane' to improve sightlines.

**The meeting was now opened to the public.**

## 5. To receive a report from the Ward Councillor

Cllr. Ellie Chowns reported on the Herefordshire Council (HC) budget consultation and encouraged both councillors and parishioners to give their views. Cllr. Ellie Chowns is putting pressure on HC to include the Capital budget in the public consultation process.

Cllr. Ellie Chowns will be meeting with the Audit and Governance committee next week and also confirmed she is part of the pot holes finishing group.

There is a planned closure of the B4214 from October to January 2019 to replace the bridge and despite the suggestion that Balfour Beatty install a temporary bridge, this was discounted due to the cost implications, as was the suggestion of resurfacing the road whilst it was closed. The public raised concerns about the amount of time the road is to be closed and asked about alternative routes.

A meeting has been arranged between Cllr. Ellie Chowns and Paul Hunter (Locality Steward) and any concerns should be forwarded to the clerk who will pass them on.

### Representations from the Public

## 6. Open Session

6.1 Safety concerns were raised over the building work at Ridgeway Cross. Cllr. Ellie Chowns has contacted the planners with regards to concerns raised and was advised that these matters should be dealt with via Building Control or Building Inspection. It was decided that CPC will monitor this situation.

A member of the public supports the planning application P182943/K, the felling of a sweet chestnut tree as it causes significant debris on and root disturbance to nearby graves.

Concern was raised that dog bins are not being emptied on a regular basis, this will be looked at by the relevant CPC working group.

The clerk was welcomed, Cllr Diane Merker was thanked for coordinating the lengthsman and a request was made for a transcription of section 12 of the meeting on 14<sup>th</sup> August.

**The meeting was now closed to the public.**

## 7. Planning Matters

7.1 It was RESOLVED to make the following comments on planning applications for determination by Herefordshire Council:

7.1.1.P183081/PA4 – Ridgeway Farm. Proposed conversion of a barn

**PC comment:** CPC would like planners to consider the architectural or historic merit of the building and its suitability for conversion.

7.1.2.P182943/K – St James Church. Proposal to fell a sweet chestnut tree

**PC comment:** CPC support the proposal due to distress caused to local families attending to nearby graves.

7.1.3.P183301/J – Land at Hope End Barns. Proposal to crown an oak tree by 25%.

**PC Comment:** Could the Planning Department please check that the owner of the tree has given permission for the work to proceed, if approved.

7.1.4.P183184/H – Land at Stables Orchard, Rectory Lane. Proposal to remove hedgerow.

**PC comment:** CPC oppose the proposal on the following grounds: the size of the proposed entrance; it contravenes NDP policy 5 – maintaining an AONB; it is in a conservation area; there is an existing access point; it contravenes The Hedgerows Regulations 1997 which seek to protect hedgerows; it is adjacent to important listed buildings and may hinder disabled access to Cradley Village Hall.

7.2. The following planning decisions given by Herefordshire Council were noted:

7.2.1.P182707/XA2 – Land at Buryfields, application for the discharge of details reserved by conditions 4 and 5. **APPROVED.**

7.2.2.P182681/K – The Elms, Rectory Lane, proposal to fell two lelandii trees **APPROVED.**

7.2.3.P182215/FH – The Cart Barn Halesend Grittles End, proposed new fence and drainage work **REFUSED.**

7.2.4.P182437/K – High Crest, Cradley, proposal to works to trees in conservation area **APPROVED.**

## **8. Finance**

### **8.1 Monthly update on accounts**

Closing balance of the current account is £28,637.95 and the Reserve account balance is £14,884.95. The Council has a healthy cash position, due mainly to the clerk and lengthsman vacancies that have now been filled.

The finance working group will be meeting Thursday 13<sup>th</sup> September to look at budget headings.

## 8.2 Approve invoices for payment

It was RESOLVED to approve payments for the following invoices:

Clerk salary and HMRC	as per contract
Invoice Cradley VH	£87.50
Chairman expenses	£64.80
WI tea – Fred Beard	£25.00
Invoice Storridge VH	£17.50 Invoice retracted (payment not made)
Lengthsman	£70.00
Lengthsman	£310.00

## 8.3 Approve Bank Mandates

It was RESOLVED to approve the bank mandates to add the current chairman as a signatory and remove the previous chairman, and to change the postal address for statements so they go to the clerk.

## 8.4 Approve work phone for clerk

It was RESOLVED to purchase a Tesco mobile phone contract at a cost of £7.50 per month.

## 8.5 Consider the cost of cleaning the war memorial

There was also discussion around the fact that the official war memorial is in the Church and about possible risks if the monument is damaged during the cleaning process.

It was RESOLVED to agree the cost of cleaning the memorial at £750 plus VAT by Allards, on the condition that research by the clerk does not reveal a substantial risk of damage during the cleaning process.

## 9. Working Groups

9.1 It was RESOLVED that the working group membership will be as follows:

**Finance:** Cllr. Geoff Fielding (leader), Cllr. Clare Jones, Cllr. Anne Scarsbrook and Cllr. Terry Robshaw

**Employment:** Cllr. Geoff Fielding (Leader), Cllr. Wynne Harries, Cllr. Diane Merker, Cllr. David Roys and Cllr. Anne Scarsbrook

**Planning:** Cllr. Wynne Harries (Leader), Cllr. Giselle Edgar, Cllr. Derek Scully and Cllr. Sarah Thomas. Cllr. Ann Carver and Cllr. Terry Robshaw are reserves.

**Recreation:** Cllr. Clare Jones (Leader), Cllr. Judith Aldridge, Cllr. Giselle Edgar and Cllr. Derek Scully

**Graveyards:** Cllr. Judith Aldridge (Leader) and Cllr. Diane Merker

**Environment:** Cllr. Sarah Thomas (Leader), Cllr. Janita Goodwin, Cllr. Diane Merker, Cllr. Anne Scarsbrook and Cllr. Derek Scully. Jeff White and Jill Upton (Co-optees) (See below – 9.3 Liz Kabani and Rob Prosser as lay members)

**Communications:** Cllr. Wynne Harries (Leader), Cllr. Simon Davies, Cllr. Terry Robshaw and Cllr. Anne Scarsbrook

**NDP Monitoring:** Cllr. Anne Scarsbrook (Leader), Cllr. Ann Carver, Cllr. Geoff Fielding, Cllr. Clare Jones and Cllr. David Roys. Jeff White, Chris Lowder and Tanya Lloyd-Jones (Co-optees)

## 9.2 Approve the roles and responsibilities of the working groups

It was RESOLVED to approve the roles and responsibilities of the following groups:

Finance Working Group  
Planning Working Group  
NDP Monitoring – no change  
Environment Working Group  
Lengthsman terms of reference

## 9.3 Working Group Reports

### NDP Monitoring group

CPC agreed to write to Hereford planning department, thanking them for their application of the local plan in the first year of its existence, but expressing concern that failure to make timely decisions, and consequent referral to Inspectors, is creating problems for the community.

**ACTION: CLLR. ANNE SCARBROOK and CLERK**

It was also agreed that the NDP Monitoring Lead Councillor will work with the Clerk to establish standard phrasing to use in planning responses referencing CNDP policies, in order to achieve more consistency and efficiency.

**ACTION: CLLR. ANNE SCARBROOK and CLERK**

### Environment Group

It was RESOLVED to approve two lay members who will join the Environment Working Group – Liz Kabani and Rob Prosser

It was agreed to use the website opinion survey regarding allotments.

**ACTION: CLERK**

The group will provide more information regarding bespoke training for the Environment group, provided by Lucy Grove, Project Officer, on “Finding rare species in Malvern”

**ACTION: CLLR. SARAH THOMAS**

## **10. Contracts**

### **Lengthsman**

The lengthsman co-ordinator provided an update on the work of the lengthsman since his return on 29<sup>th</sup> August. Over the coming weeks all drains that pose a flooding risk will be identified and the lengthsman will ensure these are kept clear from winter debris.

### **The following work was agreed:**

- Vegetation clearance alongside Brookside including drains, painting and tree removal.
- Overhanging hedges in Buryfields including neighbouring property which has potentially damaging branches from the hedge close to the boundary fence.
- Clean signage and remove vegetation which is hampering view.
- Drain clearance continuing.

### **Chapel Lane Recreation Ground**

- Clean paths of moss
- Sand, clean and recoat curved bridge on multiplayer and remove algae.
- Assess suitability of picnic benches.

### **Buryfields Recreation Ground**

- Gazebo post needs securing
- Table needs securing and mending
- Repair chain link fence
- Treat timber play equipment posts with preservative

### **Public Rights of Way (PROW)**

- Remove stile on CD77 and trim overgrown vegetation
- Steps to be repaired on CD35
- Trim overgrown vegetation on CD28
- Construct new footbridge on CD14
- CD40 needs a tidy up and fallen way mark post needs resitting

## **11. To consider the council's responsibilities regarding due diligence in the management of Crumpton Hill Village Green**

The Village Green Policy was adopted by the council in June 2018 and as such some residents living adjacent to Crumpton Hill Village Green have contacted the Parish Council seeking clarification on some aspects.

It was RESOLVED to spend up to £500 to seek legal advice.

**12. To consider whether to include a Highways Co-ordinator in the Council's list of working groups and appointments.**

It was RESOLVED that the role is not required.

**13. To consider a Cradley Community Watch**

A free Whatsapp group was suggested as a way to support villagers but there were concerns raised regarding safeguarding.

It was RESOLVED that a report would be produced for the next meeting.

**ACTION: CLLR. DAVID ROYS**

**14. To consider the repair to the PC clock face on St James the Great Church, Cradley**

There was lengthy discussion over the advantages and disadvantages of having the clock re-gilded while the scaffolding is in place for the church tower renovation. It was confirmed that the cost quoted was around £6k and that so far grants have not been forthcoming.

It was RESOLVED to get quotes for just re-gilding work as the original quote also included the clock having a full service.

**ACTION: CLERK**

**15. CMS Newsletter**

**15.1** It was RESOLVED that the clerk will produce the CMS newsletter.

**15.2** It was RESOLVED to include the following items on the CMS newsletter

- Consideration to re-gilding the clock face
- Consideration to cleaning The Cross
- Approval of the working groups and their roles
- Two new councillors and the new clerk
- Update on the defibrillators
- Lengthsman is back at work

**16. Update on GDPR**

An action plan has been written. The priority is to conduct a data audit that will be completed by the end of September 2018; the relevant policies can then be considered at the next CPC meeting.

## **17. Update on defibrillators**

- 17.1** The Storridge defibrillator is on order and it was RESOLVED to support the annual maintenance package which is currently £135.00 per year.
- 17.2** The second defibrillator for Cradley has been delivered and will be installed shortly.

## **18. CPC and the Cradley Enquirer**

There was lengthy debate about whether promoting or advertising the Cradley Enquirer constituted a breach of the council's Code of Conduct. A motion was proposed by Cllr. Alan Eldridge but it was RESOLVED to seek advice from HALC on how to proceed.

- 18.1** A statement was read out by Cllr. David Roys, it was RESOLVED that the statement provided was truthful.

## **19. Future Agenda Items**

Community Watch  
Graveyards working group report  
Change of name to Cradley and Storridge update  
Feedback of HALC advice regarding the Cradley Enquirer  
Communications report – November agenda

## **20. To receive the information sheet**

No questions were asked.

## **21. Date of Next Meeting**

Tuesday 9<sup>th</sup> October 2018 at 7pm at Storridge Village Hall.



A RESOLUTION was passed to exclude the public from the following confidential items.

**22. Confidential items**

22.1. To approve the confidential minutes of the meeting of 10<sup>th</sup> July.

It was RESOLVED to approve the confidential minutes of the 10<sup>th</sup> July.

22.2 It was RESOLVED to reply to the email query regarding the ex-internal auditor as requested.

Signed ..... Date .....

The meeting closed at 10.45pm