



# CRADLEY PARISH COUNCIL

(INCLUDING THE VILLAGES OF CRADLEY AND STORRIDGE)

## CRADLEY PARISH COUNCIL

### Minutes of the Parish Council Meeting held on Tuesday 9<sup>th</sup> October 2018, 7pm at Storrige Village Hall

**Present:** Councillors Judith Aldridge, Simon Davies, Geoff Fielding (Chair), Janita Goodwin, Clare Jones, Wynne Harries, Diane Merker, Terry Robshaw, David Roys, Derek Scully and Sarah Thomas.

**In attendance:** 13 local residents and the Ward Councillor Ellie Chowns

#### 1. To receive apologies for absence

Apologies were received and accepted from Cllrs. Ann Carver and Anne Scarsbrook

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

Cllr. Geoff Fielding - item 7.1.3 (non-pecuniary)  
Cllr. Janita Goodwin - item 9.3 (non-pecuniary)

#### 3. To note resignations from Cllr. Giselle Edgar and Cllr. Alan Eldridge

Since the previous meeting on 11<sup>th</sup> September 2018, resignations have been received from Cllr. Giselle Edgar and Cllr. Alan Eldridge. There are subsequently two casual vacancies that are advertised on all notice boards and on the CPC website.

#### 4. Approve minutes

4.1. It was RESOLVED to approve the minutes of the ordinary meeting held on 11<sup>th</sup> September 2018 subject to the following amendments:

Item 5 – ‘encourage’ to ‘encouraged’  
Item 7.1.4 – ‘Rectory Land’ to ‘Rectory Lane’  
Item 7.2 – Change ‘approval’ to ‘decisions made by HC’  
Item 10 – ‘repair’ to ‘repaired’  
Item 18 – ‘breech’ to ‘breach’

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

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

EC asked members of the public and councillors to consider introducing a speed watch scheme, whereby volunteers are trained to use mobile speed cameras and also to consider sharing the cost of a vehicle activated sign with the three other parishes in the ward – Bishops Frome; Avenbury and Acton Beauchamp. The estimated cost is £1000-£1500 per parish if shared between all four parishes. Councillors queried on-going costs of the sign but it was explained that posts are erected to hold the sign in agreed locations at the time of installation, so the sign can be moved with relative ease.

EC has given feedback on the budget consultation, including the fact that the public were not consulted on the capital budget.

The audit and governance committee, of which EC has recently become a member, have had a meeting and questions were raised over why the finances have failed to be signed off for three years due to issues that have not been communicated to the council.

Independent volunteers are needed to ensure that county councillors are adhering to the code of conduct for Herefordshire Council (HC). There is a recruitment process for these positions and they are available on the HC website.

There was lengthy discussion over the closure of Green Bridge. EC has met with Balfour Beatty and voiced concerns over the timing. EC made several remarks such as the suggestion of a delayed start date until 1<sup>st</sup> January 2019; that the work is only moderately urgent and the public consultation has been handled poorly. It was also explained that the concrete base of the bridge required further work which is why the road will be closed for 16 weeks.

### **Representations from the Public**

## **6. Open Session**

6.1 The applicant for 7.1.3 Dr Ivan Smart informed councillors that there is a second application that will be available for the next CPC meeting. The planning matters for consideration during this meeting are strictly related to conservation and the listed building aspects. This is part of a significant redevelopment of the property and the applicant has followed pre-planning advice given by HC. There were a number of precedents cited of other buildings that have been approved for similar renovation.

Mr Keith Warrender who has applied to fell an oak tree (application 7.1.1) submitted further information to the council relating to suggestions by the tree warden and HC tree officer to pollard the tree. Mr Warrender's neighbour Mr David Baldwin supports the felling application and explained that there has been some historic damage to the tree.

Residents of Crumpton Hill Village Green would like to know when the grass will be cut – this will be discussed further under item 11 of the agenda.

**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. **P183569/1** – 11 Oaklands, Cradley, Malvern, WR13 5LA. Proposal to fell single oak to ground level.

**PC comment:** CPC supports maintenance of the TPO in line with recommendations of the tree warden and HC tree officer.

7.1.2. **P182853/A** – The Red Lion Inn, Cradley, Malvern, WR13 5NN. Replacement signage and lighting upgrade.

**PC comment:** CPC support the application having considered NDP policy 9.

7.1.3. **P183206/L** – Poundbridge, Chapel Lane, Cradley, Malvern, WR13 5HX. Reconfiguration, repair and replacement to garden walls, outhouse, chimney and shed.

**PC Comment:** CPC support the application having considered NDP policy 9.

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

7.2.1. **P182943/K** - St James Church, Rectory Lane, Cradley, Malvern, WR13 5LH. Sweet chestnut tree to be felled. Work to trees in conservation area. **APPROVED**

7.2.2. **P183301/J** – Land at Hope Ends Barns, Cradley, Malvern. Propose to reduce crown of Oak tree by 25% that is growing just outside the border at the rear of 14 Pixiefield, Cradley. The tree has grown significantly since the work was carried out previously. This was carried out to prevent further subsidence to the garage. Would like to prevent any such recurrence and avoid any damage by high winds. **APPROVED**

7.2.3. **P183184/H** – Land at Stables Orchard Rectory Lane, Cradley. Application for hedgerow removal notice. Hedgerow retention notice – **REFUSED**

7.2.4. **P182038/F** – Mirrorbrook, Mirrorbrook Small Holding, Stony Cross, Cradley, Malvern – Proposed new dwelling. **APPROVED**

7.2.5. **P1823452/U** – site at The Studio, Nethergreen, Ridgeway Cross, Cradley. Certificate of Lawfulness (CLEUD), for existing use of land for stationing of a mobile home for independent residential use and the use of building as a dwelling house.

## 8. Finance

### 8.1 Monthly update on accounts

A financial narrative was shared as agreed by the finance WG, this outlines the key finances such as account balances, significant over and underspends and the reasons for the variations. A bank reconciliation and the spreadsheets detailing receipts and payments were also shared. The council has received the final £17k precept payment from HC on 21<sup>st</sup> September. It was highlighted that it has previously been agreed that CPC need £25k in bank accounts to cover one years-worth of expenditure if required.

It was clarified that the donations to cover the cost of the defibrillator were recorded in the previous financial year and that as the defibrillators were purchased via a charity, VAT was not charged. The defibrillators will be added to CPC asset register.

### 8.2 Approve invoices for payment

It was RESOLVED to approve payments for the following invoices:

Clerk salary and HMRC	as per contract
Clerk expenses	£83.34
Zurich insurance renewal	£456.85
Lengthsman	£800.00

### 8.3 To consider request for financial support for a full tree survey of the churchyard

It was decided to discuss this matter at the next finance WG meeting.

### 8.4 To consider annual maintenance package for the first defibrillator

It was RESOLVED to purchase an annual maintenance package for the first defibrillator at a cost of £135 per year, for a minimum of 4 years.

## 9. Working Groups

9.1 It was RESOLVED to add Cllr. Clare Jones as the fourth cheque signatory, as suggested by the finance WG.

It was agreed that minutes will not be displayed on the notice boards, as suggested by the communications WG. However, a note will be added to the agendas when displayed that informs the public that minutes will be available on the CPC website.

The recreations WG report was received. The grass cutting contract will go to tender in the near future. The clerk will obtain quotes for emptying the dog bins.

## 9.2 Approve the roles and responsibilities of the communication and recreation WG's

It was RESOLVED to approve the roles and responsibilities of the communication and recreation WG's, following amendments to the recreation WG document with reference to liaison with the lengthsman co-ordinator. These will be displayed on the CPC website in due course.

## 9.3 Churchyard Working Group

The leader of the Churchyard WG has attended a PCC meeting. It was RESOLVED that CPC will use the three PCC quotes for each churchyard as a basis for deciding the council's donation and that the donation will be for maintenance rather than strictly for grass cutting.

## 10. Contracts

### Lengthsman

The lengthsman co-ordinator provided an update on the work of the lengthsman.

### The following work was agreed:

#### Chapel Lane Recreation Ground

Strimming of mound and BMX track  
Cutting front hedge

#### Buryfields Recreation Ground

Remove barbed wire fencing  
Bin removal

#### Public Right of Way (PROW)

CD77 now urgent. Removal of stile  
CD36A footpath repair. New boards to line footpath. Urgent repair of fence to prevent collapsing footpath.

It was RESOLVED to hire a chipper for another day to allow all remaining wood to be disposed of.

The lengthsman will liaise with GF to identify all drains at risk of flooding over the winter period.

It was RESOLVED to purchase material from Bromyard Timber for the new fence at Chapel Lane playing field and for timber treatment required at Buryfields recreation ground – total cost £167.49+VAT.

#### **11. To update council on matters relating to Crumpton Hill Village Green**

As agreed at the previous meeting, the council has sought legal advice regarding issues with Crumpton Hill Village Green. Councillors were advised that residents have a prescriptive right to use the track to access their properties for residential purposes. As such, they also have the right to maintain the track using similar materials to ensure that it is kept passable, the cost of maintenance is for residents to agree between them and not a matter for CPC. Some residents have requested a meeting regarding Crumpton Hill and this will be arranged in a neutral setting on an individual basis.

The grass needs cutting on the village green, it was agreed this will be done and maintained regularly by CPC.

It was RESOLVED to seek advice from HC planning department regarding concerns raised by the public of an alleged business being run from a residence located at Crumpton Hill.

The Village Green needs to be registered with Land Registry as advised by the solicitor consulted. Costs of this will be brought to the next meeting.

It was RESOLVED that the grass cutting contractor would be contacted for a quote to cut the grass on Crumpton Hill Village Green, the clerk is authorised to spend up to £120 for this work.

#### **12. To consider a Cradley Community Watch**

A report will be brought to the next meeting.

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

There was lengthy discussion over the revised quote from Smiths of Derby and the scaffolding quote received for comparison. There was also queries raised about the Hereford Diocese opinion on the re-gilding process when the clock is owned by the people of Cradley and not the church.

It was RESOLVED to obtain more quotes, answer questions raised at the meeting and for Cllr. Janita Goodwin to contact Hereford Diocese regarding their stipulations in relation to the re-gilding process.

It was decided that once all relevant information has been gathered, an opinion poll will be added to CPC website to allow the public to vote on the matter.

#### **14. To receive an update on the CPC name change**

The full council meeting in Hereford is on 12<sup>th</sup> October, CPC name change is on the agenda.

#### **15. Update on GDPR**

An updated action plan, data audit and GDPR information sheet was circulated prior to the meeting.

It was RESOLVED to approve the Privacy policy and Subject Access Request (SAR) policy.

**16. Items for the CMS newsletter**

- Church Clock
- GDPR - approved policies
- Finalised WG roles and responsibilities
- Vehicle activated speed sign
- Resignations of Cllrs. Giselle Edgar and Alan Eldridge
- Lengthsman update
- Reminder about responsible waste disposal

**17. Future Agenda Items**

None raised.

**18. To receive the information sheet**

HALC response with regards to the Cradley Enquirer will be circulated to all.

**19. Date of Next Meeting**

Tuesday 13<sup>th</sup> November 2018, 7pm at Storridge Village Hall.

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

**20. Confidential items**

20.1. To approve the confidential minutes of the meeting of 11<sup>th</sup> September 2018.

It was RESOLVED to approve the confidential minutes of the 11<sup>th</sup> September 2018.

Signed .....

Date .....

The meeting closed at 10.02pm

Actions:

Agenda Item	Action	Responsibility	Due date
8.3	Add tree survey to finance WG agenda	Clerk	Prior to 5 <sup>th</sup> November meeting
9.1	Quotes for emptying dog bins	Clerk	31 <sup>st</sup> October 2018
9.2	Publish WG roles and responsibilities on CPC website	Clerk	31 <sup>st</sup> October 2018
11	Write to HC planning department	Clerk	12 <sup>th</sup> October 2018
	Establish costs of registering CH VG with land registry	Clerk	12 <sup>th</sup> October 2018
	Ask grass cutter to look at CH VG	Clerk	12 <sup>th</sup> October 2018
12	Report of Cradley Community Watch	Cllr. David Roys	Next CPC meeting (13 <sup>th</sup> November)
13	Seek clarification on questions raised and further quotes	Clerk and Cllr. Janita Goodwin	Next CPC meeting