

## **BALLINGHAM BOLSTONE AND HENTLAND GROUP PARISH COUNCIL**

A meeting of the above council was held at Ballingham Old School Hall on Thursday 17 March 2016 at 7.30pm.

**Present:** Mrs P Fitzpatrick, Mr. S Harris. Mr J Lyons, Mr S Keogh. Mrs S Pike, Mr H Rudge, Mr M Soble (in the chair) and the clerk (P Pember).

### **Visitor**

Clr. David Summers

**Apologies** Mr F Probert, Mr P Rees,

### **Herefordshire Council Matters**

Clr. Summer's said that things were quiet at the moment. He asked if there were any issues with Balfour Beatty; the Clerk said there were no problems.

### **Declaration of Interests**

None

#### **1. Minutes of the last meeting:**

The minutes of the meeting on 18 February had been circulated and were taken as read. There was a correction to item 15 Totally Trees should read Trilloes Tree Care. The amended minutes were approved and signed.

#### **2. Neighbourhood Development Plan**

##### **2.1 Follow up from meeting with Kirkwells**

The Clerk had forwarded brief notes of the meeting 3 March to councillors see appendix 1 to minutes.

##### **2.2 Finalise settlement boundaries**

It was agreed that Councillors would walk the proposed boundaries for Hoarwithy on Wednesday 13 April at 7.00pm and that the next meeting 21 April be moved to the New Inn St. Owens Cross to enable Councillors to meet before the meeting at 7.00pm to walk the proposed boundaries there.

#### **3. Vacancy Ballingham**

##### **3.1 Mr Andrew Smith's Resignation**

Mr Smith advised the Chair that because he has moved away from the area he wished to resign from the council. Mr Soble accepted his resignation, thanked him for his work on the council and NDP and wished him and his wife well for the future.

### **3.2 Procedure for filling the vacancy**

The Clerk had contacted the Electoral Service Manager and the process had commenced with a notice of vacancy posted on 15 March in Ballingham and on Herefordshire Council website. An election for the vacancy would be held, if within 14 working days of publication of the notice, a request were made in writing by ten electors from the parish to the Returning Officer for an election to be held to fill the vacancy. If no such request is received, the Parish Council can then fill the vacancy by co-option.

### **4. Review Parish Clerks Role**

Following the advice given by Lynda Wilcox HALC at the last meeting, that although legal it was not recommended that a councillor should be a clerk, the Clerk had decided, to protect both the council and himself, to stand down but would continue as a councillor. He had served as a voluntary unpaid clerk for 38 years without incident but in the unlikely event of an issue arising councillors could not say they had not been advised of HALCs recommendations. He will complete the accounts to 31 March 2016 and submit for audit and then hand over to a new parish clerk when a replacement had been found. It was agreed that HALC be approached to commence the process of appointing a new clerk. The Clerk would approach Lynda Wilcox accordingly. Mrs Pike said the community were appreciative of the work the Clerk had done.

**Clerk to contact HALC.**

### **5. Lengthsman and Parish Paths Scheme**

**5.1** John Round's invoice to 9 March for approval.

John had submitted an invoice for £567.00 (£540.00 Lengthsman £27.00 Parish Paths) for work done. Payment unanimously approved

**Clerk to arrange payment.**

**5.2** Final invoice for the year. Mr Round will submit this in time for the April meeting.

**5.3** Extended Lengthsman's Scheme – The Clerk had selected some potholes that were ripe for repair with Mr M Smith, the Localities Steward. Mr Paul Wright does not do this work so he contacted Mr Terry Griffiths, who works for other councils and is qualified for this work, and was meeting with him on 21 March to see if he could do the work in the financial year to 31 March.

**Clerk to follow up.**

**5.4** Footpath BH10. Mr Clay had agreed to have the work done and Mr Round had invoiced him direct.

**5.5** Progress on Rocks Common North – Mr Rudge had put soil on the common to level it.

**6. Approve payment for Salt Bins**

Mr Harris had purchased two bins. One had been installed at Alibough and as there was already one on the Laskett he would keep the other for future use. Payment was approved and he would let the Clerk have the invoices for payment.

**Clerk to arrange payment.**

**7. Feedback Leading Lights Course**

Mrs Fitzpatrick found the course very useful. One particular point was that as well as recording Declarations of Interest at the meeting these should be recorded in a Declaration of Interests book. This would be obtained for next meeting.

**Clerk to obtain book.**

**8. Accounts Procedure 2015/16 approval of Internal Auditor**

It was unanimously agreed that Mrs Helen Roberts should continue as the internal auditor.

**9. External Audit for smaller authorities 2016/17 opt in or opt out**

From 2016/17 accounts will no longer be submitted for audit but will have to complete and publish an annual return in accordance with the Transparency Code for Smaller Authorities (neither income nor expenses exceeding £25K) and complete an annual exemption form. Should there be an issue that needs consideration by an auditor the Council would have to refer to an auditor. Smaller Authorities Audit Appointment Ltd (SAAA) will appoint an auditor to undertake the review for a fee of £200. As a Council we can opt in or opt out of the scheme. If we wished to opt out we would have to do so by 31 March 2016. The Clerk had contacted Lynda Wilcox HALC who recommended that the Council opt in as this was the most economical option. The Council unanimously agreed.

**10. Data Protection registration and consideration of future payments by direct debit**

The Clerk had registered with the Information Commissioner. The council will need to determine its process. Payments can in future be made by direct debit but it was decided to defer for the moment,

**11. HMRC Employers Registration**

The Clerk had looked at this and as e.g. a date of commencement was needed it was agreed to defer until new Clerk appointed.

**12. Work on Gaer House**

Mr Harris had been asked by someone to bring to the council's attention the work being carried out on Gaer House Carey which he believed was not in accordance with the approved planning. Mr Harris advised him to contact the planning department to consider but he still wanted the Parish Council to be made aware of this.

The council noted comments and the chair said that the advice given was correct.

**13. Approval payment for Flagpole Hoarwithy**

The Clerk had purchased a new Flag Pole as previously agreed at a cost of £172.88 by credit card. Reimbursement was unanimously approved.

**Clerk to arrange payment**

**14. Litter picking equipment and insurance**

Balfour Beatty can supply equipment in units for 5 people. The Friends of Hoarwithy are going to do a tidy up on behalf of the Parish Council on 31 May. The Clerk will order 5 sets. The Clerk has checked with the council's insurers and volunteers working on behalf of the Council are covered by the council policy. A risk assessment in writing must be in place.

**Clerk to follow up.**

**15. Commemorative Medal Queen's 90th Birthday**

The Clerk had received details of medals available to commemorate the Queen's 90<sup>th</sup> birthday. It was decided to adjourn to next meeting to decide an appropriate response.

**16. WW1 Home Front Commemoration 2017**

It was decided to adjourn to next meeting to consider.

**17. Willow Trees Bibletts Island**

The Clerk had checked with Dr. Peter Huyton and the council was responsible for the common. He has asked Mr R Keogh Trilloes Trees to deal with the trees up to a budget of £600.00

**18. Speaker for Annual Parish Meeting**

The meeting for Hentland is planned for Thursday 19 May after the Council annual meeting. Ballingham and Bolstone will hold theirs with BOSH date to be decided. A speaker has not yet being decided.

**19. Items of Parochial Interest**

BOSH will contact Clerk requesting that the Community First Subscription be paid by the council

**18. Date of next meeting:**

Parish Council 21 April 2016 at New Inn St. Owens Cross

## **Appendix 1**

Notes of meeting re NDP 3 March 2016

Present

Mr. Michael Wellock, Ms. Louise Kirkup, Mrs. Pat Fitzpatrick, Mrs. Sally Pike, Mr. John Lyons, Mr. Henry Rudge, Mr. M Soble and The Clerk Peter Pember

Apologies

Mr. Sherwood Keogh, Mr Simon Harris, Mr. Frank Probert

There were some specific questions that we wanted advice on:-

### **Do we need to satisfy Hereford Council's comment that we are not demonstrating sufficient housing growth?**

The Core Strategy housing growth is a percentage across the County; some areas will exceed the figure whilst other areas will not reach the figure but we need to show we have carefully considered what we can hope to achieve.

### **How many of the 27 house allocation should we be able to show from boundary lines or sites allocated to satisfy Hereford Council?**

See above this is not straightforward and covers to 2030. Send to Herefordshire Council informally for their thoughts but don't commit.

### **If we're going to have settlement boundaries do we need a call for sites to be able to extend these past the existing settlements?**

We can define the settlement boundary beyond the current boundary. We don't need to call for sites. Watch out for areas in open countryside.

### **Should we be identifying sites that we do not want developed?**

Yes but have a reason e.g. a recreational facility. Make it a positive issue not a negative one.

We also looked at including somewhere like Altbough Farm which has a number of redundant buildings which could be regenerated either for housing or suitable businesses such as craft workshops.

There may well be some infill arising over the next few years when property changes hands or becomes unmanageable for the occupants who decide to dispose of some of their land. We are looking at a window of around 15 years and beyond.

The type of development was considered and some favoured smaller houses to make full use of land available. Public transport is an issue particularly for starter homes where there are children going to school or older people who cannot drive into town.

It was agreed that Mr Lyons would look at St. Owens Cross settlement area and Peter Pember Hoarwithy in consultation with Mrs Fitzpatrick and Mrs Pike to include Altbough.