

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

A meeting of the above council was held at Ballingham Old School Hall on Thursday 18 February 2016 at 7.30pm.

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

### **Visitor**

Clr. David Summers

### **Guest speaker**

Mrs Lynda Wilcox HALC

**Apologies:**, Mr A Smith

### **Declaration of Interests**

None

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

The minutes of the meeting on 16 January had been circulated and were taken as read approved and signed.

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

##### **2.1 Timetable from Kirkwells**

Mr Wellock had amended the plan as circulated to Councillors. As there was now less pressure (see2.3) it was agreed that the best way forward was to ask Mr Wellock to an informal meeting in the next couple of weeks, before the next meeting of the council, to resolve outstanding issues.

**Clerk to follow up.**

##### **2.2 Approval of Settlement Boundary St. Owens Cross**

Mr Wellock had commented on this particularly the areas designated as "no development". This can be discussed with him at the meeting and approved at the next council meeting

##### **2.3 Request for extension to submitting end of grant report.**

HLF have approved an extension to 19 August 2016

#### **3. Planning**

APPLICATION NO & SITE ADDRESS:	160187 - Fairview Bungalow, St Owens Cross, Hereford, Herefordshire HR2 8LG
DESCRIPTION:	Construction of 20m x 40m menage. Replacement of 3 stables, tack room and open fronted barn.
APPLICANT(S):	Mrs Penny Lowe
GRID REF:	OS 354067, 224810
APPLICATION TYPE:	Planning Permission
WEBSITE LINK:	<a href="http://www.herefordshire.gov.uk/searchplanningapplications">http://www.herefordshire.gov.uk/searchplanningapplications</a>

It was resolved to support the application but comment that consideration should be given to external lighting to minimise light pollution.

**Clerk to submit comments.**

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

4.1 Litter Picking initiative for Queens Birthday. The Clerk had asked Mr Round to do some work on this as it is included under environmental work in the scheme. Volunteers may well help with the work and Balfour can supply equipment.

**Clerk to check insurance cover and availability of equipment.**

4.2 Report back from Balfour Beatty briefings. The Clerk had circulated slides and Q. and A. information. The main issue was that the funding for the Lengthsman's and Parish Paths scheme would reduce 2017-18 and cease 2018-19. There was also a possibility that sandbags would not be supplied free as there was not a legal requirement to do so. To continue the Lengthsman and Parish Paths scheme and perhaps sandbags would require an increase in the Precept in due course. On a positive note overall satisfaction had increased since Balfour Beatty was contracted.

4.3 Footpath BH10 – Mr Clay has asked for an estimate of the cost of repairing the steps.

**Clerk to ask Mr Round to provide Mr Clay with an estimate.**

4.4 Rocks Common North – work was progressing well, rubbish had been removed and some soil deposited - more to be added and when completed a notice put up to hopefully stop further rubbish being deposited.

#### **5. Ballingham Churchyard Hedge**

The Clerk had received a letter of thanks from the PCC secretary for the promise of a grant when work was completed.

#### **6. Group Parish Newsletter**

Mrs Sally Pike had started producing a newsletter which looked very promising. It was agreed that as well as circulating it should be included on the website.

#### **7. Community First Subscription**

After discussion it was felt that this was more applicable to Parish Halls such as BOSH who may well already subscribe. It was agreed Mr Rudge should check with the management committee and report back to next meeting. Adjourn next meeting.

**Mr Rudge to check if BOSH pays subscription or would like to take it over.**

**8. St Owens Cross Bus Shelter**

Mr Lyons had brought this proposal to the Council for consideration: Proposal to install a Bus Shelter at the cross roads in St Owens Cross (A4137 / B4521 junction)

**Background.** The children in the area (approximately 6) wait at this junction every day to catch the bus into John Kryle School in Ross on Wye. There is no shelter from the weather or protection from passing cars, lorries, tractors etc.

It was agreed Clerk to contact owner of land for agreement in principle to the siting of the bus shelter.

**Clerk to contact Landowner**

(Following the meeting Mr Lyons forwarded the clerk further details which are shown at appendix 1 for information).

**9. Visit by Lynda Wilcox HALC to explain her advice about combined roles of Clerk and Councillor.**

The Chair welcomed Lynda Wilcox to the meeting. She commenced by saying that it was not illegal for a Councillor to be an unpaid Clerk but it was the view of the National Association of Local Councils that this should not happen. For example there was the potential for a conflict of interests between the Councillors duties and those of the Clerk.

Matters which can be delegated to a clerk cannot be delegated to a councillor. A clerk should not sign cheques. A Clerk should have a contract of employment and should be qualified to enable the Council to enact "General Power of Competence"

After further discussion it was decided to consider in detail at the next meeting.

**10. Report on HALC "Information Overload" training**

The Chair said he would send out papers from the training.

**11. To note legal obligations under data protection & consider annual payment of £35.00 to the Information Commissioner**

Lynda Wilcox said that all Parish Councils should register. It was agreed that the Clerk should register.

**Clerk to Register**

**12. To consider responsibilities of parish council in relation to HMRC**

The Clerk does not receive reimbursement from the parish council and is prohibited from receiving remuneration or (it was understood) being employed by the local authority (parish council) on which he sits as councillor. He had contacted HMRC to clarify whether the council should register as an employer. Lynda Wilcox said that the Council

should register with HMRC (and should have done so previously) as an employer. The council decided it should now register.

**Clerk to Register**

**13. To Consider requesting a “healthcheck” from HALC on all aspects of our procedures**

If requested HALC would look at our procedures and recommend any changes necessary to our procedures. It was decided the council should look at this in due course.

**14. Approval of following expenditure**

- 14.1 Purchase of salt bins confirmation of approval. It was discussed at the December meeting that Mr Harris should purchase bins up to a total cost of £300.00. The budget was approved unanimously.
- 14.2 HALC Subscription – Amount due £461.89 unanimously approved.
- 14.3 HALC training – Amount due £30.00 as our free training used unanimously approved.
- 14.4 Renewal of domain name – the clerk had received an invoice for £16.12 which he had to pay by 18/2/16 reimbursement unanimously approved.
- 14.5 Charge for uncontested elections – an invoice for uncontested elections Ballingham £34.60, Bolstone £28.20 and Hentland £41.00 total £103.80 would shortly be received from Electoral Registration – unanimously approved.

**15. Willow Trees Bibletts Island**

It was agreed the clerk should confirm ownership of the common. Trilloes Tree Care should be asked to remove the fallen branches as there was a Health and Safety issue for walkers using the footpath.

**Clerk to instruct Trilloes Tree Care**

**16. Football Field St. Owens Cross**

It was agreed Mr Rees would investigate this further.

**Mr Rees to follow up**

**17. Items of Parochial Interest**

Ballingham Church – The Clerk had received notification from the Privy Council Office that, subject to certain exceptions, burials in the Churchyard surrounding St. Dubricius Church would be discontinued. He had also received a letter from PCC Secretary re maintenance of the churchyard – the form requesting the parish council take over the maintenance had not been received. It was agreed to wait for formal request before considering.

**18. Date of next meeting:**

**19. Dates for year**

It was decided to consider these at the annual meeting of the council which was agreed should be 19 May at the Parish Room Hoarwithy. (At the next meeting of the council consideration to be given to Annual Parish Meetings)

**Appendix photographs of bus shelters location and details of possible funding**





Figure 2 Photograph of where the children pick up the bus into John Kyrle School



Newstead, Size: 2.48m x 0.73m, Roof: 3.1m x 1.6m £ 5580 Eaton £4580 Delivery is extra cost



[https://www.shelters4less.co.uk/Shelters-Walkways-Canopies/Bus-Shelters/Preston-Bus-Shelter?utm\\_source=google&utm\\_medium=product\\_feed\\_or\\_listings&pl=STD&ccv=Y&gclid=CM3xifyq\\_8oCFcsW0wodxU4GBA](https://www.shelters4less.co.uk/Shelters-Walkways-Canopies/Bus-Shelters/Preston-Bus-Shelter?utm_source=google&utm_medium=product_feed_or_listings&pl=STD&ccv=Y&gclid=CM3xifyq_8oCFcsW0wodxU4GBA)

3 bay unit Size O/H 2400 x W 970 x L 3000 £1800 + delivery costs

### **Alternatives.**

Ask for a quote from Walford Timber or Pontrilas timber.

### **Problems:**

Highways department Hereford council, consult neighbours, vandalism.

Site preparation, concrete slab, trim back trees

### **Additional benefits.**

Site Parish Council Notice Board inside.

Fit a solar panel with battery and Led lights on a timer to turn off at a set time.

**Assistance with the purchase of bus shelters is often available; it depends very much on which local authority you are administered by. [Ring us for advice](#) - we try and keep up to date information on what money is available and will give this information out freely.**

Hereford Council Paul Williams 01432 260960. Transport department responsible for bus shelters and "PART FUNDING"