

MINUTES of a meeting of Wellington Heath Parish Council held on  
Tuesday 29<sup>th</sup> July 2014 in The Memorial Hall Wellington Heath commencing at  
7.30pm

Present – Cllrs. M. Low (in the Chair – ML) J. Jones (JJ) and F. Rozelaar (FR).

Also attending were D. Darwood, H. Skinner, G. Jones, PCSO D. Alexander, D. Williams and the Clerk.

An apology for inability to attend the meeting had been received and approved from Wendy Hill.

Declarations of Interest in items on the Agenda – none declared.

Invited Guest – Attending the meeting was PCSO David Alexander who reported on the staffing cuts and that Ledbury Police was run by Inspector Crumpton who was based in Ross. Whilst it was a large area of 94 sq. miles, there had only been thirteen calls from the Wellington Heath area in seven months, and he advised on the basic nature of the incidents. G. Jones commented that at one time regular updates had been received from Alison Dore advising of various incidents in and around the area, and it was agreed to put a Neighbourhood Watch page on the website for better information. D. Alexander recommended that suspicious incidents of a serious nature should be reported to the Police.

Parish Plan Action list update –

Adoption of Phone Box – The Chairman advised he had e-mailed several people who had shown an interest in taking over the box in the Parish Plan and he agreed to chase up replies in time for the September meeting.

**Action – Chairman.**

Dog Fouling Bin – has been purchased, location decided and work in hand to install in the area of Dogberry Orchard/Pool Piece.

**Action – F. Rozelaar.**

Notice Board by the Church has been made more stable and lowered in height.

Hedge Cutting Scheme – Gordon Kirk has about half a dozen people interested in the hedge cutting scheme and it was agreed where additional hedges are in need of some reduction/trimming. Two cuts are planned a year in February and August with work on The Pleck and Little Pleck due in August at an estimated cost of £20. Standard of work will be monitored and continued if carried out to a good standard. Thank you to Gordon Kirk for setting this up.

**Action – Chairman.**

Snow Clearance – The Chairman agreed to make contact with group of residents who agreed to assist in spreading grit and clearance of snow in bad weather and it was reported that the bin on the corner of Burtons Lane and Church Lane needs to be replaced as it had been flattened by a lorry.

**Action – Chairman and Clerk.**

Progress Reports –

- 1) Vacancies – Attending the meeting was David Williams who had discussed with the Chairman and expressed an interest in joining the Parish Council. Mr. Williams was invited to become a Councillor, signed the Declaration of Acceptance of Office in the presence of the Clerk and joined the meeting. It was confirmed that one further vacancy remained.
- 2) Pool Piece – Following the recent opening event, D. Darwood advised that the Friends of Pool Piece work was now technically completed. However, arising from this were various issues including the formation of Friends of Pool Piece action group to include future maintenance of the site, insurance of the new equipment, annual inspection of the

July 2014/17.

equipment to comply with ROSPA regulations, provision of a waste bin, and possible security marking of the additional equipment on site such as picnic tables.

These items were individually discussed and it was unanimously agreed as follows –

- a) The Parish Council would repay D. Darwood the over spend in the finances (which he had personally paid) in the sum of £25.92.
- b) Parish Council agreed to formation of Friends of Pool Piece Group to continue with their excellent work in overall management of the site on behalf of the Parish Council who were the official owners of the land.
- c) K. Reid was to be offered the grass cutting contract for Pool Piece and D. Darwood was to ask him to submit a specification for the work at the hourly rate of £10.
- d) The Parish Council would purchase a bin once permission from The Farmers Arms for the bin to be sited on their carpark near the entrance to Pool Piece had been obtained.
- e) J. Jones would let the Clerk have a complete list of the new equipment on site, and the cost, so that contact could be made with the our Insurance Co. to let them know what, if any, of the old equipment remained and the cost of each individual new item for insurance.
- f) Clerk to arrange for annual inspection by Wicksteed who had supplied the play equipment and, in the first instance, for an accompanied visit to take place plus a Risk Assessment.
- g) D. Darwood given authority to "smart water" the equipment at a cost of £55. plus VAT which would be reimbursed at the next meeting on production of the Invoice – Clerk requested the Invoice be in the name of the Parish Council to enable reclaim of the VAT.

***The Chairman proposed a sincere vote of thanks to D. Darwood and everyone else who had been involved in the updating of Pool Piece. Much hard work had been involved and it was unanimously agreed this was now a site which the Parish could be proud of and could be enjoyed by everyone in the Village.***

Clerk update – The Clerk reported receipt of P3 funding from Herefordshire Council totalling £505; Funding had been obtained for the Lengthsman totalling £945. for the year and it was agreed the Clerk should take up the allowance although there was a small credit balance from last year's funds; all advertising revenue had been received and banked, the new Bank Mandate had been finalised for changes in cheque signatories and it was agreed the Standing Orders and Financial Regulations should be approved as drawn by the National Association of Local Councils (NALC).

Items for consideration –

- (a) **Cluster Group** – the new Chairman of the Cluster Group P. Bettington had reported that the group was in danger of folding, and following discussion, it was unanimously agreed that Wellington Heath should remain part of the Group. The Clerk was to advise the new Chairman accordingly and confirm that Frank Rozelaar would be the new Representative for the Parish Council.

- (b) **Trustee Appointment of Ledbury Allotment Association** – this was discussed and agreed that the Parish Council did not feel the need to appoint a trustee to the Allotment Association.
- (c) **Visit by Neil James, new Balfour Beatty Locality Steward for Ledbury** – The Clerk reported that Neil James proposed to visit all Parish Councils during the year, date to be advised in due course.
- (d) **Signage at Swallow Farm** – The Clerk reported confirmation from Carl Brace, Senior Planning Officer at Herefordshire Council Planning, that “if there are no more than 5 caravans/camping units – planning permission is not required provided there are no permanent buildings located in the same parcel of land. The owner should have the

July 2014/18

requisite certification from the Camping and Caravan Club”. Following an expression of unhappiness by a Parishioners regarding the number of signs now appearing at Swallow Farm, FR confirmed he had sought guidance on the number of signs which were allowed on each road frontage. It was agreed that JJ, FR and ex Chairman R. Hurley would arrange a meeting with Darren Hill to discuss both the ongoing Lengthsman Scheme in the Parish and at the same time possibly raise the question of the increasing number of signs which were appearing at Swallow Farm, and report back to the Parish Council in due course.

Financial – The Clerk advised the following Accounts had been received for payment –

- |                                                          |                 |
|----------------------------------------------------------|-----------------|
| • HMRC – PAYE – June/July and August/September           | £232.80.        |
| • Ledbury Fencing – renovation of notice board as agreed | £125.00 (paid). |
| • Lengthsman (work carried out in April)                 | £45.00.(paid)   |
| • Lengthsman, work carried out in June                   | £75.00.         |
| • Glasdon, dog litter bin                                | £114.78.        |
| • Information Commissioners Office (data protection)     | £35.00.         |
| • R. Hurley, repayment of P3 expenses paid by him        | £28.09.         |
| • Truprint Media, Newsletter printing                    | £250.00.        |

These items were approved for payment on a proposal by JJ seconded by DW and carried.

Reports –

- 1) **Memorial Hall** – JJ advised that the Memorial Hall had now agreed to hold two monthly meetings, the AGM had not been well attended, security had been discussed and that Debbie Harrison had now been appointed as Cleaner for the Hall. Following this appointment she was not eligible to be on the Hall Committee or Secretary to the Committee. Karen Baines had therefore been appointed as Secretary but Debbie Harrison will continue to take the Minutes. It had also been agreed to purchase some extra staging to form an extension to the original stage at a cost of about £1,700. Representation on some Groups using the Hall had been discussed.

- 2) **Pool Piece** – see above under Progress reports.
- 3) **Planning** – The Chairman reported one application had been received for a single storey side extension at 8 The Swallow to which no objections had been raised.

Correspondence received –

- Letter - Ledbury Allotment Association regarding appointment of PC Trustee.
- Numerous e-mails regarding proposed camping & caravan site at Swallow Farm.
- E-mail from C. Brace at Hereford Planning that permission is not required for 5 units.
- Letter – CVA returning cheque for £10. and advising that they are only campaigning to recruit founder friends but may well apply to the Parish Council for funding in due course.
- Letter – Lloyds Bank that new Mandate has been set up.
- E-mail concerning proposed visit by Neil James, new Locality Steward for Ledbury area.

Literature – Clerks & Councils Direct magazine.

Public Question time – no public in attendance.

Councillor Reports – FR reported he felt that in due course the Parish Council should consider adopting a Neighbourhood Development Plan, particularly due to the fact that over a period of years Wellington Heath would be required to provide an extra twenty seven houses in the Village under the Core Strategy. It was agreed this should be our aim once a full Parish Council had been achieved, and in the meantime, he agreed to look further into the proposal without any

July 2014/19

commitment and report back to the next meeting. With regard to the Wellington Heath Design Guide, which has no statutory force, he suggested Councillors look at MHAONB design guide for further details, as it was possible for the Design Guide to be incorporated into a NDP in the future.

JJ reported receipt of a leaflet about wind turbines but confirmed this was not particularly aimed at the Wellington Heath area. Further information to be sought about the proposal.

There being no further business the Chairman declared the meeting closed at 10pm

Next meeting to take place on September 30<sup>th</sup> 2014 in Memorial Hall commencing at 7.30pm

M. Low

30<sup>th</sup> September 2014

Signed..... Dated.....

Chairman.