

# STRETTON GRANDISON GROUP PARISH COUNCIL

Parish Clerk: Mrs J Chester, Mapleside, Ashperton, Ledbury, Herefordshire, HR8 2RZ  
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## Minutes of the Parish Council meeting held on Tuesday 5<sup>th</sup> July 2016

### Present:

Councillors Douglas Smith (chairman), Malcolm Davies, John Hamilton-Paterson and George Orgee

### In attendance:

Three Crosses Ward Councillor Jonathan Lester  
Janet Chester

### Members of the Public: 1

<u>Item</u>	<u>Minute</u>	<u>Action</u>									
1.0	<p><b>To Receive Apologies for Absence and Note the Reason</b></p> <p>Cllr Rob Manning (work commitments)</p>										
2.0	<p><b>To Receive and Record any Declarations of Interest and Written Requests for Dispensations - none</b></p> <table border="1"> <thead> <tr> <th>Councillor Name</th> <th>Agenda Item</th> <th>Interest Declared</th> </tr> </thead> <tbody> <tr> <td>Cllr D Smith</td> <td>8.7 Churchyard</td> <td>Other - PCC member</td> </tr> <tr> <td>Cllr M Davies</td> <td>7.2 Planning App 161593 Decision reached</td> <td>DPI - Owner</td> </tr> </tbody> </table>	Councillor Name	Agenda Item	Interest Declared	Cllr D Smith	8.7 Churchyard	Other - PCC member	Cllr M Davies	7.2 Planning App 161593 Decision reached	DPI - Owner	
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Cllr M Davies	7.2 Planning App 161593 Decision reached	DPI - Owner									
3.0	<p><b>To Consider Approval of the Minutes of the previous meetings held on Tuesday 3<sup>rd</sup> May 2016 &amp; Tuesday 14<sup>th</sup> June 2016</b></p> <p>The minutes of the meetings were approved as a true and accurate record and duly signed by the Chairman. <b>RESOLVED</b></p>										
4.0	<p><b>To Receive Brief Report from Three Crosses Ward Councillor Jonathan Lester</b></p> <p>Planning Permission has been granted for the Hereford southern bypass. Also planning permission has been granted for 28 homes in Stoke Lacy in an RA2 area, 1 home in an RA3 area was refused despite the support of parish council. Further applications for 12 homes opposite The Plough in Stoke Lacy and 10 homes in Ashperton are due for decision soon. Herefordshire Council is now responsible for public health such as health visitors not NHS. Herefordshire Council have been given 6 unaccompanied asylum seeker children to be responsible for but this number is set to increase. £41k extra is given to Hfd Council for each child from Central Government but the challenge is that these children will need fostering and there are already 280 Looked After Children in Herefordshire looking for placements. There will also be an allocation of Syrian refugees. There is one council smallholding In Weston Beggard that will be sold as part of Herefordshire Councils smallholdings sale.</p>										
5.0	<p><b>Public Participation Session</b></p> <p>No matters raised</p>										
6.0	<p><b>To Discuss Councillor Vacancy and consider any co-options</b></p> <p>The clerk has informed Herefordshire Council and a vacancy notice for Eggleton will be forwarded</p>										

	for the website and notice boards, no expressions of interest have been received to date. Cllrs were asked to spread the word and invite neighbours to become councillors.	<b>All</b>
<b>7.0</b>	<p><b>Planning:</b></p> <p><b>7.1 To Consider any Planning Applications submitted to Herefordshire Council:</b> none</p> <p><b>7.2 To Note Details of any Decisions Notices received from Hereford Council (as per planning record attached) –</b> noted</p> <p><b>7.3 To Receive Update from Neighbourhood Development Plan Steering Group</b></p> <p>The grant is being applied for and will be available for six months spending commencing the end of July.</p>	<b>Clerk</b>
<b>8.0</b>	<p><b>Finance / Governance:</b></p> <p><b>8.1 To Consider Payment of Outstanding Accounts:- AGREED</b></p> <p>000357: Homend Estate – room hire May 2016 - £18.00  000358: Autela Payroll Services – Payroll April – June - £30.00  000359: J Chester – clerk May/June - as agreed  000360: HALC – Training “Audit Answers” clerk - £36.00  000361: Lower House Farm – Hire of The Stables 10<sup>th</sup> May NDP meeting - £33.60  000362: Eyelid Productions – website setup and support - £500.00</p> <p><b>RESOLVED</b></p> <p><b>8.2 To Note July Finance Report -</b> noted</p> <p>Bank Balances - Treasurers Account as at 31<sup>st</sup> May 2016 - £521.73  Business Bank A/c Instant Reserve as at 9<sup>th</sup> June 2016 - £4501.17  £1500 has been transferred across to the current account to cover above and future expenditure  Poorland Meadow Trust as of May 2016 - £2219.06</p> <p><b>8.3 To Consider Adoption of new Financial Regulations (amendments advised by HALC May 2016)</b></p> <p>The clerk had made advised adjustments to the financial regulations which were agreed and adopted. <b>RESOLVED</b></p> <p><b>8.4 To Agree Clerks Contract of Employment</b></p> <p>The clerks contract was agreed and two copies signed one for the parish council chairman to hold and one for the clerk. <b>RESOLVED</b></p> <p><b>8.5 To Note and Agree NJC HALC 2016-2018 National Salary Award</b></p> <p>The HALC Information Corner 21<sup>st</sup> June advised that the NJC had reached an agreement on new pay scales for 2016-17 to be implemented immediately and backdated to 1.4.16 and new pay scales for 2017-18 to be implemented from 1.4.17. It was AGREED to amend the clerks salary accordingly to SCP 20. <b>RESOLVED</b></p> <p><b>8.6 To Receive an Update on Poorlands Meadow Trust</b></p> <p>Cllr Davies is waiting for a reply from the Charity Commission to establish the trusts position as it is not showing on the commissions website and whether there is a constitution and who are the trustees etc. Cllr Davies will also draft a letter to be sent from the parish council.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Cllr Smith / Clerk</b></p> <p><b>All</b></p> <p><b>Cllr Davies</b></p>

	<p><b>8.7 To Discuss Churchyard donations</b></p> <p>It was AGREED that £175 is given this year for the maintenance of each of the parishes churchyards with a proposal of increasing this to £200 in 2017. A donation has also been given in the past for the maintenance of the clock at Stretton Grandison. This will be put onto the next meetings agenda. <b>RESOLVED</b></p> <p><b>8.8 To Agree NDP Support Package provided by Kirkwells</b></p> <p>A support package for the NDP proposed by Kirkwells Planning Consultants had been circulated by the clerk to all councillors. This was <b>AGREED</b></p>	<p><b>All</b></p> <p><b>All</b></p>
<p><b>9.0</b></p>	<p><b>Highways / Footpaths</b></p> <p><b>9.1 To Receive report from Balfour Beatty Locality Steward Cathy Berkeley</b></p> <p>Noted - The weekly reports emailed through are read and noted, and any issues reported. It was suggested that Cathy is invited to a future parish council meeting.</p> <p><b>9.2 To Receive any new Issues on Road Conditions / Traffic Management / Flooding / Footpaths</b></p> <p>A sign to reduce speed on the A417 outside Townsend Nursery was suggested, the clerk will investigate costs and details with Herefordshire Council. The ditch opposite Rochester House on Canon Frome which was recently dug out and cleared is now full of hedge trimmings. The clerk will send a letter to the hedge owner asking for them to clear the cuttings out of the ditch. <b>RESOLVED</b></p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<p><b>10.0</b></p>	<p><b>Information Section / Correspondence / Discussion</b></p> <p><b>10.1 To Note Correspondence received ( as per Information Sheet attached)</b></p> <p>10.1.1 HALC Information Corner 21<sup>st</sup> June 2016 10.1.2 Lengthsman / P3 Update 29<sup>th</sup> June 2016</p> <p><b>NOTED</b></p>	
<p><b>11.0</b></p>	<p><b>Training / Meetings</b></p> <p><b>11.1 To Note the Dates of any forthcoming training courses / meetings and decide attendee(s)</b></p> <p>The clerk and Chairman are to receive website training. HALC Eastern Area Annual General Meeting Wed 6<sup>th</sup> July Ledbury Council Offices 7.30pm</p>	<p><b>Clr Smith / Clerk</b></p>
<p><b>12.0</b></p>	<p><b>To Raise Items for Next Scheduled Parish Council Meeting</b></p> <ul style="list-style-type: none"> <li>• Guest Speaker – Cathy Berkeley Balfour Beatty Locality Steward</li> <li>• 2017/18 Precept</li> <li>• Churchyard donations / Stretton Grandison Clock Donation</li> <li>• Poorland Meadow Trust</li> <li>• NDP Update</li> <li>• Speed sign out Townsend Nursery</li> </ul>	<p><b>All</b></p>
<p><b>13.0</b></p>	<p><b>To Decide Date of Next Scheduled Meeting</b></p> <p>Tuesday 4<sup>th</sup> October 2016 at The Stables, Canon Frome at 7.30pm</p> <p>There being no other business to discuss the Chairman declared the meeting closed at 20.57pm</p>	

Signed..... Dated.....  
Chairman

## INFORMATION SHEET – JULY 2016

### PARISH CLERK UPDATE

- Road defects reported to Locality Steward
- Councillor Resignation and advice of new officers forwarded to Elections Dept of Herefordshire Council
- Parish Council policies drafted
- Payment received from tenant of Poorland Meadow
- HALC Eastern Area meeting attended
- HALC Training course “audit answers” attended
- HALC training course “in the Hot Seat” arranged for chairman
- Laptop and printer purchased
- Website training attended
- Website updated
- Comments sent to planning department on planning applications received
- Bank mandate forms completed
- Internal audit completed and forms sent to external auditor

### EMAIL CORRESPONDENCE RECEIVED

- Balfour Beatty – Weekly Locality briefings \*
- Balfour Beatty – Parish Newsletter May \*
- Balfour Beatty – Lengthsman/P3 scheme update June \*
- A Bush, Herefordshire Council – Herefordshire Council funding update May & June \*
- A Bush, Herefordshire Council – Hfd Council Budget Consultation invitation \*
- A Bush, Herefordshire Council – Hfd Council Community Governance Review \*
- A Bush, Herefordshire Council – Good Neighbour Scheme Toolkit \*
- HALC – Information Corner 21<sup>st</sup> June \*
- HALC – Gathering of Speed Data Information \*
- Ledbury Town – Final version of Ledbury Town Plan \*

\* Circulated to Cllrs.

**Outstanding Actions** - These are the consolidated actions outstanding after the last meeting held on 3<sup>rd</sup> May 2016:

Date/ Meeting	Minute	Action	Status	Comments
10.3.16		Clerk	REPORTED	Blocked drains A4193/C153 junction <b>CAS-564160-C4X9B1</b>
March 2016	4.2	Clerk	reported	White lines at junctions at top of Fromes Hill need re-instating Potholes by The Old Rectory and Fuggles in Castle Frome
March 2016	7	Clerk	completed	Arrange NDP meeting for 15 <sup>th</sup> March
March 2016	8.1	Clerk	complete	Purchase laptop & printer
March 2016	8.1	Clerk	complete	Organise setting up of website
March 2016	8.5	Clerk	ongoing	Complete new bank mandate to change details & signatories
March 2016	9.2	Cllr Davies		To arrange new signatories on Poorland Meadow Trust bank account
March 2016	9.3	clerk	complete	Send invoice to tenant of Poorland Meadow
May 2016		clerk	reported	Water on road being diverted by surface away from highway drain <b>CAS-583188-B7C2X9</b>

### PLANNING RECORD

DATE	APPLICATION NUMBER	DESCRIPTION	PC COMMENT	HFD COUNCIL DECISION
16.10.15	152939	<b>Bears Forge, Canon Frome Court, HR8 2TD</b> Proposed removal of interior wall	None	<b>GRANTED 1.12.15</b>
7.12.15	153605 – prior approval	<b>The Hill, Castle Frome, HR8 1HL</b> Proposed canopy and lean-to on the side of an existing biomass building	Not required	<b>PRIOR APPROVAL REFUSED 8.2.16</b>
9.12.15	153532 / 153533	<b>Hedgerow West of B4214, Near The</b>	None	<b>REFUSED</b>

		<b>Frogend, Bishops Frome and west of Hop Pocket entrance</b> Hedgerow Removal		<b>18.1.16</b>
11.1.16	<b>160057 – PRIOR APPROVAL</b>	<b>Hasnett Wood, Canon Frome, Munsley</b> Proposed forestry building	Not required	<b>PRIOR APPROVAL NOT REQ 19.1.16</b>
18.1.16	<b>153808</b>	<b>The Porch, Lower Eggleton, HR8 2UG</b> Proposed four bedroom dwelling including freestanding garage	None	<b>GRANTED 29.2.16</b>
4.3.16	<b>160595</b>	<b>New House Farm, Bishops Frome, Herefordshire, WR6 5BT</b> 22 nos additional business units and new sewerage treatment plant	The Parish Council have no objection provided a licence is granted by the Environmental Agency	
18.3.16	<b>160795</b>	<b>Yew Tree House, Stretton Grandison, HR8 2TS</b> Proposed garden room to rear	The Parish Council have no objections to this application	<b>REFUSED 29.4.16</b>
12.5.16	<b>160883</b>	<b>The Hill, Castle Frome, HR8 1HL</b> Proposed lean-to extension to side of existing biomass boiler house	PC no objection	
2.6.16	<b>P161593/AM</b> <b>*ADVICE ONLY*</b>	<b>The Old Coach House, Townsend Farm, Stretton Grandison, HR8 2TS</b> Proposed non-material amendment to planning permission ref: 011987/F	Not required	<b>GRANTED 14.6.16</b>