

STRETTON GRANDISON GROUP PARISH COUNCIL

Parish Clerk: Mrs J Chester, Mapleside, Ashperton, Ledbury, Herefordshire, HR8 2RZ
Tel: 01531 670036 email:- pcgroupclerk@gmail.com website: strettongrandisongpc.org.uk

Minutes of the Annual Parish Council meeting held on Tuesday 2nd May 2017

Present:

Councillors Douglas Smith (chairman), Malcolm Davies, Charles Pudge, John Hamilton-Paterson and Brian Willder

In attendance:

Janet Chester - clerk

Members of the Public: 2

Item	Minute	Action						
1.0	<p>To Elect the Chairman of the Parish Council and to receive signature on Declaration of Acceptance of Office</p> <p>Douglas Smith proposed by Malcom Davies and seconded by Charles Pudge, unanimously supported. There being no other nominations Cllr Smith accepted the position and signed the Declaration of Acceptance of Office form. RESOLVED</p>							
2.0	<p>To Elect the Vice-Chairman of the Parish Council and to receive signature on Declaration of Acceptance of Office</p> <p>Malcom Davies proposed by Douglas Smith and seconded by Brian Willder, unanimously supported. There being no other nominations Cllr Davies accepted the position and signed the Declaration of Acceptance of Office form. RESOLVED</p>							
3.0	<p>To Receive Apologies for Absence and Note the Reason</p> <p>Cllr Ben Skinner (prior commitment) and Three Crosses Ward Councillor Jonathan Lester</p>							
4.0	<p>To Receive and Record any Declarations of Interest and Written Requests for Dispensations - none</p> <table border="1"> <thead> <tr> <th>Councillor Name</th> <th>Agenda Item</th> <th>Interest Declared</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Councillor Name	Agenda Item	Interest Declared				
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5.0	<p>To Remind Councillors to Review their Register of Interests held with Herefordshire Council and update of necessary.</p> <p>Noted.</p>							
6.0	<p>To Consider Approval of the Minutes of the previous meetings held on Tuesday 7th March 2017</p> <p>The minutes of the meetings were approved as a true and accurate record and duly signed by the Chairman. RESOLVED</p>							

7.0	<p>To Receive Brief Report from Three Crosses Ward Councillor Jonathan Lester</p> <p>Cllr Lester had sent his apologies and there was no report.</p>	
8.0	<p>Public Participation Session for Local Residents to raise matters relevant to the Parish Council.</p> <p>The matter of communication from the parish council with residents was raised. It was agreed to have been a problem in the past but is constantly being reviewed and improved by setting up a website and an email circulation list. It was also suggested to put new notice boards in each parish.</p>	All
9.0	<p>To Review Committee Structures, areas of responsibility and to appoint members to serve as required:</p> <p>a) Neighbourhood Development Plan Steering Group – Cllr Manning (chairman) & Cllr Smith (vice-chairman) b) Planning Committee – parish member to raise any issues, decisions to be made by full council c) Financial Working Group – full council d) Staffing Panel – full council e) Highways/Footpaths/Traffic & Speed Management – Janet Pudge – footpaths officer. Full council – highways, traffic and speed management f) Website Administrator – the new parish council website is up and running. The clerk and chairman have received training and are able to update the website in future.</p> <p>RESOLVED</p>	All
10.0	<p>To Review the policies for Stretton Grandison Group Parish Council and (re) adopt</p> <p>a) Standing Orders b) Code of Conduct c) Financial Regulations d) Donations & Grants Policy e) Risk Assessment f) Risk Management Policy g) Freedom of Information Requests h) Complaints Policy i) Assets Register j) Media and Social Media Policies k) Policy for dealing with planning application between meetings</p> <p>All reviewed and adopted RESOLVED</p>	All
11.0	<p>Planning:</p> <p>a) To Consider any Planning Applications submitted to Herefordshire Council: none b) To Note Planning Record (attached) and Details of Decisions Notice received from by Herefordshire Council : - noted</p>	
12.0	<p>Finance:</p> <p>a) To Consider Payments of Outstanding Accounts:- 000384: Autela Payroll Services – Payroll Q4 Jan – March - £30.00</p>	

	<p>000385: HALC – Lawful Pursuits training course D Smith - £120.00 000386: The Stables – room hire Feb/ March - £117.60 000387: Eyelid Productions – Annual website support - £100.00 000388: J Chester – clerk March/April - as agreed 000389: HMRC – PAYE April - £8.20</p> <p>RESOLVED</p> <p>b) To Consider and Approve Internal Audit Report</p> <p>The End of Year accounts are currently with the Internal Auditor so item deferred.</p> <p>c) To Consider and Approve the Annual Return Governance Statement</p> <p>The clerk read out the annual governance statements which were all AGREED</p> <p>d) To Consider and Approve the Annual Return Accounting Statements</p> <p>The clerk read out the annual accounting statements which were all AGREED</p> <p>e) To Review the Parish Council Insurance Policy and decide on any amendments required</p> <p>The policy is due for renewal on 1st October. The clerk was asked to check that the laptop and printer are covered and also to check if there was a maximum age for councillors to be covered.</p> <p>f) To Receive Update on Poorlands Meadow Trust</p> <p>The rent is due for renewal in August 2017. It was suggested to review the annual rent before renewing the tenancy due to the possibility of the tenant receiving single farm payment on the land. The Trust was set up to pay out educational grants to residents of Stretton Grandison parish. Cllr Davies is persevering with Lloyds Bank regarding updating the bank signatories. It was hoped to sort this in time to publicise the grants in time for the new education year starts in September.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr Davies</p>
13.0	<p>Highways / Footpaths</p> <p>a) To Note Report from Balfour Beatty Locality Steward Cathy Berkeley</p> <p>Noted</p> <p>b) New Issues on Road Conditions / Footpaths / Traffic Management</p> <p>A culvert at Townsend still needs clearing, potholes near the Hop Pocket and white lines still need re-instating. There are potholes through Stretton Grandison and a groove on the bend that need repair. It was noted that the Safer Roads Partnership have stated that they will be monitoring speeds through Stretton Grandison, black strips on the road have been seen recently. No footpath problems were reported.</p>	<p>Clerk</p>
14.0	<p>Information Section / Correspondence / Discussion</p> <p>a) To Note Correspondence Received and Communication Responses from Councillors</p> <p>Thanks were expressed to Councillors Smith, Manning, Hamilton-Paterson, Skinner and Willder for their efforts distributing the NDP questionnaire. The clerk is still experiencing apathy from some councilors in responding to emails sent to them.</p> <p>b) To Review Information and Outstanding Actions</p> <p>Information Sheet - Reviewed and updated</p>	<p>All</p> <p>All</p>

15.0	Training / Meetings / Reports a) To Note the Dates of any forthcoming training courses / meetings and decide attendee(s) – Balfour Betty Parish Briefing Thursday 4 th May 6pm at Thorn Business Park, Hereford	
16.0	To Raise Items for Next Scheduled Parish Council Meeting <ul style="list-style-type: none"> • Poorland Meadow Trust Update & Rent review • NDP Update • Stretton Grandison Speed Camera update • General Power of Competence 	All
17.0	To Decide Date, Venue and Time of Ordinary Meetings for the Ensuing Year Tuesday 27 th June, Tuesday 5 th September, Tuesday 7 th November, Tuesday 9 th January 2018, Tuesday 6 th March 2018 and Tuesday 1 st May 2018. All meetings at The Stables at 7.30pm. The clerk will put these dates onto the website. RESOLVED There being no other business to discuss the Chairman declared the meeting closed at 20.20pm	All

Signed.....
Chairman

Dated.....

INFORMATION SHEET – MAY

PARISH CLERK UPDATE

- Road defects reported to Locality Steward
- Website updated
- Comments sent to planning department on planning applications received
- NDP meetings arranged
- NDP support work undertaken
- NDP End of Grant Report completed
- NDP Grant applied for
- NDP questionnaire returns collated

EMAIL CORRESPONDENCE RECEIVED

- Numerous NDP queries
- Balfour Beatty – Weekly Locality briefings *
- HALC – Information Corner April *
- HALC – Eastern Area March meeting Minutes *
- A Bush, Herefordshire Council – Hereford Area Plan & Herefordshire Transport Package Consultation Event 3-6 April*
- A Bush, Herefordshire Council – Code of Conduct Consultation *
- A Bush, Herefordshire Council – Armed Forces Day *
- Hfds NDP Team – Newsletter 15 *
- Hfds NDP Team – NDP Submission and Examination Workshop Fri 5th May 10am – 12 Archive & Records Centre, Fir Tree Lane, Rotherwas, HR2 6LA *
- Hfds NDP Team – Rural Area Site Allocation DP Event 22 May Shire Hall Hereford 10am *

* Circulated to Cllrs.

Outstanding Actions – These are the consolidated actions outstanding after the last meeting:

Date/ Meeting	Minute	Action	Status	Comments
10.3.16		Clerk	REPORTED	Blocked drains A4193/C153 junction CAS-564160-C4X9B1
March 2016	4.2	Clerk	reported	White lines at junctions at top of Fromes Hill need re-instating CAS-564178H8E3J7 Potholes by The Old Rectory and Fuggles in Castle Frome CAS614175F2Z5S7
October 2016		clerk	reported	Water on road being diverted by surface away from highway drain CAS-583188-B7C2X9
October 2016	6	All	Complete	Appoint footpath officer and then advice Cathy Berkeley
October 2016	10.3	MD/DS/JHP	Ongoing	Complete new bank mandate for Poorlands Meadow Trust
October 2016	13	All Cllrs		Consider undertaking training and attending training courses
Jan 2017	4	Clerk / BS	Complete	Cllr Skinner to complete forms and return to clerk to forward to Hfd Council
Jan 2017	9.4	All	Ongoing	Clerk to copy cllrs in on all emails sent on PC behalf Cllrs to read ALL emails sent to them
Jan 2017	10.3	Clerk		Pothole on A4103 bottom of Fromes Hill where road goes over brook CAS614164Z9X1H9 White Lines to be reinstated at Hop Pocket CAS614174T6K2J2

PLANNING RECORD – (PREVIOUS SIX MONTHS)

DATE	APPLICATION NUMBER	DESCRIPTION	PC COMMENT	HFD COUNCIL DECISION
13.7.16	162281	Belfield, Canon Frome, Ledbury, HR8 2TF Convert existing double garage into a 2 bed annex accommodation to be used primarily by family and possibly as a holiday rental	PC have no objection	WITHDRAWN 7.11.16
2.8.16	161893	Old Birchend, Bosbury, Ledbury, HR8 1HF Removal of rear staircase and relocation of a ground floor toilet (retorseptive)	PC no objection	GRANTED 24.8.16
12.9.16	163016	Coppice House, Castle Frome, Ledbury, HR8 1HX Proposed single storey side extension, new porch and new rear dormer with interior and exterior alterations	PC support this application	GRANTED 4.11.16
5.10.16	163024 & 163025	Meephill House, Canon Frome, HR8 2TF Proposed erection of an annexe	PC no objection	
7.10.16	163152	Land at Middlefields Farm, Castle Frome. Ledbury, Variation of Condition 2 of planning permission 150349 (Proposed erection of single dwelling to replace mobile home) – handing of floor plan, change fo windows and doors and chimney position	PC no objection	
18.10.16	160795 APPEAL APP/W1850/D/16/3154790	Yew Tree House, Stretton Grandison, HR8 2TS Proposed garden room to rear	The Parish Council have no objections to this application	APPEAL GRANTED 7.11.16