

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 Parish Council meeting held on Tuesday 5th September 2017

Present:

Councillors Douglas Smith (chairman), Malcolm Davies, John Hamilton-Paterson, Rob Manning, George Orgee, Charles Pudge and Ben Skinner

In attendance:

Three Crosses Ward Councillor Jonathan Lester
Janet Chester - clerk

Members of the Public: 1

Item	Minute	Action						
1.0	To Receive Apologies for Absence and Note the Reason Cllr Brian Willder (other commitments)							
2.0	To Receive and Record any Declarations of Interest and Written Requests for Dispensations - none <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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3.0	Councillor Vacancies The required vacancy notice has been displayed but no one has contacted Herefordshire Council within the timescale to put themselves forward so the parish council is now able to co-opt a new councillor.	All Cllrs						
4.0	To Consider Approval of the Minutes of the previous meetings held on Tuesday 27th June 2017 RESOLUTION: The minutes of the meetings were approved as a true and accurate record and duly signed by the Chairman.							
5.0	To Receive Brief Report from Three Crosses Ward Councillor Jonathan Lester Cllr Lester opened by advising that as from 1 st August he is now deputy leader of Herefordshire Council. Congratulations were expressed. Cllr Lester has launched a Corporate Parenting Strategy to enable Looked after Children to have the same opportunities as other children. Herefordshire safeguarding services need improving so							

	<p>they are holding peer reviews with 151 employees in the safeguarding department with a further meeting in October. They have a childrens wellbeing budget of £23m. An Ofsted visit is anticipated next year. Herefordshire has a fluctuating number of around 300 Looked after children. The county's foster service is good with an increase in the number of carers bucking the national trend.</p> <p>The £900k overspend on the Blue School House renovation is being looked at by the Audit and Governance Committee. Cllr Lester chairs the Health & Wellbeing Board which has a strategic approach to health care and well-being of citizens. County councillors are considering a proposal by the Crime Commissioner to joint working fire rescue and police services to save £m's. Cllr Lester will be taking the Youth Justice Plan to the next cabinet meeting, youth offending numbers are down. Herefordshire Council are putting together a Travellers Sites Development Plan Document but believe that the number of pitches required can be absorbed by existing sites without the need of new sites.</p>	
6.0	<p>Public Participation Session for Local Residents to raise matters relevant to the Parish Council.</p> <p>No matters raised.</p>	
7.0	<p>Planning:</p> <p>a) To Consider any Planning Applications submitted to Herefordshire Council:</p> <p>None</p> <p>b) To Note Planning Record (attached) and Details of Decisions Notice received from by Herefordshire Council: - noted</p>	
8.0	<p>Stretton Grandison Neighbourhood Development Plan</p> <p>a) To Discuss Analysis of returned NDP Questionnaires</p> <p>David Nicholson, a qualified planning consultant has completed the analysis and is prepared to present these to the NDP steering group. A copy of the results was emailed to all councillors on 29th August but had not yet been read by some councillors. It was felt that the objectives were generally sensible but care was to be taken with Homend Park. Cllr Smith advised that Herefordshire Council were putting together a Rural Area Site Allocation Development Plan for parishes without a neighbourhood development plan.</p> <p>RESOLUTION: It was decided to email the report to members of the NDP Steering Group and finalize a date for the next NDP steering group meeting.</p> <p>b) To Confirm Date of next NDP meeting</p> <p>RESOLUTION – meeting to be held on Tuesday 3rd October at 7.30pm at The Stables, Canon Frome.</p>	<p>Clerk</p> <p>All Cllrs</p>
9.0	<p>Finance:</p> <p>a) To Decide Parish Council Insurance Provider</p> <p>The clerk had obtained three quotes and these were considered.</p> <p>RESOLUTION: It was agreed to appoint Ecclesiastical through Came and Company. The</p>	Clerk

clerk will send confirmation to Came and Company.

b) To Consider Payments of Outstanding Accounts:-

000395: J Chester – clerk July/August - as agreed
 000396: HMRC – PAYE July/August - £16.80
 000397: Came & Co – Annual Insurance - £280.00
 000398: DJN Planning Ltd – NDP support - £1600.00

RESOLUTION: Payment of all items above agreed.

c) To Discuss Parish Council Precept Requirement 2018/19

The clerk had put together a draft budget which was discussed. The Parish Council is required to submit its request to Herefordshire Council by 31st December.

RESOLUTION: Final decision deferred to November meeting. The Parish Council is minded to request £6500 for 2018/19 but the final decision will be made at the November meeting.

d) To Receive Update on Poorlands Meadow Trust

Cllr Davies had spoken to the business manager at Lloyds Bank after submitting a number of requests to amend the signatories and statement address. It had all been agreed verbally but written confirmation was awaited. The clerk had received a closing statement in the post together with a cheque for the closing balance.

RESOLUTION: A new bank account will be opened. The Stretton Grandison Councillors, Cllrs Davies and Smith will be signatories. Cllr Davies will approach Barclays Bank.

e) To Decide Bank Signatories

RESOLUTION: Deferred until new clerk is in position.

All Cllrs /
clerk

MD/DS

Clerk

10.0 Highways / Footpaths

a) To Note Report from Balfour Beatty Locality Steward Cathy Berkeley

Noted

b) To Receive Report from Footpaths Officer on alleged blocked footpath CS4

Cllr Pudge informed us that the footpath officer had checked this footpath and it is now clear.

c) To Receive Update on Speed Issues at Stretton Grandison

The clerk has been advised that The Safer Roads Partnership have established a location for a mobile speed camera in Stretton Grandison and speed monitoring will soon commence. NOTED

d) New Issues on Road Conditions / Footpaths / Traffic Management

The road surface between The Grange and the bend needs checking. On the junction at Frogend to Halmonds Frome there are potholes needing repair. The culvert outside

	<p>Townsend Farm on the A417 still needs clearing.</p> <p>RESOLUTION: The clerk will report all above defects</p>	clerk
11.0	<p>Information Section / Correspondence / Discussion</p> <p>a) To Note Clerks Resignation and Discuss Arrangements for Appointing a New Clerk</p> <p>The clerk has forwarded her resignation due to personal circumstances, Thanks were expressed to her for her hard work and organization whilst in post. The options of recruiting a new clerk was discussed together with the number of working hours per week.</p> <p>RESOLUTION: It was AGREED that a new clerk would be offered 6 hours per week and to ask HALC to cover the recruiting of a new clerk.</p> <p>b) To Review Information and Outstanding Actions</p> <p>Information Sheet - Reviewed and updated</p>	Clerk / DS
12.0	<p>Training / Meetings / Reports</p> <p>a) To Note the Dates of any forthcoming training courses / meetings and decide attendee(s) –</p> <p>28th Sept Shire Hall Hereford 6pm – Update for councilors – Cllr Smith unable to attend there were no other volunteers.</p> <p>Councillors were encouraged by the clerk to attend HALC training courses, the diary had been circulated.</p>	
13.0	<p>To Raise Items for Next Scheduled Parish Council Meeting</p> <ul style="list-style-type: none"> • Poorland Meadow Trust Update • NDP Update (N.B. presentation of analysis results at 7pm prior to the parish council meeting on 5th September) • Stretton Grandison Speed Camera update • Appointment of new Clerk • Councillor Vacancy • Drainage Board Members 	All
14.0	<p>To Decide Date, Venue and Time of Next Scheduled Meeting</p> <p>Tuesday 7th November, at The Stables at 7.30pm. RESOLVED</p>	All

At this point Cllr Hamilton-Paterson tendered his resignation as he has moved out of the area and therefore no longer qualifies as a parish councillor. Thanks were expressed to him for his effort and hardwork and wished him well in his new home.	Clerk
There being no other business to discuss the Chairman declared the meeting closed at 21.15pm	

Signed.....
Chairman

Dated.....

3/1/18

INFORMATION SHEET

PARISH CLERK UPDATE

- Road defects reported to Locality Steward
- Website updated
- Comments sent to planning department on planning applications received
- NDP support work undertaken
- NDP Grant applied for
- HALC area meeting attended

EMAIL CORRESPONDENCE RECEIVED

- Balfour Beatty – Weekly Locality briefings *
- HALC - Information Corner August *
- Herefordshire Rural Hub – August & September newsletters *
- Herefordshire Council – invitation to Minerals & Waste Consultation – Shirehall 8th Sept 11-1*
- Herefordshire Council – Rights of Way Improvement Plan *
- Herefordshire Council – Road Resurfacing programme *
- Ledbury Town Council NDP Reg 14 consultation *
- Malvern Hills AONB newsletter*

* Circulated to Cllrs.

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

Date/ Meeting	Minute	Action	Status	Comments
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	9.4	All	Ongoing	Clerk to copy cllrs in on all emails sent on PC behalf Cllrs to read ALL emails sent to them
March 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
March 2017	9.2	Clerk	Complete	Request deployment of mobile sped camera in Stretton Grandison to SRP
May 2017	8	All	Ongoing	Communication needs to improve both internally and with residents
May 2017	13b	Clerk		Culvert at Townsend Farm needs clearing Potholes need repair and white lines need reinstating at Hop Pocket
June 2017	7a	Clerk	complete	Arrange analysis of NDP questionnaires with DJN
June 2017	8c	Clerk	complete	Obtain insurance quotes for annual renewal
June 2017	8e	Clerk	complete	Invoice tenant for rent of Poorlands Meadow
June 2017	9c	clerk		Potholes – fillingsbridge cottage, Millend straight

				Culvert needs clearing Townsend Farm Write to resident re Hedge clippings in ditch opp Old School House Stretton Park
June 2017	10a	clerk	complete	Contact Cllr Troughton and advise disqualification as cllr to Hfd Council

PLANNING RECORD – (PREVIOUS SIX MONTHS)

<u>DATE</u>	<u>APPLICATION NUMBER</u>	<u>DESCRIPTION</u>	<u>PC COMMENT</u>	<u>HFD COUNCIL DECISION</u>
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	GRANTED 11.8.17
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	GRANTED 25.5.17
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
	172144	Town Farm Poultry Unit, Town Farm Road, Castle Frome, HR8 1HQ Erection of 2no additional poultry buildings and associated infrastructure on established poultry farm	The Parish Council support this application provided the recommendations made by other bodies in part of the consultation process are carried out	




STRETTON GRANDISON GROUP PARISH COUNCIL
Minutes of a meeting held on Tuesday 7th November 2017
In The Stables – Canon Frome

PRESENT:

Councillors: Douglas Smith (Chairman), Malcolm Davies, Rob Manning, George Orgee and Charles Pudge.

In attendance: Lynda Wilcox (HALC) ... Clerk cover. One local resident.

1. **Apologies for absence** were received from Ben Skinner and Brian Wilder.
2. **Declarations of Interest & written requests for information ...** There were none.
3. **Co-option of Councillor**
It was unanimously RESOLVED to co-opt David Kaner to fill the vacancy in the parish of Stretton Grandison. Canon Frome 
3.1 Councillor Kaner completed his acceptance of office form and took his place at the meeting.
4. **Minutes of Previous Meeting ... 5.9.17.**
It was RESOLVED to adopt the minutes of the previous meeting which were then signed as a true record by the Chairman.
5. **Ward Councillor – Jonathan Lester** was unable to be present but had circulated his report prior to the meeting.
6. **Public Participation**
The one local resident present had since been co-opted but queried the progress of the NDP (Neighbourhood Development Plan).
7. **Planning**
 - 7.1 There were no planning applications for comment.
 - 7.2 Members noted the planning record and decisions notices received from Herefordshire Council.
8. **Neighbourhood Development Plan (NDP)**
 - 8.1 Dave Nicholson had given an update and the questionnaire results had been received. The next step was to undertake a call for sites.



- 8.2 The NDP Chairman, Rob Manning, informed the meeting that he would need to resign as he was likely to have an interest in some possible development land. It was noted that Douglas Smith was the Vice Chairman.

9. Finance

- 9.1 To consider payment of outstanding accounts:
- 9.1.1 000399 J Chester - clerk ... September/October ... as per contract.
 - 9.1.2 000400 HMRC ... PAYE Sept/Oct ... £16.80.
 - 9.1.3 The Stables ... room hire May/Sept ... £100.80.
 - 9.1.4 Autela Payroll Services ... payroll support Q2 ... £38.40.
 - 9.1.5 Grant Thornton ... external audit annual fee ... £120.
- 9.2 Parish Council Precept requirement 2018/19.
It was RESOLVED to defer consideration to a meeting in January when the new clerk would be in place.
- 9.3 Poorlands Meadow Trust ... The Chairman and Malcolm Davies had visited Barclays Bank to ascertain more information on monies held.
- 9.4 Bank Signatories ... It was RESOLVED that the following four councillors be bank signatories: Douglas Smith, Malcolm Davies, Rob Manning and Charles Pudge.

10. Highways/Footpaths

- 10.1 The latest report from Balfour Beatty Locality Steward, Cathy Berkeley, was noted.
- 10.2 Speed issues at Stretton Grandison ... It was noted that the camera car had been on site several times.
- 10.3 Malcolm Davies would report a trench in the road on the Stretton Grandison side of Ashperton.

11. Information Items

- 11.1 Drainage Board Membership ... Charles Pudge gave a brief report including the fact that the agricultural membership would be dropping from 15 to 11 members but Council nominees would be increasing.
- 11.2 Members reviewed outstanding actions.

12. Training/Meetings

- 12.1 It was noted that the next HALC training sheet from January-March 2018 would be sent out in the near future.

13. Items raised for next scheduled meeting

- 13.1 Setting of Precept for 2018/19.
- 13.2 Poorlands Meadow Trust.
- 13.3 Neighbourhood Development Plan (NDP).
- 13.4 Data Protection Officer.
- 13.5 Broadband.



14. Next Meeting

It was RESOLVED to hold the next meeting on Thursday 4th January 2018.

A resolution was passed to exclude the public due to the confidential nature of the following item

15. Employment Matters

- 15.1 The Chairman and Acting Clerk reported on the recent interview process for a new clerk and it was unanimously RESOLVED to appoint the preferred candidate, Emma Thomas, from 8th November 2017 subject to a satisfactory six month probationary period and suitable references.
- 15.2 It was further RESOLVED to appoint Mrs Thomas on Spinal Column Point 23 within the LC1 Scale recommended by the National Joint Council for Local Government Services (NJC) from 1st April 2017.

The Chairman closed the meeting at 8.30 pm

SIGNED



DATE

3/1/18