

# ASHPERTON PARISH COUNCIL

Parish Clerk: Mrs J Chester, Mapleside, Ashperton, Ledbury, Herefordshire, HR8 2RZ  
Tel: 01531 670036 email: [ashperton.pc@btinternet.com](mailto:ashperton.pc@btinternet.com) website: [www.ashperton.org.uk](http://www.ashperton.org.uk)

## Minutes of the Annual Parish Council meeting held on Tuesday 24th May 2016 at 7.30pm

### Present

Councillors Mrs Freda Helme, Paul Barnes, Rowland Eustace and John Wyton

### In attendance

Janet Chester – Parish Clerk

Members of the Public: 0

<u>Item</u>	<u>Minute</u>	<u>Action</u>						
1.0	<p><b>To Elect the Chairman of the Parish Council and receive their signature on Declaration of Acceptance of Office</b></p> <p>Mrs Freda Helme was proposed and unanimously seconded. Mrs Helme accepted the position and duly signed the necessary forms.</p>							
2.0	<p><b>To Elect the Vice- Chairman of the Parish Council and receive their signature on Declaration of Acceptance of Office</b></p> <p>Mr Rowland Eustace was proposed and unanimously seconded. Mr Eustace accepted the position and duly signed the necessary forms.</p>							
3.0	<p><b>To Receive Apologies for Absence and Note the Reason</b></p> <p>Cllr Grant Powell (holiday), Cllr Andrew Hammond (work commitment) and Ward Councillor Jonathan Lester</p>							
4.0	<p><b>Councillor Vacancies</b></p> <p>The Chairman advised about the sad death of Cllr Nick Rumsey and members expressed their sympathies to his family. Cllr Grant Powell has also resigned from the parish council. Members expressed their thanks to both for their time and efforts whilst councillors. The clerk will inform Herefordshire Council and advertise the vacancies.</p>	<b>Clerk</b>						
5.0	<p><b>To Receive and Record any Declarations of Interest and Written Requests for Dispensations - none</b></p> <table border="1" data-bbox="146 1512 1316 1579"> <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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6.0	<p><b>To remind Councillors to Review their Register of Interests held with Herefordshire Council and update if necessary</b></p> <p>All councillors were reminded by the clerk of the need to review their Register of Interests regularly and update when necessary.</p>	<b>ALL</b>						
7.0	<p><b>To Consider Approval of Minutes of the Parish Council meeting held on Tuesday 29<sup>th</sup> March 2016</b></p> <p>The minutes of the previous meeting were agreed as a true and accurate record and were duly signed by the Chairman Cllr Helme.</p>							

8.0	<p><b>To Receive Brief Report from Three Crosses Ward Councillor Jonathan Lester</b></p> <p>Cllr Lester had sent his apologies and had emailed the clerk the following report:          “In my absence please can you relay the important points for the meeting:          a) The last full meeting of council was on 20<sup>th</sup> May. At this meeting the first neighbourhood plan was formally adopted by council, that being the plan for Weston under Penyard. In future the formal adoption of the plans will not have to go to council but will be ratified by the cabinet member responsible for planning.          b) The council’s Local Transport Plan was formally adopted on 20 May 2016. This is a key document for Herefordshire that will promote new infrastructure to achieve growth both in housing and economic development, as well as identify the need to promote highway safety and pothole management. It is a challenging issue but we now have a formal plan to move forward.          c) I have met with both Herefordshire MPs to discuss funding arrangements from central government and discussed the white paper concerning educational excellence and academy conversion. As you will have heard the proposal to force academy structures on schools will now not go ahead. My view is that improvements in school arrangements will always be required and so we intend to carry on with the schools capital investment strategy. I wait to see with interest what form the white paper will now take.          As always if there are any issues or help required please call or email me accordingly.”</p>													
9.0	<p><b>Public Participation Session for local residents to raise matters relevant to the parish</b></p> <p>None</p>													
10.0	<p><b>To Review and Adopt the following Policies for Ashperton Parish Council</b></p> <table border="0" data-bbox="148 931 1313 1155"> <tr> <td><b>10.1</b> Standing Orders</td> <td><b>10.2</b> Code of Conduct</td> </tr> <tr> <td><b>10.3</b> Financial Regulations</td> <td><b>10.4</b> Assets Register</td> </tr> <tr> <td><b>10.5</b> Donations &amp; Grants Policy</td> <td><b>10.6</b> Risk Assessment &amp; Risk Management Schedule</td> </tr> <tr> <td><b>10.7</b> Freedom of Information requests</td> <td><b>10.8</b> Emergency Resilience Plan</td> </tr> <tr> <td><b>10.9</b> Neighbourhood Development Plan Terms of Reference</td> <td></td> </tr> <tr> <td><b>10.10</b> Policy for dealing with the media</td> <td><b>10.11</b> Policy for planning applications received between meetings</td> </tr> </table> <p>All the above policies were reviewed and re-adopted with the exception of 10.8 Emergency Community Resilience Plan which was deferred to the July meeting. <b>RESOLVED</b></p>	<b>10.1</b> Standing Orders	<b>10.2</b> Code of Conduct	<b>10.3</b> Financial Regulations	<b>10.4</b> Assets Register	<b>10.5</b> Donations & Grants Policy	<b>10.6</b> Risk Assessment & Risk Management Schedule	<b>10.7</b> Freedom of Information requests	<b>10.8</b> Emergency Resilience Plan	<b>10.9</b> Neighbourhood Development Plan Terms of Reference		<b>10.10</b> Policy for dealing with the media	<b>10.11</b> Policy for planning applications received between meetings	Clerk
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11.0	<p><b>Planning:</b></p> <p><b>a) To Consider any Planning Applications submitted to Herefordshire Council:</b></p> <p><b>152041 Land to the North of Ashperton Village Hall</b>          Proposed residential development of 10 dwellings - Re-consultation amendment to include attenuation basin  <b>PC Comment:</b> The Parish Council object to this application – letter of objection to be written after meeting</p> <p><b>b) To Note Details of Decision Notices received from Herefordshire Council (as per planning record) <a href="http://www.herefordshire.gov.uk">www.herefordshire.gov.uk</a> – Noted</b></p>	Clerk / AH												
12.0	<p><b>To Receive Update Report From Ashperton Neighbourhood Development Steering Group</b></p> <p>The steering group are working tirelessly to produce a plan for development in the parish up to 2031. Two questionnaires have been produced and two consultations have taken place, the draft plan will be presented to residents at an open event on 25<sup>th</sup> June and further feedback requested before forwarding the plan to Herefordshire Council for formal six week consultation. This would be followed by any amendments, examination and referendum. The clerk asked for all documents to be forwarded for updating the website. Cllrs Eustace and Helme will arrange this to be done.</p> <p><b>RESOLVED</b></p>													
13.0	<p><b>Information Section / Correspondence / Discussion</b></p> <p><b>13.1 To Discuss forming an Ashperton Village Hall constitution</b></p> <p>Cllr Helme advised that the village hall constitution needs to include the parish council. Cllr Helme is obtaining guidance from HALC so matter deferred to July meeting. <b>RESOLVED</b></p>	FH												

	<p><b>13.2 To Consider membership of HVOSS</b></p> <p>Membership of HVOSS was agreed at an annual subscription of £35.00 <b>RESOLVED</b></p> <p><b>13.3 To Nominate trustees onto Ashperton Consolidated Charities</b></p> <p>Cllr Helme advised that there should be five trustees. Cllr John Wyton was elected as the parish council trustee. <b>RESOLVED</b></p> <p><b>13.4 To Discuss HM Queen Elizabeth 90<sup>th</sup> birthday celebration</b></p> <p>The church is holding a service on Sunday 12<sup>th</sup> June at 9.30am and it was agreed to arrange a shared picnic on the village green between 3pm and 6pm that same afternoon.</p> <p><b>13.5 To Review Information and Outstanding Actions</b></p> <p>Noted. The clerk will arrange a date in September for a joint parishes Neighbourhood Watch meeting.</p>	<p>FH</p> <p>FH / JW</p> <p>Clerk</p>
14.0	<p><b>Finance</b></p> <p><b>14.1 To Approve Annual Accounts</b></p> <p>The End of Year accounts have been internally audited, thanks were expressed to Nadine Schofield for carrying this out. The Annual Accounts were approved <b>RESOLVED</b></p> <p><b>14.2 To Agree Annual Report to be sent to External Auditor</b></p> <p>The Annual Governance Statements were read out by the clerk and agreed, the annual return was signed by the clerk and chairman for sending off to the external auditor <b>RESOLVED</b></p> <p><b>14.3 To Consider Parish Council paying for Village Hall LPG and Insurance</b></p> <p>It was AGREED that the parish council pay for the LPG and add the village hall to their insurance policy <b>RESOLVED</b></p> <p><b>14.4 To Review Parish Council Insurance policy</b></p> <p>This was reviewed and considered to cover all insurance requirements. No amendments are necessary. <b>RESOLVED</b></p> <p><b>14.5 To Note Finance Report</b></p> <p>Noted</p> <p><b>14.6 To Consider Payments of Outstanding Accounts</b></p> <p>000371: N Schofield – reimburse NDP expenses - £41.76  000372: Zen Internet – website annual fee - £57.46  000373: J Chester – clerk salary April/May and expenses – as agreed  000374: HMRC – PAYE April/May - £10.80  000375: Ashperton Village Hall – room hire - £272.00  000376: Hoople Ltd – NDP maps - £138.00  000377: HALC – Hall of Fame training course - £36.00</p> <p><b>RESOLVED</b></p> <p>Cllr Barnes offered to contribute towards the website fee – the clerk will send a request via email. <b>RESOLVED</b></p>	<p>Clerk</p> <p>Clerk</p>
15.0	<p><b>Highways &amp; Footpaths:</b></p> <p><b>15.1 To Appoint footpath officer</b></p> <p>Cllr Eustace was re-appointed footpath officer. The Chairman thanked him for his time and effort.</p>	<p>RE</p>

	<p><b>RESOLVED</b></p> <p><b>15.2 To Appoint mowing contractor</b></p> <p>Grant Powell has agreed to continue to mow the village green and was re-appointed.</p> <p><b>RESOLVED</b></p> <p><b>15.3 To Discuss any new highway and footpath issues and decide any P3 / Lengthsman Works required</b></p> <p>A gate on footpath MN2 needs to be properly closed, Cllr Helme will speak to the neighbour. It was proposed that a stile on footpath AP34 could be replaced by a gate, Cllr Eustace will deal with this.</p> <p><b>RESOLVED</b></p>	FH / RE
16.0	<p><b>Training / Meetings</b></p> <p><b>16.1 To note dates of any upcoming meetings and note any required places</b></p> <p>HALC training programme – noted.</p> <p><b>16.2 To receive reports from meetings attended –</b></p> <p>None</p>	
17.0	<p><b>To Raise Items for Next Parish Council Meeting</b></p> <ul style="list-style-type: none"> <li>• NDP Terms of Reference</li> <li>• Emergency Resilience Plan</li> <li>• HVOSS membership invoice</li> <li>• Ashperton Village Hall Constitution</li> </ul>	Clerk
18.0	<p><b>To Decide Dates, Frequency and Time of Ordinary Meetings for the Ensuing Year</b></p> <p>Meetings will be held on the last Tuesday bi-monthly at 7.30pm at Ashperton Village Hall on</p> <p>Tuesday 26<sup>th</sup> July 2016  Tuesday 27<sup>th</sup> September 2016  Tuesday 29<sup>th</sup> November 2016  Tuesday 31<sup>st</sup> January 2017  Tuesday 28<sup>th</sup> March 2017  Tuesday 30<sup>th</sup> May 2017</p> <p>The Chairman declared the meeting closed at 20.58pm</p> <p>Signed..... Dated...  Chairman</p>	ALL

## Information Sheet

### PARISH CLERK UPDATE

- Road defects reported to Locality Steward
- Monthly PAYE RTI completed
- Highway problems discussed with Locality Steward
- Application to list Hopton Arms as asset of community value submitted to Herefordshire Council
- Autela Payroll Services instructed to carry out Payroll and Pension duties
- End of Year Accounts prepared for Audit
- "Audit Answers" training course attended

### EMAIL CORRESPONDENCE RECEIVED

- Balfour Beatty – Weekly Locality briefings \*
- Balfour Beatty – May Parish Newsletter \*

- A Bush, Herefordshire Council – Herefordshire Council funding updates April & May \*
- A Bush, Herefordshire Council – website alerts to planning applications received and decided \*
- A Bush, Herefordshire Council – information re Community Infrastructure Levy \*
- A Bush, Herefordshire Council – Unrecorded Rights of Way Project 18<sup>th</sup> April \*
- A Bush, Herefordshire Council – WW1 Centenary Home Front Open Day 7<sup>th</sup> May \*
- HALC – Information Corner – May \*
- Herefordshire Rural Hub May Newsletter \*
- Neighbourhood Development Team – Newsletter 13 \*
- Graham Horsby – Notice of Speed Data Gathering at Blacklands \*

\* Circulated to Cllrs.

## **OUTSTANDING ACTIONS**

These are the consolidated actions outstanding after the last meeting held on 29th March 2016:

Meeting	Minute	Action	Status	Comments
July 2015	9b	ALL		Ask other organisations if they wish to contribute articles and funding to website
Sept 2015	8c	RE	Ongoing	Arrange replacement of stile on AP32 at Tunnel Cottage. Trim AP34 and AP18
Nov 2015	7	NDP		Forward documents to clerk for placing on website
Jan 2016	5	W Cllr		J Lester to circulate Hfd Council mid term finance report
Jan 2016	8b	clerk	complete	Milestone along Stretton Grandison straight needs lifting and re-siting
Jan 2016	9d	clerk	complete	Register PC's interest in defibrillator grant funding
Jan 2016	9e	clerk	ongoing	Arrange date for joint parishes neighbourhood watch public meeting
March 2016		clerk	reported	Blocked culvert on end of Ashperton wood <a href="#">CAS569442R6Y7H7</a>

## **PLANNING RECORD**

DATE	APPLICATION NUMBER	DESCRIPTION	PC COMMENT	HFD COUNCIL DECISION
21.11.14	143420	<b>Land adj to 44 &amp; 45-46 Ashperton Road, HR8</b> Proposed 3no new dwellings	Unable to comment as not quorate	GRANTED
19.12.14	143790	<b>Hopton Arms Holiday Park, HR8 2SE</b> Proposed certificate of lawful development for an existing use as a holiday park which compromises all land and buildings formed within the red line outline drawing 193-20 "Site plan Land to Rear of Hopton Arms" 18.12.14	PC have no objection to this application	GRANTED 19.2.15
10.3.15	150412 & 150414	<b>Chandlers 45-46 Ashperton Road, HR8 2RY</b> Proposal to add two additional windows at the rear of the property on the first floor, windows will be in the thatched roof to match existing	PC support this application	GRANTED 21.4.15
12.3.15	150641	<b>4 The Ryders, Ashperton, HR8 2SP</b> Single storey extension	PC have no objections to this application	GRANTED 15.4.15
13.7.15	152041	<b>Land to the North of Ashperton Village Hall</b> Proposed residential development of 27 dwellings and associated public space	PC object to this application	APPLICATION AMENDED – SEE BELOW
22.10.15	153022	<b>The Cottage, Church Lane, Ashperton</b> Proposed conversion of existing outbuilding (former bakery) to a live/work unit with additional associated parking	PC support this application	GRANTED 30.12.15
11.1.15	P160057/PA7	<b>Hasnett Wood, Canon Frome, Munsley, Ashperton</b> Proposed forestry building	PRIOR APPROVAL APP – for advice only	PRIOR APPROVAL NOT REQ 19.1.16
16.3.16	152041	<b>Land to the North of Ashperton Village Hall</b> Proposed residential development of 10 dwellings (AMENDMENT TO ORIGINAL APPLICATION)	PC object to this application	