

ASHPERTON PARISH COUNCIL

Parish Clerk: Janet Chester
Mapleside, Ashperton, Ledbury, HR8 2RZ
Tel: 01531 670036
e-mail: ashperton.pc@btinternet.com

Minutes of the Parish Council meeting held on Tuesday 27th January 2015 at 7.30pm

Present

Councillors Mrs F Helme (chairman), P Barnes, R Eustace, A Hammond, G Powell & N Rumsey

In attendance

Frome Ward Councillor Patricia Morgan
Janet Chester – Parish Clerk

Public: 0

Action

The chairman welcomed everyone to the meeting.

1/1/15 Apologies for absence - none

2/1/15 Declarations of Interest and Requests for Dispensations - none

Cllr Name	Agenda Item	Interest Declared	Nature of Interest

3/1/15 Public Participation Session for Local Residents to raise matters relevant to the Parish Council

None

4/1/15 To approve the minutes of the Parish Council meeting held on Tuesday 25th November 2014 (previously circulated)

The minutes of the meeting were agreed as a true and accurate record and were duly signed by the chairman.

5/1/15 To receive brief report from Ward Councillor Patricia Morgan

Cllr Morgan reported that Herefordshire Council will be finalizing their budget on 6th February. Election day is on 7th May and the ward boundaries will be changing. Frome ward is being split into Bishops Frome ward and Three Crosses ward. Ashperton will come under the Three Crosses Ward. Balfour Beatty may be recruiting new locality stewards to align with the wards. The Core Strategy is under inspection in February and should be adopted in the Spring subject to the election and possible change of administration.

6/1/15 Correspondence/Discussion/Communication/Consultations/ Governance

a) Election of representative to HALC Eastern Area meetings

Cllr Hammond volunteered to attend the next meeting on 10th February
RESOLVED

Cllr Hammond

b) NALC 2014-16 National Salary Award Advice Note dated 4th Dec 2014

Previously circulated to all councillors this was noted and adopted.

c) Clerks contract

The clerk has been appointed on 5 hours per week at Salary Scale Point 19 (£9.551 per hour/ £2483.26 per annum). A home working allowance of £264 per annum was agreed. The contract was **AGREED** and two copies signed, one for the clerk and one for the parish council to be held by the chairman.

d) Parish Council Policies

The clerk has drafted policies that the parish council should have in place:-

- Financial regulations including assets register
- Donations & Grants Policy
- Standing Orders
- Code of Conduct
- Freedom of Information Requests
- Risk Management Policy
- Risk Assessment Schedule

Additional information was required and a few alterations required. The clerk will amend and re-circulate all policies prior to the next meeting. Councillors were asked to read and check to enable adoption of all policies at the next meeting in March.

All cllrs / clerk

e) Parish Council website

It has been suggested that all parish councils should have a website. The clerk has contacted someone who has provided possible costs and is willing to help set up a website. HALC are holding a training session on Wed 11th Feb "Website Wonder" at 7pm at HALC offices. Cllr Helme will attend and report back.

Cllr Helme / clerk

f) Election Day Thursday 7th May 2015

Councillors were reminded that election day is on 7th May and they will all be required to complete nomination forms should they wish to stand again. There is currently one vacancy on the parish council. A notice is to be sent to Network 5 and displayed on the notice board inviting residents to become a parish councillor.

All cllrs / clerk

g) Date of Annual Parish Council meeting

Tuesday 19th May **RESOLVED**. The annual parish meeting will also be held the same evening starting at 7pm.

Clerk

7/1/15 Planning

a) Community Consultation meeting Wed 28th January 2015 presentation from Architype / H Davies re possible residential development in Ashperton

All councillors were urged to attend this meeting. It was suggested to use this meeting as an information gathering night and then hold a parish meeting to discuss the matter further at a later date.

All cllrs

It was also suggested that the parish council compile a "wish list" of parish projects for any Section 106 monies that may come from any future development.

b) Planning Applications to be considered:

P143790/U Hopton Arms Holiday Park, Ashperton, HR8 2SE

Proposed Certificate of Lawful Development for an existing use as a holiday park which comprises all land and buildings formed within the red line outline drawing 193-20 "Site Plan Land to rear of Hopton Arms" dated 18/12/2014

clerk

PC Comment: The parish council have no objection to this application.

c) Considered Applications - none

d) To note Planning Record (circulated) and decisions of Herefordshire Council - noted

8/1/15 Highways and Footpaths:

a) Report from Balfour Beatty Locality Steward Cathy Berkeley

The weekly reports sent by Cathy had been circulated by the clerk and duly noted.

b) New highway issues/ road defects/winter self-help/ flooding

The clerk will notify Balfour Beatty of potholes on the C1151 Woodsend Lane and Church Lane in need of repair. The clerk will chase up the grit bins that have been requested in the past.

clerk

c) Report from Footpath Officer – Cllr Eustace

A site visit was held in Ashperton Woods and they are happy for work to be carried out by the parish council and community to improve the wet patches on the paths and clear some existing drainage channels.

All cllrs

9/1/15 Finance:

a) To note finance report and bank balance (previously circulated) –

The finance report was noted. The bank balance £4364.75 as at 9th Sept 2014.

b) Payments approved: RESOLVED

282: HALC Emergency Clerk Cover - Inv4287 - £144.19

283: J Chester - clerk salary & expenses Jan 2015 - £231.83

c) Bank Mandate and cheque signatories

Cllrs Eustace, Hammond and Powell are existing signatories. Cllr Helme is to be added as a signatory. The correspondence address to be changed to the clerks and the clerk to be added as a non-signatory. The bank mandate to be completed to show these changes. **RESOLVED**

clerk

10/1/15 Training / Meetings:

a) To note dates of upcoming meetings and make note of any required places – noted

- as per the HALC “Wise Owl” previously circulated
- HALC Eastern Area meeting Tues 10th Feb at Ashperton 7.30pm – Cllr Hammond to attend
- HALC “Website Wonder” Wed 11th Feb – Cllr Helme to attend

Cllr Hammond

Cllr Helme

b) To receive report from meetings attended –

none

11/1/15 To Note Information & Outstanding Actions Sheet (previously circulated) – reviewed and action sheet amended accordingly

12/1/15 To raise items for next scheduled Parish Council Meeting (no discussion)

- Invite PCSO to speak
- Website
- To discuss possible adoption of parish milestones
- Section 106 monies wish list
- Awards for All Lottery Grant for Village Hall

clerk

13/1/15 To confirm the date of the next meeting

Tuesday 31st March at Ashperton Village Hall at 7.30pm

The Chairman declared the meeting closed at 8.50pm

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