

## ASHPERTON PARISH COUNCIL

Parish Clerk: Janet Chester  
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### Minutes of the Parish Council meeting held on Tuesday 31<sup>st</sup> March 2015 at 7.30pm

#### Present

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

#### In attendance

Three Crosses Ward Prospective Candidates – Giles Blackmore and Jonathan Lester  
Janet Chester – Parish Clerk

#### Public: 1

#### Action

The chairman welcomed everyone to the meeting but advised that the prospective ward councillors would not be allowed to address the meeting.

**1/3/15 Apologies for absence** - Cllr P Barnes (holiday)

**2/3/15 Declarations of Interest and Requests for Dispensations** - none

Cllr Name	Agenda Item	Interest Declared	Nature of Interest

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

None

**4/3/15 To approve the minutes of the Parish Council meeting held on Tuesday 27<sup>th</sup> January 2015 (previously circulated)**

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

**5/3/15 To receive brief report from Ward Councillor Patricia Morgan**

Cllr Morgan did not attend the meeting and had not sent through a report.

**6/3/15 Planning**

**a) Update on possible residential development by H Davies of Walsopthorne Farm**

The chairman had spoken to Mr Davies and he hoped to arrange an April consultation with the parish.

## b) Neighbourhood Plan

It was agreed at a recent public meeting that the village wanted to form a Neighbourhood Plan. An inaugural meeting was arranged for Tuesday 14<sup>th</sup> April, 7.00pm at the village hall. The clerk will produce a flyer and councillors will carry out a letter box drop to advise all residents.

**RESOLVED**

**Clerk  
All Cllrs**

## c) Planning Applications to be considered:

### 150412 & 150414 Chandlers, 45-46 Ashperton Road, HR8 2RY

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 window

**PC Comment:** The parish council support this application.

### 150641 – 4 The Ryders, Ashperton, HR8 2SP

Single Storey extension

**PC Comment:** The parish council have no objections to this application

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

### 7/3/15 Highways & 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. The clerk is to request a meeting with the Locality Steward for early summer to discuss reinstating the verge by the school and cars parking near the school into Haywood Lane. Thanks were expressed for her pursuing the cutting back of the hedge overhanging the footpath at Yew Tree Cottage.

**Clerk**

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

The clerk will write to the landowner regarding over hanging hedges at Little Tarrington. Potholes requiring repair in Woodsend Lane to be chased. A number of hedges and trees in the village are over hanging the footpath and blocking visibility onto the A417, the Safer Road Partnership have requested they are cut to enable them to use the speed camera.

**Clerk**

#### c) Report from Footpath Officer – Cllr Eustace

Work is to be carried out in Ashperton Woods by the parish council and community to improve the wet patches on the paths and clear some existing drainage channels. Cllr Eustace has liased with the Locality Steward about required works. A hedge on AP14 needs cutting back at the gate into the sweet chestnut patch. Way markers are to be requested. The P3 Annual Report was completed for return.

**All Cllrs**

#### d) Discussion of possible adoption of parish milestones

Cllr Eustace asked about the possibility of adopting the milestones by The Castle and 39/40 Ashperton Road. The clerk and chairman will investigate.

**RESOLVED**

**Cllr Helme / Clerk**

## 8/3/15 Correspondence/Discussion/Communication/Consultations/ Governance

### a) Update on Awards for All Lottery Grant for Ashperton Village Hall kitchen refurbishment

A grant has been awarded of £10k for the refurbishment of the village hall kitchen. The parish council expressed their sincere thanks to Jenny Jones for her hard work in obtaining this grant. The chairman will speak to her about the next steps to be taken. **RESOLVED**

Cllr Helme

### b) Parish Council Policies

The clerk had drafted and circulated policies that the parish council should have in place:-

- Financial regulations including assets register
- Donations & Grants Policy
- Policy for dealing with planning applications between parish council meetings
- Standing Orders
- Code of Conduct
- Freedom of Information Requests
- Risk Management Policy
- Risk Assessment Schedule

All cllrs

Councillors had read all policies and it was agreed to adopt all the above policies at this meeting and the chairman signed the copies. **RESOLVED**

### c) Parish Council website

It has been suggested that all parish councils should have a website. The chairman attended a "Webiste Wonder" meeting by HALC. The clerk has contacted someone who has provided possible costs and is willing to help set up a website. The clerk is to ask someone to speak at the May meeting. **RESOLVED**

clerk

### d) Parish Wish list for Section 106 monies

Councillors were asked to bring ideas to the May meeting of any projects wanted in the village should any monies become available from developments in the parish. **RESOLVED**

All cllrs

### e) Election Day Thursday 7<sup>th</sup> May 2015

Councillors were reminded that election day is on 7<sup>th</sup> May and they needed to return their nomination forms by 9<sup>th</sup> April. A local resident attending the meeting expressed their interest in becoming a councillor and were invited to complete a nomination form.

All Cllrs

## 9/3/15 Finance:

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

The finance report was noted. The bank balance stood at £13006.04 as at 27<sup>th</sup> February 2015. The clerk had obtained copies of all missing bank statements.

**b) Payments approved: RESOLVED**

- 284: HALC – Training (Website Wonder, 11 Feb, F Helme) - £30.00  
 285: HALC – Annual Subscription - £265.44  
 286: J Chester, clerk - Salary & Expenses Feb & March 2015 - as agreed  
 287: Information Commissioners Office – Data Protection Annual Fee - £35.00

**c) Internal Auditor of Accounts**

It was agreed that the clerk is to approach a local resident and ask if they are willing to carry out the internal audit. **RESOLVED**

**Clerk****d) Bank Mandate and cheque signatories**

Cllrs Eustace, Hammond and Powell are existing signatories. Cllr Helme has been added as a signatory. The correspondence address has been changed to the clerks and the clerk to be added as a non-signatory. The completed mandate has been lost by Lloyds Ledbury. The clerk had obtained a receipt for handing it in and is writing a letter of complaint to head office asking for compensation. **RESOLVED**

**Clerk****10/3/15 Training / Meetings:****a) To note dates of upcoming meetings and make note of any required places –**

Cllr Helme is attending a Neighbourhood Planning Funding Workshop on 23<sup>rd</sup> April

**Cllr Helme****b) To receive report from meetings attended – none**

**11/3/15 To Note Information & Outstanding Actions Sheet (previously circulated) – reviewed and action sheet amended accordingly**

**12/3/15 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**

**13/3/15 To confirm the date of the next meeting**

Tuesday 19th May at Ashperton Village Hall at 7.30pm - Annual Parish Council Meeting

**All Cllrs**

**The Chairman declared the meeting closed at 8.27pm**

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