

ASHPERTON PARISH COUNCIL

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

Minutes of the Parish Council meeting held on Tuesday 31st May 2017 at 7.30pm

Present

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

In attendance

Janet Chester – Parish Clerk

Members of the Public: 2

| <u>Item</u> | <u>Minute</u> | <u>Action</u> | | | | | | |
|-----------------|--|-------------------|-------------|-------------------|--|--|--|--|
| | The retiring Chairman Mrs Freda Helme took the chair and welcomed everyone to the meeting. | | | | | | | |
| 1.0 | <p>To Elect the Chairman of the Council and receive the Chairman's signature on Declaration of Acceptance of Office</p> <p>Rowland Eustace was proposed and unanimously seconded. Cllr Eustace accepted the position and duly signed the necessary forms.</p> <p>Cllr Eustace took the Chair and thanked Cllr Helme for her sterling leadership during her time as chairman.</p> <p>For the aid of potential new councillors each person present introduced themselves to each other.</p> | | | | | | | |
| 2.0 | <p>To Elect the Vice-Chairman of the Council and receive the Vice-Chairman's signature on Declaration of Acceptance of Office</p> <p>John Wyton was proposed and unanimously seconded. Cllr Wyton accepted the position and duly signed the necessary forms</p> | | | | | | | |
| 3.0 | <p>To Receive Apologies for Absence and Note the Reason</p> <p>Cllr Andrew Hammond (work commitment), Ward Councillor Jonathan Lester (other meeting)</p> | | | | | | | |
| 4.0 | <p>Councillor Vacancies – to receive any co-options</p> <p>There are two vacancies on the parish council and two local residents had expressed an interest in becoming councillors. Mrs Eleanor James and Mr Chris Treanor were proposed and seconded and duly co-opted onto the parish council. They completed the necessary forms.</p> <p>RESOLVED</p> | | | | | | | |
| 5.0 | <p>To Receive and Record any Declarations of Interest and Written Requests for Dispensations - none</p> <table border="1" data-bbox="146 1865 1315 1933"> <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 | | | | |
| Councillor Name | Agenda Item | Interest Declared | | | | | | |
| | | | | | | | | |

| | | | | | | | | | | | | | | |
|---|--|-----------------------------|-----------------------------|-----------------------------------|---------------------------------------|---------------------------------------|--|---|-------------------------------|---------------------------------|--|---|--|-----|
| 6.0 | <p>To remind Councillors to Review their Register of Interests held with Herefordshire Council and update if necessary.</p> <p>The Clerk reminded all councillors to review their form and update if necessary. NOTED</p> | All | | | | | | | | | | | | |
| 7.0 | <p>To Consider Approval of Minutes of the Parish Council meeting held on Tuesday 28th March 2017</p> <p>The minutes of the previous meeting were agreed as a true and accurate record and were duly signed by the Chairman Cllr Eustace.</p> | | | | | | | | | | | | | |
| 8.0 | <p>To Receive Brief Report from Three Crosses Ward Councillor Jonathan Lester</p> <p>Cllr Lester had forwarded his apologies. He had nothing to add since his report at the annual parish meeting which was: Cllr Lester advised he is the county councillor with responsibility for Childrens Wellbeing. He wants to ensure that children are given the best health care and education and best opportunities for them to reach their potential. In 2016 the county results were in the early years achievement is above national average which has been sustained over the last 4 years. Key Stage 1 SATS were above national average and Key Stage 2 English above national average. High school results are in line with the national average and sixth form and sixth form college results above national average with 99% A* to E and 32% obtaining A* grades. 92% of primary school age pupils are taught in good or outstanding schools in the county. With high schools it was 80% but one schools recent result it has gone down to 65%. The department for this responsibility at Herefordshire Council has gone from 20 staff members to 1.6 members. Ward Cllr Lester is also responsible for safe-guarding. Herefordshire Council has 75 social workers, 31 family support workers, 3 heads of service and 11 managers, total workforce of 151 staff. There are currently 303 looked after children in the county, this number will increase with 7 unaccompanied asylum seeker children and a further 25 earmarked before July. The county's adoption service is rated as good. 29 children were adopted last year. Herefordshire Council are currently selling off their small holdings. Council tax has been increased by a total of 3.9% with 2% (£53million) ringfenced for Adult Social Care spending out of a total budget of £143 million. Herefordshire Council have their AGM later this week where the chairman of council will be elected and a debate on councillor allowances is expected. Herefordshire Council continue to support the new university project. Ward Cllr Lester closed by advising residents that if there are any issues or help required please call or email him accordingly</p> | | | | | | | | | | | | | |
| 9.0 | <p>Public Participation Session for local residents to raise matters relevant to the parish</p> <p>No matters raised</p> | | | | | | | | | | | | | |
| 10.0 | <p>To Review and Adopt the following policies for Ashperton Parish Council</p> <table border="0" data-bbox="148 1615 1297 1805"> <tr> <td>10.1 Standing Orders</td> <td>10.2 Code of Conduct</td> </tr> <tr> <td>10.3 Financial Regulations</td> <td>10.4 Assets Register (updated)</td> </tr> <tr> <td>10.5 Donations & Grants Policy</td> <td>10.6 Risk Assessment & Risk Management Schedule</td> </tr> <tr> <td>10.7 Freedom of Information requests</td> <td>10.8 Complaints Policy</td> </tr> <tr> <td>10.9 Social Media Policy</td> <td>10.10 Policy for dealing with the media</td> </tr> <tr> <td colspan="2">10.11 Policy for planning applications received between meetings</td> </tr> </table> <p>All policies were reviewed and had been updated if necessary. All adopted and signed by the chairman. RESOLVED</p> | 10.1 Standing Orders | 10.2 Code of Conduct | 10.3 Financial Regulations | 10.4 Assets Register (updated) | 10.5 Donations & Grants Policy | 10.6 Risk Assessment & Risk Management Schedule | 10.7 Freedom of Information requests | 10.8 Complaints Policy | 10.9 Social Media Policy | 10.10 Policy for dealing with the media | 10.11 Policy for planning applications received between meetings | | All |
| 10.1 Standing Orders | 10.2 Code of Conduct | | | | | | | | | | | | | |
| 10.3 Financial Regulations | 10.4 Assets Register (updated) | | | | | | | | | | | | | |
| 10.5 Donations & Grants Policy | 10.6 Risk Assessment & Risk Management Schedule | | | | | | | | | | | | | |
| 10.7 Freedom of Information requests | 10.8 Complaints Policy | | | | | | | | | | | | | |
| 10.9 Social Media Policy | 10.10 Policy for dealing with the media | | | | | | | | | | | | | |
| 10.11 Policy for planning applications received between meetings | | | | | | | | | | | | | | |
| 11.0 | <p>Planning:</p> <p>11.1 To Consider any Planning Applications submitted to Herefordshire Council: none</p> | | | | | | | | | | | | | |

| | | |
|-------------|---|--------------|
| | <p>11.2 To Note Details of Decision Notices received from Herefordshire Council (as per planning record) www.herefordshire.gov.uk – Noted</p> <p>11.3 To Note Response from Herefordshire Council on complaint letter sent to Planning department</p> <p>The clerk had received an acknowledgement of receipt and awaits the formal response which will be circulated when received</p> | Clerk |
| 12.0 | <p>To Receive Update from Ashperton Neighbourhood Development Plan Steering Group</p> <p>The draft plan pre-submission document was presented to local residents at The Annual Parish Meeting on 16th May. The public were invited to give their comments on it by 22nd June. An Open morning for questions is to be held on 10th July. A further grant has been approved of £1405 for expected future NDP spending.</p> | All |
| 13.0 | <p>Finance</p> <p>13.1 To Receive End of Year Accounts</p> <p>The clerk advised that the accounts are being internally audited by Mrs Sian Mather and were subject to the annual external audit. Mrs Mather was thanked for carrying out the internal audit. All figures quoted are subject to audit.</p> <p>Opening balances as at 1st April 2016 – current account £5059.09 Income £9289.79 Expenditure £8420.10 plus unpresented cheques £852.77 Closing balances as at 31st March 2017 – current account £6781.55.</p> <p>The annual budget for 2017/18 had been set at £6500 and the precept at £6750 and has been requested and accepted.</p> <p>13.2 To Approve the Annual Governance Statement for the External Auditor</p> <p>The clerk read out the annual governance statements which were all completed and AGREED</p> <p>13.3 To Approve the Annual Accounting Statements for the External Auditor</p> <p>The clerk read out the annual accounting statements which were all completed and AGREED</p> <p>13.4 To Consider Parish Council paying for Village Hall LPG and Insurance</p> <p>This was discussed and agreed because the parish council do not pay to hire the hall for meetings. RESOLVED</p> <p>13.5 To Review the Parish Council Insurance policy</p> <p>The clerk advised that the policy is due for renewal in October. It is currently on a three year deal. Cover was agreed to be adequate. RESOLVED</p> <p>13.6 To Note Finance Report</p> <p>Noted</p> <p>13.7 To Consider Payments of Outstanding Accounts</p> <p>000405: Zen Internet – website annual fee - £65.84 000406: J Chester – clerk salary April/May and expenses – as agreed 000407: HMRC – PAYE April/May - £8.00</p> | Clerk |

| | | |
|------|---|--|
| | <p>000408: F Helme – reimbursement of NDP & telephone kiosk restoration expenses- £201.47 000409: PIP Printing – printing of NDP draft plan - £443.86</p> <p>RESOLVED .</p> | |
| 14.0 | <p>Highways/Footpaths:</p> <p>14.1 To Appoint Footpaths Officer</p> <p>Cllr Eustace re-appointed. RESOLVED</p> <p>14.2 To Appoint Mowing Contractor</p> <p>Grant Powell re-appointed to mow the village green. RESOLVED</p> <p>14.3 To Discuss any new highway and footpath issues and decide any P3 / Lengthsman Works required</p> <p>Trees have blown down in Ashperton Park but are being cleared. The gates for the cricket pitch have been ordered but are awaiting delivery. The charity land behind the school has been reseeded but the path needs reinstating and hedge trimmed to allow people to walk along it. Cllr Helme will speak to the tenant. The culvert under the A417 on the edge of Ashperton wood needs clearing again. Signs are to be erected by the moat advising that ALL dogs are to be kept on leads and all dog mess to be picked up especially because of the forest school. The clerk will also contact Pet Passion to advise them. RESOLVED</p> <p>14.4 To Sign Balfour Beatty 2017/18 P3 footpath/lengthsman contract</p> <p>The Chairman and clerk signed the form ready to return.</p> | <p>Cllr Helme / Clerk</p> <p>Clerk</p> |
| 15.0 | <p>Information Section / Correspondence / Discussion</p> <p>15.1 To Review Information and Outstanding Actions</p> <p>Reviewed and updated.</p> <p>15.2 To Discuss Ashperton Village Hall Entrance Porch and Gents Toilet Refurbishment</p> <p>It was agreed that the parish council budget spend upto £2000 to carry out this refurbishment. Cllr Helme will obtain quotes. RESOLVED</p> <p>15.3 To Discuss Defibrillator Cabinet located at Ashperton Village Hall</p> <p>The defibrillator is in place and a training session was well attended. A further training session will be held jointly with Pixley and District Parish Council, the clerk is arranging.</p> <p>15.4 To Discuss Restoration of Ashperton Village Phone Box and Pump</p> <p>The phonebox restoration has started and it was AGREED to try and form a working party to tidy up and expose the village pump in the autumn. RESOLVED</p> <p>15.5 To Discuss Use of lay-by Opposite Old School House</p> <p>The parish council noted comments received from a resident. The clerk will ask them for evidence to be given to the parish council to enable them to monitor the lay-by.</p> | <p>Cllr Helme</p> <p>Clerk</p> <p>All</p> <p>Clerk</p> |
| | | |

| | | |
|------|--|-------|
| 16.0 | <p>Training / Meetings</p> <p>16.1 To note dates of any upcoming meetings and note any required places</p> <p>A new HALC Training Diary should be available soon. Cllr Eustace is to attend “in the Hot Seat”</p> <p>16.2 To receive reports from meetings attended – none</p> | Clerk |
| 17.0 | <p>To Raise Items for Next Parish Council Meeting</p> <ul style="list-style-type: none"> • Village Threshold Gates • Bank Signatories • Flag Pole preserving and re-fixing | Clerk |
| 18.0 | <p>To Decide Dates, Frequency and Time of Ordinary Scheduled Meetings for the ensuing year</p> <p>Meetings to be held on the last Wednesday bi-monthly.</p> <p>As the clerk is on annual leave between 17th and 31st July the next meeting will be on Wednesday 2nd August 2017, 7.30pm at Ashperton Village Hall.</p> <p>Other dates Wednesday 27th September, Wednesday 29th November, Wednesday 31st January 2018, Wednesday 28th March and Wednesday 30th May 2018.</p> <p>The Chairman declared the meeting closed at 21.05pm</p> <p>Signed..... Dated..... Chairman</p> | ALL |

Information Sheet – May

PARISH CLERK UPDATE

- Road defects reported to Locality Steward
- Lengthsman given list of jobs to complete
- NDP support work undertaken
- NDP Grant of £1405 application completed
- End of Year Accounts completed for internal audit
- Annual meetings preparation
- Parish Council policies reviewed

GENERAL CORRESPONDENCE RECEIVED

- 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:-

| Meeting | Minute | Action | Status | Comments |
|------------|-------------|--------|----------|--|
| July 2015 | 9b | ALL | | Ask other organisations if they wish to contribute articles and funding to website |
| March 2016 | | clerk | Reported | Blocked culvert on end of Ashperton wood CAS569442R6Y7H7 |
| July 2016 | 9.1 | FH | Ongoing | Obtain advice from HALC re Village Hall Constitution |
| Jan 2017 | 7.3 | AH | Complete | Draft letter of complaint to be sent to Hfcs Council planning dept |
| Jan 2017 | 9.1 | clerk | Complete | Investigate costs related to defibrillator |
| Jan 2017 | 10.3 | clerk | | Investigate costs of speed threshold gates |
| Jan 2017 | 10.4 | clerk | Complete | Speak to cricket club re kissing gate to replace stile on AP32 |
| March 2017 | 11.2 | FH | | Village Hall Constitution to be put onto website |
| March 2017 | 11.3 | clerk | | Ensure toys in village hall are covered by insurance |
| March 2017 | 11.5 & 11.6 | all | | Form working party to tidy up village phone box and village pump |
| | | | | |

PLANNING RECORD

| DATE | APPLICATION NUMBER | DESCRIPTION | PC COMMENT | HFD COUNCIL DECISION |
|----------|--------------------|--|---|---|
| 22.10.15 | 153022 | The Cottage, Church Lane, Ashperton 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 | Hasnett Wood, Canon Frome, Munsley, Ashperton Proposed forestry building | PRIOR APPROVAL APP – for advice only | PRIOR APPROVAL NOT REQ 19.1.16 |
| 16.3.16 | 152041 | Land to the North of Ashperton Village Hall Proposed residential development of 10 dwellings (AMENDMENT TO ORIGINAL APPLICATION) | PC object to this application | GRANTED 24.8.16 |
| 17.11.16 | 163531 | The Castle, Ashperton, Ledbury Proposed conversion of outbuilding to single dwelling | PC support this application | GRANTED 20.1.17 |
| 16.2.17 | 170341 | Budding Cottage, Canon Frome, HR8 2TA Proposed outdoor arena | PC unable to reach decision due to lack of detail on application – questions sent to Hfd Council case officer | GRANTED 5.4.17 |
| 28.2.17 | 170437 | Westward, Ashperton, HR8 2RY Single Storey rear extension | | GRANTED 10.4.17 |
| 17.3.17 | 170441 | Ashperton Primary Academy, HR8 2SE Construction of an outdoor multi-use games area and link paths | PC support this application | GRANTED 27.4.17 |