

# ASHPERTON PARISH COUNCIL

Parish Clerk: Mrs J Chester, Mapleside, Ashperton, Ledbury, Herefordshire, HR8 2RZ  
Tel: 01531 670036 website: <https://ashperton.org.uk>

## Minutes of the Parish Council meeting held at Ashperton Village Hall on Wednesday 26<sup>th</sup> May 2021 at 7.30pm

### Present:-

Councillors Rowland Eustace, Andrew Hammond (Chairman) and John Wyton

### In attendance:-

Janet Chester – Parish Clerk

### Members of the Public: 0

The Chairman Cllr Hammond welcomed everyone to the meeting.

### 1. To Elect the Chairman of the Parish Council

Cllr Andrew Hammond was proposed by Cllr Eustace and Seconded by Cllr Wyton. There being no other nominations the proposal of Cllr Hammond was unanimously supported and elected Chairman and he duly signed his Declaration of Acceptance Form.

### 2. To Elect the Vice-Chairman of the Parish Council

Deferred.

### 3. To Receive any Apologies for Absence and Note the Reason

Cllr Nancy Nicklin and Ward Councillor Jonathan Lester

### 4. To Record any Declarations of Interest and Consider any Requests for Dispensations

None.

### 5. To Note Councillor Vacancies

Noted – there are two vacancies.

**RESOLUTION:** The vacancies will be publicised in the Hop News and the village Facebook page.

### 6. To Remind Councillors to Review their Register of Interests held with Herefordshire Council and Update as necessary

Noted.

### 7. To Consider Approval of Minutes of Parish Council meeting held 31<sup>st</sup> March 2021

The minutes of the meeting held 31<sup>st</sup> March were APPROVED as a true and accurate account and duly signed by the Chairman. The Chairman will forward the signed copy to the clerk.

### 8. To Receive a Brief Report from Three Crosses Ward Councillor, Mr Jonathan Lester

Ward Cllr Lester had forwarded his apologies but had not provided a report.

**9. Planning: NB: no paper copies of applications are available to view at the meeting unless specified**

- a) To Consider Planning Applications referred for comment: **(to be viewed online prior to the meeting)**

**P211614/XA2 Ashperton Holiday Park The Coach House Ashperton Ledbury Herefordshire HR8 2SE** Application for approval of details reserved by conditions 4 8 & 9 attached to planning permission 172069.

Parish Council Comment – Cllr Hammond advised that the planning permission has lapsed so this application should not be validated. The planning department at Herefordshire Council will be advised.

- b) To Note Details of Decision Notices Received from Hereford Council: as per planning record – noted

**10. Public Participation Session for Local Residents to raise matters relevant to the Parish Council** (Please note: Decisions cannot be made on items not on the agenda)

*This item to be limited at the discretion of the chairman*

**11. Ashperton Neighbourhood Development Plan**

Noted – Ashperton's Neighbourhood Development Plan passed the referendum stage on 6th May 2021 so now carries more weight when Herefordshire Council are deciding planning applications.

**12. To Review and Adopt the following Policies for Ashperton Parish Council**

- a) Standing Orders – reviewed and re-adopted
- b) Code of Conduct – new Code of Conduct adopted
- c) Financial Regulations – reviewed and re-adopted
- d) Donations/Grants Policy – reviewed and re-adopted
- e) Assets Register – updated and adopted
- f) Risk Assessment Schedule – updated and adopted
- g) Risk Management Policy – reviewed and re-adopted
- h) Freedom of Information requests – reviewed and re-adopted
- i) Complaints Policy – reviewed and re-adopted
- j) Training & Development Policy – reviewed and re-adopted
- k) Media Policy – reviewed and re-adopted
- l) Social Media Policy – reviewed and re-adopted
- m) Communications Policy – reviewed and re-adopted
- n) Equal Opportunities Policy – reviewed and re-adopted
- o) Bullying & Harassment Policy – reviewed and re-adopted
- p) Health & Safety Policy – reviewed and re-adopted
- q) Co-option Policy – reviewed and re-adopted
- r) Unacceptable Behaviour Policy – reviewed and re-adopted
- s) Discipline & Grievance Policy – reviewed and re-adopted
- t) Scheme of Delegation to Parish Clerk – new policy adopted
- u) GDPR Data Protection Policy – reviewed and re-adopted
- v) GDPR Privacy Policy – reviewed and re-adopted
- w) GDPR Privacy Notices – reviewed and re-adopted
- x) GDPR Data Subject Access Policy – reviewed and re-adopted
- y) GDPR Consent Form – reviewed and re-adopted
- z) Planning Applications between Meetings Policy – reviewed and re-adopted

### 13. Appointments:

- a) To Appoint GDPR Data Protection Officer (DPO) – Clerk RESOLVED
- b) To Appoint Lengthsman / Footpath Officer(s) – Cllr Eustace RESOLVED
- c) To Appoint HALC Eastern Area Representative – Clerk RESOLVED
- d) To Review Working Groups and Terms of Reference, and to Review Members Leading Roles on Specific Issues as required – No specific working groups currently, new ones set up when necessary, Cllr Hammond leading role in planning RESOLVED

**Resolution:** Appointments agreed as above

### 14. Finance:

- a) To Receive Report from Financial Working Group

No longer applicable.

- b) To Receive 2020/21 End of Year Accounts

The clerk advised that the accounts had been internally audited and were subject to the annual external audit.

Opening balances as at 1<sup>st</sup> April 2020 – current account £11488.42

Income £9071.94 Expenditure £8102.32 (plus £1003.08 unrepresented cheques)

Closing balances as at 31<sup>st</sup> March 2021 – current account £13461.12.

The annual budget for 2021/22 had been set at £10000 and the precept at £9250 and has been requested and accepted.

- c) To Consider the Internal Auditors Report

It was RESOLVED to approve the Internal Auditors Report.

- d) To Approve the Annual Return Governance Statement for the External Auditor

It was RESOLVED to approve the Annual Return Governance Statement which was duly signed by the Chair and the clerk.

- e) To Approve the Annual Return Accounting Statements for the External Auditor

It was RESOLVED to approve the Annual Return Accounting Statements and they were duly signed by the Chair.

- f) To Consider Completing the Certificate of Exemption for External Audit of End of Year Accounts

It was RESOLVED, that as the parish council did meet the requirements, to approve the signing of the Certificate of Exemption from External Audit. The certificate was signed by the Chair and Responsible Finance Officer.

- g) To Review the Parish Council Insurance Policy and decide on any alterations required

It was RESOLVED that the insurance schedule was adequate for the coming year and it was AGREED to renew the policy in September.

- h) To Note Finance Report and Bank Balances

Finance report Noted. Bank Balance 30<sup>th</sup> April 2021 £16863.04

i) To Consider Payments of Outstanding Accounts

000498: SLCC – Annual Subscription - £130.00

000499: J Chester – clerk salary April/May – as agreed plus expenses £580 (laptop)

RESOLVED: All the above invoices were APPROVED for payment

**15. Highways/Footpaths:**

a) To Note any new Highway and Footpath Defects

Ward Cllr Lester is pressing Herefordshire Council and Balfour Beatty about the diabolical condition of the A417 and A4172 which are in the annual plan for repair, hopefully in the autumn. The clerk is to write to the landowner regarding an obstruction across footpath AP29.

b) To Discuss Speed Indicator Devices

Cllr Nicklin has obtained one quote for the parish council to purchase a Speed Indicator Device for the village but is awaiting further quotes.

The clerk is to check the insurance once all quotes received.

Further discussion deferred til next meeting

c) To Discuss Layby Opposite the School

Deferred

**16. Information Section / Correspondence / Discussion:**

a) To Review Information and Outstanding Actions

Noted and updated.

**17. Ashperton Village Hall**

a) To Discuss Village Hall Safeguarding

**RESOLUTION:** Cllr Hammond is to obtain a Model Acceptance Letter from Community First.

b) To Consider installing a water meter at Ashperton Village Hall

**RESOLUTION:** The clerk is to obtain further information and costs

**18. Reports**

None.

**19. Training**

None.

**20. To Raise Items for next scheduled Parish Council Meeting (no discussion)**

- Layby opposite the school
- Speed Indicator Devices
- Village Hall Safeguarding

- Water Meter for Village Hall
- Village Hall Improvements
- Defibrillator
- Queens Canopy

## 21. To Confirm Dates and Times of Scheduled Meetings for the Ensuing Year –

Wednesday 28th July 2021  
 Wednesday 29<sup>th</sup> September 2021  
 Wednesday 24<sup>th</sup> November 2021  
 Wednesday 26<sup>th</sup> January 2022  
 Wednesday 30<sup>th</sup> March 2022  
 Wednesday 25<sup>th</sup> May 2022

All at Ashperton Village Hall at 7.30pm unless otherwise advised

Meeting closed 21.25pm

Signed:..... Dated:.....

**Chairman of the Parish Council**

## Information Sheet

**DATES OF SCHEDULED MEETINGS** – (all held at Ashperton Village WI Hall at 7.30pm unless advised otherwise)

Wednesday 28th July 2021  
 Wednesday 29<sup>th</sup> September 2021  
 Wednesday 24<sup>th</sup> November 2021  
 Wednesday 26<sup>th</sup> January 2022  
 Wednesday 30<sup>th</sup> March 2022  
 Wednesday 25<sup>th</sup> May 2022

### **PARISH CLERK UPDATE**

Road defects reported to Locality Steward / Herefordshire Council via website  
 Website updated  
 VAT claim submitted  
 Precept requested £9250

### **GENERAL CORRESPONDENCE RECEIVED**

Balfour Beatty – Locality briefings \*  
 Balfour Beatty – Herefordshire Road Closure Notices \*  
 Herefordshire Rural Hub – Feb & March newsletters \*  
 Herefordshire Council – Talk Community Covid19 updates \*  
 HALC – Information Corner & Training Diary \*

\* Circulated to Cllrs.

**OUTSTANDING ACTIONS** - These are the consolidated actions outstanding after the last meeting:-

Meeting	Minute	Action	Status	Comments
Sept 2017	9.2	RE	Ongoing	Contact Cricket Club re installation of footpath gate
Nov 2019	10c	RE	ongoing	Footpath AP6 to have a drainage channel installed
Jan 2020	6	All	ongoing	All footpaths to be checked and repairs made as

Jan 2020      12c      clerk

required  
Put notice in parish magazine asking for volunteer cleaners for village hall

### **PLANNING RECORD**

[191013 Land to the North of Ashperton Village Hall Ashperton Herefordshire](#) ,

Application for approval of reserved matters following Outline 152041 (Proposed residential development of 10 dwellings (amendment to original application)) for the approval of Appearance, Landscaping and Scale including details to address conditions 3, 5, 7, 9, 10, 14, 15, 16, 17, 18, 19, 21, 22 & 24)

**PC Comment:** The Parish Council object to the drainage proposals and the appearance and scale of the dwellings as being totally out of character with the existing properties in the village. They also wish to ensure that the flats/offices above the garages have conditions attached to them so they cannot become separate dwellings. It is also felt that the proposed number of car parking spaces allocated for the dwellings is not adequate.

#### **HEREFORDSHIRE COUNCIL DECISION:**

[200614 – Land adjacent No1 The Ryders, Church Lane, Ashperton, HR8 2SP](#) – Proposed new dwelling (Re-consultation as plans and supporting documents amended)

**PC Comment:** Members of Ashperton Parish Council have considered the above application and, taking account of representations from Ashperton residents, the consensus is that no further development off Church Lane should be permitted unless the visibility to the right at the junction of Church Lane with the A417 has been substantially improved. That visibility is effectively restricted to the width of Church Lane itself. Although there are already a number of properties off Church Lane any further development would materially increase the use of the junction resulting in significant incremental detriment to highway safety contrary to Core Strategy policies and to the policies of the National Planning Policy Framework.

**HEREFORDSHIRE COUNCIL DECISION:** GRANTED 16.4.2021

[P202367/V - 1 The Ryders, Ashperton, HR8 2SP](#) Application for a Lawful Development Certificate for the provision of a twin mobile home (not operational development) within the garden of the residential property for use as additional family accommodation (not material change of use). **ADVICE ONLY PC NOT CONSULTED**

**HEREFORDSHIRE COUNCIL DECISION:** Granted 14.9.2020

[P202984 - Land adjacent The Ditch 44 Ashperton Road Ashperton Ledbury Herefordshire](#) , Application for approval of

details reserved by conditions 10 & 11 attached to planning permission 182827 **ADVICE ONLY PC NOT CONSULTED**

[P211614/XA2 Ashperton Holiday Park The Coach House Ashperton Ledbury Herefordshire HR8 2SE](#) Application for approval of details reserved by conditions 4 8 & 9 attached to planning permission 172069.

**PC Comment** – Cllr Hammond advised that the planning permission has lapsed so this application should not be validated. The planning department at Herefordshire Council will be advised.

**HEREFORDSHIRE COUNCIL DECISION:** Granted 16.6.2021