

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 Thursday 26th May 2022 at 7.30pm

Present:- Councillors Andrew Hammond (Chairman), Rowland Eustace, Eleanor James, Emma Stevens and John Wyton

In attendance:-

Three Crosses Ward Councillor Jonathan Lester

Janet Chester – Parish Clerk

Members of the Public: 0

The Chairman Cllr Hammond welcomed everyone to the meeting.

1. To Elect Chairman of the Council

Cllr Andrew Hammond was unanimously proposed to continue as Chairman. He accepted and duly signed his Declaration of Acceptance of Office Form.

2. To Elect Vice-Chairman of the Council

Cllr John Wyton was proposed by Cllr Hammond and seconded by Cllr James. He accepted and duly signed his Declaration of Acceptance of Office Form.

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

None

4. To Receive Nominations to Fill Councillor Vacancies by Co-Option

None.

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

None.

6. To Remind Councillors to Review their Register of Interests held with Herefordshire Council and update if necessary.

Noted.

7. To Consider Approval of Minutes of Parish Council meeting held 31st March 2022

The minutes of the meeting held 31st March were APPROVED as a true and accurate account and duly signed by the Chairman.

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

Ward Councillor Lester reported that things were getting back to normality, now holding meetings in person after having to hold them via Zoom which was more challenging. The planning department are experiencing increased workloads and engagement with applicants has been lacking. All nine parish councils in the Three Crosses Ward have road safety issues in them, but the measures taken in Ashperton and Stretton Grandison are showing positive results in speed reduction. The surface breakdown in Stretton Grandison will be rectified. Herefordshire Council are facing some challenges – 1% of household waste is going to landfill. As a result of the Panorama programme showing the inadequacies in Childrens Services an improvement plan is being implemented. A wetland project has been proposed to offset phosphate levels plus fees charged to housebuilders and developers. A new Domestic Abuse and Violence Strategy is being formed.

9. Public Participation Session for Local Residents to raise matters relevant to the council

No matters raised

10. 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)**

P221286 Ashperton Holiday Park The Coach House Ashperton Ledbury Herefordshire HR8 2SE

Variation of condition 2 172069/F (Proposed 3 no additional holiday let chalets.) - Change roof covering.

RESOLVED: The Parish Council have no comment to make.

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

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

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

RESOLVED: The only change to last years policies was that the Audio Visual Equipment has been added to the Assets Register. All the above policies were reviewed and re-adopted.

12. Appointments:

- a) To Appoint GDPR Data Protection Officer (DPO) - clerk
b) To Appoint Footpath Officer(s) – Cllr Eustace
c) To Appoint HALC Eastern Area Representative - clerk
d) To Review Working Groups and Terms of Reference, and to Review Members Leading Roles on Specific Issues as required – no working groups at present.
Cllr Wyton to make visual checks of village hall and advise of any defects needing attention.
Cllr Hammond to obtain quotes for disabled toilet in village hall

RESOLVED: The parish council AGREED the above appointments

13. Finance:

a) To Receive 2021/22 End of Year Accounts from Responsible Finance Officer

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

Opening balances as at 1st April 2021 – current account £13461.12

Income £9747.75 Expenditure £8804.50 (no un-presented cheques)

Closing balances as at 31st March 2022 – current account £14404.37.

The annual budget for 2022/23 had been set at £10205 and the precept at £9250 which has been requested and accepted.

b) To Consider the Internal Auditors Report

It was RESOLVED to approve the Internal Auditors Report.

c) 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.

d) 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.

e) 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.

f) 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. The clerk will add the Audio Visual Equipment to the policy.

g) To Note Finance Report and Bank Balances

Finance report Noted. Bank Balance 30th April 2022 £17962.25

h) To Consider Payments of Outstanding Accounts

000516: SLCC – Annual Subscription - £130.00

000517: J Chester – clerk salary April/May – as agreed plus expenses

RESOLVED: All the above invoices were APPROVED for payment.

14. Highways/Footpaths:

a) To Note any new Highway and Footpath Defects

The 30mph sign in Haywood Lane needs replacing. The latch post out of the church needs replacing. A new footpath sign is needed in the church carpark.

The clerk will chase the landowner regarding a broken drain/inspection chamber by the kissing gate on Dognall Lane next to the village hall.

RESOLUTION: Clerk to report defects and chase landowner. The clerk will also request 3 footpath signs and 1 double footpath sign.

b) To Discuss Progress on Speed Indicator Devices

A solar powered indicator showing your speed and thank you / slow down was the preferred choice. The clerk has received a quote and will arrange a meeting with Balfour Beatty re installation locations. The clerk has explored grant opportunities with the Police & Crime Commissioner.

RESOLUTION: It was decided to purchase one device and move it regularly around the bases. The clerk will ask Balfour Beatty for a map showing highways boundaries and services under the verge and ask if the SID can be turned around and if current socket is compatible and fit for purpose and also who is authorised to move the SID. She will complete the form advising Herefordshire Council of the SID and apply for a grant from WMPCC to help with funding.

15. Information Section / Correspondence / Discussion:

a) To Receive Update on HM Platinum Jubilee Celebration

All residents have been invited to attend the platinum Jubilee Celebration on the village green on Sunday 5th June. There will be a baking competition, fun dog show, pig roast, bar and tea and cake. The clerk will contact the Pig Roast to obtain invoice and arrange payment.

b) To Review Information and Outstanding Actions

Noted and updated.

16. Ashperton Village Hall

a) To Discuss Installing Car Charging Point at the Hall

RESOLUTION: It was decided not to proceed as viewed as not viable at present due to other charging points being available in town where drivers could shop whilst car being charged.

b) To Discuss Audio/Visual Equipment installed at the Hall and Hire Charging Rate

RESOLUTION: It was agreed the equipment was a good addition for the hall. Charges at other halls to be investigated.

c) To Discuss further Village Hall Improvements

RESOLUTION: Cllr Hammond to obtain quotes for installing disabled toilet in Ladies toilets.

d) To Appoint Village Hall Safeguarding Officer

RESOLUTION: Cllr Stevens appointed.

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

Councillor Vacancies

Village Hall Improvements

Speed Indicator Devices

Platinum Jubilee Celebration Report

18. To Confirm Dates and Times of Next Scheduled Meeting –

Next meeting - Thursday 28th July 2022 at Ashperton Village Hall at 7.30pm unless otherwise advised

Meeting closed 21.15pm

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)
Thursday 28th July 2022, Thursday 29th Sept, Thursday 24th November, Thursday 26th January, Thursday 30th March, Thursday 25th May

PARISH CLERK UPDATE

Road defects reported to Locality Steward / Herefordshire Council via website
Website updated

VAT refund received £497.75

Defibrillator Pads renewed

Meeting with Locality Steward ref SIDS arranged

GENERAL CORRESPONDENCE RECEIVED

Balfour Beatty – Locality briefings *

Balfour Beatty – Herefordshire Road Closure Notices *

Herefordshire Rural Hub – April & May newsletters *

Herefordshire Council – Talk Community Covid19 updates *

Herefordshire Council – Leaders Newsletter *

HALC – Information Corner & Training Diary *

West Mercia Police – April & May Newsletter *

* 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
Jan 2020	6	All	ongoing	All footpaths to be checked and repairs made as required
Sept 2021	9c	clerk	complete	Obtain firm quote for SID and liaise with Balfour Beatty re location
Sept 2021	10c	All	ongoing	Carry out weekly checks on defibrillator status (Pads expiry date 09/2024)
March 2022 meeting	11c	AH	ongoing	Investigate costs of disabled toilet installation and report at next meeting
March 2022	9a	clerk	ongoing	chase landowner about dangerous manhole cover in Dognall Lane

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: ON HOLD DUE TO PHOSPHATES

[P212403FH - Drews Orchard Ashperton Ledbury Herefordshire HR8 2RY](#), Proposed single storey extension and a garden studio.

PC Comment: The Parish Council have no objections

HEREFORDSHIRE COUNCIL DECISION: GRANTED 17.9.2021

[212011 – Little Tuston, Woodend, Herefordshire HR8 2RS](#) Proposed change of use of existing annexe to a separate C3 residential dwelling

PC Comment: The Parish Council have no objections

HEREFORDSHIRE COUNCIL DECISION: ON HOLD DUE TO PHOSPHATES