

# TARRINGTON PARISH COUNCIL

Parish Clerk: Janet Chester  
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## Minutes of the Parish Council meeting held on Monday 11th January 2016 at 7.30pm

### Present

Councillors R Hodges (chairman), A Bush, M Daron, P Grey, J Tallis, M Tector & J Ward

### In attendance

Backbury Ward Councillor John Hardwick  
 Janet Chester – Parish Clerk

Public: 4

ITEM	MINUTE	ACTION																
	The chairman welcomed everyone to the meeting.																	
1.0	<b>Apologies for absence</b> - Cllr C Winter (other commitment)																	
2.0	<b>Declarations of Interest and Requests for Dispensations -</b>																	
	<table border="1"> <thead> <tr> <th>Cllr Name</th> <th>Agenda Item</th> <th>Interest Declared</th> <th>Nature of Interest</th> </tr> </thead> <tbody> <tr> <td>Cllr R Hodges</td> <td>10b</td> <td>NDPI</td> <td>Member of LECH</td> </tr> <tr> <td>Cllr J Ward</td> <td>10b</td> <td>NDPI</td> <td>Member of LECH</td> </tr> <tr> <td>Cllr J Tallis</td> <td>10b</td> <td>NDPI</td> <td>Member of LECH</td> </tr> </tbody> </table>	Cllr Name	Agenda Item	Interest Declared	Nature of Interest	Cllr R Hodges	10b	NDPI	Member of LECH	Cllr J Ward	10b	NDPI	Member of LECH	Cllr J Tallis	10b	NDPI	Member of LECH	
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Cllr R Hodges	10b	NDPI	Member of LECH															
Cllr J Ward	10b	NDPI	Member of LECH															
Cllr J Tallis	10b	NDPI	Member of LECH															
3.0	<b>Public Participation Session for Local Residents to raise matters relevant to the Parish Council</b>																	
	The Parish Council were asked who a family of four living in one room and sharing one kitchen and one bathroom with eight other people should approach for better housing. It was suggested that the person contact Herefordshire Council for advice and also register with Home Start / Home Point. The Parish Council will also make further enquiries. Ward Cllr Hardwick also offered his help.																	
4.0	<b>To approve the minutes of the Parish Council meeting held on Monday 11<sup>th</sup> November and 9th December 2015 (previously circulated)</b>																	
	The minutes were agreed as a true and accurate record and were duly signed by the chairman.																	
5.0	<b>To receive brief report from Ward Councillor John Hardwick</b>																	
	Ward Cllr Hardwick advised that additional funding is being made available to the Fastershire Project to enable more “players” to get involved in the market to get broadband in Herefordshire. Virgin are becoming very active in Gloucestershire. Herefordshire Council are to sell off the councils 45 small holdings (@4800 acres) to lower debt and improve infrastructure. The Overview and Scrutiny Committee had advised against wholesale sell off and recommended a small holdings management review. The decision to sell was made by cabinet rather than full council. A meeting is to be held on 5 <sup>th</sup> February to set Herefordshire Council’s Annual Budget.																	
6.0	<b>Correspondence/Discussion/Communication/Consultations</b>																	
	a) <b>To discuss the Good Neighbour Scheme</b>																	

CW/JW

	<p>Cllrs Winter and Ward have investigated this scheme and although receiving positive comments from many local residents, need more volunteers and will write another article for The Tatler asking for more volunteers to come forward. <b>RESOLVED</b></p>	
	<p><b>b) To discuss Herefordshire Public Green Spaces Community Grant Scheme</b></p> <p>Cllr Tallis reported that 2 benches made from recycled plastic which would require minimal maintenance could be applied for. The position for placing the benches will be decided if application is successful. The cut-off date for applications is 27<sup>th</sup> January. It was AGREED that Cllr Tallis make the applications in liaison with the clerk and report the outcome at the March meeting. The parish council AGREED to additional spending of £200 if necessary. <b>RESOLVED</b></p>	JT Clerk
	<p><b>c) To discuss the possibility of positioning a bench at the entrance to Barrs Orchard</b></p> <p>Deferred to March meeting</p>	
	<p><b>d) To discuss Herefordshire Council's withdrawal of subsidy on the Evening Bus Service 476 Ledbury – Hereford</b></p> <p>It was AGREED that there is no willingness of local parish councils to support this service alone as very few local residents used this service.</p>	RH
	<p><b>e) To receive progress report on production of village map for notice boards</b></p> <p>Cllr Hodges has started this and hopes to make them available soon.</p>	
7.0	<p><b>Planning</b></p>	
	<p><b>a) To note planning record attached and decisions of Herefordshire Council : NOTED</b></p>	
	<p><b>b) Planning Applications to be considered: none</b></p>	
8.0	<p><b>Update on Tarrington Neighbourhood Plan</b></p>	
	<p><b>a) To formally adopt Terms of Reference for NDP Steering Group</b></p> <p>NDP Terms of Reference were discussed, adopted and signed by the Parish Council Chairman. The chairman of the steering group will also sign them. <b>RESOLVED</b></p>	ALL
	<p><b>b) To receive finance report and grant update from NDP Steering Group</b></p> <p>Cllr Daron gave an update on the Steering Group. John Tallis has resigned as Chairman and Finance Officer. A new Chairman is to be elected on 12<sup>th</sup> January. The Chairman Cllr Hodges expressed the parish council's thanks for the tremendous amount of work that John Tallis had done for the NDP. Cllr Daron gave a verbal financial report that would be presented at the next steering group meeting. This will be circulated to all. The current grant runs until the end of January when any unspent funds will need returning to the grant provider. A further grant can be applied for. She confirmed that all NDP information will be available to read on the parish website.</p>	MD
9.0	<p><b>Highways and Footpaths:</b></p>	
	<p><b>a) To receive any new highway issues and updates</b></p> <p>Locality Steward Maynard Smith is unable to attend evening meetings but is happy to meet anytime in the day. Linzy Outtrim is hoping to attend the March meeting of the Parish Council.</p>	
	<p><b>b) To receive update from Footpaths Officer - Cllr Ward</b></p> <p>Footpath TR3 - the hedge has been cut back but the verge needs clearing. Footpath TR9 – the hedge is overgrowing the footpath. Fortis Housing have advised they are not responsible. The clerk will check with land registry. Footpath TR15 – one footbridge needs replacing</p>	

	<p>Footpath TR17 – one plank on a footbridge needs replacing Footpath TR8 – the stile on Alders End Road is in a poor state</p> <p>All of these have been reported to Balfour Beatty and the Locality Steward <b>RESOLVED</b> The clerk will check with the Locality Steward if anything can be placed on the foot stiles to improve grip. <b>RESOLVED</b></p> <p><b>c) To receive update on lengthsman scheme</b></p> <p>The clerk will chase the lengthsman about the jobs previously given to him that have not been completed to date. She will also ask him to check that all ditches, drains, gullies and grips are clear.</p> <p><b>d) To discuss and agree tender from Richard Morgan for 2016 grass cutting and ditch maintenance</b></p> <p>The tender provided was discussed and AGREED. The clerk will confirm to the contractor. <b>RESOLVED</b></p> <p><b>e) Works for the Lengthsman /P3 footpath scheme within the Annual Plan budget</b></p> <p>The clerk will also contact someone about cutting and reducing the width of the Church View hedge.</p> <p><b>10.0 Finance:</b></p> <p><b>a) To note finance report and bank balances (previously circulated) –</b></p> <p>Bank balances – current account as at 4<sup>th</sup> January 2016 £16097.27 and reserve account as at 2<sup>nd</sup> January 2016 £9959.72 <b>NOTED</b></p> <p><b>b) Payments approved: RESOLVED</b></p> <p>697: DJN Planning, NDP Support - £2850.00 698: J Chester, clerk - Salary &amp; Expenses Nov/Dec 2015 – £489.86 699: M Daron, NDP printing expenses - £37.97 700: LECH – hall hire (NDP 4, 11 &amp; 25 Nov) (PC Oct &amp; Nov) - £75.00 701: HALC – A Bush Crystal Clear training - £30.00 702: Richard Morgan – Jubilee Green grass cutting July-Oct – £400.00</p> <p><b>11.0 Training / Meetings:</b></p> <p><b>a) To note dates of upcoming meetings and make note of any required places</b></p> <p>The latest HALC “Wise Owl” training programme has been circulated. Cllrs were asked to inform the clerk of any course they wished to attend.</p> <p><b>b) To receive report from meetings attended</b></p> <p>– reports attached below. <b>RESOLVED</b></p> <p><b>12.0 To Note Information &amp; Outstanding Actions Sheet (attached) – reviewed and action sheet amended accordingly</b></p> <p><b>13.0 To raise items for next scheduled Parish Council Meeting (no discussion)</b></p> <ul style="list-style-type: none"> <li>- Good Neighbour Scheme</li> <li>- Defibrillator</li> <li>- Village Map</li> <li>- Garbrook Sign</li> <li>- Benches</li> </ul> <p><b>To confirm the date of the next scheduled meeting</b></p> <p><b>14.0</b> Monday 14th March 2016 at 7.30pm</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
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The Chairman declared the meeting closed at 21.28pm

Signed..... Dated.....  
Chairman

## INFORMATION SHEET – JANUARY 2016

### PARISH CLERK UPDATE

- Road defects reported to Locality Steward
- Monthly PAYE RTI completed
- Control of Parish Council Website page updating undertaken
- Precept of £14k requested
- Replacement Garbrook sign ordered
- CiLCA portfolio work done
- Hfd Council Website Parish Clerk Data updated
- Annual Request for Register of Electors completed

### GENERAL CORRESPONDENCE RECEIVED

- HALC – Information Corner 24<sup>th</sup> December and 2016 Wise Owl training diary \*
- Balfour Beatty – Weekly Locality briefings \*
- Balfour Beatty – Parish Newsletter December 2015 \*
- A Bush, Herefordshire Council – Invitation to Fuel Poverty Training 15<sup>th</sup> Jan \*
- A Bush, Herefordshire Council – Redesigning Homecare for Herefordshire Residents \*
- A Bush, Herefordshire Council – Draft Local Transport Plan 2016-31 \*
- West Mercia – SNT Newsletter \*

\* Circulated to Cllrs.

**Outstanding Actions** - These are the consolidated actions outstanding after the last meeting held on 11<sup>TH</sup> NOV 2015:

Meeting	Minute	Action	Status	Comments
July 2015		NDP Team	Ongoing	Details of NDP progress to be put onto website
Sept 2015	3	Clerk	Ordered	Broken sign at Garbrook needs replacing
Nov 2015	9d	Clerk	Ongoing	<b>School Road: LENGTHSMAN</b> Clear around sign near junction Church Lane / School Road Check and clear ditch on Tarrington Court side near New Barn, Check connection under road to brook, Between New Barn and the Vine, strim and clear verge on north side. Opposite village hall, strim and clear vegetation from ditch – ensure free-flowing, Towards A438 clear hedge etc from around 30 MPH limit signs, Check drains and ditches from The Leys to A438 as water pooling and causing a danger
			Ongoing	<b>Village Road: LENGTHSMAN</b> Between Barrs Court and Church steps – strim up to wall to remove vegetation build-up, Between Barrs Court and Barrs Orchard – strim off and remove vegetation from ditch area, ensure free-flow. Trim hedge alongside ditch.
			Reported	<b>Little Tarrington:</b> Potholes in road - By Millbrook CAS-544162-N4V1F2 Along edge before entrance to campsite CAS-544162-N4V1F2 Under Railway bridge CAS-544162-N4V1F2 By the Firs COMPLETED NOV 2015 Around corner by the Gables 41067169/7170, 41067177 Along lane to Woodend (approx. halfway) 41967178/9 <b>A438 Turning to Woodend</b> Direction signs are damaged CAS-544196-Q7L3P3 <b>A438</b> Pavement between The Myrtles and The Old Police House is badly overgrown (grass, weeds etc), reducing width to a foot

				or so. Please can this be cut back to restore full width. <b>CAS-544189-L7D8M3</b> <b>Station Road</b> We were promised some re-surfacing near Sparshell Cottage, but it doesn't seem to have been done. Ref e-mail 8 <sup>th</sup> June 2015. <b>CAS-544183-Z8C0X2</b>
Nov 2015	6b	CW/JW	Ongoing	Investigate Good Neighbour Scheme further
Nov 2015	6c	JT	Ongoing	Apply for Public Green Spaces Community Grant Scheme and Woodland Trust Grant in LECH name
Nov 2015	8a	MD	Complete	Circulate NDP Terms Of Reference for formal adoption at next meeting
Nov 2015	9b	clerk	Ongoing	Check ownership of footpath TR9 land with Land Registry
Nov 2015	9c	RH /clerk	Ongoing	Village Map showing road names to be produced and put on website and notice boards
Nov 2015	10a	clerk	complete	Obtain annual costs breakdown from PCC

## **FINAL 2016-17 BUDGET**

<b>TARRINGTON PARISH COUNCIL</b>										
	Actual	Actual	Actual	Budget	Actual	Budget	To Date	Year End	Budget	
	2011/12	2012/13	2013/14	2014/15	2014/15	2015/16	2015/16	2015/16	2016/17	
<b>Income</b>										<b>Anticipated</b>
Precept	10000	10000	10000	11500	11500	11500	11500	11500	11500	<b>14000</b>
NDP Grant						4982		6346	6346	
Bank Interest	18	16	16		16	16		43	43	
VAT Recovered	0	1000	806		208			591	591	<b>1453 ?</b>
SID Hire			750		600	600		450	600	<b>600</b>
reimbursement of election costs		813								
Donations	500	500	500		200	500			500	
Parish Lengthsman Scheme	864	610	1061		1000	936			936	
Parish Footpaths Scheme		270	270		150	380			380	
	<b>11382</b>	<b>13209</b>	<b>13403</b>	<b>11500</b>	<b>18656</b>	<b>13932</b>	<b>18930</b>	<b>20896</b>	<b>20896</b>	<b>16053</b>
<b>Expenditure</b>										
Insurance	473	476	307	400	310	310		316	316	<b>350</b>
Loan	2879	2879	2879	2879	2879	2879		2879	2879	<b>2879</b>
Internal Audit	120	120	156	150	130	160		130	130	<b>150</b>
External Audit	162	162	120	100	120	130		100	100	<b>150</b>
ICO (Data Protection)	35	35	35	35		35		35	35	<b>35</b>
HALC Subscription	174	468	318	280		320		291	291	<b>350</b>
HALC Training Courses	80	76	102	200	50	200		72	200	<b>200</b>
LECH Hire & Insurance	1379	1344	1379	1409	1340	1500		1334	1500	<b>1500</b>
SLCC Membership		36	50	50		50				
Cluster Group Contribution		35	35	35		0				
Clerks Salary	1620	1272	955	1606	1542	2500		1582	2500	<b>2700</b>
HMRC - PAYE	318	318	636			250				
Stationery	254	230	183	250	118	300		151	300	<b>300</b>
Clerks Expenses						300		175	300	<b>300</b>
Web Site Fees	254	84	271	300	151	400		85	100	<b>100</b>
Election Fees	814					500				<b>300 ?</b>
safe custody charges						50				
SID batteries		1246				200				<b>200</b>
Jubilee Green - grass cutting	1204	1063	1318	1100	1139	1100		400	700	<b>1200</b>
Jubilee Green - hedge cutting	48	48	54	41	100	100			100	<b>100</b>
Notice Boards/ litter bins/sand	23	217			14	100		9	100	<b>100</b>
rat bait			60							
Planning Costs / tree survey		85	232		36			8	8	
parish plan/ Neighbourhood Plan			4	1000	5043			1944	6346	<b>1000 ?</b>
Donation PCC Churchyard	500	500	500	500	500	500		500	500	<b>500</b>
Donation Tatler	450	475	655	655	700	750			750	<b>750</b>
War memorial grant		480			500					
Donations/Grants				250		250		5578	5578	<b>500</b>
Publications					23	30			30	<b>50</b>
Contingencies						250			250	<b>250</b>
Vat on Payments					573			1453	2000	
lengthsman	891	1480	350		600	1000			1136	<b>1000</b>
P3 footpaths		1536	185		100	500			380	<b>500</b>
	<b>11678</b>	<b>14665</b>	<b>10784</b>	<b>11240</b>	<b>16091</b>	<b>14664</b>	<b>17042</b>	<b>26529</b>	<b>26529</b>	<b>15464</b>
Surplus/Overspend (+/-)	-296	-1456	2619	260	2565	-732	1888	-5633		<b>589</b>

## PLANNING RECORD

<u>DATE</u>	<u>APPLICATION NUMBER</u>	<u>DESCRIPTION</u>	<u>PC COMMENT</u>	<u>HFD COUNCIL DECISION</u>
17.11.14	<b>142874</b>	<b>Hazel Court, Tarrington, HR1 4JQ</b> Proposed installation of Aga and open fireplace with associated flues	PC have no objections	GRANTED 20.1.15
21.4.15	<b>151067</b>	<b>Chestnut Cottage, Tarrington HR1 4JA -</b> Proposed two storey extension	PC support this application	GRANTED 3.6.15
12.6.15	<b>151518</b>	<b>Waggoners Cottage, Little Tarrington, HR1 4JA</b> - Proposed replacement of all existing windows and external doors	PC support this application	GRANTED 5.1.16

14.9.15	152437/152438	<b>The Cider House, Eastwood, HR1 4JF</b> Proposed garden room (amendment to approved permissions 130485 & 130486)	PC support this application but ask that materials used are sympathetic to the existing	GRANTED 19.10.15
29.9.15	152785	<b>Church Hill, Church Lane, Tarrington, HR1 4EU</b> Proposed renovation of existing house, demolition of existing flat roof extension and replacement with pitched roof two storey extension	PC support this application	WITHDRAWN 9.11.15
30.9.15	152675	<b>The Millpond, Little Tarrington, HR1 4JA</b> Variation of Condition 9 of Planning Permission DMCE/093044/F – to allow up to 25 touring caravans to be stored on the site	PC support this application and agree with the planning officers suggestion of planting to provide screening	GRANTED 10.11.15
22.10.15	153015	<b>Swan House, Tarrington, HR1 4EU</b> Proposed internal works, new window, reinstatement of two windows within existing opening, replace French doors and replace porch door and frame	PC note that some work has already been done and ask Hfd Council if building regs, conservation officer and English Heritage have been consulted as it is a listed building. PC disappointed that application is retrospective	
3.12.15	153149/153150	<b>The Forge, Tarrington, HR1 4HX</b> Proposed conversion of former forge into one self-contained holiday accommodation	PC support this application but make following observations: off road parking arrangements are unclear and require clarification. The property is 10m away from a running brook. PC asks that breathable sympathetic materials are used.	

## **REPORTS FROM MEETINGS ATTENDED**

### **HALC Conference 21<sup>st</sup> November 2015 – ATTENDED BY Cllr Tallis, Cllr Bush and the Clerk**

Mrs Lynda Wilcox introduced Mr Mark Millmore of Eyelid Productions.

#### ***WEBSITES – YOUR WINDOW TO THE WORLD***

- Mr Millmore works with Parish Councils and developed websites especially to meet their needs. All his websites work on all devices and can assimilate text to whichever device you are using, e.g. mobile phone.
- Useful to use gov.uk website address as it makes it clear that it is a local government website.
- WordPress allows update without technical knowledge.
- Uses a code especially for your Parish Council.
- A useful feature is that you can have planning applications automatically updated. Planning applications are checkable on a map.
- Everyone in the Parish can have access through Parish Council website.
- Comments Section: Parishioners can make comments which then go into 'moderation' and then comments are published. This stimulated 150 subscribers to one Parish Council website after 6 months in operation. Parishioner comment is useful for finding out what people in the parish really would like their Parish Council to do. Useful feedback.
- You do not need technical expertise to edit website.
- WordPress updates itself automatically which avoids rebuilding later.
- Do not use WordPress.com as this restricts 'feeds' and is a 'blogging' tool only.

#### ***NICK MILLINGTON – FOCUS ON FILMING – The Rural Media Company***

- Rural Media Company manages several websites.
- Are situated in Hereford in West Street.
- They are a community resource.
- Provide technical film production knowledge, filming facilities, laptops and can produce work to broadcast standard production level. Will be the first broadcasting production facility outside Bristol.
- Parish Council can all be filmed as a 'local event'.

#### ***BUSINESS STRATEGIES***

- Young People.
- Rural communities.
- Marginalised Communities.
- Productions are designed to help people to produce the films themselves.
- Offer formal training: short courses. 20 young people at a time.
- Commission productions.

- RMC have made a suite of films on a social enterprise theme.
- They are happy to be in receipt of ideas and to sit down with a client, work through a project and look at funding.
- Let out studios and meeting rooms in the centre of town.

The world is changing. People are viewing more and more online, on their tablets or their phones. . Films made to get a message across need to be very short with memorable images.

#### **PC WEBSITES**

Very few parish councils present have a moving image on their website?

#### **GRAHAM POWELL – HEREFORDSHIRE COUNCIL CABINET MEMBER - EFFECTIVE TWO WAY COMMUNICATION**

- Mr Powell asked 'how can we start again' after austerity and produce a better Herefordshire?
- Answer: Focus on income, understand what residents value, do it efficiently and effectively.
- Herefordshire Council needs to be the enabler, developing partnerships with other counties, using economies of scale and care for the community. Parish Council can demonstrate that they know what is important to residents so that residents are happy to pay more for local services.
- Work together to create efficiencies.
- We need to communicate and develop partnerships.
- Make a positive difference. Feel positive about Herefordshire and change.
- Speak openly, often and honestly. If we fail it will be because we did not communicate effectively.

**PENSIONS EXPLAINED.... Andrew Fleming – Pensions Regulator** This presentation is available on the HALC website.

**GOVERNMENT LISTENS TO LOCAL COUNCILS John Connell – Head of Local Service Transformation, DCLG (Department for Communities & Local Government)** This presentation is available on the HALC website.

Report by Cllr Bush