

TARRINGTON PARISH COUNCIL

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

Minutes of the Parish Council meeting held on Monday 9th January 2017 at 7.30pm

Present

Councillors Paul Grey, John Tallis, Anne Bush, Robert Hodges, Mike Tector, Janette Ward and Celia Winter

In attendance

Janet Chester – Parish Clerk

Members of the Public: 19

<u>Item</u>	<u>Minute</u>	<u>Action</u>									
1.0	<p>To Receive Apologies for Absence and Note the Reason</p> <p>Councillor Maggie Daron and Backbury Ward Councillor John Hardwick (other commitments)</p>										
2.0	<p>To Receive and Record any Declarations of Interest and Written Requests for Dispensations - none</p> <table border="1"> <thead> <tr> <th>Councillor Name</th> <th>Agenda Item</th> <th>Interest Declared</th> </tr> </thead> <tbody> <tr> <td>J Tallis</td> <td>8.2 chq 000747 LECH</td> <td>Member of LECH committee</td> </tr> <tr> <td>R Hodges</td> <td>8.2 chq 000747 LECH</td> <td>Member of LECH committee</td> </tr> </tbody> </table>	Councillor Name	Agenda Item	Interest Declared	J Tallis	8.2 chq 000747 LECH	Member of LECH committee	R Hodges	8.2 chq 000747 LECH	Member of LECH committee	
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3.0	<p>To Consider Approval of Minutes of the Parish Council meeting held on Wednesday 14th December 2016</p> <p>The minutes of the previous meeting were agreed as a true and accurate record and were duly signed by the Chairman.</p>										
4.0	<p>To Receive Brief Report from Backbury Ward Councillor John Hardwick</p> <p>Cllr Hardwick had given his apologies for not being able to attend the meeting. He had advised that the only item of interest is the government announcement re council budget setting, allowing an extra percentage to be set on council tax. Probably an indication of the intention of HC council tax setting will be forthcoming on 19th January at the Cabinet meeting (Agenda will be on council website by 12th).</p>										
5.0	<p>Open Public Participation Session for local residents to raise matters relevant to the parish</p> <p>Potholes at Little Tarrington, Station Road and by the Tarrington Arms are in need of repair.</p>	Clerk									
6.0	<p>Planning:</p> <p>6.1 To Consider any Planning Applications submitted to Herefordshire Council:</p> <p>163891 – Oak House, Tarrington, HR1 4JF (Listed Building Consent) – Proposed change of windows PC Comment: The Parish Council have no objection to this application.</p> <p>6.2 To Note Details of Decision Notices received from Herefordshire Council (as per planning record) www.herefordshire.gov.uk – Noted</p>										

	<p>6.3 To Discuss Planning Proposal letter received from owners of The Old Post Office, Tarrington</p> <p>The letter and plans were noted by the parish council but not discussed. The owner advised that the application had been submitted to Herefordshire Council and offered to answer any questions – there were no questions. The Parish Council will wait for consultation from Herefordshire Council before discussing this application.</p>	
<p>7.0</p>	<p>Tarrington Neighbourhood Development Plan</p> <p>7.1 To Decide the Future of the Neighbourhood Development Plan</p> <p>The current steering group had been unable to reach agreement on the NDP so the Parish Council decided to disband this steering group. It was agreed that an NDP was required for Tarrington and a new smaller working party would be set up, suggested maximum of 6 or 7 members. Cllrs Hodges and Tector offered to represent the parish council and Cllr Bush will consider doing the same. Residents are requested to express their interest in sitting on the working committee to the clerk. All members of the working group will welcome and represent the views of the whole community and rework the draft plan ready for submission to Hereford Council. An extra-ordinary meeting will be held to decide members after advice is received on how to proceed and grant options explored. If everything can be put in place beforehand it was hoped to move forward with the plan in April.</p> <p>Members of the public left the meeting at this point.</p>	<p>All</p>
<p>8.0</p>	<p>Finance</p> <p>8.1 To Note Finance Report and Bank Balance</p> <p>Bank balances - Current account as at 7th November 2016 £13421.73, Reserve account as at 2nd December 2016 £10015.29 - Noted</p> <p>8.2 To Consider Payments of Outstanding Accounts</p> <p>000744: Autela Group Ltd – payroll services Q1 & Q2 - £90.00 000745: J Chester – clerk November/December – as agreed 000746: HMRC – PAYE Oct/Nov - £5.20 000747: LECH – room hire Dec – £11.25</p> <p>RESOLVED</p>	
<p>9.0</p>	<p>Highways / Footpaths</p> <p>9.1 To Note Reports from Balfour Beatty Locality Steward - noted</p> <p>9.2 To Discuss any new Highways/ P3 footpath issues and any works for the lengthsman</p> <p>A new footbridge and stile was requested two years ago for TR15. The footpath officer will chase Balfour Beatty for progress. She will also speak to the landowner to clarify what style of gate is best for replacement of one on TR15. It was AGREED to purchase replacement out of the P3 grant scheme to a cost of up to £300. Cllrs Grey, Tallis and Bush will tour the parish and identify new highway defects. The clerk will report the potholes raised under minute 5 above.</p> <p>9.3 To Discuss Refuse Lorry Accident and Consider Requesting Extension of Speed Limit</p> <p>Thanks were expressed to the owner of The Cider House for providing photos of this accident. Ward Cllr Hardwick is to be asked if he can obtain details of the accident report although PCSO advises report is not available. The Parish Council wish to extend the speed limit boundary so it was decided to keep a log of road accidents as evidence to support this. A piece is to be put into the Tatler asking residents to report any incidents. RESOLVED</p>	<p>JW</p> <p>PG/JT/AB Clerk</p> <p>Clerk</p>

<p>10.0</p>	<p>Information Section / Correspondence / Discussion</p> <p>10.1 To Discuss Parish Council response to The Marches Freight Strategy</p> <p>This was discussed and the clerk will reply with the parish council views. Individuals were also encouraged to respond. RESOLVED</p> <p>10.2 To Discuss Annual Parish Meeting</p> <p>The clerk will approach suggested guest speakers and a mutually convenient meeting date will be arranged. The meeting must be held between 1st March and 1st June. RESOLVED</p> <p>10.3 To Consider Motion Sensor Light for Churchview Car Park</p> <p>This was discussed and Cllr Hodges was asked to investigate options further. RESOLVED</p> <p>10.4 To Discuss Bus Shelter</p> <p>The current structure is now dangerous so it was decided to demolish it and improve the verge which would improve visibility from the footpath onto the A438. RESOLVED</p> <p>10.5 To Discuss Website</p> <p>It was decided that the clerk will ask HALC's website advisor to a meeting to outline details of a new exclusive parish council website. RESOLVED</p> <p>10.6 To Discuss Prepayment Card for Parish Council</p> <p>After discussion the clerk was asked to explore this option further before a final decision is reached. RESOLVED</p> <p>10.7 To Review Information and Outstanding Actions</p> <p>Reviewed and updated</p>	<p>All</p> <p>Clerk</p> <p>RH</p> <p>PG</p> <p>Clerk</p> <p>Clerk</p>
<p>11.0</p>	<p>Governance / Training / Meetings</p> <p>11.1 To Agree and Adopt amended Standing Orders</p> <p>As per September 2016 minute item 8.2 – the parish council standing orders sections 11 & 24 were amended to reflect that due to Data Protection Law councillors are not permitted to hold any parish council or personnel data other than minutes and agendas. If a councillor is delegated to approach an outside body for further information they will be the only person to report back to a parish council meeting. All confidential or employment matters are to go through the clerk and chairman only. All documents are available for parish councillors to view at meetings. The amended standing orders were agreed and adopted and signed by the chairman. RESOLVED</p> <p>11.2 To Agree Clerks amended Contract of Employment</p> <p>The clerk's contract was amended to reflect an increase in working hours effective 1st April 2017 to 7 hours per week at SCP 22. RESOLVED</p> <p>11.3 To Receive Reports from meetings attended</p> <p>Cllr Maggie Daron attended a HALC "Planning" training course – report attached. Handouts from the meeting were available for other councillors.</p> <p>11.4 To Note dates of any upcoming meetings and note any required places</p> <p>HALC Training Diary was noted. The spring diary is expected soon. Cllrs were asked to let the clerk know if they wanted a place booked for them on any of the courses.</p>	<p>All</p>

12.0	To Raise Items for Next Parish Council Meeting <ul style="list-style-type: none"> • BT Kiosk / Defibrillator update – Cllr Bush • Internal Auditor • To review Section 106 wish list • Annual Parish Meeting • Presentation from Russell Collins re planning proposal 	Clerk
13.0	To Confirm Date of Next Scheduled Meeting Monday 13th March 2017, 7.30pm at Lady Emily Community Hall The Chairman declared the meeting closed at 10.20pm Signed..... Dated..... Chairman	

INFORMATION SHEET – JAN 2017

PARISH CLERK UPDATE

- Road defects reported to Locality Steward
- Confirmed contract renewal with Richard Morgan for grass cutting
- Precept of £20750 requested
- Lengthsman / P3 Grant Scheme Expression of Interest Form returned to Balfour Beatty
- Clerks Contract of Employment amended
- Standing Orders amended to reflect how councilors obtain information
- Arranged for Cllr Daron to attend planning training course
- Arranged and attended Finance Working Group meeting

GENERAL CORRESPONDENCE RECEIVED

- Balfour Beatty – Weekly Locality briefings *
- Balfour Beatty – Parish Briefing Notes & Presentation *
- Balfour Beatty – Invitation to Annual Plan Drop-in Session 14th Dec *
- HALC – Information Corner December *
- HALC – Eastern Area Draft Minutes *
- Herefordshire Council – War Memorial sandblasting advice *
- Herefordshire Council – Marches Freight Strategy *
- Community First Bulletin *
- Herefordshire Rural Hub Newsletter December *
- West Mercia Police – SNT Newsletter December and January *

* Circulated to Cllrs.

Outstanding Actions – These are the consolidated actions outstanding – after the last meeting held on 14TH December 2016:

Meeting	Minute	Action	Status	Comments
July 2015		NDP Team	Ongoing	Details of NDP progress to be put onto website
July 2016	5	All		Investigate litter and overhanging hedges and road defects in parish and bring to next meeting
Sept 2016	10.2	clerk	Ongoing	Arrange for trimming and thinning of hedge at Church View
Nov 2016	7.1	JT	Complete	Explore options for NDP
Nov 2016	9.1	JW	Complete	Check bridge repair on TR15 has been completed
Nov 2016	9.2	PG	Ongoing	Repair gatepost at Jubilee Green
Nov 2016	9.2	PG/JT/AB		Tour parish and report and road defects to clerk
Nov 2016	10.1	PG	Ongoing	Take photos of old bus stop and carry out survey and produce plan to discuss at January meeting
Nov 2016	10.3	PG		Reposition Durlow Common Notice Board
Nov 2016	10.4	Clerk		Add church car park matting to Section 106 wishlist

Dec 2016	7	AB		Explore Defibrillator options and report to March meeting
Dec 2016		JT / Clerk		Return Green Sapces Grant claim re benches

PLANNING RECORD

<u>DATE</u>	<u>APPLICATION NUMBER</u>	<u>DESCRIPTION</u>	<u>PC COMMENT</u>	<u>HFD COUNCIL DECISION</u>
15.4.16	161027	Church Hill, Church Lane, Tarrington, HR1 4EU Upgrade fabric of existing cottage, demolition of flat-roofed extension and replacement with pitched roof two storey extension	PC support this application and feel that the attractive design will enhance its surroundings and the village	GRANTED 25.5.16
18.5.16	161393	Buildings at Little Tarrington Farm Little Tarrington Herefordshire HR1 4JA Retrospective planning application for the change of use of former agricultural buildings for commercial uses (Class B2).	PC are disappointed that this is a retrospective application but do support the application as it is an asset to the parish providing employment. However the parish council hope that consideration is given to the capacity of the existing septic tank, the extra foul water and run off water arrangements and the recycling of waste products particularly if further expansion is anticipated.	GRANTED 25.7.16
28.6.16	161681	Framfield Church Lane Tarrington Hereford Herefordshire HR1 4EU T1 Large Cedar tree – remove third forked branch from base of trunk and remove largest part of lowest limb to base	PC support this application and trust that Herefordshire Council will seek expert advice	REFUSED 15.8.16
11.7.16	161894	Swan House Tarrington Hereford Herefordshire HR1 4EU Proposed extension to garage to form summer house and restatement of 3 windows	PC support this application	GRANTED 15.8.16
11.7.16	161895	Swan House Tarrington Hereford Herefordshire HR1 4EU Proposed reinstatement of first floor window	PC support this application	GRANTED 17.8.16
15.11.16	163332	Oak House, Tarrington, HR1 4JF Replace front and back doors and remove partition in bedroom, kitchen and bathroom in first floor annexe and return it to one room (Retrospective). Proposed replacement of two windows.	The Parish Council have no objection to this planning application but would wish to see like for like replacement windows to keep in character	GRANTED 16.12.16
11.11.16	163429	Hill Farm, Tarrington, HR1 4HR Application for removal of condition 4 of planning permission (DCCE2005/0125/F) to allow Hill Farm to be sold as two separate units	The Parish Council have no objection to this application but would wish to see clear boundary defined and the land to remain agricultural	
20.12.16	P164028/PA7 (Prior Approval Application)	Aldersend Farm, Tarr. HR1 4ET Proposed steel framed agricultural building to cover an existing cattle handling area.	PC not asked for comments as this is a prior approval application	PRIOR APPROVAL REFUSED 21.12.16

Reports from Meetings attended

Training Course – Planning with the Community

This comprehensive full day training course, led by Lynda Wilcox, took place on Saturday 3rd December 2016. It was attended by both parish councillors and parish clerks studying for the CiLCA qualification and plenty of time was given both for instruction and discussion. Information was provided by documents produced by N.A.L.C. (the National Association of Local Councils) and H.A.L.C. (the Herefordshire Association of Local Councils) and all those attending were also given a copy of a guide produced by the Department for Communities and Local Government – the Plain English Guide to the Planning System.

Parish councils are not statutory consultees on planning applications but planning authorities must notify a parish council if the council has asked to be notified and will then consider its views when deciding on planning applications. Parish councils can influence planning policies on behalf of the local community. For example, they can obtain protection for special areas in the local environment including special buildings, trees or hedges or spaces that promote economic interests and they can promote environmental projects and housing, industrial, retail or agricultural projects designed

for appropriate development. Councillors with a disclosable pecuniary interest cannot participate or vote on a planning matter and may need to leave the room when the item is discussed.

We were provided with two lists of issues which are either relevant or not relevant to discussions about planning.

Comments that are material/relevant to the process:-

- overshadowing
- overlooking or loss of privacy
- adequate parking and servicing
- overbearing nature of proposal
- loss of trees
- loss of ecological habitats
- design and appearance
- layout and density of buildings
- effect on listed buildings and Conservation Areas
- access or highways safety
- traffic generation
- noise and disturbance from the scheme
- disturbance from smells
- public visual amenity but not loss of private individual's views
- flood risk

Comments that aren't material/relevant to the process:-

- loss of value to individual property
- loss of view
- boundary disputes including encroachment of foundation, gutters
- private covenants or agreements
- the applicant's personal conduct or history
- the applicant's motives
- potential profit for the applicant from the application
- private rights to light
- private rights to way
- damage to property
- disruption during any construction phase
- loss of trade or competitors
- age, health, status, background, work patterns of the objector
- time taken to do work
- capacity of private drains
- building or structural techniques
- alcohol or gaming licenses

C.I.L. and Section 106

The Community Infrastructure Levy is a levy that local authorities can charge on new developments in their area. The money can be used to support development by funding infrastructure that the council, local community and neighbourhood wants. Herefordshire Council are currently not involving parish councils with C.I.L. payments.

Section 106 of the Town and Planning Act 1990 allows a local planning authority to enter into a legally binding agreement with a landowner in association with the granting of planning permission. This obligation is called a Section 106 agreement and it is an obligation to contribute something for the good of the local area in connection with the granting of planning consent for a new housing development. Parish Councils should make sure that their Section 106 'wish list' is registered with Herefordshire Council to ensure that this agreement can be secured with a prospective landowner as early as possible.

Other Community Matters

An updated version of the Parish Plan called 'Snapshot' will be launched in 2017.

We were advised that the Annual General Meeting (which includes the Chair's annual report) of our parish councils should take place on a different evening to the following meeting and should be promoted as more of a social occasion (such as a cheese and wine evening). A.G.M.s can be an opportunity for members of parish councils to promote their work and meet residents in a more informal setting.