

## TARRINGTON PARISH COUNCIL

**Parish Clerk:** Janet Chester  
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### Minutes of the Parish Council meeting held on Monday 9th May 2016 at 7.30pm

**Present**

Councillors R Hodges (chairman), A Bush, M Daron, P Grey, J Tallis, M Tector and C Winter

**In attendance**

Janet Chester – Parish Clerk

**Public:** 1

<u>Item</u>	<u>Action</u>												
<p><b>1.0</b></p> <p><b>To Elect the Chairman of the Council and to receive the Chairman's signature on Declaration of Acceptance of Office</b></p> <p>Cllr Paul Grey proposed by Cllr Bush and seconded by Cllr Tector. This was unanimously supported. Cllr Grey accepted the position and signed the necessary forms. A vote of thanks was expressed to Cllr Hodges for his tireless work during his time as chairman</p>													
<p><b>2.0</b></p> <p><b>To Elect the Vice-Chairman of the Council and to receive the Vice-Chairman's signature on Declaration of Acceptance of Office</b></p> <p>Cllr John Tallis proposed by Cllr Hodges and seconded by Cllr Winter. This was unanimously supported. Cllr Tallis accepted the position and signed the necessary forms.</p>													
<p><b>3.0</b></p> <p><b>To Accept any Apologies for Absence and Note the Reason</b></p> <p>Cllr Ward (holiday) and Ward Cllr Hardwick (other meeting)</p>													
<p><b>4.0</b></p> <p><b>To Record any Declarations of Interest and Consider any Requests for Dispensations</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Cllr Name</th> <th style="text-align: left;">Agenda Item</th> <th style="text-align: left;">Interest Declared</th> <th style="text-align: left;">Nature of Interest</th> </tr> </thead> <tbody> <tr> <td>Cllr Hodges</td> <td>11d</td> <td>NDPI</td> <td>LECH committee member</td> </tr> <tr> <td>Cllr Tallis</td> <td>11d</td> <td>NDPI</td> <td>LECH committee member</td> </tr> </tbody> </table>	Cllr Name	Agenda Item	Interest Declared	Nature of Interest	Cllr Hodges	11d	NDPI	LECH committee member	Cllr Tallis	11d	NDPI	LECH committee member	
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<p><b>5.0</b></p> <p><b>To Remind Councillors to Review their Register of Interests held at Herefordshire Council and update if necessary</b></p> <p>The clerk reminded councillors to review their Register of Interests and amend if necessary.</p>													
<p><b>6.0</b></p> <p><b>To Consider Approval of Minutes of Parish Council meeting held Mon 14<sup>th</sup> March 2016 and Wed 20<sup>th</sup> April 2016</b></p> <p>The minutes of the meetings held on 14<sup>th</sup> March and 20<sup>th</sup> April were approved as a true and accurate record and were duly signed by the chairman. RESOLVED</p>													

7.0	<p><b>To Receive a Brief Report from Backbury Ward Councillor John Hardwick</b></p> <p>John Hardwick had sent his apologies for not being able to attend the meeting but sent through the following report which was read out by the clerk: “I was shown around the Enterprise Zone by Bill Jackson, Chairman last week and informed that progress is being made in securing further jobs. The aspiration is to achieve 4000 extra jobs within the next 4 – 5 years. To this end it is considered highly important to move forward with the Southern Link Road that is being considered by the Planning Committee on Monday, 6<sup>th</sup> June. I had a meeting with the acting Chief Exec. Geoff Hughes to voice my concern over the staffing levels. I believe that there is a danger that the council has now reached a staffing level that puts too much pressure on those still in post and this will lead to increased stress and sickness levels if not managed correctly. At Cabinet a decision was made to move forward on the process of selecting an agent to draw up plans for the sale of the Council Smallholdings. This will be presented and a decision made on the preferred agent by Cabinet in October. The lack of 5 year housing land supply is causing problems at planning appeals. Currently standing at 3.83 years a Seminar for councillors is being held tomorrow to discuss the current position. The Local Transport Plan will be discuss at the next full Council Meeting on 20<sup>th</sup> May. I spent the morning on 20<sup>th</sup> April with the Police Safer Neighbourhood Team in their mobile van at Fownhope. The idea being to show a presence in the community and give residents the opportunity to discuss any concerns they may have. Considering that the week before Fownhope suffered 3 burglaries it was disappointing that only a few residents decided to use the facility. The team will be touring the area; therefore if you get the van in your village please do take the opportunity to have a chat with them.”</p>													
8.0	<p><b>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) <i>This item to be limited at the discretion of the chairman</i></b></p> <p>No matters raised</p>													
9.0	<p><b>To Review and Adopt the following policies for Tarrington Parish Council</b></p> <table border="0" style="width: 100%;"> <tr> <td>a) Standing Orders</td> <td>b) Code of Conduct</td> </tr> <tr> <td>c) Financial Regulations</td> <td>d) Donations/Grants Policy</td> </tr> <tr> <td>e) Risk Assessment Schedule</td> <td>f) Risk Management Policy</td> </tr> <tr> <td>g) Freedom of Information requests</td> <td>h) Emergency Resilience Plan</td> </tr> <tr> <td>i) Assets Register</td> <td>j) Complaints Policy</td> </tr> <tr> <td></td> <td>k) Media Policy</td> </tr> </table> <p>All the above policies were reviewed. It was agreed to re-adopt them with the exception of the Financial Regulations which the clerk had received an amended version from HALC, and the Resilience Plan which needed updating, adopting these two policies were deferred until the July Parish Council meeting. <b>RESOLVED</b></p>	a) Standing Orders	b) Code of Conduct	c) Financial Regulations	d) Donations/Grants Policy	e) Risk Assessment Schedule	f) Risk Management Policy	g) Freedom of Information requests	h) Emergency Resilience Plan	i) Assets Register	j) Complaints Policy		k) Media Policy	Clerk
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10.0	<p><b>Planning: NB: no paper copies of planning applications are available to view at the meeting unless specified – please view online prior to the meeting at <a href="http://www.herefordshire.gov.uk/planning">www.herefordshire.gov.uk/planning</a></b></p> <p><b>a) To Consider Planning Applications referred for comment:</b>  <b>161027: Church Hill, Church Lane, Tarrington, Hereford, HR1 4EU</b>  Upgrade fabric of existing cottage, demolition of flat-roofed extension and replacement with pitched roof two storey extension  <b>PC Comment:</b> The Parish Council support this application and feel that the attractive design will enhance the village and its surroundings</p> <p><b>b) To Note Decisions Received from Hereford Council: as per planning record and Herefordshire Council website</b></p> <p>Noted</p>	Clerk												
11.0	<p><b>Highways/Footpaths:</b></p> <p><b>a) To Note report from Balfour Beatty Locality Steward</b></p>													

	<p>The weekly report is being received but the clerk is to request greater detail to make it more easily understood RESOLVED</p> <p><b>b) To Discuss any new Highways / P3 footpath issues</b></p> <p>Cllrs Tallis and Grey had toured the parish and gave the clerk a list of road defects to report.</p> <p><b>c) To Sign Balfour Beatty 2016/17 Lengthsman Contract &amp; Discuss work for the lengthsman</b></p> <p>The contract between the parish council and Bafour Beatty was agreed and signed. Rubbish is being dumped on the churchyard road – Cllr Hodges will check who is responsible.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Cllr Hodges</b></p>
12.0	<p><b>Appointments:</b></p> <p><b>a) To Appoint Footpath Officer</b> – Janette Ward proposed by Cllr Winter and seconded by Cllr Daron. Janette Ward appointed RESOLVED</p> <p><b>b) To Appoint Lengthsman</b> – Richard Mills RESOLVED</p> <p><b>c) To Appoint mowing contractor</b> – Richard Morgan RESOLVED</p> <p><b>d) To Appoint representatives on the Lady Emily Community Hall Committee</b> – John Wilesmith RESOLVED</p>	<p><b>Cllr Ward</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
13.0	<p><b>To Review parish council members leading roles on specific issues</b></p> <p>Cllr Daron – Neighbourhood Development Plan and notice boards Cllr Grey – planning, footpaths and highways Cllr Tallis – Speed Indicator Device, Emergency Co-ordinator, HALC Eastern Area representative Cllr Ward – footpaths and Tatler Cllr Winter – notice boards and highways</p>	<p><b>All</b></p>
14.0	<p><b>Finance:</b></p> <p><b>a) To Receive End of Year Accounts</b></p> <p>The end of year accounts were approved. RESOLVED</p> <p><b>b) To Approve the Annual Return to the Auditor</b></p> <p>The clerk went through the governance statements and accounting statements on the Annual Return which were all AGREED. The clerk will send off the annual return RESOLVED</p> <p><b>c) To Review the parish council insurance policy</b></p> <p>The parish council insurance is due for renewal in July. The clerk will obtain three “like for like” quotes for consideration at the July meeting, RESOLVED</p> <p><b>d) To Consider payments of outstanding accounts:-</b></p> <p>000711: Tarrington Tatler - £750.00 000712: LECH hall hire for NDP (1, 8 March &amp; 25 April) and PC 14 March &amp; 20 April) meetings - £73.00 000713: Information Commissioners Office – data protection - £35.00 000714: J Chester – clerk salary &amp; expenses March/April - £471.43 000715: Richard Morgan – Church View &amp; ditch grass cutting - £246.00 000716: LECH – contribution to building insurance - £1260.00</p> <p>Cheques 711-715 were agreed for payment.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>

	The payment of cheque 000716 was deferred until the July meeting pending further information and clarification being received. RESOLVED	Clerk
15.0	<p><b>Information Section / Correspondence / Discussion:</b></p> <p><b>a) To Consider purchase of a bench for Barrs Orchard entrance</b></p> <p>It was AGREED to purchase a bench for the entrance to Barrs Orchard at a maximum cost of £500. The clerk will place the order and arrange delivery. RESOLVED</p> <p><b>b) To Receive update on Good Neighbour Scheme</b></p> <p>Cllr Winter advised that the response so far had been split as to whether this would be a good idea. A further meeting is to be held before July to gauge residents feelings.</p> <p><b>c) To Review Information and Outstanding Actions</b></p> <p>The information sheet was reviewed and updated RESOLVED</p> <p><b>d) To Receive reports from any meetings attended</b></p> <p>The clerk had attended HALC training course “Audit Answers” on 29<sup>th</sup> April. Two representatives of the external auditor Grant Thornton gave a presentation and answered any questions. The external audit process will be changing from 2017/18 and further information will be sent in due course.</p> <p><b>e) To Note any meetings and/or training dates</b></p> <p>Cllr Daron wishes to attend HALC training “Planning and Community Action” on Sat 21<sup>st</sup> May – this was agreed and the clerk will book a place on the course. RESOLVED</p>	<p>Clerk</p> <p>Cllr Winter</p> <p>Clerk / Cllr Daron</p>
16.0	<p><b>To raise items for next scheduled Parish Council Meeting (no discussion)</b></p> <ul style="list-style-type: none"> <li>• Bank signatories review</li> <li>• Good Neighbour Scheme update</li> <li>• Policies – financial regulations and emergency resilience plan</li> <li>• Bus Shelter</li> <li>• Church car parking</li> <li>• Speed on A438 at Garbrook</li> </ul>	Clerk
17.0	<p><b>To decide Dates and Time of Ordinary Meetings for the ensuing year</b></p> <p>All meetings to be held on the second Monday bi-monthly at 7.30pm in Lady Emily Community Hall:-</p> <p>Monday 11<sup>th</sup> July 2016  Monday 12<sup>th</sup> September 2016  Monday 14<sup>th</sup> November 2016  Monday 9<sup>th</sup> January 2017  Monday 13<sup>th</sup> March 2017  Monday 8<sup>th</sup> May 2017</p> <p><b>The Chairman declared the meeting closed at 21.17pm</b></p> <p><b>Signed..... Dated.....</b>  <b>Chairman</b></p>	All

## INFORMATION SHEET – MAY 2016

### PARISH CLERK UPDATE

- Road defects reported to Locality Steward
- Service provider arranged for monthly PAYE RTI

- Copy of Current Insurance Cover requested from Contractors
- End of Year Accounts prepared for audit
- Annual Parish Meeting arranged
- Alternative Parish Council Insurance Quotes requested

#### **GENERAL CORRESPONDENCE RECEIVED**

- Balfour Beatty – Weekly Locality briefings \*
- Balfour Beatty – Resurfacing & Surface Dressing Programme 2016/17 \*
- A Bush, Herefordshire Council – Herefordshire Council funding update April \*
- A Bush, Herefordshire Council – website alerts to planning applications received and decided \*
- A Bush, Herefordshire Council – information re Community Infrastructure Levy \*
- A Bush, Herefordshire Council – Unrecorded Rights of Way Project 18<sup>th</sup> April \*
- A Bush, Herefordshire Council – WW1 Centenary Home Front Open Day 7<sup>th</sup> May \*
- Neighbourhood Planning Team – Newsletter 13 \*

\* Circulated to Cllrs.

**Outstanding Actions** - These are the consolidated actions outstanding after the last meeting held on 14<sup>TH</sup> MARCH 2016:

Meeting	Minute	Action	Status	Comments
July 2015		NDP Team	Ongoing	Details of NDP progress to be put onto website
Nov 2015	6b	CW/JW	Ongoing	Investigate Good Neighbour Scheme further
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
Jan 2016	6b	JT	Ongoing	Apply for Public Green Spaces Community Grant Scheme
Jan 2016	6b	clerk	ongoing	Investigate positioning of bench at Barrs Orchard entrance
March 2016	8c	RH		Produce map for Open Green Spaces
March 2016	11b	JT		Forward report from Information Overload training course

#### **PLANNING RECORD**

DATE	APPLICATION NUMBER	DESCRIPTION	PC COMMENT	HFD COUNCIL DECISION
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	GRANTED 11.1.16
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.	GRANTED 10.5.16
12.1.16	153770/EN	<b>Land adj to The Millpond, HR1</b>	Installation of a third wire to an existing overhead line using existing support positions	NO OBJECTION 5.2.16

#### **REPORTS FROM MEETINGS ATTENDED**

##### **HALC Eastern Area meeting – 17<sup>th</sup> March Ashperton Village Hall attended by Cllr Tallis and the clerk Janet Chester.**

Guest Speaker – Cathy Berkeley Balfour Beatty Three Crosses Locality Steward. Cathy advised that the Three Crosses name comes from Burley Gate, Newtown Crossroads and Trumpet Crossroads and covers the neighbouring parishes. Balfour Beatty 2016/17 budget for resurfacing and surface dressing roads has reduced from £8 million to £1.6 million. The lengthsman grant available to parish councils from Herefordshire Council is being gradually withdrawn. New applicants are not being accepted. The level of grant to parish councils for 2016/17 will same at the same rate as 2015/16, reducing to 25% in 2017/18 and nil by 2020.

Neighbourhood Plans - Lynda Wilcox has received full training on Neighbourhood Plans and can help parish councils.

Herefordshire Council have adopted the Core Strategy and where they had a five year housing land supply they may have just dipped below this, but it is a rolling ever changing figure. Ledbury, Ashperton, Colwall, Tarrington and Wellington Heath are at various stages of an NDP and undergoing community consultations. Weston under Penyard are at Regulation 16.

