

# TARRINGTON PARISH COUNCIL

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## Minutes of the Parish Council meeting held on Monday 12th September 2016 at 7.30pm

### Present

Councillors J Tallis (vice-chairman), A Bush, M Daron, R Hodges, M Tector, C Winter & J Ward

### In attendance

Backbury Ward Councillor John Hardwick  
 Janet Chester – Parish Clerk

Public: 17

ITEM	MINUTE	ACTION								
	The vice- chairman Cllr Tallis welcomed everyone to the meeting.									
1.0	<b>Apologies for Absence</b> - Cllr P Grey (holiday)									
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 J Tallis</td> <td>9.2</td> <td>NDPI</td> <td>LECH Committee member</td> </tr> </tbody> </table>	Cllr Name	Agenda Item	Interest Declared	Nature of Interest	Cllr J Tallis	9.2	NDPI	LECH Committee member	
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Cllr J Tallis	9.2	NDPI	LECH Committee member							
3.0	<b>To Consider Approval of the Minutes of the Parish Council meetings held on Monday 8th August 2016 (previously circulated)</b>									
	The minutes were agreed as a true and accurate record and were duly signed by the chairman									
4.0	<b>To Receive a Brief Report from Backbury Ward Councillor John Hardwick</b>									
	Cllr Hardwick advised that Herefordshire Council are currently consulting on their budget. They are required to make savings of £87m between 2010 and 2020, £10.9 million 2016/17 and a further £7m in 2017/18, and a total of £28m between today and 2020. The county's 5 year housing land supply figure is 4.49 years so a shortfall making NDP's important. Also the Community Infrastructure Levy is indefinitely delayed and projects of 10 or less houses will attract no CIL or Section 106 payments for the benefits of the parish. Cllr Hardwick asked that future Tatler reports are sent to him before submitting to the editor.	All								
5.0	<b>Public Participation Session for Local Residents to Raise Matters Relevant to the Parish Council</b>									
	A member of the NDP Steering Group asked that other sites be investigated to meet the requirements of Herefordshire Council, an update on the progress of the NDP is required and they urged on behalf of residents that the NDP is completed professionally, speedy and in an impartial manner. Another resident advised that she and others would be willing for the precept to increase to cover professional costs of completing the NDP. Another resident urged that the speed at Garbrook is reduced to 30mph and the litter at Little Tarrington problem is addressed.									
	N.B. Residents who spoke were asked to forward their statements made to the clerk for including in the minutes	Clerk								

<p><b>6.0</b></p> <p><b>Planning:</b></p> <p><b>6.1 To Consider Planning Applications referred for comment:</b> none</p> <p><b>6.2 To Note Decisions Received from Hereford Council:</b> as per planning record</p> <p><b>7.0</b></p> <p><b>Tarrington Neighbourhood Development Plan:</b></p> <p><b>7.1 To Receive Report From NDP Steering Group</b></p>	<p>The Chairman of the NDP Steering Group, Cllr Daron read out a report that had been circulated dated 2<sup>nd</sup> September (attached). Cllr Daron advised that Herefordshire Council NDP Team had been asked to give an informal review of the plan and a reply was still awaited. Cllr Hardwick will chase the reply. Until this reply is received there is little that can be done to progress the NDP.</p>	<p><b>WARD CLLR / MD</b></p>
<p><b>7.2 To Receive NDP Finance Report</b></p> <p><b>7.3 To Discuss the Future of the NDP Steering Group</b></p>	<p>The financial report was read out showing that the available grant has been spent and there was currently an anticipated overspend of £171.92.</p> <p>Future costs of the NDP were outlined. There is a current lack of funds to cover costs of a meeting between the landowner and professional experts. Further funding opportunities are being sought to cover the future anticipated spending to complete the NDP. No further funding can be applied for until the reply is received from Herefordshire Council. It was agreed that the parish council is minded to cover costs of £3000 until a grant is received. An extra ordinary meeting of the parish council will be called to discuss this funding once a reply has been received by the Steering Group from Herefordshire Council. It was AGREED to publish a disclaimer from the parish council regarding a circulation of an NDP update dated 12<sup>th</sup> Sept sent to some houses as it was not issued by the NDP Steering Group.</p>	<p><b>NDP / CLERK</b></p>
<p><b>8.0</b></p> <p><b>Governance:</b></p> <p><b>8.1 To Discuss Herefordshire Councils New Standards Procedure</b></p> <p><b>8.2 To Discuss how Councillors Obtain Information and to Amend Standing Orders as appropriate</b></p>	<p>This was discussed and councillors accepted the content of the document <b>RESOLVED</b></p> <p>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 person to report back to a parish council meeting. All confidential or employment matters are to go through the clerk and chairman only. Documents are available for parish councillors to view at meetings. The clerk will draft a sentence to be agreed at the next meeting and incorporated into the standing orders. <b>RESOLVED</b></p>	<p><b>CLERK</b></p> <p><b>CLERK</b></p>
<p><b>9.0</b></p> <p><b>Finance:</b></p> <p><b>9.1 To Note Finance Report, Bank Balances and reduced Interest rate</b></p> <p><b>9.2 Payments of Outstanding Accounts Approved: RESOLVED</b></p>	<p>Noted – Bank Balances – current account as at 28<sup>th</sup> July 2016 £12787.49, reserve account as at 2<sup>nd</sup> September 2016 £10015.29. The interest rate on the reserve account is reducing on 1<sup>st</sup> November 2016 from 0.30% to 0.10%. <b>NOTED</b></p> <p>000730: DJN Planning Ltd – NDP Support - £2730.00  000731: LECH – room hire July/Aug - £62.25  000732: Grant Thornton – External Audit fee - £120.00  000733: J Chester – clerk May / June – as agreed</p>	

	<p>000734: HMRC PAYE - £6.32  000735: HALC "In the Hot Seat" training (3 cllrs) &amp; "Charles Arnold Baker 10th Edition - £200.00  Direct Debit: Public Works Loan Board repayment (30<sup>th</sup> Sept) - £1439.49  000736: Tarrington PCC – donation to churchyard maintenance - £700.00</p> <p><b>9.3 To Discuss 2017/18 Precept Requirement</b></p> <p>The clerk had drafted a budget for 2017/18 with a proposed precept of £15000. It was decided to appoint a working group to look at the breakdown of figures and report back to the November meeting. Cllrs Tallis, Tector and the clerk as Responsible Finance Officer were appointed. Cllr Tallis will put together a precept explanation for the Tatler. <b>RESOLVED</b></p> <p><b>10.0 Highways / Footpaths:</b></p> <p><b>10.1 To Note Reports from Balfour Beatty Locality Steward</b></p> <p>The weekly reports emailed through were noted.</p> <p><b>10.2 To Discuss and new Highways / P3 footpath issues and any works for the lengthsman</b></p> <p>There are potholes on the corner of School Road by Church Lane by Bramble Cottage in need of repair. The verge outside The Gables, Little Tarrington need trimming and road signs cleared of vegetation to make them visible. Cllrs Grey and Tallis will tour the parish and report any defects to the clerk. The hedge at Church View needs trimming and thinning. The footpath from Aldersend to Garbrook is impassable due to brambles and has already been reported to Herefordshire Council. The fingerpost on TR16 on the A438 is to be replaced. The repair of the footbridge and stile on TR16 Aldersend to Durlow was reported last year and is still not done. Bridgework replacements are in Balfour Beattys' programme but the timescale is unknown. A new fingerpost is to be put back on TR17. A replacement gate on TR15 is required. Stiles on TR5 need to be cleared. Funds will come from the P3 footpath grant.</p> <p><b>11.0 Information Section / Correspondence / Discussion</b></p> <p><b>11.1 To Discuss Herefordshire Council Town and Parish Bus and Community Transport Consultation</b></p> <p>The clerk read out the questions and responses to them were agreed. The clerk will forward them to Herefordshire Council. <b>RESOLVED</b></p> <p><b>11.2 To Discuss Safer West Mercia Plan Consultation</b></p> <p>The Parish Council had no comment to make.</p> <p><b>11.3 To Discuss Response to Herefordshire Councils Preferred Options for Travellers Sites Consultation</b></p> <p>The Parish Council had no comment to make.</p> <p><b>11.4 To Discuss Request from Dormington &amp; Mordiford Parish Council for possible SID hire</b></p> <p>It was AGREED to offer the same terms as the existing contract with Fownhope Parish Council. <b>RESOLVED</b></p> <p><b>11.5 To Discuss Bus Shelter</b></p> <p>Deferred to November meeting. <b>AGREED</b></p> <p><b>11.6 To Discuss Litter at Little Tarrington</b></p> <p>A site for a litter bin was proposed, the clerk will forward this to Herefordshire Council for</p>	<p><b>JT / MT / CLERK</b></p> <p><b>JT / PG</b></p> <p><b>CLERK</b></p> <p><b>CLERK</b></p>
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	approval. A local resident has offered to empty it if agreed. <b>RESOLVED</b>	<b>CLERK</b>
	<b>11.7 To Discuss Crocus Planting</b>  The Rotary Club have an "End Polio" campaign planting crocuses to highlight the campaign. It was AGREED that bulbs were to be planted outside LECH as previously and also on Jubilee Green. <b>RESOLVED</b>	
	<b>11.8 To Discuss Website</b>  Deferred to November meeting <b>AGREED</b>	
	<b>11.9 To Discuss Speed on A438 at Garbrook</b>  The clerk has contacted the highways department and has been told to speak to Locality Steward and is awaiting a reply.	<b>CLERK</b>
	<b>11.10 To Receive Comments on Church Car Parking</b>  Deferred to November meeting. <b>AGREED</b>	<b>ALL</b>
	<b>11.11 To Discuss Parking at Tarrington Arms</b>  It was AGREED that this was no longer a problem but councillors would continue to monitor.	<b>ALL</b>
	<b>11.12 To Discuss Jubilee Green Hedges and Parish Council responsibility as landowner</b>  It was AGREED that the area will be maintained as Open Green Space with hedges and grass being cut as necessary to enable the public to use it. <b>RESOLVED</b>	<b>ALL</b>
	<b>11.13 To Review Information and Outstanding Actions</b>  Cllr Winter has contacted Fownhope Surgery and they are setting up a patient liaison supporting health and wellbeing, this post will connect people in need with local services, networks and activities.	
<b>12.0</b>	<b>Training / Meetings</b>	
	<b>12.1 To Receive Reports from any Meetings attended</b>  Cllr Ward attended Herefordshire Council's Budget meeting – presentation slides had been circulated to all councillors.	
	<b>12.2 To Note any meetings and/or training dates</b>  HALC Training Diary was noted. Cllrs were asked to let the clerk know if they wanted a place booked for them on any of the courses. Tree Warden Talk 13 <sup>th</sup> Sept Bartestree Village Hall 4pm-6pm Herefordshire Council Planning Presentation 6 <sup>th</sup> Oct Shire Hall Hereford 6.30pm – 8.30pm Balfour Beatty Parish Briefing 11 <sup>th</sup> Oct 2-3.30 and 7-8.30 Thorn Business Park HALC Eastern Area meeting Wed 9 <sup>th</sup> Nov Bosbury Village Hall 7.30pm	<b>ALL</b>
<b>13.0</b>	<b>To Raise Items for Next Scheduled Parish Council Meeting (no discussion)</b>  - NDP update - Durlow Noticeboard - 2017/18 Precept - Meeting frequency	
<b>14.0</b>	<b>To confirm the date of the next scheduled meeting:</b> Monday 14th November 2016 at 7.30pm	

15.0	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</b>  Due to the confidential nature of the business to be transacted and pursuant to the above Act, a resolution was passed to exclude the public and press during discussion of the following agenda items. The confidential nature being the consideration of employment matters</p> </div> <p><b>Employment Matters:</b></p> <p><b>15.1 To Discuss Clerks Appraisal and Contract of Employment</b></p> <p>The appraisal will take place before the November meeting. Recommendations will be brought to the November meeting and the contract of employment amended if required. <b>RESOLVED</b></p> <p><b>The Chairman declared the meeting closed at 22.37pm</b></p> <p>Signed..... Dated.....  Chairman</p>	PG / MD CLERK
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## INFORMATION SHEET – SEPT 2016

### PARISH CLERK UPDATE

- Road defects reported to Locality Steward
- Insurance Cover renewed
- NDP support work done
- Fownhope PC invoiced for SID hire
- CiLCA portfolio updated
- VAT reclaim request sent
- Budget prepared for 2017/18 precept discussion

### GENERAL CORRESPONDENCE RECEIVED

- Balfour Beatty – Weekly Locality briefings \*
- Balfour Beatty – Parish Newsletter July \*
- HALC – Information Corner 11<sup>th</sup> July\*
- HALC – Information Corner 16<sup>th</sup> August\*
- HALC – Eastern Area AGM Draft Minutes \*
- Herefordshire Council – Herefordshire Council funding update July \*
- Herefordshire Council –Hfd Council Budget Meeting 28<sup>th</sup> July Presentation Slides \*
- Herefordshire Council – New Standards Procedure for Comment \*
- Herefordshire Council – Public Consultation – Travellers Sites Preferred Options \*
- Herefordshire Council – Herefordshire SHLAA – Call for Sites \*
- Herefordshire Council – Power Cut? New phone number 105 September launch \*
- Herefordshire rural Hub September Newsletter \*
- West Mercia Police – Safer West Mercia Consultation \*

\* Circulated to Cllrs.

**Outstanding Actions** - These are the consolidated actions outstanding after the last meeting held in July 2016:

Meeting	Minute	Action	Status	Comments
July 2015		NDP Team	Ongoing	Details of NDP progress to be put onto website

March 2016	8c	RH		Produce map for Open Green Spaces
May 2016	11c	RH		Check who is responsible for rubbish on churchyard road
July 2016	9.3	CW	Complete	Contact Fownhope Dr surgery re scheme to help residents
July 2016	9.4	RH/PG		Take photos of old bus stop and carry out survey
July 2016	9.5	Clerk	Ongoing	Arrange meeting with Hereford Council to discuss speed concerns at Garbrook
July 2016	9.6	All		Obtain residents feedback re church car parking
July 2016	10.3	PG / MD	Ongoing	Draft scheme for clerks annual appraisal

## PLANNING RECORD

<u>DATE</u>	<u>APPLICATION NUMBER</u>	<u>DESCRIPTION</u>	<u>PC COMMENT</u>	<u>HFD COUNCIL DECISION</u>
15.4.16	<b>161027</b>	<b>Church Hill, Church Lane, Tarrington, HR1 4EU</b> 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	<b>161393</b>	<b>Buildings at Little Tarrington Farm Little Tarrington Herefordshire HR1 4JA</b> 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	<b>161681</b>	<b>Framfield Church Lane Tarrington Hereford Herefordshire HR1 4EU</b> 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	<b>161894</b>	<b>Swan House Tarrington Hereford Herefordshire HR1 4EU</b> Proposed extension to garage to form summer house and restatement of 3 windows	PC support this application	GRANTED 15.8.16

## Reports from Meetings

### **Cllr A Bush – “In the Hot Seat” - Developing your Council , HALC Offices, Hereford , 6<sup>th</sup> June 2016**

Three of us from the Parish Council attended this very useful evening course, Mr Paul Grey (Chairman), Mr John Tallis (Vice Chairman) and Mrs Anne Bush (Parish Councillor).

Advice was given on:

1. What do Chairmen do?
2. Preparing a Checklist for Meetings.
3. Drawing up the Agenda.
4. Ground Rules (relating to the meeting).
5. NALC Legal Topic Note (LTN 2) relating to Chairman of Local Councils.
6. Dealing with the Media.
7. Dealing with Public and Visiting Speakers.
8. Rules of Procedure.
9. Leadership that gets results.

Learning points were:

- There were useful pointers on how to prepare for and conduct a meeting, and how to enable all Councillors to contribute to the discussion.
- The Chairman should be seen as a facilitator or enabler.
- Agenda items need enough information to explain why the topics are being discussed so that Councillors may prepare for meeting.
- Decisions need to be made by Councillors as a body.

- The Chairman has no additional powers other than a casting vote.
- The Chairman needs to keep the interests of the community foremost not his/her personal interests.
- There was a very useful leaflet on dealing with the press wisely and how to use the press to promote the Parish Council.
- Useful information on how to deal with large and exciting meetings and visiting speakers.
- There was a quiz on some slightly obscure points of procedure, fortunately with the answers supplied elsewhere!
- The other interesting area covered was the kind of 'Leadership that gets Results'. This focussed on Chairman being:
  - (i) **Self-aware** – about his/her emotions, knowing their limitations and strengths, knowing their abilities.
  - (ii) **Self Management.** Using Self Control, transparency (living their values) which allows integrity, adaptability, optimism, empathy, organisational awareness and remember that they are in a position of service.
  - (iii) **Relationship Management.** This relates to inspiration, developing others, the Chairman can be a strong advocate for change and able to draw out all parties from different viewpoints. The Chairman is also able to encourage teamwork and collaboration.

There was also an opportunity to ask specific questions which others had encountered in their own situations and which were of interest to everyone.

All in all this was a very useful meeting.

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## Tarrington Neighbourhood Development Plan

### Report for the Tarrington Parish Council Meeting – 12<sup>th</sup> September 2016

The Tarrington Steering Group held an open meeting in the Lady Emily Community Hall on the 8<sup>th</sup> July 2016. The main item on the agenda was the draft report of Carly Tinkler's Landscape Assessment of the Land off School Road in Tarrington (identified as Site 6 in N.D.P. literature). Carly Tinkler attended the meeting to present her report to the Steering Group and the members of the public who were present at the meeting. The minutes of the meeting were sent to the members of the Parish Council, all residents on the emailing list and posted on the Tarrington website. In addition to the minutes all residents were sent a copy of the results of a Parish Questionnaire which made an important contribution to the Landscape Assessment.

Subsequently the Landscape Assessment was finalised by Carly Tinkler; incorporated into a Consultation Neighbourhood Development Draft Plan by planning consultant David Nicholson and posted on the Tarrington website.

A meeting took place on the 4<sup>th</sup> August 2016 in Blueschool House in Hereford City Centre to give members of the Steering Group an opportunity to discuss the Consultation Neighbourhood Development Draft Plan with members of the Herefordshire Council Planning Team, Karla Johnson and Kevin Singleton. They had been sent a copy of the draft plan and other relevant documents prior to the meeting. David Nicholson attended the meeting together with representatives from the Steering Group – Robert Hodges, Janette Ward, Jeanette Forrester, Trevor Kerr and Edward Watkins. The main issue for discussion was that the suggested number of six houses on Site 6 is nineteen short of the number proposed by the landowner and the number which would meet H.C.'s requirement for housing development in Tarrington. This topic was discussed and a further brief discussion was held about the possibility of a very small development on the Little Tarrington Farm site (Site 16). This site had not been considered suitable for inclusion in the N.D.P. because of several constraints but it could support windfall assumptions as it is a settlement where proportionate housing could be appropriate, as is stated in David Nicholson's Housing Site Assessment, written in December 2015. The outcomes of the meeting were inconclusive so it was recommended by Karla Johnson that she should carry out an informal review of the Consultation Neighbourhood Development Draft Plan for the benefit of the future work of the Steering Group.

The Steering Group met with David Nicholson on the 10<sup>th</sup> August 2016 in the Lady Emily Community Hall. The purpose of the meeting was to discuss the Consultation Neighbourhood Development Draft Plan, in relation to the outcomes of the meeting with H.C. The Steering Group agreed that the following two actions should take place. The first action was that the Chair should contact H.C. (Karla Johnson, Kevin Singleton and Sam Banks) requesting that the informal review should take place. David Nicholson offered to assist in the wording of an email message. The second action was that the Chair should contact Janet Chester (clerk to the Parish Council) and Carly Tinkler regarding a meeting with Rupert Foley, the landowner of Site 6, with a view to her arranging and minuting a meeting to discuss the proposed development on Site 6, in relation to the Consultation Neighbourhood Development Draft Plan. It was decided that the meeting should only be attended by professional representatives of the Steering Group. David Nicholson had already agreed to attend such a meeting.

As a consequence of the above decisions, the Chair has contacted H.C. Planning Department, as advised by David Nicholson, to request the informal review of the Consultation Neighbourhood Development Draft Plan and also sent Karla Johnson and Kevin Singleton all the relevant documents that they would need to draw their conclusions. These documents included the consultation plan, David Nicholson's housing site assessment and both of Carly Tinkler's landscape assessments, together with the appropriate appendices. The Chair has also made contact with Janet Chester and Carly Tinkler. Janet Chester has agreed to arrange a date and time for a meeting with Rupert Foley and his advisers and David Nicholson and Carly Tinkler. Carly Tinkler has agreed to attend the meeting.

At the time of writing this report, no further actions can be taken by the Steering Group although the Chair has suggested that some members might like to complete some work on housing design codes, as recommended by Carly Tinkler. Robert Hodges has sent a link for this activity to all members of the Steering Group.

It can be anticipated that H.C. will have completed their informal review of the Consultation Neighbourhood Development Draft Plan by the time that the Parish Council meet on the 12<sup>th</sup> September 2016. A further update regarding the N.D.P. will be provided at the meeting.