

TARRINGTON PARISH COUNCIL

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

Minutes of the Annual Parish Council Meeting held on Monday 14th May 2018 at 7.30pm

Present

Councillors Janette Ward, Robert Hodges, Maggie Daron, Richard Fowler, Ian Howard, Trevor Kerr, Linzy Outtrim and Mike Tector

In attendance

Janet Chester – Parish Clerk

Members of the Public: 3

1. Election of Chairman and to receive the Chairmans signature on Declaration of Acceptance

Cllr Ward proposed by Cllr Hodges and seconded by Cllr Tector unanimously supported.

RESOLUTION: There being no other nominations Cllr Ward accepted the position and duly signed the necessary forms.

2. Election of Vice-Chairman

Cllr Hodges proposed by Cllr Daron and seconded by Cllr Howard unanimously supported.

RESOLUTION: There being no other nominations Cllr Hodges accepted the position and duly signed the necessary forms.

3. Apologies for Absence

Ward Cllr Hardwick (other meeting)

4. Declarations of Interest and any Requests for Dispensations

Cllrs Ward & Hodges declared an interest in agenda item 16g – Payment to Lady Emily Community Hall as they are LECH committee members.

Cllr Outtrim declared a general interest as she is an employee of Balfour Beatty

Cllr Hodges declared an interest in agenda item 9.a.i. Planning application 181409 as he lives in an adjacent property.

Cllr Fowler declared an interest in agenda item 9.a.ii. planning application 181133 as he is a neighbour to the applicant.

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

Noted.

6. Approval of Minutes

RESOLUTION: The minutes of the Parish Council meeting held on 12th March 2018 having previously been circulated were AGREED and duly signed by the Chairman.

7. Brief Report from Backbury Ward Councillor John Hardwick

Cllr Hardwick had given his apologies but advised that he would be attending the annual parish meeting on 22nd May and would give his report then.

8. Public Participation Session for Local Residents to raise matters relevant to the Parish Council

No matters raised.

9. Planning:

9.1 a) To Consider Planning Applications referred for comment:

Cllr Hodges left the room.

- i. **P181409/FH - The Croft Alders End Tarrington HR1 4ET**, Proposed first floor extension to existing building.

RESOLUTION: The Parish Council have no objections.

Cllr Hodges re-entered the room, Cllr Fowler left the room.

- ii. **181133 – The Hop Yard, Eastwood Farm, Tarrington, HR1 4JF** – Proposed new access and track, with re-positioning of gate

RESOLUTION: The Parish Council have no objections. **ACTION:** clerk

Cllr Fowler re-entered the room

- b) To Note Decisions Received from Herefordshire Council – noted.

10. Update on Tarrington Neighbourhood Development Plan

The clerk has now received replies from the landowners.

RESOLUTION / ACTION: It was decided to move forward with option 1 as provided by the planning expert to include both sites 6 & 8 to accommodate the outstanding housing allocation of at least six houses. The clerk will contact our planning expert for confirmation on his availability and advice on how to next proceed and will also explore grant opportunities. Updates will be put onto the new website.

11. To Review and Adopt the Following Policies for Tarrington 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) Emergency Resilience Plan k) Training & Development Policy
- l) Media Policy m) Social Media Policy n) Communications Policy o) Equal Opportunities Policy
- p) Bullying & Harassment Policy q) Unacceptable Behaviour Policy r) Discipline & Grievance Procedure
- s) Health & Safety Policy

RESOLUTION / ACTION: After a couple of grammatical changes it was agreed to adopt all the above policies. The clerk will check if a former councillor is still happy to be on the Emergency Resilience Plan.

12. To Receive Clerks Report

The clerk read out a report on GDPR which was noted.

RESOLUTION / ACTION: The parish council will endorse the Action Plan recommended in the Toolkit circulated. All councillors will read the toolkit pages 1 – 25. The clerk was appointed Data Protection Compliance Officer.

13. To Consider Adopting the Following Policies recommended by the General Data Protection regulations (GDPR) Working Group and displaying them on the parish council website:

- a) Data Protection Policy b) Privacy Policy c) Privacy Notices d) Data Subject Access Policy

RESOLUTION / ACTION: It was agreed to adopt the above policies and that the clerk is to publish them on the website.

14. Appointments:

- a) To Consider Appointing a GDPR Data Protection Officer (DPO)

RESOLUTION / ACTION: Deferred pending further advice.

- b) To Appoint Footpath Officer

RESOLUTION / ACTION: Cllr Ward re-appointed footpath officer.

- c) To Appoint Lengthsman

RESOLUTION / ACTION: It was agreed to re-appoint Richard Mills but to state that he would be required one day every other month.

- d) To Appoint Mowing Contractor

RESOLUTION / ACTION: It was agreed to re-appoint Richard Morgan

- e) To Appoint Representatives on the Lady Emily Community Hall Committee

RESOLUTION / ACTION: John Wilesmith re-appointed.

- f) To Appoint HALC Eastern Area Representative

RESOLUTION / ACTION: Cllr Daron appointed

- g) To Review Parish Council Members Leading Roles on Specific Issues

RESOLUTION / ACTION: GDPR Working Group – Cllr Ward, Cllr Fowler, Cllr Outtrim and clerk
 Highways – Cllr Hodges, Cllr Fowler and Paul Grey
 Planning – Cllr Hodges (to provide application paperwork) (all decisions made by full council)
 Notice Boards – Cllr Kerr and Cllr Tector (Cllr Kerr holds key)
 Speed Indicator Device – John Tallis
 Tatler Report – Cllr Daron

15. Finance:

- a) To Receive End of Year Accounts (see appendix a)

The clerk reported on the draft end of year accounts which are awaiting internal audit. Because Income & Expenditure is under £25000 the parish council have the option of declaring themselves exempt from a review by the external auditor.

RESOLUTION / ACTION: It was agreed to complete the Certificate of Exemption.

- b) To Consider the Internal Auditors Report

RESOLUTION / ACTION: Deferred

- c) To Approve the Annual Governance Statement for the External Auditor

RESOLUTION / ACTION: The statement was approved

- d) To Approve the Annual Accounting Statements for the External Auditor

RESOLUTION / ACTION: The Accounting Statements were approved pending internal audit

- e) To Review the Parish Council Insurance Policy

The policy has been reviewed and the clerk has ensured the recently purchased laptop, printer and notice boards are covered.

RESOLUTION / ACTION: The policy renewal due in July was agreed.

- f) To Note New National Salary Pay Scales for Council Clerks

New salary pay scales have been issued by NALC/HALC.

RESOLUTION / ACTION: It was agreed to pay the clerk at new salary scale point 26, 7 hours per week backdated to April 2018.

- g) To Consider Payments of Outstanding Accounts:-

000798: LECH – room hire Jan/March - £26.25
 000799: DJN Planning Ltd – NDP Support - £750.00
 000800: Richard Morgan – grass cutting - £275.00
 000801: JC Business Opps – notice board - £275.00
 000802: Information Commissioner – Annual Data Protection Fee - £35.00
 000803: Autela Group Ltd – payroll services Q4 - £46.08
 000804: J Chester – clerk salary and expenses March/April – as advised
 00805: HMRC – PAYE March/April - £49.60

RESOLUTION / ACTION: All above payments agreed.**16. Highways/Footpaths:****a) Weekly Reports from Balfour Beatty Locality Steward**

Noted. Despite some potholes being repaired there are still a number of potholes at Little Tarrington in need of repair.

b) New Highways / P3 Footpath Issues

- i) To Discuss Ownership of hedge along footpath TR9 between Barrs Orchard and Pound Meadow

Clarification of ownership of boundary hedge is still being sought

ii) Parish Littler Pick

Unfortunately the scheduled dates for the parish littler pick were both cancelled due to inclement weather and heavy snowfall.

RESOLUTION / ACTION: As there does not appear to be a current problem it was agreed to defer the littler pick until early 2019.

c) To Sign Balfour Beatty 2018/19 Lengthsman Contract and discuss work for lengthsman

The contract was signed by the chairman and the clerk.

Cllr Ward, footpaths officer reported the following:-

Footpath from Aldersend Farm to Durlow – farmer requested to reinstate footpath, a new gate and footbridge to be installed by the lengthsman.

Footpath from Aldersend Farm to Garbrook to be strimmed

Footpath from A438 between Barrs Orchard and Pound Meadow – clarification of ownership of boundary hedge being sought

A tour of the parish has been undertaken and a number of defects identified.

RESOLUTION / ACTION: A bench stored at Cllr Hodges is to be installed at Barrs Orchard by Fortis Housing. The clerk will report these defects. The clerk will also report potholes and blocked drains at Little Tarrington.

17. Information Section / Correspondence / Discussion:

a) To Clarify Relationship between Tarrington Parish Council and Tarrington Voice

RESOLUTION / ACTION: There is no formal relationship between the two entities and each has a different remit. The Parish Council have the authority and budget to represent the community.

b) Update on New Parish Council Website

The clerk urged everyone to subscribe to the website to receive newsletters and updates. The clerk also asked anyone who has photo's of the parish to forward them to her to place on the website.

c) To Receive comments on Ashperton NDP Reg14 Consultation

No comments made.

d) Review of Information and Outstanding Actions

RESOLUTION / ACTION: Reviewed and updated

e) To Receive any Reports from any meetings attended

None.

18. Items for next scheduled Parish Council Meeting (no discussion)

- NDP
- Hedge ownership Barrs Orchard/Pound Close along footpath TR9
-

19. Dates and Time of Meetings for forthcoming year –

2018 -Monday 9th July, Monday 10th September, Monday 12th November,

2019 - Monday 14th January, Monday 11th March, Monday 13th May at 7.30pm

The Chairman declared the meeting closed at 21.33pm

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

INFORMATION SHEET

PARISH CLERK UPDATE

- Road defects reported to Locality Steward
- Website training undertaken and website updated
- HALC & Hfd Council GDPR training attended, working group set up and GDPR work actioned
- HALC "Audit Answers" training attended
- New Notice Board and footpath sign arranged
- NDP support work undertaken
- End of Year Accounts Prepared for Audit
- Policies updated for annual review
- Annual Parish Meeting arranged
- Footpath materials ordered and delivery chased

GENERAL CORRESPONDENCE RECEIVED

- Balfour Beatty – Weekly Locality briefings *
- HALC Wise Owl Training Schedule *
- HALC Information Corner, GDPR attachments and new standing orders *
- Herefordshire Rural Hub April Newsletter *

* Circulated to Cllrs.

Outstanding Actions – These are the consolidated actions outstanding after the last meeting:

Meeting	Minute	Action	Status	Comments
July 2015		NDP Team	Ongoing	Details of NDP progress to be put onto website
Jan 2017	10.3	RH	Ongoing	Investigate options for motion sensor light for Church View carpark
July 2017	10b	JW/RH	Complete	Tour parish to identify defects to report
Jan 2018	8.4	MD/RH/LO	Ongoing	Progress TRO
Jan 2018	7	Clerk	Ongoing	Progress NDP, arrange grants, public meeting and timeline when feasible

PLANNING RECORD (last six months – for older applications please visit www.herefordshire.gov.uk)

App No:171777 Land Between Garbrook and Little Tarrington Common Road, Little Tarrington, HR1 4JA (amended application) Proposed mixed use development comprising 15 dwellings including 5 affordable, 2 live-work units and associated roads and footpaths, junction improvements, sustainable drainage, informal public open space, hedgerow and tree planting. **A vote was taken, the result was 4 for, 2 against. The Parish Council thus support the application but would draw attention to the caveats in their previous reply dated 9th June. HEREFORDSHIRE COUNCIL DECISION - GRANTED 15.11.17**

App No: 173340 & 173342 Oak House, Tarrington, HR1 4JF

Proposed garage block, front porch and conservation roof light. **PC Comment: The Parish Council have no objections HEREFORDSHIRE COUNCIL DECISION:**

App No:172964 3 Pound Close, Tarrington, HR1 4AZ

Proposed first floor side extension to form 2 bedrooms **PC Comment: The Parish Council have no objections. HEREFORDSHIRE COUNCIL DECISION - GRANTED 8.11.17**

App No:174534 Pear Trees, Tarrington, HR1 4HZ

Proposed 2 storey side extension **PC Comment: No objection in principle but prefer materials used are in keeping with existing HEREFORDSHIRE COUNCIL DECISION – GRANTED 29.1.18**

App No: 180270 Church Hill, Church Lane, Tarrington, HR1 4EU

Proposed lean-to pitched roof veranda **PC Comment: The Parish Council support this application. HEREFORDSHIRE COUNCIL DECISION: GRANTED 15.3.18**

App No: 180794 The Coppice, Church View, Tarrington, HR1 4FE

Fell T1 – Quercus Robur/English Oak **PC Comment: The Parish Council are happy for the tree report from Herefordshire Council to influence the decision. HEREFORDSHIRE COUNCIL DECISION:**

