

PIXLEY & DISTRICT PARISH COUNCIL

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

Minutes of the Annual Parish Council meeting held on Monday 13th May 2019

Present:

Councillors K Bray (KB), Mrs J Cowell (JC), J Davenport (JD), K Davies (KD), P Hawker (PH), A Mawby (AM), M Skittery (MS), E Thompson (ET), Mrs M Thwaites and M Tristram (MTr)

Public: 1

In Attendance

Janet Chester – Parish Clerk

Members of the Public: 0

N.B. PRIOR TO THE MEETING COMMENCING THE NEWLY ELECTED COUNCILLORS COMPLETED THE NECESSARY FORMS AS REQUIRED BY THE ELECTORAL COMMISSION

The Chairman Cllr Bray welcomed everyone to the meeting

1. Election of Chairman and signing of Declaration of Acceptance of Office

Cllr K Bray proposed by Cllr Hawker and seconded by Cllr Mawby, unanimously supported. Cllr Bray accepted the position and signed the Declaration of Acceptance of Office. RESOLVED

2. Election of Vice-Chairman and signing of Declaration of Acceptance of Office

Cllr Tristram proposed by Cllr Bray and seconded by Cllr Cowell, unanimously supported. Cllr Tristram accepted the position and signed the Declaration of Office. RESOLVED

3. Apologies for Absence

Three Crosses Ward Councillor Jonathan Lester (other meeting)

4. Declarations of Interest and Requests for Dispensations

None.

5. Councillor Vacancies

The clerk advised councillors that following the recent elections there are four vacancies on the parish council, one for Aylton, one for Munsley and two for Pixley. Steve Swaites was nominated for co-option to fill a Pixley vacancy by Cllr Mawby and seconded by Cllr Cowell. A Declaration of Acceptance of Office was completed and signed. RESOLVED The clerk will advise Herefordshire Council elections department of the co-option.

6. To Remind Councillors to Review their Register of Interests held with Herefordshire Council.

The clerk reminded councillors that it was their responsibility to keep their register of interests up to date and to return their election expenses form to Herefordshire Council.

7. Approval of Minutes of Parish Council meeting held on 25th March 2019

RESOLVED: The minutes of the parish council meeting held on 25th March 2019 having previously been circulated were APPROVED as true and accurate and duly signed by the Chairman.

8. To Receive a Brief Report from Three Crosses Ward Councillor, Mr Jonathan Lester

Ward Councillor Lester Ward had forwarded his apologies and sent the following message to the clerk –
“There are four meetings that I should attend tonight, and so as I cannot be everywhere at once please accept my apologies.

In terms of a report I offer as follows. Firstly, I was very pleased to be re-elected to represent the Three Crosses ward. I am very grateful to all of those who have supported me.

Secondly, as there is no party with an overall majority I cannot inform you at this stage as to who will form the next administration. I assume that this will become clear at the next full council meeting on 24th May 2019.

In terms of the work on A4172, the latest position is that Clive Hall is offering to meet the Parish Council, I refer everyone to his email dated 18th April 2019, they are still working up proposals and once this is done, in consultation with the Parish Council they will be in a position to make a decision.

I would like to take this opportunity to thank all of those councillors who have stood down for their service, and for those who are new I look forward to meeting you and working with you accordingly. Have a good evening and I look forward to seeing you at the next meeting.”

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

No matters raised.

10. Planning:

a) Planning Applications for Comment: (to be viewed online prior to the meeting)

No new applications received.

b) Details of Decision Notices Received from Herefordshire Council – noted as per planning record

11. Pixley and District Neighbourhood Development Plan

The NDP is now at Referendum stage. Residents in the parishes will have the opportunity to vote in the referendum on Thursday 30th May. If the majority support the plan it will then be adopted by Herefordshire Council and become a statutory legal document to be referred to when deciding planning applications.

RESOLUTION / ACTION: The Parish Council agreed to disband the NDP Steering group and the clerk will send a letter to all members of the NDP Steering Group to advise them and thank them for their help. The clerk will contact the Ledbury Reporter to put an article in to advise residents of the 30th May polling day.

12. To Review and Adopt the following Policies for Pixley & District Parish Council

All the below policies had been sent to all councillors prior to the meeting.

- a) Standing Orders – re-adopted**
- b) Code of Conduct – the parish council had received advice to adopt the same code as Herefordshire Council, this was AGREED and new policy adopted**
- c) Financial Regulations – re-adopted**
- d) Donations/Grants Policy – re-adopted**
- e) Assets Register – updated and adopted**
- f) Risk Assessment Schedule – updated and adopted**
- g) Risk Management Policy – re-adopted**
- h) Freedom of Information Requests – re-adopted**
- i) Complaints Policy – re-adopted**

- j) Co-option Policy - new policy adopted
- k) Training & Development Policy – re-adopted
- l) Media Policy – re-adopted
- m) Social Media Policy – re-adopted
- n) Communications Policy – re-adopted
- o) Equal Opportunities Policy – re-adopted
- p) Bullying & Harassment Policy – re-adopted
- q) Health & Safety Policy – re-adopted
- r) Unacceptable Behaviour Policy – re-adopted
- s) Discipline & Grievance Policy – re-adopted
- t) GDPR Data Protection Policy – re-adopted
- u) GDPR Privacy Policy – re-adopted
- v) GDPR Privacy Notices – re-adopted
- w) GDPR Data Subject Access Policy – re-adopted
- x) GDPR Consent Form – re-adopted
- y) Planning Applications received between meetings Policy – re-adopted

RESOLUTION / ACTION: All above policies were reviewed and adopted.

13. Appointments:

- a) To Appoint GDPR Data Protection Officer (DPO)

The clerk was appointed RESOLVED

- b) To Appoint Footpath Officer(s)

Cllr Thwaites appointed RESOLVED

- c) To Appoint Lengthsman

Rich Hambling and George Day appointed RESOLVED

- d) To Appoint HALC Eastern Area Representative

Cllrs Bray and Davies appointed RESOLVED

14. To Review Working Groups and Terms of Reference, and to Review Members Leading Roles on Specific Issues as required:-

- a) Neighbourhood Development Plan Monitoring Group

RESOLVED – a group is no longer required. Cllr Pelham appointed monitoring officer

- b) Financial Working Group

RESOLVED – Cllrs Bray, Tristram, Hawker, Mawby and the clerk.

- c) GDPR Working Group

RESOLVED – no group needed.

- d) Highway Traffic & Speed Management

RESOLVED – Cllrs Tristram, Swaites, Thompson and resident Lesley Clothier

- e) Website Management

RESOLVED – the clerk

RESOLVED – as the above are working groups not sub-committees, agendas and minutes are not required. The groups will not make any decisions alone, they will meet to discuss any issues, obtain information and bring their proposals to full council meetings for decision making. A finance meeting date will be arranged for early September 2019.

15. Finance:

a) To Receive 2018/19 End of Year Accounts

The clerk advised that figures had been internally audited by Mrs Paula Badham.

Opening Balance 1st April 2018 £10083.36. Income £10104.97 Expenditure £11344.57 unrepresented cheques £1561.66 Closing Balance £10405.42. All income and expenditure was £277 within the budget figures and reserves are healthy.

b) To Consider the Internal Auditors Report

It was RESOLVED to approve the Internal Auditors Report.

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

It was RESOLVED to approve the Annual Return Governance Statement which was duly signed by the Chair and the clerk.

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

It was RESOLVED to approve the Annual Return Accounting Statements and they were duly signed by the Chair.

e) To Consider Completing the Certificate of Exemption for External Audit of End of Year Accounts

It was RESOLVED, that as the parish council did meet the requirements, to approve the signing of the Certificate of Exemption from External Audit. The certificate was signed by the Chair and Responsible Finance Officer.

f) To Review the Parish Council Insurance Policy and Decide on any Alterations Required

It was RESOLVED that the insurance schedule was adequate for the coming year and it was AGREED to renew the policy.

g) To Note & Agree New National Salary Pay Scales for Council Clerks

RESOLVED It was agreed to pay the clerk at new salary scale point 27, 7 hours per week (5hrs worked) backdated to 1st April 2019.

h) To Note Finance Report and Bank Balances

Noted. Bank Balances as at 1st May 2019 current account £9967.51 reserve account £2813.36

i) To Consider Payments of Outstanding Accounts

000477: Autela Group Ltd – Payroll Services Q4 - £53.00
 000478: Came & Co – Annual Insurance - £294.17
 000479: J Chester – clerk salary April/May and expenses – as agreed
 000480: HALC – Election Training Course - £36.00

All the above invoices were APPROVED for payment and the cheques signed

16. Highways/Footpaths:

a) To Receive Update on A4172

Clive Hall had forwarded two proposed afternoon dates for a meeting. It was AGREED that the highways working group meet with him. They will only obtain information and not agree to any proposals or make any decisions. The meeting will be minuted.

RESOLVED The clerk will request the meeting for Friday 24th May at 3pm at Plough Lane. The clerk will also ask for version 2 of Mr Halls report to be forwarded to the parish council. Once received an extra-ordinary full parish council meeting can be called to discuss the report.

b) To Note any new Highway and Footpath Defects and work for the Lengthsman

There is water pooling on the bends between Falcon Lane and Lilly Hall Lane.
The brambles blocking footpath AL2 still need clearing.

RESOLVED The clerk will report the flooding to Balfour Beatty and ask the lengthsman to cut the brambles

17. Information Section / Correspondence / Discussion:

a) To Discuss Putley Press magazine

It was thought that there may be a duplication of magazines covering the local area, Putley Press and All About.

RESOLVED Item deferred to next meeting

b) To Discuss Purchase of new Notice Board

The chairman has collected the notice board from The Nest and is trying to fix the faulty lock.

RESOLVED Item deferred to next meeting

c) To Review Information and Outstanding Actions

RESOLVED reviewed and updated

18. Reports: To receive any reports from meetings attended

The clerk had attended Election training evenings by both HALC and Herefordsire Council

19. Training: To note any forthcoming training dates

The latest HALC training diary is expected soon, upon receipt the clerk will circulate it and any interested councilors will ask the clerk to book them a place

20. To Raise items for next scheduled Parish Council Meeting (no discussion)

- Trumpet Bus Shelter
- General Power of Competence
- Old Pickling Plant Site
- Putley Press
- Notice Board

21. To Decide Dates and Time of Ordinary Meetings for the ensuing year

RESOLVED All meetings to be held at Munsley WI Hall at 7.30pm unless otherwise advised
 2019 - Monday 22nd July, Monday 30th September, Monday 25th November
 2020 – Monday 27th January, Monday 30th March, Monday 25th May

The chairman declared the meeting closed at 21.25pm

Signed:.....

Dated:

INFORMATION SHEET

DATES OF SCHEDULED MEETINGS – (all held at Munsley WI Hall at 7.30pm unless advised otherwise)
 2019 - Monday 13th May, Monday 22nd July, Monday 30th September, Monday 25th November
 2020 – Monday 27th January, Monday 30th March, Monday 25th May

PARISH CLERK UPDATE

- Road defects reported to Locality Steward / Herefordshire Council via website
- NDP Support work undertaken and Referendum Notices displayed
- Website updated
- Grit Bins installed and filled
- A4172 report chased again
- HALC Election Training Evening attended
- Various Election Notices displayed at required times
- Lengthsman chased for insurance
- Insurance renewal checked
- Policies reviewed and updated
- End of Year Accounts prepared

GENERAL CORRESPONDENCE RECEIVED (* Circulated to Cllrs.)

- Balfour Beatty – Weekly Locality briefings *
- Balfour Beatty – Herefordshire Road Closures March, April & May *
- Herefordshire Rural Hub – March & April newsletters *
- Herefordshire Council – Notice of 2019 Elections *
- Herefordshire Council – Statement of Persons Nominated *
- Herefordshire Council – Notice of Uncontested Parish Council Elections *
- Herefordshire Council - Notice of Ward Councillor Elections *
- Herefordshire Council – Notice of European Elections *
- Herefordshire Council – Notice of Referendum (NDP) *
- Herefordshire Council – Cabinet Updates March *
- Herefordshire Council – Final NDP Examination Report *
- HALC – Information Corner *

OUTSTANDING ACTIONS - These are the consolidated actions outstanding after the last meeting:-

Oct 18	7.2	Clerk	ongoing	Monitor Condition applied to 182203 Newbridge Farm for footpath diversion
Oct 18	9.4	Clerk	ongoing	Keep Old Pickling Plant on agenda every six months
Nov 18	9.5	Clerk/KB	ongoing	Collect Notice Board from The Nest to check if it can be repaired
Nov 18	10.3	Clerk	Complete	Forward email evidence of defects not being repaired
Nov 18	10.4	Clerk	Complete	Purchase two grit bins, report damaged bins and order salt
Nov 18	10.5	Clerk	ongoing	Re report drains at Little Marcle Xroads and request verge markers for Munsley Lane and outside Munsey WI Hall
Jan 19	10.2	Clerk	Complete	Arrange Annual Maintenance Contract for Defibrillator
Jan 19	11.5	Clerk	Complete	Ask Balfour Beatty to pursue landowner of rough bramble ground by AL2.

PLANNING RECORD – (last six months)

September 2018 **182811 Sawpit Orchard, Aylton, HR8 2QH** Proposed steel framed building to include four stables and store. **The Parish Council object to this application in its present form and would require further clarification and details on the below before it could be re-considered**

HEREFORDSHIRE COUNCIL DECISION – REFUSED 11.1.19

September 2018 **182933 Pixley House, Pixley HR8 2QB** Variation of condition 4 (MH97/0627) Ancillary accommodation over garage. Vary to allow for third party occupation. **The Parish Council support this application.**

HEREFORDSHIRE COUNCIL DECISION – GRANTED WITH CONDITIONS 1.11.18

January 2019 **184082 Green Gables, Ledbury, HR8 2PZ** Certificate of lawfulness for existing use of land for the keeping of animals namely: horses, and rare breed poultry, duck, geese, turkey **The Parish Council have concerns over the environmental and welfare conditions the animals are kept in and believe that Herefordshire Council should seek advice from DEFRA and make a site visit. The field is an eyesore visible from the A438 and is having a detrimental effect on adjacent properties. Maintenance of hedges and the use of agricultural fencing rather than high metal barrier fencing would be more appealing. The field access is often churned up resulting in damaged verges and effecting drainage with the result of water pooling on the A438 during heavy storms endangering road users.**

HEREFORDSHIRE COUNCIL DECISION – REFUSED 9.5.19

January 2019 **184486- Land off Roman Road, Newbridge, Aylton, Ledbury, Herefordshire** Proposed 6 holiday lodges with new access **PC Comment:** Although Pixley and District Parish Council would normally encourage this type of diversity and tourism we **OBJECT** to this planning application for the following reasons:-

ACCESS - The Parish Council have already made Herefordshire Council aware of their concerns regarding speed and road safety along the A4172 and another new entrance onto this road would only increase these concerns. There are a number of property entrances very near to the proposed new entrance and more slow vehicle movements would increase congestion and the likelihood of accidents. The applicant states that there is an existing gate between the site access drive and the verge on the A4172. This new gateway was actually installed in Spring 2018, without planning permission, by removing an existing full hedgerow, there was never an existing entrance onto the A4172, and this would be evidenced by Google Maps photos of the site and by many local residents witnessing it being installed last year.

LOCATION OF LODGES - The Parish Council have concerns over the location of the proposed lodges as they will be on the boundary of the site and within close proximity of livestock buildings and lodges on an existing holiday park resulting in a negative impact on these businesses. The Parish Council also feel that the density of the lodges on the proposed site is too intense.

TENURE

In the event that the planning approval is granted the Parish Council would like to see robust conditions regarding the future running of the site to ensure that it is used solely for the purpose as set out in the application.

1. No letting to exceed 4 weeks in any eight week period
2. Lodges not to be disposed of individually only as a complete site.
3. No permanent occupation for management reasons.

The conditions are intended to preserve the intended holiday use and to prevent "back door development "

HEREFORDSHIRE COUNCIL DECISION –