



**Minutes of Parish Council Meeting held Thursday 11th October 2018
at 7.30 p.m. at Weston village hall.**

Present: Chairman Linda Dunn, Rod Barker, Chris Morris, Bryan Davies, Linda St Hill, Paul Marshall, Greg Weston & Liam Kearns

In attendance: Kath Greenow, Parish Clerk, Lengthsman Wayne Reed

1. To receive apologies for absence

Apologies accepted from Deirdre Byrne & Martin Firman

2. To receive declarations of interest and written requests for dispensations

The Chairman Linda Dunn and The vice chairman Rod Baker declared a Disclosable Pecuniary interests on Agenda item 12.10

3. Open Forum

To receive the views of local residents on parish matters

No matters raised

4. To agree and sign the minutes of the Parish Council Meeting held on Thursday 5th September 2018

It was **RESOLVED:** to agree and sign the minutes of the Parish Council Meeting held on Thursday 5th September 2018.

5. Highways

5.1 To consider Highways issues for reporting to Balfour Beatty

No new issues for reporting.

Highways Maintenance – Pothole Repairs review. The Chairman would compile and send the PC's response concerning the review of pothole repairs.

5.2 To consider responding to Herefordshire Council's letter - review of highway maintenance - pothole repairs

The Freedom of information request made to Herefordshire Council for copies of monthly surveys undertaken on the A40 through Weston Under Penyard was noted. The Clerk was asked to seek clarity on the section of the report relating to "archive" status in relation to some reported road defects in the report

5.3 To receive a report from the Chairman on changes requested at Bollitree junction and consider next steps as required

The Chairman gave a report on the costings of changes at Bollitree junction. The approx. £8000 which included a traffic survey, accident data, etc.

It was **RESOLVED:** not to proceed with the changes due to the cost of the project to the Parish Council

- 5.4. To receive a report from the Chairman on street naming signs and consider next steps as required.

The Chairman reported that she had sent the measurements and a picture of the street sign at the end of School Lane to Balfour Beatty so that this can be used as a template for the signs to be placed along identified lanes in the Parish

6. Parish Speeding

- 6.2 To consider speeding issues reported along School lane.

It was **RESOLVED**: that The Chairman would speak to the headteacher about the issue. A suggestion made by Cllrs was that the Parish Council could purchase and erect a sign saying "20 is plenty" which would be placed along school lane.

7. Parish Council Noticeboards

- 7.1 To consider a Parish Council noticeboard at the village hall

The Chairman advised that she had contacted Peter Leafheart asking for a quote for a noticeboard based on the one opposite Western Cross Inn.

It was **RESOLVED**: to set a budget of £200.00 for the noticeboard

8. Lengthsman

- 8.1 To receive an update on lengthsman training requirements and associated costs

The clerk had obtained advice from Balfour Beatty on the training requirements as lengthsman as well as advice on the lengthsman's remit for working roads in the parish,

The Clerk advised that the contract & maintenance plan between Balfour Beatty and The Parish Council only covers the lengthsman to work on C & U roads only in the parish.

The Advice given by Carys of Balfour Beatty was "That" we do insist that lengthsman contractors are trained with street works T1 and T2 training as a minimum.

We do not support lengthsman working on A and B roads, there are a number of reasons for this but predominantly this is for both the safety of the lengthsman and other highways users. The lengthsman is a contractor of the Parish Council however we have a duty of care to all highways users to ensure safety and as such we issue guidance advice and a signed contract to the parish council that is based on the Annual Maintenance Plan we receive.

I note that the strimming of bus shelters is not included in the parish Annual Maintenance Plan and would strongly suggest that the lengthsman is not instructed to carry out works on the A40 or any A or B roads given the increased risk to both the contractor and highways users. If the parish feel that the verge is in need of cutting please instead log this request by calling 01432 261800 or using the online reporting tool <https://www.herefordshire.gov.uk/report-it>."

The information regarding training and costs for training were given to the lengthsman. He advised that he would arrange to attend training.

- 8.2 To consider work to be undertaken by the lengthsman

The Chairman reported on the work that had been carried out by the lengthsman since the last meeting as: Green Lane has been cut and the grip done at Bollitree.

The Clerk was asked to contact the locality steward concerning outflow from the pond at Bollitree as it is causing water to run onto the highway. Cllr Paul Marshall and the locality steward to meet to discuss how the problem could be alleviated.

9. Footpaths

- 9.1 To receive a report from the footpaths officer and consider work required as appropriate

The Chairman reported on the meeting she had had with Balfour Beatty locality steward and advised that at Bartwood Lane: two places on the brook the stiles need replacing.

The one site is a stile and planks over the water and this will be replaced by the Lengthsman.

The other stile and bridge will be done by Balfour Beatty. We talked about putting a way marker off the lane to show the footpath.

This would appear to be just a path and not a footpath which apparently is different! So the way marker will be placed where the footpath leaves the lane and goes across a field. The stile there will be also be replaced with a gate. The new gate, way marker, planks, etc have been delivered and the Lengthsman will install them.

10. Planning

10.1 To note planning applications approved/refused by Herefordshire Council since the last meeting
None received

10.2 To consider commenting on planning application: 183144- Woodleigh, Weston-under - Penyard. Description: Extensions and alterations to dwelling

It was **RESOLVED**: No Objection to the application

10.3 To consider commenting on planning application: 182946 Land to the west of A40, Weston under Penyard. Description: Temporary signage advertising a new residential housing development and show home and seven temporary marketing flags.

It was **RESOLVED**: to Object to the application and make the following comments. The flags will cause a distraction for traffic along the A40 and at the junction with Bury Hill. For a development of this size flags do not seem necessary and advertising boards should be sufficient

11. Policies

11.1 To consider the finance working group updating the Financial Regulations and Standing Orders Risk Assessment and Risk Assessment policy for Parish Council approval at the next Parish Council meeting

The Clerk advised that she would send the relevant information to the finance working group.

12. Finance

12.1 To note bank balance

The bank balance was noted as: £27522.44 at 30/09/2018

12.2 To note the budget report

The budget report was noted

12.3 To note Clerks salary payment as per contract for September & PAYE to HMRC – noted

12.4 To approve the Clerk's final salary payment

It was **RESOLVED**: to approve the Clerks final salary payment

12.5 To approve HMRC Paye due October

It was **RESOLVED**: to approve HMRC payment due for October

12.6 To approve payment of Clerks mileage £89.10

It was **RESOLVED**: to pay the Clerks mileage of £89.10

12.7 To note Direct Debit payment made to Information Commissioners Office re Annual

Data Protection fee £40.00- noted

12.8 To note BACS remittance of 2nd precept payment 2018/19 – paid 1/10/2018 of £6250.00 – noted

12.9 To receive information concerning internet banking for the Parish Council

Deferred to the next meeting

- 12.10 To consider further advice received from HALC/NALC concerning request from St Lawrence church, Weston-under-Penyard re: donation/grant regarding improvement work required on the churchyard paths

The clerk had circulated the advice received from HALC which reiterated NALC's Legal Briefing (LO1 18)

The land over which the public has right of way is in the ownership of the Church and therefore, in accordance with NALC's Legal Briefing LO1 18 the PC is not lawfully able to benefit the property of the Church by making a grant towards the improvement of the land.

If the footpath is on the definitive map then Herefordshire Council has a responsibility to ensure that it is safe for use and will take steps to close the path if it is deemed to be dangerous. If, on the other hand, the right of way is simply permissive and the Church believes that it is unsafe, the responsibility lies with the Church to effect repairs/maintenance to render it safe or close it to the public.

It was **RESOLVED**: Not to give a grant to St Lawrence church, Weston-under-Penyard regarding improvement work required on the churchyard paths

- 12.11 To consider the purchase of silhouette for the 'There but not There' campaign to be placed in St Lawrence Church along with others - £42

13. Parish Projects reports

- 13.1 To receive verbal reports on the following parish projects and consider any action

- 13.2 Road safety – nothing

- 13.2a To consider deployment of S.I.D and associated costs

It was **RESOLVED**: to seek further clarification from Balfour Beatty On the number of permanent they would permit use of appropriate street furniture for the SID to be erected onto It was agreed to speak to the road safety partnership in the matter. Cllr Rod Barker would contact Balfour Beatty & The road safety partnership

- 13.3 Community right to bid- nothing

- 13.4 Service & Facilities – - Community litter pick – agenda item next meeting

- 13.5 Sustaining Rural Environment – nothing

14. Correspondence

- 14.1 To note correspondence received since the last meeting

The Clerk had been sent leaflets to be distributed on the keep warm keep well initiative -

Correspondence from a parishioner concerning the speed survey and purchase of SIDs was noted.

15. Items raised for next agenda (no discussion)

Update on SID

Flower post at Western Cross

16. To note date of next meeting as Thursday 1st November 7.30pm Weston Village Hall

It was **RESOLVED**: to move the next PC meeting to 8th November subject to the hall being available

A resolution will be passed to exclude the public due to a confidential employment matter.

A resolution was passed to exclude the public due to a confidential employment matter.

17. Employment Matters

17.1 To note clerk's resignation

The clerk's letter of resignation was accepted and noted

At this point in the meeting the clerk was invited to leave the meeting whilst the Cllrs discussed the recruitment processes. The Clerk left the meeting.

17.2 To consider recruitment process for new Clerk

Signed  Dated 1. 11. 18

Linda Dunn 

Chairman