



**Minutes of Parish Council Meeting held Thursday 14th May 2020
at 7.00pm via Zoom conference.**

Present: Chairman Linda Dunn, Linda McGill, Martin Firman, John Smart, Terry Prince, Liam Kearns, Helen Barker, Chris Morris and Adrian Bagg.
In attendance: Nick Richmond, Parish Clerk.

1. To receive apologies for absence.

Apologies were received from John Bonham.

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

No declarations made.

3. Election of the Chairman.

It was proposed by Cllr Kearns and seconded by Cllr Morris that Linda Dunn be appointed as Chairman and carried unanimously. The Chairman duly signed the declaration of acceptance.

4. Election of Vice Chairman.

It was proposed by Cllr Smart and seconded by Cllr Barker that Chris Morris be appointed as Vice Chairman and this was carried unanimously.

19. To consider the revised proposal on working groups.

This item was brought forward to be discussed prior to the appointment of councillors to working groups. The revised proposal for four working groups was APPROVED and is to be published on the council website.

5. Appointment of councillors to working groups.

In addition to the Chairman who is an ex-officio member of all groups, the following councillors were appointed:

- A) Finance, Admin & Communication:
Cllr Bagg, Cllr Morris plus the Clerk.
- B) Planning:
Cllr Smart, Cllr Firman, Cllr Kearns.
- C) Highways & Public Rights of Way:
Cllr Smart, Cllr Barker, Cllr Firman, Cllr Kearns, Cllr Prince
- D) Environment and Climate Change:
Cllr Morris, Cllr McGill, Cllr Prince plus Tree officer.

6. Appointment of officers.

The following were appointed:

Footpaths Officer – Cllr Smart
Weston village hall representative – Cllr Prince
Lengthsman Liaison – Cllr Prince.
Tree Officer – Paul Rutter
Defibrillator liaison – Cllr McGill
Crime and Police liaison – Cllr Firman.

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7. Open Forum.

To receive the views of local residents on parish matters.

There were no residents in attendance, however Cllr Barker had been contacted by Nina Leach who expressed a concern over people not following the countryside code. It was decided to publish the code on the website.

8. Minutes of previous meetings.

5.1 To agree and sign the minutes of the meeting held on Thursday 16th April 2020.

It was **RESOLVED:** to agree and sign the minutes of the meeting of Thursday 16th April 2020.

9. To receive verbal reports, the clerk's actions report, the Chairman's report and any necessary actions.

The Clerk's actions report was accepted without any need for further action. Chairman Dunn will write a report on council activities to be published on the website by the end of May. Cllr McGill reported on the VETS scheme that mobile phone testing was required before issuing the numbers, and the scheme requires more participants to be effective, and a request for participants will be put in the Weston News.

10. Highways

10.1 New issues identified.

No new issues were identified.

10.2 A40 Traffic Calming re Section 106 money.

Mark Hadley's response was noted. The matter will now be considered by the Highways working group.

10.3 SID update

The SID having recently been deployed it was decided to wait and see if a full 26 days data would be provided, and consideration would then be made as to whether to pay the old invoice as a gesture of goodwill. Cllr Barker expressed the view that given the new roundabout design the SID base on the eastern approach to Weston was too close to the roundabout and should be repositioned. Again the matter will be looked at by the Highways working group.

10.4 Culvert at Penheligan House.

Ongoing matter that awaits Balfour Beatty action. The resident has contact details now for Balfour Beatty and will take the matter up himself.

10.5 Proposal for road name signs.

Cllr Smart has some new costings that will be looked at by the Highways group.

11. Lengthsman

11.1 To consider work to be carried out by the Lengthsman.

A spreadsheet of works some for the lengthsman and some for Balfour Beatty has been drawn up by Cllr Prince. The clerk will forward the list to the Balfour Beatty locality steward for their action.

11.2 To receive a report from Cllr.Prince concerning work carried out by the lengthsman.

Cllr Prince's report was noted. A discussion took place regarding the lack of action from Balfour Beatty and their partial work on clearing drains. It was decided that the clerk will take this up with Ward Cllr Wilding to ask him to find the scope of work that BB are contracted for. Cllr Bagg also suggested that as the contract with BB is for renewal in 2023 pressure can be put on them for better performance.

12. Footpaths

12.1 The Footpaths Officer Cllr Smart's report was noted. Cllr Smart asked that the minutes record the Council's thanks to the owners of Hill Farm and Hopes Ash Farm for their action in restoring footpaths in their cultivated fields.

12.2 Update on Improvement of Footpaths.

The lockdown continues to delay the receipt of new gates and their installation. A programme of PROW maintenance jobs at a cost of £ 610.00 was approved for completion by the lengthsman.

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13. Planning

13.1 To note planning applications received and consider responses proposed by the planning group.

201113 – Chestnuts Barn, Pontshill. First floor extension over existing ground floor. The planning group proposal of no objection was **APPROVED**. An application at Malvern View would be deferred to Hope Mansell

13.2 The Planning Group Report was received and accepted.

The retrospective approval granted for 'Turning Bays' at Ariconium Place was discussed as well as the landscaping issue. It was **DECIDED** to send a response to HC to express the Parish Council's displeasure at Herefordshire Council approving retrospective applications where the work has already been completed by the developer.

13.3 NDP review.

The Clerk has e-mailed HC asking that they check the housing numbers and provide the comments that had been requested. Cllr Smart expressed the concern that if our numbers are not agreed it may require us to undertake a full review of the NDP.

14. Finance

14.1 The bank balances as at 30th April 2020 £34,510.88 and £ 3,531.63 were noted.

14.2 The budget report was received and approved.

14.3 The following invoices were approved for payment:

14.3 (a) £ 283.40 Clerk salary April

14.3 (b) £ 70.85 Clerk tax April

14.3 (c) £ 15.30 Chairman's travel expenses.

14.4 Certificate of Exemption and Governance Statements.

Cllr Bagg questioned the figures and the Clerk explained that a sum of £7 interest on the election costs account had been included. Cllr Bagg suggested that this figure should show under income which the Clerk accepted and will rectify. **APPROVAL** was then given for the Chairman and Clerk to sign the certificates.

14.5 To approve the expenditure of £ 50 to upgrade the website to meet current standards.

This being a recommendation from HALC although some questions remain regarding the website which the finance group will consider the cost was **APPROVED**.

15. To consider the renewal of the council insurance policy.

The cover was reviewed and it was **DECIDED** to renew with Came & Co for the following year.

The finance group will consider the matter again in spring 2021.

16. Neighbourhood Planning Projects

16.1 Road Safety

Covered under Highways item 10.

16.2 Services and Facilities

No update.

16.3 Sustaining the Rural Environment

16.3.1 Weston Tree Enhancement.

Cllr Morris is to arrange a walk round of the village hall playing fields with Tree officer Paul Rutter and resident Chris Bailey to develop a recommendation on trees to be planted. The village hall committee will be advised of this.

16.3.2 Wild Flower Areas

The Balfour Beatty contact for this appears not to be working at the moment so there can be no update.

17. Proposed renewal of crumbling steps to Weston Church.

Cllr Morris advised that the contractor has started work again and estimates that work may commence in 3-4 weeks. This will proceed only when we are advised what the contractor's daily rate is in case of overrun, and when confirmation is received of the contractors public liability insurance.

18. Renewal of footpath sign boards.

With the Men's Shed shut the new noticeboards will have to wait. Cllr Bagg suggested however that if we took a good digital image of the existing artwork we could obtain quotations for its replacement. It was decided to remove the artwork from the Weston Cross and carry this out, placing instead a sign that an upgrade was under way. Cllr Bagg and Morris to action.

19. To consider a proposal on Council Working Groups.

Taken prior to item 5.

20. Correspondence.

No new correspondence received.

21. Seeking opinions from young people in the parish.

Schools being currently shut there is no update.

22. Dog bins.

It was considered that no more dog bins are necessary, but the issue of dog fouling continues to be a concern. It was decided to contact Weston School and put up signs that the school children design in the hope that these may prove more effective and less prone to vandalism. Also to put another article in the Weston news. Actions by Chairman Dunn.

23. Change to the methodology of litter picks.

The finance group will look at equipment that council could hold which could be borrowed by individuals wishing to pick litter which can be put in Balfour Beatty purple sacks. Safety guidance would have to be given.

24. Items raised for the next agenda.

None raised.

25. To note date of next meeting as Thursday 4th June 2020 at 7.00pm. Meetings then on the first Thursday monthly with the exception of February and August when no meeting will be held.

Working group meetings are to be: Finance Admin and Communications Tuesday 19th May 11.00am, Planning May 27th 7.00pm, Highways and Public Rights of Way 20th May 7.00pm, and Environment 25th May 11.00am.

Nick Richmond

Clerk, Weston-under-Penyard Parish Council

18th May 2020

Signed:

L.H. Dunn

Chairman

Date

JUNE 7TH 2020