

HAMPTON BISHOP PARISH COUNCIL
Minutes of the Annual Meeting of the Parish Council held on
Thursday 28th May 2020 at 19.30 pm via Zoom

Present:

Councillors: Steve Hunt (Chairman), Mark Frankland, Susan Marr, Chris Plant & Jamie Rogers & Val Watson.

In attendance: Parish Clerk – Lynda Wilcox. Nine local residents.

1. Election of Chairman

1.1 It was unanimously RESOLVED to re-elect Steve Hunt as Chairman.

1.2 Councillor Hunt signed his declaration of acceptance of office and the clerk signed as witness to his signature.

2. Election of Vice Chairman

It was unanimously RESOLVED to re-elect Mark Frankland as Vice Chairman.

3. Apologies for absence were received from Julia Pearson.

4. Declarations of interest & written requests for dispensation ... There were none.

5. Open Session

5.1 Ward Councillor John Hardwick gave a brief report, including:

5.1.1 Herefordshire Council (HC) staff were working remotely.

5.1.2 Accommodation had been found for rough sleepers across the county, to safeguard them and others during the Coronavirus pandemic and into the future. However, it was noted that some had refused accommodation.

5.1.3 Care Homes had been provided with all the PPE (Personal Protective Equipment) that they required.

5.1.4 The county had been zoned for Coronavirus support by Herefordshire Council officers. Hampton Bishop's own volunteer efforts through the Resilience Forum had been noted as exemplary.

5.1.5 Work at Mordiford School was temporarily halted but had now restarted with a completion aim of 24th July.

5.1.6 On 18th May, work had commenced on the stretch of the B4224 between the Holme Lacy bridge and Fownhope which had collapsed during the February floods.

5.1.7 In response to a query about HC's purchase of the Maylord shopping centre for £4.5m, Councillor Hardwick explained that the deal had not yet been finalised.

5.2 A report from the Co-ordinator of the PC Resilience Working Group included:

5.2.1 Good local resident attendance at a zoom meeting on 28th February which led to individuals being tasked with specific roles in relation to flood support, e.g. food deliveries, medical supplies, transport out of the parish, future drainage issues etc.

5.2.2 The parish had been divided into zones with a named co-ordinator for each zone.

5.2.3 An effective parish 'What's App' had relayed information to local residents, in addition to the clerk's email circulars.

5.2.4 The breaching of the Lugg stank and high levels recorded on the Wye stank would require the parish council to recommence negotiations with relevant outside bodies.

- 5.2.5 There was also a need for the parish council to re-investigate the possibility of a parish pump at Mordiford Bridge.
- 5.2.6 The Chairman thanked all local residents who had been supporting each other through both the floods and the following Coronavirus pandemic.

5.3 Views of local residents on parish matters included:

- 5.3.1 Ditch maintenance was highlighted as the key concern of local residents. Councillor Hardwick commented that the parish council had worked effectively with local landowners over recent years and he had held site meetings with the Locality Manager and parish council representatives to identify and clear out culverts which were HC's responsibility. Open ditches were the responsibility of the riparian owners. It was reported that there was debris in the ditches, following the floods and Councillor Rogers and the Chairman would therefore have a site meeting with the Ward Councillor and Locality Steward to ascertain required work.
- 5.3.2 A ditch in Rectory Lane, from Redstrake Orchard and round into Church Lane required attention.
- 5.3.3 The reinstatement of a ditch from the metal gate opposite The Old Rectory to the corner of Church Lane was requested.
- 5.3.4 In response to a local resident, the Chairman and Councillor Rogers would contact the relevant organisations concerning the replacement of a large flap which had been removed a few years' ago at the junction of Church Lane with the B4224.
- 5.3.5 A local resident queried aspects of the planning application at 11.1, including access and lighting arrangements. The planning applicant was in the audience and clarified the queries.

6. Minutes of the previous meeting ... 7th January 2020.
It was RESOLVED to adopt the minutes as a true record.

7. Annual Governance and Accountability Return (AGAR):

- 7.1 Internal audit report ... Members noted that no matters had been raised by the Internal Auditor.
- 7.2 Governance statements ... The clerk read out each statement and members RESOLVED to tick compliance with each one.
- 7.3 Accounting statements ... Members RESOLVED to adopt the accounting statements.
- 7.4 Submission of an exemption certificate ... Members RESOLVED that the relevant criteria were met to submit an exemption certificate to PKF Littlejohn.
- 7.5 Dates for the public to exercise their rights ... Members RESOLVED to follow the dates suggested by PKF Littlejohn i.e. 15th June-24th July.

8. FLOODING ISSUES

- 8.1 The clerk outlined aspects of eligibility criteria for the recent Government flood grants from HC. It was noted that some residents had appealed an initial negative response to a grant because their neighbours in similar circumstances had received one. The outcome was awaited.
- 8.2 Renewal of discussion with the Environment Agency re the provision of a parish pump ... the Chairman and Councillor Rogers would re-commence negotiations with the current relevant officers.

9. Finance

9.1 Payments made under the clerk's delegated powers were noted as:

- 9.1.1 HMRC ... £153.20
- 9.1.2 Autela Payroll Services ... £57.18 (including £9.53 VAT)
- 9.1.3 Parish Clerk's salary for January/February/March.
- 9.1.4 Hedge-cutting in Church Road ... £100.00.
- 9.1.5 Removal of overgrown trees opposite Daggy Powell's Lane ... £60.00.

9.2 Members RESOLVED to make the following payments:

- 9.2.1 Annual insurance premium of £372.70 with Came & Co.
- 9.2.2 River Lugg Internal Drainage Board ... annual fee of £15.39.
- 9.2.3 Clerk's salary for April & May.

9.3 Receipt of the first half of the annual precept in the sum of £8,7500, was noted.

9.4 A grant offer from Fastershire for £71.94 towards the purchase of zoom, was noted.

9.5 It was RESOLVED to pay an invoice from HC for 2019 election costs @ £81.17.

10. Village Hall ... Following due consideration, it was RESOLVED to agree to the Villagers' Association request to fund the cost of the defibrillator cabinet at the Village Hall, in the sum of £466.80.

11. Planning ...

It was RESOLVED to support the following two applications for determination by Herefordshire Council:

- 11.1 Court Farm ... 201347 ... Change of use of building from agricultural to B8 storage.
- 11.2 Court Farm ... 201368 ... Erection of single-storey extension.

The following three planning permission were noted:

- 11.3 Land at Box Tree Cottage ... P193908/XA2 ... Approval of details reserved by condition.
- 11.4 Court Farm ... P200899/XA2 ... Approval of details reserved by condition.
- 11.5 Loansdean – Rectory Road ... 201066 ... Proposed single storey rear extension.

The following two applications, previously supported by the parish council, were awaiting decision:

- 11.6 Land to the north of the A438, Tupsley ... 194009 ... Development of 6 custom build dwellings and associated works (Resubmission of P184650/F).
- 11.7 Land north of A438, Tupsley ... 200026 ... Development of 4 custom build dwellings and associated works.

Trees ... It was RESOLVED to support the following application:

- 11.8 2 Orchard Cottages, Whitehall Road ... 201224 ... Proposal to fell a single sycamore which is in danger of damaging the soil pipe leading out to our septic tank, by its roots.

Planning queries from local residents:

- 11.9 The clerk reported that she had received queries on the working operation times for Court Farm digestate delivery but, following a conversation with Nick Layton, had ascertained that the traffic was generated by general farming activities which included the digestate. As Mr Layton was in the audience, he confirmed the agreed times for digester traffic under the planning permission and outlined the other areas of farm work which had generated traffic during a spell of good weather.
- 11.10 The clerk had received a query concerning the likely timeframe for a planning officer decision on application 191522 – Whitehall Farm storage units. She had been informed that matters were ongoing, but a decision was anticipated in the near future.

12. A licensing application for Colcombe House Cider – Whitehall Road had been approved.

13. Village Maintenance Contractor ... In response to a query, the clerk clarified that the parish council had participated in the HC Lengthsman Scheme until the funding from HC ceased a few years' ago. From then on, parish council had funded their own Village Maintenance Contractor for minor works around the parish e.g. grass-cutting but worked with local landowners and engaged other contractors, as required for large-scale ditch works requiring specialist equipment.

13.1 Payments made under the Clerk's delegated power were noted as: £115.50 for March 2020.

13.2 It was RESOLVED to make outstanding payments for April £250.00 and May £250.00.

13.3 It was RESOLVED to offer the current contractor (S. Bruce) the contract for the financial year 2020/2021.

13.3.1 It was noted that the Village Contractor's work was mainly grass-cutting in specific areas, but she was willing to quote for additional small works around the parish.

14. Delegated powers to clerk ... It was RESOLVED to delegate the following powers:

14.1 To make payments within budget between meetings when necessary.

14.2 To make comments on planning applications between meetings when necessary.

14.3 To progress parish council business between meetings, as necessary.

15. Membership of Parish Council Working Groups:

15.1 Planning: Mark Frankland, Steve Hunt, Susan Marr & Jamie Rogers.

15.2 Finance: Mark Frankland, Steve Hunt, Julia Pearson & Chris Plant.

15.3 Resilience: Susan Marr, Jamie Rogers & Val Watson.

15.3.1 NB: Ditch Co-ordinator ... local resident, George Kerr.

16. Play Area ... It was noted that the annual inspection had been booked for July @ £58.60.

17. Footpaths ... The Footpaths Officer was not present to report but the following matters were discussed:

17.1 There was an ongoing issue with one of the gates near the Rectory.

17.2 Signs for way-marking the route of the Wye Valley Walk would be obtained, once the exact route had been defined in relation to other nearby permissive routes. The clerk would liaise with the Footpaths Officer.

18. Information items ... There were none.

19. Items raised for the next meeting on 23rd July 2020:

19.1 Flood prevention update.

19.2 Parish websites.

19.3 GDPR compliance.

SIGNED DATE