

22/2022

HAMPTON BISHOP PARISH COUNCIL

Minutes of a Parish Council meeting held on Wednesday 23rd November 2022 At 19.00 in the Village Hall

Present

Councillors: Steve Hunt (Chair), Susan Marr, Julia Pearson, Jamie Rogers, Val Watson & James White.

In attendance ... Lynda Wilcox (Parish Clerk), Ward Councillor John Hardwick, 11 residents.

1. **Apologies for absence** were received from Sophia Gabrielle.
2. **Declarations of Interest**
 - 2.1 As a Trustee of the Village Hall, Val Watson declared an interest in Agenda Item 9.7.
3. **Minutes of the previous meeting** held on 27th July
It was RESOLVED to adopt the minutes as a true record, and they were signed by the Chair.
4. **Flooding/Drainage/Ditch issues**
 - 4.1 Steve Hunt (Chair) gave an update which included:
 - 4.1.1 It had been generally agreed that the suggested attenuation pond in the Parish Orchard would not be helpful as a flood alleviation measure.
 - 4.1.2 If the flood flap were to be replaced by the parish council without the permission of the EA (Environment Agency) and damage was caused by a future flood, the parish council could be held liable. Furthermore, the flap would only be helpful with low level flooding, not with major floods.
 - 4.1.3 The Chair would be meeting the flood consultant that Friday and he had a topography map of the area.
 - 4.1.4 Jamie Rogers was liaising with the flooding contractor to arrange a site visit when more leaves had fallen and assess the level of mechanical ditch clearance.
5. **Open Session**
 - 5.1 Ward Councillor John Hardwick's verbal report included:
 - 5.1.1 Purdah would commence on 6th March 2023, in readiness for the four-yearly elections on 4th May.
 - 5.1.2 There were moves to involve the Ramblers' Association in the repair of footpaths.
 - 5.1.3 The repair of at least one of the outstanding damaged foot bridges was in the work programme for 2023.
 - 5.2 A local resident commented that the Land Registry did not appear to have any knowledge of the first registration request concerning parish land.
The clerk would contact the parish council's solicitors for clarification on their action to date.

6. Adoption of new LGA Code of Conduct

It was RESOLVED that the parish council would adopt the new LGA Code of Conduct.

7. Parish Land

Despite requests, the clerk had not received an update on first registration of parish land and, in the light of 5.2 above, would be pursuing the solicitors for a full account of progress to date.

7.1 Parish Orchard:

- 7.1.1 It was RESOLVED to adopt the 5-year Enhancement Plan prepared by James White and tabled at the previous meeting.
- 7.1.2 The clerk had requested three quotations to undertake the work identified in the Enhancement Plan but only one written quotation had been received. A further possible contractor had been identified and it was thought that one of the original contractors might submit if given additional time. It was therefore RESOLVED that the clerk would go back out to the original contractors plus the newly identified one and seek written quotations by Friday 25th November. Written quotations would then be circulated to councillors and, after one week, the clerk was given delegated powers to engage a contractor to undertake the work.

7.2 Play Area

- 7.2.1 It was noted that the clerk had paid for the annual inspection of the play area under delegated powers ... £63.40. The report had been given to the Chair who commented that there were only minor matters which required attention.
- 7.2.2 It was RESOLVED that the clerk would deliver a notebook to the local resident who had offered to undertake weekly inspections on behalf of the parish council.

8. Adult Fitness Equipment

In the absence of Sophia Gabrielle, discussion was deferred until the next meeting.

9. Finance ... The Bank balance was noted as £93,333.

It was RESOLVED to make the payments 9.1-9.5:

- 9.1 John Finch: Microsoft Office 2021 (£208.33) & Office 365 (£54) + VAT.
- 9.2 Eyelid Production annual website support fee ... £100.
- 9.3 Parish clerk salary for September, October & November plus HMRC ... £199.80.
- 9.4 Autela Payroll Services ... £44.40 + VAT.
- 9.5 Parish Contractor invoices ... September: £260, October: £260, & November: £260.
 - 9.5.1 To note payment in August under delegated powers ... £260.00.
- 9.6 Receipt of the second half of precept for 2022-2023 ... £8,750 was noted.

In accordance with her declaration of interest at Agenda Item 2, Val Watson left the meeting

9.7 Grants to Village Hall re grass-cutting and Village Scene:

- 9.7.1 Grass-cutting for financial year ... It was RESOLVED to cover the total cost of grass-cutting undertaken by the Village Hall during the financial year 2021-2022, in the sum of £1536.00.

- 9.7.2 Village Scene ... In recognition of the fact that copies were now being distributed to Bishops Field residents in the Tupsley area, it was RESOLVED that the previous grant of £395 be increased to £500.00.

Val Watson returned to the meeting.

10. Planning

10.1 Comments on planning applications for determination by Herefordshire Council:

- 10.1.1 Application 222988: Hampton House, Church Lane ... Proposed conversion of former care home into private dwelling including associated demolition, repair and building works.
- 10.1.2 Application 222989: Hampton House, Church Lane ... As above but Listed Building Consent.
- It was RESOLVED to support the applications.

10.2 Planning permissions granted by Herefordshire Council

- 10.2.1 Application 203882: Land at 1 Wye Cottages ... Proposed new dwelling with garage.
- 10.2.2 Application 221894: Court Farm, Rectory Road ... Proposed change of use of an agricultural building to house a canning plant (to include cladding to building). In response to concern that the application had not been discussed at a parish council meeting, due to the inability to call the scheduled September meeting following the death of the Queen, it was clarified that councillors had been asked for comments in advance of the decision date, but none had been forthcoming for the clerk to submit.
- The Chair commented that the tanks would not be visible as they would be internal. Vehicle movements would be on weekdays only via the new road, rather than through the village.
- 10.2.3 Application 221727: Cherry Orchard, 5 Pippin Close ... T1 Cypress and Laurel – sectionally dismantle down to near ground level as possible.
- 10.2.4 Application 222588: Stanford House, Rectory Road ... T1 Purple Beach; looking to carry out a full crown reduction, removing about 6-8 feet. Taking no more than a third of the crown material of the tree. Also looking to reduce the tree away from the garage roof.

11. Village Hall ... To consider terms for new lease.

Members considered the background document prepared by the clerk and it was unanimously RESOLVED to pursue a new lease in line with that document.

12. B4224 Strategy Group

- 12.1 Members noted that Herefordshire Council's (HC) Cabinet Member for Highways had signed a Memorandum of Understanding (MoU) at a Strategy Group meeting held on 5th September. The MoU set out a new model for parishes along the B4224 to work together with HC to enable road safety initiatives along the entire stretch of that road, including speed reduction and signage.

- 12.2 It was noted that a site meeting in Hampton Bishop with the West Mercia Police Traffic Management Advisor, was scheduled for the near future.

13. Footpaths

- 13.1 Outstanding action items for Herefordshire Council ... The two footbridges in urgent need of repair had been discussed at 5.1.3 above.
- 13.2 Members noted the resignation of the Parish Footpaths Officer, Simon Labbett, and a vote of thanks was given for his volunteer work on behalf of the parish since July 2021.
- 13.3 Two local residents: Dawn Humphreys and Margaret Waddington, volunteered to share the role of Footpaths Officer. It was unanimously RESOLVED that they be appointed.

14. Meeting dates 2023

- 14.1 The clerk reported that the Village Hall was not available for parish council meetings on a Thursday evening in the main hall. It was therefore RESOLVED that she would book meetings on Tuesday evenings throughout 2023.

A resolution was passed to exclude the public for the following confidential employment item

15. Employment matters

- 15.1 Members considered the recent nationally agreed pay recommendation for clerks for the financial year 2022/2023 and it was RESOLVED to increase the clerk's salary in line with the recommendation, backdated to 1st April 2022.
- 15.2 Members also considered processes and it was RESOLVED that the Chair and Vice Chair would discuss these with the clerk.

SIGNED DATE