

TARRINGTON PARISH COUNCIL

Parish Clerk: Mrs J Chester, Mapleside, Ashperton, Ledbury, Herefordshire, HR8 2RZ
Tel: 01531 670036 email: tarrington.pc@btinternet.com website: www.tarrington.org.uk

Minutes of the Annual Parish Council meeting held on Monday 8th May 2017 at 7.30pm

Present

Councillors Paul Grey, Robert Hodges, Trevor Kerr, Mike Tector, Janette Ward and Celia Winter

In attendance

Backbury Ward Councillor John Hardwick
Janet Chester – Parish Clerk

Members of the Public: 11

Item	Minute	Action									
1.0	To Elect the Chairman of the Council and to receive the Chairmans signature on Declaration of Acceptance Form Paul Grey proposed by Robert Hodges and seconded by Mike Tector, unanimously supported. There being no other nominations Cllr Grey accepted the position, elected and duly signed the necessary forms. RESOLVED										
2.0	To Elect the Vice-Chairman of the council and to receive the vice-chairmans signature on Declaration of Acceptance Form John Tallis proposed by Robert Hodges and seconded by Paul Grey, unanimously supported. (Cllr Tallis had advised he was willing to stand prior to going on holiday). There being no other nominations Cllr Tallis was elected and the clerk will get him to sign the forms at the next meeting. RESOLVED	Clerk									
3.0	To Receive Apologies for Absence and Note the Reason Apologies received from Cllr Tallis (holiday) and Cllr Daron (illness)										
4.0	To Receive and Record any Declarations of Interest and Written Requests for Dispensations - <table border="1"> <thead> <tr> <th>Councillor Name</th><th>Agenda Item</th><th>Interest Declared</th></tr> </thead> <tbody> <tr> <td>Cllr R Hodges</td><td>11e LECH payment</td><td>Committee member</td></tr> <tr> <td>Cllr J Ward</td><td>11e LECH payment</td><td>Committee member</td></tr> </tbody> </table>	Councillor Name	Agenda Item	Interest Declared	Cllr R Hodges	11e LECH payment	Committee member	Cllr J Ward	11e LECH payment	Committee member	
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Cllr R Hodges	11e LECH payment	Committee member									
Cllr J Ward	11e LECH payment	Committee member									
5.0	To Note Councillor Vacancy Election Result and to Complete required paperwork The Chairman congratulated Trevor Kerr and welcomed him to the parish council. Cllr Kerr signed the necessary forms.										

6.0	To Remind Councillors to Review their Register of Interests held with Herefordshire Council and update if necessary Noted	All												
7.0	To Consider Approval of the Minutes of the parish council meetings held Monday 13th March and Wednesday 29th March 2017 The minutes of both meetings having previously been circulated were agreed and duly signed by the Chairman. RESOLVED													
8.0	To Receive a Brief Report from Backbury Ward Councillor John Hardwick Cllr Hardwick opened by advising that there is an exhibition and consultation on the Transport Package and Area Plan at the city library until 19th May. Herefordshire Council have their annual meeting on 19th May where the council constitution will be updated, the size of committees will be smaller with the regulation committee incorporated with the planning committee.													
9.0	Public Participation Session for Local Residents to Raise matters relevant to the Parish Council A resident asked what is happening to the draft plan of the Neighbourhood Development Plan. Answer – the parish council is waiting on success of grant applications before being able to proceed. A resident also asked if councillors had read the comments already made and published on Herefordshire Councils website regarding planning application 171165 and would take these comments into consideration when reaching their decision. Answer – councillors had read all the documents and noted the comments made to date.													
10.0	To Review and Adopt the following Policies for Tarrington Parish Council <table><tr><td>a) Standing Orders</td><td>b) Code of Conduct</td></tr><tr><td>c) Financial Regulations</td><td>d) Donations/Grants Policy</td></tr><tr><td>e) Risk Assessment Schedule</td><td>f) Risk Management Policy</td></tr><tr><td>g) Freedom of Information requests</td><td>h) Emergency Resilience Plan</td></tr><tr><td>i) Assets Register</td><td>j) Complaints Policy</td></tr><tr><td>k) Media Policy</td><td>l) Social Media Policy</td></tr></table> With the exception of the Emergency Resilience Plan which was deferred pending national update from HALC all the above policies had been reviewed and were agreed and adopted. The Chairman signed printed copies. RESOLVED	a) Standing Orders	b) Code of Conduct	c) Financial Regulations	d) Donations/Grants Policy	e) Risk Assessment Schedule	f) Risk Management Policy	g) Freedom of Information requests	h) Emergency Resilience Plan	i) Assets Register	j) Complaints Policy	k) Media Policy	l) Social Media Policy	
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11.0	Planning: a) To Consider any Planning Applications submitted to Herefordshire Council: 171165: Land North of School Lane, Tarrington, Hereford, Site to erect up to 15 dwellings. All matters reserved apart from access													

	PC Comment: The Parish Council were unable to reach a decision but made the following comments:- • The Transport Statement is weak – the assessment does not highlight that access to the site is an issue and with increased traffic flow would be exacerbated and would need rectifying. • Please could clarification be given on the planning site area – in one drawing a community orchard is included, in another drawing this area of land is not included. • The flooding risk from existing drainage and run-off from the site and the surrounding 120 acres is already an issue in the village and with the proposed extra hard-standing the increased flooding risk would need to be addressed. • The Parish Council have noted residents' opinions already lodged with Herefordshire Council. • The Carly Tinkler landscape report from 2016 which was commissioned by Tarrington NDP steering group has already been viewed and commented upon by the Neighbourhood Planning Team of Herefordshire Council. • The Carly Tinkler report dated April 2017 referred to in many of the residents' objections was not requested by Tarrington NDP steering group or parish council. • Improvements to the footpath network would be required. • It would be preferred if all proposed dwellings each had two parking spaces. • We would ask that should the application be successful a condition is included that restricts the height of the dwellings located in the higher points of the site to maintain rural character and views b) To Note Details of Decision Notices received from Herefordshire Council (as per planning record) www.herefordshire.gov.uk – Noted N.B: Cllr Hardwick and 9 members of the public left the meeting at this point.	Clerk
12.0	Highways / Footpaths a) To Note report from Balfour Beatty Locality Steward – noted b) To Discuss any new Highways / P3 footpath issues The footpath officer is looking to add three footpaths to the definitive map. The footpath by Freetown requires waymarkers, Cllr Ward will meet with Ashpertons footpath officer. c) To Sign Balfour Beatty 2017/18 Lengthsman Contract & Discuss work for the lengthsman. Annual contract agreed and signed. RESOLVED No new works raised.	JW Clerk
13.0	Appointments: a) To Appoint Footpath Officer Cllr Janette Ward re-appointed. RESOLVED b) To Appoint Lengthsman Richard Mills re-appointed. RESOLVED	All

	c) To Appoint Mowing Contractor Richard Morgan re-appointed. RESOLVED d) To Appoint Representatives on the Lady Emily Community Hall Committee John Wilesmith re-appointed. RESOLVED	
14.0	To Review Parish Council Members Leading Roles on Specific Issues Cllr Grey – planning, highways and footpaths Cllr Hodges – notice boards and highways Cllr Tallis - SID, Emergency Co-ordinator, HALC Eastern Area Representative, highways Cllr Daron – notice boards Cllr Ward – footpaths and Tatler reports Cllr Kerr – notice boards All councillors – Neighbourhood Development Plan RESOLVED At this point Cllr Winter tendered her resignation from the parish council with effect from the end of this meeting, which was accepted. Cllr Grey expressed all members thanks her for her time, hard work and voice of reason and wished her all the best for the future.	All
15.0	Finance: a) To Receive End of Year Accounts Opening balances as at 1st April 2016 £17590.91. Income £23080.23, expenditure £17935.60, unrepresented cheques £1173.02 closing balances as at 31st March 2017 £23908.56. (Figures quoted subject to audit). b) To Approve the Annual Governance Statement for the External Auditor The clerk read out the annual governance statements which were all completed and AGREED c) To Approve the Annual Accounting Statements for the External Auditor The clerk read out the annual accounting statements which were all AGREED d) To Review the parish council insurance policy The insurance policy is due for renewal on 14th July 2017. Present cover is adequate, the clerk will obtain three like for like quotes to compare at the next meeting. RESOLVED e) To Consider payments of outstanding accounts:- 000754: LECH - hall hire for PC meetings 13th and 29th March - £22.50 000755: LECH - buildings insurance contribution - £892.24 000756: Information Commissioners Office – data protection - £35.00 000757: Richard Mills – lengthsman - £462.00 000758: J Chester – clerk expenses March/April - £125.26 000759: HMRC – PAYE - £20.20 000760: Autela Payroll Services – Q4 - £30.00	

INFORMATION SHEET – MAY 2017

PARISH CLERK UPDATE

- Road defects reported to Locality Steward
- Lengthsman given list of jobs to complete
- NDP advice sought
- Fownhope PC invoiced for SID hire to Jan 2017

GENERAL CORRESPONDENCE RECEIVED

- Balfour Beatty – Weekly Locality briefings *
- HALC – Information Corner April *
- HALC – Eastern Area March meeting Minutes *
- A Bush, Herefordshire Council – Hereford Area Plan & Herefordshire Transport Package Consultation Event 3-6 April*
- A Bush, Herefordshire Council – Code of Conduct Consultation *
- A Bush, Herefordshire Council – Armed Forces Day *
- Hfds NDP Team – Newsletter 15 *
- Hfds NDP Team – NDP Submission and Examination Workshop Fri 5th May 10am – 12 Archive & Records Centre, Fir Tree Lane, Rotherwas, HR2 6LA *
- Hfds NDP Team – Rural Area Site Allocation DP Event 22 May Shire Hall Hereford 10am *

* Circulated to Cllrs.

Outstanding Actions – These are the consolidated actions outstanding after the last meeting:

Meeting	Minute	Action	Status	Comments
July 2015		NDP Team	Ongoing	Details of NDP progress to be put onto website
July 2016	5	All	Complete	Investigate litter and overhanging hedges and road defects in parish and bring to next meeting
Sept 2016	10.2	clerk	Complete	Arrange for trimming and thinning of hedge at Church View
Nov 2016	7.1	JT	Complete	Explore options for NDP
Nov 2016	9.2	PG		Repair gatepost at Jubilee Green
Nov 2016	9.2	PG/JT/AB	Complete	Tour parish and report and road defects to clerk
Nov 2016	10.1	PG	Complete	Take photos of old bus stop and carry out survey and produce plan to discuss at January meeting
Nov 2016	10.3	PG	Complete	Reposition Durlow Common Notice Board
Nov 2016	10.4	Clerk		Add church car park matting to Section 106 wishlist
Dec 2016	7	AB	complete	Explore Defibrillator options and report to March meeting – no suitable location
Jan 2017	7	Clerk / All	Ongoing	Explore how to proceed NDP & grant options
Jan 2017	9.2	JW		Speak to HC & landowner re footbridge and gate on TR15
Jan 2017	9.2	PG/JT/AB	complete	Tour parish and report and road defects to clerk
Jan 2017	9.3	clerk	complete	Article to be put in Tatler asking for road accident reports
Jan 2017	10.2	clerk	Complete	Invite speakers to Annual Parish meeting
Jan 2017	10.3	RH		Investigate options for motion sensor light for Church View carpark
Jan 2017	10.5	Clerk		Explore possibility of a grant for exclusive PC website

PLANNING RECORD

<u>DATE</u>	<u>APPLICATION NUMBER</u>	<u>DESCRIPTION</u>	<u>PC COMMENT</u>	<u>HFD COUNCIL DECISION</u>
11.11.16	163429	Hill Farm, Tarrington, HR1 4HR Application for removal of condition 4 of planning permission (DCCE2005/0125/F) to allow Hill Farm to be sold as two separate units	The Parish Council have no objection to this application but would wish to see clear boundary defined and the land to remain agricultural	GRANTED 16.1.17
2.1.216	163891/L	Oak House, Tarrington, HR1 4JF Proposed change of windows	PC no objection to this application	GRANTED 6.2.17
20.12.16	P164028/PA7 (Prior Approval Application)	Aldersend Farm, Tarr. HR1 4ET Proposed steel framed agricultural building to cover an existing cattle handling area.	PC not asked for comments as this is a prior approval application	PRIOR APPROVAL REFUSED 21.12.16
2.2.17	P170097/AM	Church Hill, Tarrington, HR1 4EU Proposed non-material amendment to planning permission ref 161027 (Upgrade fabric of existing cottage, demolition of flat-roof extension and replacement with pitched two storey extension) – Amendment to first floor fenestration on north elevation. Removal of window facing west on ground floor dining area. Addition of air source heat pump on east elevation. Addition of lean-to plant room/pantry to east elevation	**NOTIFICATION ONLY – PARISH COUNCIL NOT ASKED TO COMMENT**	GRANTED 2.3.17
27.2.17	P170651/PA7 (Prior Approval Application)	Hop Field – West of The Hop Kiln Grid Ref E363431 N240257 Tarrington Proposed agricultural storage building	PC not asked for comments as this is a prior approval application	PRIOR APPROVAL REFUSED 7.3.17

Reports from Meetings attended