

**VOWCHURCH GROUP PARISH COUNCIL**  
**Michaelchurch Escley, Newton, St Margarets, Turnastone, Vowchurch**

**Minutes of the Vowchurch Group Parish Council meeting held on  
Thursday 15<sup>th</sup> March 2018 at 7.30pm in Vowchurch & Turnastone Memorial Hall**

**PRESENT** – Mr P Mason (Chairman), Mr E Williams, Mr T Williams, Mr S Cole, Mr A Picton, Mr H Franklin, Mr K Hortin, Mr R Lloyd and Ms E May.

**IN ATTENDANCE** – Mrs L Cowles (Clerk).

1. **ACCEPT APOLOGIES FOR ABSENCE** – Mr T Griffiths and PCSO Fiona Witcher.
2. **RECEIVE DECLARATIONS OF INTEREST & CONSIDER ANY WRITTEN APPLICATIONS FOR DISPENSATION** – There were no declarations of interest or written requests for dispensation.
3. **ADOPT MINUTES OF THE PREVIOUS ORDINARY MEETING** – 15<sup>th</sup> February 2018 – The minutes were signed as a true and accurate record.
4. **OPEN DISCUSSION** – No members of the public attended the meeting therefore no specific points were raised.
5. **REPORTS**
  - 5.1 Local Police – The local police were unable to attend the meeting
  - 5.2 Ward Councillor – Ward Councillor Peter Jinman was unable to attend the meeting.

Ms E May joined the meeting

- 5.3 Lengthsman report – Mr Griffiths was unable to attend the meeting but had sent a report via the Clerk which was read to Councillors and included an update on the maintenance days and specific task work at Bridge End Farm along with an expression of interest to continue as Parish Lengthsman for 2018/19. Mr Hortin reported a pothole on U75015 outside the Kings Arms. Mr E Williams reported that pothole repairs are showing as completed on Herefordshire Councils website when they have not been done. It was agreed that the Clerk would forward details to Mr Paul Norris, the Locality Steward.
6. **CLERKS UPDATE** – Balfour Beatty's Parish Briefing dates have been changed to 10<sup>th</sup> April at 2pm in the Kingsland depot or 16<sup>th</sup> April at 10am in the Thorn depot. The Clerk reminded Parish Councillors that the General Data Protection Regulations come in to force on 25<sup>th</sup> May 2018. The latest information from HALC had been forwarded to Councillors. The Clerk will be attending another course on 10<sup>th</sup> April with Herefordshire Council and the item will be included in the April agenda. Precept figures for all Parish Councils in the county were available to view. Chris Robinson has confirmed he will be starting on the repairs to the noticeboards in 3 – 4 weeks.

**7. CONSIDER PLANNING**

**7.1 PLANNING CONSULTATION**

**Site:** Castle Ibo Farm, Newton St Margarets, Herefordshire. HR2 0RF  
**Description:** Removal of agricultural lean to, erection of extension and replacement of concrete roof tiles with natural slate,  
**Application No:** 180653 **Grid Ref:** 332709:235374

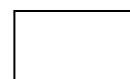
**NO OBJECTIONS**

**7.2 PLANNING PERMISSION GRANTED**

**Site:** West View, Vowchurch Common Road, Herefordshire.  
**Description:** Variation of condition numbers 2,6,7 and 10 (Ref 143789) revised design.  
**Application No.** 180140 **Grid Ref:** 336495:237252

**7.3 PLANNING PERMISSION GRANTED**

**Site:** Caenewydd, Vowchurch, Herefordshire. HR2 0RL  
**Description:** Conversion of double garage to ancillary annex.  
**Application No:** 172011 **Grid Ref:** 336621:236786



## 8. FINANCE

- 8.1** Confirmation of bank balance - £14741.08 Statement Sheet No. 118 issued 17<sup>th</sup> February 2018.
- 8.2** Receipts – £599.99 Transparency Fund Grant and £636.67 Lengthsman Claim
- 8.3** Payment to Mrs Linda Cowles February 2018 Clerk's hours and £99.99 plus VAT for Microsoft Office 2016 – **Payment agreed.**
- 8.4** Payment to Mr T Griffiths, invoice no. TGC029 for January 2018 (2) roads account of £382.00 plus VAT and invoice no. TGC0289 for February 2018 (1) roads account of £382.00 plus VAT – **Payment agreed.**
- 8.5** Payment to Information Commissioner Office for Data Protection Registration 2018/19 of £35.00 – **Payment agreed.**
- 8.6** Payment to PIP Printing, invoice no. 65920 for Neighbourhood Plan Printing of £222.75 – **Payment agreed.**
- 8.7** Payment to St Johns Church Room, Newton for room hire from 19/05/2016 – 15/02/2018 of £150.00 – **Payment agreed.**
- 9. PRE-ORDER CONSULTATIONS UNDER HIGHWAYS ACT 1980, RE PROPOSED PUBLIC FOOTPATH CREATION/EXTINGUISHMENT ORDER CONCERNING FOOTPATH VO53 AND VO 57 (part) IN THE PARISH OF VOWCHURCH & TURNASTONE** – The Parish Council's response regarding footpath VO53 and VO57 was noted. The Parishioner has since asked if members of the public have objected to his suggested route and has requested a visit from the Parish Council to explain their preferred route. Mr A Picton agreed to arrange a meeting with him. It was also noted that there had been objections from local residents to his suggested route of the footpath.
- 10. LENGTHSMAN CONTRACT 2018-19** – The Lengthsman contract is due for renewal from 1<sup>st</sup> April 2018. Mr T Griffiths had confirmed he is interested in carrying on as the Parish Lengthsman for 2018/19 and has put forward a tender of £332 plus VAT per maintenance day. Parish Councillors expressed concerns that they are very often unaware where and when he has been working and would like to arrange inspections of works completed. As there has been no other interest it was agreed to offer the contract to Mr Griffiths for 2018-19 but with a clear understanding that the Parish Council are advised when he will be visiting the area to allow for an inspection of the work. It was also agreed that the Clerk and Chairman will draw up a contract for him to sign.
- 11. POLICY FOR DEALING WITH PLANNING APPLICATIONS AND CORRESPONDENCE BETWEEN PARISH COUNCIL MEETINGS** – It was agreed to adopt a policy of dealing with planning applications and correspondence between meetings. The Clerk had drafted a policy which had been sent to Councillors prior to the meeting. It was agreed that the Chairman and Clerk would liaise to amend this slightly and report back to the Parish Council at the April meeting.
- 12. WEBSITE UPDATE** – The Chairman and Clerk have met with Tony Usher to run through updating the new website using Wordpress and the website is now ready to go live. Parish Councillors have been sent the link to enable them to view the site. A new website was investigated primarily to comply with the UK Government Transparency Code, enable the Clerk to update the site herself and to enable better communication with local residents. It was funded through the UK Government Transparency Fund. There is an RSS feed which automatically links to Herefordshire Council's website showing all planning applications within the parish and it will be possible to link to local groups to enable access to their websites or for them to advertise forthcoming events. There is also an easy link to the Herefordshire Council website for reporting road defects. The Parish Council agreed that the website can now go live.
- 13. APRIL NEWSLETTER** – Parish Councillor vacancies, Neighbourhood Plan printed and new website.
- 14. NOTE THE CORRESPONDENCE SHEET** – The correspondence sheet was noted.
- 15. RAISE MATTERS FOR THE NEXT ORDINARY PARISH COUNCIL MEETING** – Thursday 19<sup>th</sup> April 2018 at 7.30pm in Newton Church Room – Parish Councillor vacancies, Website, GDPR.
- The Chairman declared the meeting closed at 2030.*

Signed.....

Dated.....

DRAFT