

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

**Minutes of the Annual Meeting of Vowchurch Group Parish Council**  
**held on Thursday 16<sup>th</sup> May 2019 in Vowchurch & Turnastone Memorial Hall**

**PRESENT** – Mr P Mason, Mr E Williams, Mr T Williams, Mr R Lloyd, Mr J Kernahan, Mr A Picton and Ms E May.

**IN ATTENDANCE** – Mr N Lewis (Footpaths Officer and Mrs L Cowles (Clerk).

- 1. ELECTION OF CHAIRMAN** – Mr P Mason was proposed by Ms E May and seconded by Mr E Williams. There were no other nominations and the proposal was carried. Mr Mason signed the Declaration of Acceptance of Office.
- 2. DECLARATION OF ACCEPTANCE OF OFFICE** – As this was an election year all elected Councillors signed a Declaration of Acceptance of Office and completed election expenses forms. It was agreed that Councillors not present could sign a Declaration of Acceptance of Office at the next meeting on 20<sup>th</sup> June 2019.
- 3. ACCEPT APOLOGIES FOR ABSENCE** – Mr S Cole, Ward Councillor Peter Jinman and the police.
- 4. RECEIVE DECLARATIONS OF INTEREST & CONSIDER ANY WRITTEN APPLICATIONS FOR DISPENSATION** – There were no declaration of interest or written requests for dispensation.
- 5. ELECTION OF VICE-CHAIRMAN** – Mr T Williams was proposed by Mr E Williams and seconded by Mr R Lloyd. There were no other nominations and the proposal was carried.
- 6. NOTICE OF REGISTRABLE INTERESTES** – Councillors were reminded to update their Notice of Registrable Interests when necessary.
- 7. CODE OF CONDUCT** – It was agreed adoption of Herefordshire Councils (May 2018) Code of Conduct.
- 8. RECEIVE REPORTS FROM:**
  - 8.1** Ward Councillor Peter Jinman – Ward Councillor Peter Jinman was unable to attend the meeting.
  - 8.2** Local Police – The local police were unable to attend the meeting but reported via the Clerk that crime figures for the past 12 months included 4 crimes against property, 2 burglary non dwelling (theft of a quad from a farm in Michaelchurh Escley and a break in to Poston Mill restaurant), 1 theft (heating oil from a domestic tank in Turnastone) and 1 vehicle crime (theft of a handbag from a vehicle in Vowchurch).
  - 8.3** Lengthsman report and any new road defects – The Lengthsman was unable to attend the meeting. The Clerk reported that he would be completing his monthly visit on the last week of the month during the summer period.
  - 8.4** Footpaths officer report – Neil Lewis reported that he has now walked most of the footpaths in Vowchurch and Turnastone and has reported problems to the Clerk on the VO45, VO85, VO5, VO70, VO25, VO27 and VO48. These will be forwarded onto the Locality Steward. He has been to see the landowner at Stockley Hill Farm regarding a barrier across the footpath. This is a temporary measure as there is live stock in the field. Concerns have also been raised about loose dogs and people have been afraid to walk past the farm. It was agreed that the Clerk would contact the dog warden at Herefordshire Council. Some residents have raised concerns about Berrington Lane being turned into a road and it was noted that on most maps the lane is marked as a track rather than a footpath. The Parish Council confirmed they were aware of correspondence sent to some local residents from Herefordshire Ramblers but this would take some time for any application to be processed via the Rights of Way Officer at Herefordshire Council.

**9. PARISH COUNCIL INSURANCE** – Having received three quotes from Came & Co it was agreed to renew the Parish Council insurance with Inspire on their Long-Term Agreement option at a cost of £330.00. This is a 3-year Long-Term agreement where Inspire will not increase the premium, subject to certain conditions.

**10. ANNUAL REVIEW OF BANK MANDATE** – It was agreed to keep cheques signatories the same. Mr P Mason, Mr T Williams, Mr R Lloyd and Mr H Franklin. Two signatories are required per cheque.

**11. FINANCIAL WORKING GROUP** – Finance working group members for 2019-20 will also stay the same. Mr P Mason, Mr T Williams and Mr E Williams.

**12. REVIEW FOLLOWING POLICY AND PROCEDURE DOCUMENTS:**

**12.1** Standing orders – It was agreed to amend the introduction of the model standing orders as circulated to Councillors at the meeting.

**12.2** Financial regulations – No amendments

**12.3** Complaints procedure – No amendments

**12.4** Risk assessment – It was agreed to email these to Councillors for review at the June meeting.

**12.5** Data protection- No amendments

**12.6** Planning applications between meetings – No amendments

**13. ADOPT MINUTES OF THE PREVIOUS ORDINARY MEETING** – 18<sup>TH</sup> April 2019 – The minutes were signed as a true and accurate record.

**14. CLERKS UPDATE** – Tony Usher has confirmed that the Wyenet servers are protected from cyber attacks by firewalls and these should be sufficient for protection of the website. The Clerk confirmed that WordPress is updated whenever an update is available. Mr Kernahan raised concerns regarding the safety of WordPress and it was agreed that the Clerk would liaise with him to establish what needs to be clarified from Tony Usher.

There is an annual survey for Town & Parish Councils to complete from the Police and Crime Commissioner, it was agreed to send the link to Councillors to be discussed at the June meeting.

The latest information regarding Herefordshire Travellers Site Development Plan has been emailed to Councillors prior to the meeting. Mr Picton thought the Madley site is now not being considered.

No response has been received yet from Herefordshire Ramblers or the Diocesan Advisory Committee.

Correspondence has been received from a local resident raising concerns about the planting of a hedge between Vowchurch bridge and Turnastone Court which they believe to be non-native and potentially causing a road safety issue along with damage to the footings of the bridge. The Clerk had contacted the planning department prior to the meeting who confirmed that planning is not needed to plant a hedge on private property. It was agreed to respond advising that the Parish Council has no powers to ask the landowner to remove the hedge and it would not be appropriate to get involved but the Clerk would contact the Locality Steward to see if he considers this to be a road safety issue as this would be a highways problem.

**15. CONSIDER PLANNING**

**15.1 PLANNING CONSULTATION**

**Site:** The Old house, Vowchurch, Herefordshire. HR2 0RB

**Description:** (Retrospective) Full permission for material change of use of land from agricultural to garden land with earth bund.

**Application No:** 191275 **Grid Ref:** 336192:236366

**NO OBJECTIONS**

**15.2 PRIOR APPROVAL IS NOT REQUIRED**

**Site:** Castle Ibo Farm, Newton St Margarets. Herefordshire

**Description:** Proposed change of use of an agricultural building to residential house.

**Application No.** 190915 **Grid Ref:** 332675:235401

**16. FINANCE**

**16.1** Confirmation of bank balance - £8848.20 Statement Sheet No. 132 issued 17<sup>th</sup> April 2019.

**16.2** Payment to Mrs Linda Cowles April 2019 Clerk's hours and £15.72 for stamps – **Payment agreed.**

**16.3** Payment to Mr T Griffiths, invoice no. TGC0736 for March 2019 (2) of £364.00 plus VAT and invoice no. TGC0760 for April 2019 (1) of £364.00 plus VAT – **Payment agreed.**

**17. LENGTHSMAN CONTRACT BETWEEN HEREFORDSHIRE COUNCIL AND PARISH COUNCIL 2019-20** - It was agreed to sign the contract for 2019-20.

**18. PARISH COUNCIL VACANCIES** - It was noted that following the election the Parish Council now has Councillor vacancies in St Margarets and Newton. It was agreed to advertise these in local newsletters and the website.

**19. JUNE NEWSLETTER** – Councillor vacancies and Chairman's report.

**20. NOTE THE CORRESPONDENCE SHEET** – The correspondence sheet was noted.

**21. RAISE MATTERS FOR THE NEXT ORDINARY PARISH COUNCIL MEETING** – Thursday 20th June 2019 at 7.30pm in Newton Church Room – Website security, Risk Assessment, Police & Crime Commissioner survey and Mr Picton's site visit with Locality Steward.

**22. ADDITIONAL PLANNING RE-CONSULTATION**

**Site:** Cwarelau Farm, Cwarelau Road, Newton St Margarets. HR2 0QT

**Description:** Proposed conversion of a redundant farm building (Amended and Additional Information)

**Application No:** 172857 **Grid Ref:** 334125:231620

**It was agreed that the Parish Council would neither support or object to the amendment but the proposal was noted.**

The Chairman declared the meeting closed at 8.40pm

Signed.....

Dated.....