

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

Minutes of the Annual Meeting of Vowchurch Group Parish Council
held on Thursday 17th May 2018 in Vowchurch & Turnastone Memorial Hall

PRESENT – Mr P Mason, Mr E Williams, Mr T Williams, Ms E May, Mr H Franklin and Mr R Lloyd.

IN ATTENDANCE – PCSO Fiona Witcher, Mr T Griffiths (Lengthsman) and Mrs L Cowles (Clerk).

- 1. ELECTION OF CHAIRMAN** – Mr P Mason was proposed by Mr E Williams and seconded by Ms E May. There were no other nominations and the proposal was carried. Mr Mason signed the Declaration of Acceptance of Office.
- 2. ACCEPT APOLOGIES FOR ABSENCE** – Mr A Picton, Mr K Hortin, Mr S Cole and Ward Councillor Peter Jinman.
- 3. RECEIVE DECLARATIONS OF INTEREST & CONSIDER ANY WRITTEN APPLICATIONS FOR DISPENSATION** – There were no declarations of interest or written requests for dispensation.
- 4. ELECTION OF VICE-CHAIRMAN** – Mr T Williams was proposed by Mr E Williams and seconded by Mr H Franklin. There were no other nominations and the proposal was carried.
- 5. NOTICE OF REGISTRABLE INTERESTES** – Councillors were reminded to update their Notice of Registrable Interests when necessary.
- 6. RECEIVE REPORTS FROM:**
 - 6.1** Parish Council Chairman – The Chairman’s Annual Report had been forwarded to Councillors prior to the meeting via email and was available on the Parish Council website, or on request, from the Clerk.
 - 6.2** Ward Councillor Peter Jinman – Ward Councillor Peter Jinman was unable to attend the meeting. His Annual Report had been forwarded to Councillors prior to the meeting via email and was available on the Parish Council website, or on request, from the Clerk.
 In his report Mr Jinman stated that there is currently a debate regarding the future delivery of the museums, libraries and archive services and the likelihood of this being moved to a privatised provider. He would appreciate any thoughts that the Parish Council has on the matter. It was agreed to respond that the Parish Council have reservations about privatising these services and would support their continued funding. Is there an option to cut less valuable services i.e. verge cutting?
 - 6.3** Local Police – The Annual Police Report had been forwarded to Councillors prior to the meeting via email. PCSO Witcher also reported that there had been a spate of farm vehicle thefts recently which does appear to be an organised crime.
 - 6.4** Lengthsman report and any new road defects – Mr Griffiths reported that they have completed two maintenance days this year. The defects reported in April & May will need to be chased with Balfour Beatty. It was agreed that the Clerk would contact the Locality Steward for an update and that Mr Griffiths would continue to separate defects on the worksheets that need to be reported directly to them. Water on the C1206 near Ladywell Cottage in Turnastone is a concern as this road is due to be resurfaced in the coming month. It was agreed that the Clerk would contact the Locality Steward to view this area as a matter of urgency. Mr Griffiths requested approval to dig a ditch opposite The Goodes at Michaelchurch Escley on the C1209 to alleviate water from the road and suggested it could be completed with works scheduled in at Bridge End, this was agreed.
- 7. ANNUAL REVIEW OF PARISH COUNCIL INSURANCE** – Came & Company have provided quotations from three leading insurers for cover from 1st June 2018. It was agreed to accept a quote of £344.74 inclusive of their administration fee for cover through AXA. This is the same premium as the previous year with the same cover.



- 8. ANNUAL REVIEW OF BANK MANDATE** – It was agreed to keep the bank mandate the same as the previous year with four signatories. Mr P Mason, Mr T Williams, Mr R Lloyd and Mr H Franklin.
- 9. ADOPT MINUTES OF THE PREVIOUS ORDINARY MEETING** – 19TH April 2018 – The minutes were signed as a true and accurate record.
- 10. OPEN DISCUSSION** – No members of the public attended the meeting therefore no specific points were raised.
- 11. CLERKS UPDATE** – The Clerk had contacted Mr Chris Robinson as requested regarding a price for felting the noticeboards rather than a lead capping. He has confirmed the price would be £15 rather than £40 but also stated that he has not encountered lead being stolen from noticeboards capping before. The majority of Councillors had responded to emails confirming to go ahead with lead capping. Resurfacing work is due to take place on C1206 at the beginning of June, the road will be closed for some of the time.
An application for Certificate of Lawfulness has been received for Wilson’s Place, Vowchurch. HR2 ORL. It was agreed that Mr Mason and Mr Picton would draft a response to be circulated amongst Councillors for approval before commenting to Herefordshire Council by 29th May 2018.

12. CONSIDER PLANNING

12.1 PLANNING CONSULTATION

Site: Cae Garw, Newton St Margaret, Herefordshire. HR2 OQS
Description: Variation of a conditions 2 and 3 (S112825/F) amendments to wall facing and single storey rear extension.
Application No: 181253 **Grid Ref:** 333843:232064

NO OBJECTIONS – *The design is in keeping with the area. The plot has been unfinished for some time and it is nice to see it finally being developed.*

12.2 PLANNING RE-CONSULTATION

Site: Chapel Cottage, Newton St Margarets, Herefordshire. HR2 OQN
Description: Proposed single storey extension to provide ancillary accommodation
Application No. 173682 **Grid Ref:** 334452:233254

NO OBJECTIONS TO THE AMENDMENTS

12.3 PLANNING CONSULTATION

Site: Upper Fenbreed Farm, Newton St Margarets, Herefordshire. HR2 OQG
Description: Proposed replacement of an existing single storey rear extension to a two-storey rear extension.

Application No: 181249 **Grid Ref:** 333712:234373

Whilst the Parish Council has no objections to this application in principle they feel the proposed extension is of excessive size, does not reflect the design of buildings locally or of the existing property. The extension also over powers the existing property.

13. FINANCE

13.1 Confirmation of bank balance - £12,553.69 Statement Sheet No. 120 issued 17th April 2018.

13.2 Payment to Mrs Linda Cowles April 2018 Clerk’s hours and £11.52 stamps and £35.05 plus VAT computer ink – **Payment agreed.**

13.3 Payment to Mr T Griffiths, invoice no. TGC0367 for March 2018 (3) specific works of £764.00 plus VAT, invoice no. TGC0368 for March 2018 (4) specific works of £450.00 plus VAT and invoice no. TGC0281 for April 2018 (1) of £364.00 plus VAT – **Payment agreed.**

13.4 Payment to HALC for affiliation and subscription fees 2018-19 of £417.02 plus VAT – **Payment agreed.**

13.5 The financial working group had met for the quarterly meeting and confirmed that spreadsheets, bank statements and invoices had been checked and were in order.



- 14. GDPR** – The Parish Council has been and continues to work towards adopting a number of General Data Protection Policies. The action plan has been endorsed and draft policies are in place for adoption as soon as possible
- 14.1** Draft Privacy Policy – It was agreed to remove wording in italic.
- 14.2** General Privacy Notice – It was agreed to remove wording which refers to the Privacy Policy as above.
- 14.3** Privacy Notice for Staff, Councillors and Role Holders – Mr P Mason to review.
- 14.4** Personal Data Management & Audit Policy – Mr P Mason to review.
- 14.5** Consent Form – Adopted.
- 14.6** Subject Access Statement – On-going.
- 14.7** Subject Access Request – On-going.
- 15. LENGTHSMAN CONTRACT BETWEEN HEREFORDSHIRE COUNCIL AND PARISH COUNCIL 2018-19** – It was agreed to sign the contract covering 1st April 2018 to 31st March 2019.
- 16. DEFINITIVE MAP MODIFICATION ORDER, WILDLIFE AND COUNTRYSIDE ACT 1981** – A formal Notice of Modification Order as been raised by Herefordshire Council for ‘Addition of restricted byways ME38, CZ46 and DO16. Addition of bridleways ME40, ME41 and CZ47 and upgrading of footpath ME9 (part) to restricted byway ME39 parishes of Michaelchurch Escley, Craswall and Dorstone’ Any formal representations about or objections to the Order must be made in writing to the Public Rights of Way Manager no later than 12th June 2018.
- 17. WEBSITE** – A draft article to be included in the Neighbourhood Plan section on the website had been distributed to Councillors prior to the meeting. It was agreed to amend slightly to include comments that the Neighbourhood Plan has had an impact on some planning applications in the parishes other than at The Piggeries. Mr Mason will amend the article accordingly.
- 18. JUNE NEWSLETTER** – No information at present.
- 19. NOTE THE CORRESPONDENCE SHEET** – The correspondence sheet was noted.
- 20. RAISE MATTERS FOR THE NEXT ORDINARY PARISH COUNCIL MEETING** – Thursday 21st June 2018 at 7.30pm in Newton Church Room – Turnastone Court and GDPR.

The Chairman declared the meeting closed at 2040

Signed.....
Dated.....