

TARRINGTON PARISH COUNCIL

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Minutes of the Parish Council meeting held on Wednesday 14th December 2016 at 7.30pm

Present

Councillors P Grey (chairman), A Bush, R Hodges, J Tallis, M Tector, C Winter & J Ward

In attendance

Backbury Ward Councillor John Hardwick
 Janet Chester – Parish Clerk

Public: 18

ITEM	MINUTE	ACTION												
	The chairman Cllr Grey welcomed everyone to the meeting.													
1.0	Apologies for Absence - Cllr M Daron (holiday)													
2.0	Declarations of Interest and Requests for Dispensations -													
	<table border="1"> <thead> <tr> <th>Cllr Name</th> <th>Agenda Item</th> <th>Interest Declared</th> <th>Nature of Interest</th> </tr> </thead> <tbody> <tr> <td>Cllr J Tallis</td> <td>8.2</td> <td>NDPI</td> <td>LECH Committee member</td> </tr> <tr> <td>Cllr R Hodges</td> <td>8.2</td> <td>NDPI</td> <td>LECH Committee member</td> </tr> </tbody> </table>	Cllr Name	Agenda Item	Interest Declared	Nature of Interest	Cllr J Tallis	8.2	NDPI	LECH Committee member	Cllr R Hodges	8.2	NDPI	LECH Committee member	
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Cllr J Tallis	8.2	NDPI	LECH Committee member											
Cllr R Hodges	8.2	NDPI	LECH Committee member											
3.0	To Consider Approval of the Minutes of the Parish Council meeting held on Monday 21st November 2016 (previously circulated)													
	Two slight amendments were made which were initialled and the minutes were then agreed as a true and accurate record and were duly signed by the chairman													
4.0	Public Participation Session for Local Residents to Raise Matters Relevant to the Parish Council													
	Members of the public present had come to comment on or hear the discussion on Tarrington's NDP. The chairman advised that the public would be able to participate in agenda item 6. The recent refuse lorry road traffic accident was also mentioned and it was requested that this matter be put on to a future agenda.													
5.0	Planning:													
	5.1 To Consider Planning Applications referred for comment:													
	5.1.1 163332 – Oak House, Tarrington, HR1 4JF													
	Replace front and back doors and remove partition in bedroom, kitchen and bathroom in first floor annexe and return it to one room (Retrospective). Proposed replacement of two windows.													
	PC Comment: The Parish Council have no objection to this planning application but would wish to see like for like replacement windows to keep in character													
	5.2 To Note Decisions Received from Hereford Council: as per planning record													

<p>6.0</p> <p>6.1 To Discuss the future of the NDP and Consider Disbanding the NDP Steering Group</p> <p>Cllr Tallis had sought advice on how to move forward with the NDP, he circulated a paper (attached) outlining three options – 1. Do nothing, 2. Terminate the process or 3. Complete the NDP. These were discussed but members asked to be allowed time to consider these options properly so decision deferred to January meeting.</p> <p>6.2 To Decide Parish Council NDP Funding</p> <p>It was AGREED to budget for £250 NDP spending in the current year 2016/17 budget and a further £250 in 2017/18 budget. RESOLVED</p>	<p>Tarrington Neighbourhood Development Plan:</p>	<p>ALL</p> <p>ALL</p>
<p>7.0</p>	<p>To Discuss Defibrillator (s) for the village and applying for grant funding if required</p> <p>It was thought the best place to locate any defibrillator would be in an existing telephone kiosk. BT have advised that the equipment in the kiosk at Garbrook is to be removed and that the parish council can adopt the kiosk if they wish. The kiosk outside the Tarrington Arms has already been adopted by the Community Heartbeat Trust. Cllr Bush will investigate further and report her findings at the March meeting.</p>	<p>Cllr Bush</p>
<p>8.0</p> <p>8.1 To Note Finance Report and Bank Balances</p> <p>The Finance Report was noted. Bank Balances – current account as at 1st November 2016 £13421.73, reserve account as at 2nd December 2016 £10015.29. NOTED</p> <p>8.2 Payments of Outstanding Accounts Approved: RESOLVED</p> <p>000743: LECH – room hire Nov - £15.00</p> <p>8.3 To Discuss 2017/18 Precept Requirement</p>	<p>Finance:</p>	<p>ALL</p>
<p>9.0</p>	<p>To Raise Items for Next Scheduled Parish Council Meeting (no discussion)</p> <ul style="list-style-type: none"> - NDP update - Refuse lorry road traffic accident 24 Nov 2016 - Annual Parish Meeting - Motion Sensor Light for Church View car park - Prepayment Card - Website 	<p>ALL</p> <p>CLERK</p>
<p>10.0</p>	<p>To confirm the date of the next scheduled meeting: Monday 9th January 2017 at 7.30pm</p> <p>N.B. Members of the public left the meeting at 21.07pm</p>	<p>ALL</p>
<p>11.0</p>	<p>PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 Due to the confidential nature of the business to be transacted and pursuant to the above Act, a resolution was passed to exclude the public and press during discussion of the following agenda items. The confidential nature being the consideration of employment matters</p>	
<p>11.1 To Note that the clerk is now CILCA qualified</p>	<p>Employment Matters:</p>	

The clerk was congratulated for obtaining this qualification which will benefit the parish council.

11.2 To Consider increasing the clerks working hours and amending Contract of Employment

Following the clerks annual appraisal the chairman proposed that the parish council increase the number of working hours to reflect the increasing workload. Recommendation made to increase working hours to seven per week which was AGREED and the contract of employment would be amended as required. **RESOLVED**

The Chairman declared the meeting closed at 21.20pm

Signed..... Dated.....
Chairman

NDP Options for Tarrington Parish Council - December 2016

1. Do Nothing
 - a. Not an option !
2. Terminate the Process
 - a. Action required -
 - i. Notify Herefordshire Council formally
 - ii. Wind-up Steering Group
 - iii. Review contract with David Nicholson for costs etc
 - iv. Complete accounts for latest grant
 - v. Return any unspent grant money with end of grant report
 - b. Consequences / Disadvantages
 - i. Future Planning applications would be determined by HC planning policy, subject only to comments/objections from PC and other interested parties (residents etc) – NO statutory weight to these comments.
 - ii. Initially the policy would simply be based on the Core Strategy, but the Parish would subsequently be incorporated in the Rural DPD which would include a defined Settlement Boundary and site allocation by HC.
 - iii. Would reduce CIL entitlement for PC from 25% to 15% – WHEN/IF CIL is implemented by HC.
 - iv. Do NOT have to return grant money that has been validly spent on the process to date.
 - v. Would still be open to criticism ref. "missed opportunity" and amount spent on aborted process.
 - c. Benefits
 - i. Little or no further spend on the process
 - ii. Short-term reduction of pressure from residents on PC, regarding Planning issues
3. Complete the NDP Process
 - a. Action Required -
 - i. Formally dissolve Steering Group with thanks for the work done to date in gathering supporting information, consultation etc.

- ii. Agree members of Working Group, together with limited Terms of Reference.
 - 1. Recommendation from HALC, HC, that should have a Co-ordinator, Secretary (preferably the Parish Clerk), Financial Officer (also Clerk?) and a few others willing to contribute - no formal list of members.
 - 2. WG to be open, communicating to all, but responsible to Parish Council – notes (not minutes) from all meetings, key policy decisions to be made by PC
 - iii. Identify activities outstanding
 - iv. Identify areas of the current draft which need to be enhanced, using advice from HC and planning consultant
 - v. Could decide to abandon site allocation and simply prepare a criteria basis for development - density, housing mix, style etc - but note Ministerial announcement this week with respect to weight given to "site allocation"
 - vi. Prepare plan - time and cost - for completion of NDP, taking account of funding timing constraints. (implies use Jan-Mar for planning etc - re-start serious effort in Apr)
 - vii. Apply for grant funding and limit spending from precept to activities that can't be covered by grants (eg Clerk salary).
 - viii. Complete the NDP process!
 - ix. PC to be pro-active in the run-up to Referendum in promoting the Plan and encouraging high turn-out.
 - x. Policies devised MUST be robust enough to satisfy firstly the Inspector's examination and, in the longer- term, any legal challenge by a developer .
- b. Consequences
 - i. Needs volunteers!
 - ii. Limited spend from Precept by PC - £250 in 16-17? £250 in 2017-18?
 - c. Benefits
 - i. Utilisation of information gathered to date and all the effort already expended
 - ii. Statutory influence on the Planning process after the NDP is made.
 - iii. Increased proportion of CIL money - if adopted by HC
 - d. Caveat ref CIL
 - i. Govt. policy is that developments of less than 10 dwellings will not be subject to CIL

**TARRINGTON PARISH COUNCIL
BUDGET 2017-18**

		Actual	Actual	Actual	Actual	Budget	Actual	Budget	to date	anticipated	Budget
		2011/12	2012/13	2013/14	2014/15	2015/16	2015/16	2016/17	2016/17	year end	2017/18
	Income										
	Precept	10000	10000	10000	11500	11500	11500	14000	7000	14000	20750
	NDP Grant				4982		6346		4663	4663	
	Bank Interest	18	16	16	16	16	43		55	55	
	VAT Recovered	0	1000	806	208		591	1453		1453	
	SID Hire			750	600	600	450	600	450	900	600
	reimbursement of election costs		813								
	Donations / grants	500	500	500	200	500				300	
	Parish Lengthsman Scheme	864	610	1061	1000	936		936	800	936	300
	Parish Footpaths Scheme		270	270	150	380		380		380	375
		11382	13209	13403	18656	13932	18930	17369	12968	22687	22025
	Expenditure										
Loan Repayment	Loan	2879	2879	2879	2879	2879	2879	2879	2879	2879	2879
Basic Running	Insurance	473	476	307	310	310	316	350	282	282	300
Costs	Internal Audit	120	120	156	130	160	130	150	130	130	150
	External Audit	162	162	120	120	130	100	150	100	100	150
	ICO (Data Protection)	35	35	35		35	35	35	35	35	35
	HALC Subscription	174	468	318		320	639	350	348	348	375
	Clerks Salary	1620	1272	955	1542	2500	2410	2700	1300	2700	3900
	HMRC - PAYE	318	318	636		250			9	35	100
	Clerks Expenses					300	275	300	150	300	300
	Payroll Service								18	120	150
	HALC Training Courses	80	76	102	50	200	122	200	115	200	200
	Stationery	254	230	183	118	300	352	300	120	300	350
	Election Fees	814				500	48	300		300	500
	Publications				23	30		50	92	92	100
	SLCC Membership		36	50		50					0
	Cluster Group Contribution		35	35		0					0
6760	LECH Hire (& Insurance)	1379	1344	1379	1340	1500	6972	1500	945	1200	150
Support to	LECH Insurance										900
Parish Facilities	Donation PCC Churchyard	500	500	500	500	500	500	500		750	750
	Donation Tatler	450	475	655	700	750		750	750	750	800
	War memorial grant		480		500						
	Donations/Grants					250		500	737	737	500
3070	Website Fees	254	84	271	151	400	85	100	70	100	120
Planning	Planning Costs / tree survey		85	232	36			8			
250	parish plan/ Neighbourhood Plan			4	5043		6944	1000	4631	5700	250
Parish	Jubilee Green - grass cutting	1204	1063	1318	1139	1100	800	1200	550	1200	1250
Maintenance	Jubilee Green - hedge cutting	48	48	54	100	100	100	100		100	150
	Notice Boards/ litter bins/signs	23	217		14	100		100		100	100
	rat bait			60							50
	SID		1246		123	200		200		200	800
	lengthsman	891	1480	350	600	1000	300	1000	300	936	1000
3850	P3 footpaths		1536	185	100	500	9	500		380	500
Other	Traffic Reg Order										5000
	safe custody charges					50					0
	VAT on payments				573		2000		836	1200	
5250	Contingencies					250		250			250
		11678	14665	10784	16091	14664	25024	15464	14397	21174	22059
	Surplus/Overspend (+/-)	-296	-1456	2619	2565	-732	-6094	1905	-1429	1513	-34