

Tarrington Parish Council

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

COUNCILLORS ARE SUMMONED TO ATTEND A MEETING OF THE PARISH COUNCIL TO BE HELD ON MONDAY 9th NOVEMBER 2015 AT 7.30PM IN THE LADY EMILY COMMUNITY HALL

AGENDA

1. To receive apologies for absence and note the reason
2. To receive and record any Declarations of Interest and Requests for Dispensations
3. **Public Participation Session** for local residents to raise matters relevant to the parish (*Please note: Decisions cannot be made on items not on the agenda, time allowed may be limited at the discretion of the Chairman*)
4. To Approve the minutes of the Meeting held on Mon 21st September 2015 and Wed 14th October (previously circulated)
5. To receive brief report from Backbury Ward Councillor John Hardwick
6. **Correspondence / Discussion / Communication / Consultations:**
 - a) To receive report on Tarrington "litter pick" held Sunday 25th October
 - b) To discuss the Good Neighbour Scheme
 - c) To discuss Herefordshire Public Green Spaces Community Grant Scheme
 - d) To discuss Herefordshire Council's withdrawal of subsidy on Bus Service 476 Ledbury - Hereford
7. **Planning: Please note that paper copies may not be available, please view online prior to the meeting**
 - a) **To note Planning Record** (attached)
 - b) **Planning applications to be considered:**
153015 Swan House, Tarrington, HR1 4EU
Proposed internal works, new window, reinstatement of two windows within existing opening, replace French doors and replace porch door and frame
8. **To receive an update on the Neighbourhood Plan**
 - a) To formally adopt Terms of Reference for Neighbourhood Plan Steering Group
9. **Highways and Footpaths:**
 - a) To discuss any new Highways or footpath issues
 - b) To receive update from Footpaths Officer
 - c) To discuss procurement and installation of some street name signs
 - d) To discuss the brook and drain problem at Garbrook
 - e) To discuss any required works for the Annual Plan for Lengthsman / P3 scheme
10. **Finance:**
 - a) To consider request from Tarrington PCC to increase grant given for churchyard maintenance
 - b) To agree budget and decide parish precept requirement for 2016/17 (attached)
 - c) To note finance report and bank balance
 - d) To approve payments:
 - Direct debit – PWLB – loan repayment - £1439.49
 - 692: Carly Tinkler NDP Landscape Report - £500.00
 - 693: DJN Planning, NDP Support - £1050.00
 - 694: EZ Hosts – Website Domain Name Annual Fee - £15.00
 - 695: J Chester, clerk - Salary & Expenses Oct 2015 – £231.94
 - 696: LECH – hall hire (NDP 24 Sept) (PC Aug & Sept) - £45.00
11. **Training / Meetings:**
 - a) To note dates of upcoming meetings and make note of any required places
 - b) To receive report from any meetings attended: (attached)
12. **To Note and Review Information Sheet (attached)**
13. **To raise items for next scheduled Parish Council Meeting (no discussion)**
14. **To confirm the date of next scheduled meeting – Monday 11th January 2016 at 7.30pm**

J Chester

Clerk to Tarrington Parish Council

4th November 2015

The press and public are cordially invited to attend the meeting

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TARRINGTON PARISH COUNCIL BUDGET

| TARRINGTON PARISH COUNCIL | | | | | | | | | | |
|----------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------------|--------------|--|
| | Actual | Actual | Actual | Budget | Actual | Budget | To Date | Year End | Budget | |
| | 2011/12 | 2012/13 | 2013/14 | 2014/15 | 2014/15 | 2015/16 | 2015/16 | 2015/16 | 2016/17 | |
| Income | | | | | | | | Anticipated | | |
| Precept | 10000 | 10000 | 10000 | 11500 | 11500 | 11500 | 11500 | 11500 | 13000 | |
| NDP Grant | | | | | 4982 | | 6346 | 6346 | | |
| Bank Interest | 18 | 16 | 16 | | 16 | 16 | 43 | 43 | | |
| VAT Recovered | 0 | 1000 | 806 | | 208 | | 591 | 591 | | |
| SID Hire | | | 750 | | 600 | 600 | 450 | 600 | 600 | |
| reimbursement of election costs | | 813 | | | | | | | | |
| Donations | 500 | 500 | 500 | | 200 | 500 | | 500 | | |
| Parish Lengthsman Scheme | 864 | 610 | 1061 | | 1000 | 936 | | 936 | | |
| Parish Footpaths Scheme | | 270 | 270 | | 150 | 380 | | 380 | | |
| | 11382 | 13209 | 13403 | 11500 | 18656 | 13932 | 18930 | 20896 | 13600 | |
| Expenditure | | | | | | | | | | |
| Insurance | 473 | 476 | 307 | 400 | 310 | 310 | 316 | 316 | 350 | |
| Loan | 2879 | 2879 | 2879 | 2879 | 2879 | 2879 | 2879 | 2879 | 2879 | |
| Internal Audit | 120 | 120 | 156 | 150 | 130 | 160 | 130 | 130 | 150 | |
| External Audit | 162 | 162 | 120 | 100 | 120 | 130 | 100 | 100 | 150 | |
| ICO (Data Protection) | 35 | 35 | 35 | 35 | | 35 | 35 | 35 | 35 | |
| HALC Subscription | 174 | 468 | 318 | 280 | | 320 | 291 | 291 | 350 | |
| HALC Training Courses | 80 | 76 | 102 | 200 | 50 | 200 | 72 | 200 | 200 | |
| LECH Hire & Insurance | 1379 | 1344 | 1379 | 1409 | 1340 | 1500 | 1334 | 1500 | 1500 | |
| SLCC Membership | | 36 | 50 | 50 | | 50 | | | | |
| Cluster Group Contribution | | 35 | 35 | 35 | | 0 | | | | |
| Clerks Salary | 1620 | 1272 | 955 | 1606 | 1542 | 2500 | 1582 | 2500 | 2700 | |
| HMRC - PAYE | 318 | 318 | 636 | | | 250 | | | | |
| Stationery | 254 | 230 | 183 | 250 | 118 | 300 | 151 | 300 | 300 | |
| Clerks Expenses | | | | | | 300 | 175 | 300 | 300 | |
| Web Site Fees | 254 | 84 | 271 | 300 | 151 | 400 | 85 | 100 | 100 | |
| Election Fees | 814 | | | | | 500 | | | | |
| safe custody charges | | | | | | 50 | | | | |
| SID batteries | | 1246 | | | 123 | 200 | | | 200 | |
| Jubilee Green - grass cutting | 1204 | 1063 | 1318 | 1100 | 1139 | 1100 | 400 | 700 | 1200 | |
| Jubilee Green - hedge cutting | 48 | 48 | 54 | 41 | 100 | 100 | | 100 | 100 | |
| Notice Boards/ litter bins/sand | 23 | 217 | | | 14 | 100 | 9 | 100 | 100 | |
| rat bait | | | 60 | | | | | | | |
| Planning Costs / tree survey | | 85 | 232 | | 36 | | 8 | 8 | | |
| parish plan/ Neighbourhood Plan | | | 4 | 1000 | 5043 | | 1944 | 6346 | | |
| Donation PCC Churchyard | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | |
| Donation Tatler | 450 | 475 | 655 | 655 | 700 | 750 | | 750 | 750 | |
| War memorial grant | | 480 | | | 500 | | | | | |
| Donations/Grants | | | | 250 | | 250 | 5578 | 5578 | 500 | |
| Publications | | | | | 23 | 30 | | 30 | 50 | |
| Contingencies | | | | | | 250 | | 250 | 250 | |
| Vat on Payments | | | | | 573 | | 1453 | 2000 | | |
| lengthsman | 891 | 1480 | 350 | | 600 | 1000 | | 1136 | 1000 | |
| P3 footpaths | | 1536 | 185 | | 100 | 500 | | 380 | 500 | |
| | 11678 | 14665 | 10784 | 11240 | 16091 | 14664 | 17042 | 26529 | 14164 | |
| Surplus/Overspend (+/-) | -296 | -1456 | 2619 | 260 | 2565 | -732 | 1888 | -5633 | -564 | |

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INFORMATION SHEET - NOV 2015

PARISH CLERK UPDATE

- Road defects reported to Locality Steward
- Monthly PAYE RTI completed
- Control of Parish Council Website page updating undertaken
- Bank mandate changed confirmed by bank
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GENERAL CORRESPONDENCE RECEIVED

- HALC – Information Corner and Wise Owl training diary *
- HALC _ Eastern Area meeting 12th Nov *
- Balfour Beatty – Weekly Locality briefings *
- Balfour Beatty – Resurfacing Programme of works*
- Balfour Beatty – Parish Newsletter October 2015 *
- Balfour Beatty – Invitation to Parish Briefings 27/29 Oct *
- Herefordshire Council – Neighbourhood Planning Submission & Examination Training 18 Nov *
- Herefordshire Council – Adoption of Core Strategy *
- Herefordshire Council – Hfds Tree Warden Network *
- A Bush, Herefordshire Council – Helping Hfds businesses prepare for any disaster *
- A Bush, Herefordshire Council – Public Transport & Bus Routes Information *
- West Mercia – SNT Newsletter *

* Circulated to Cllrs.

Outstanding Actions - These are the consolidated actions outstanding after the last meeting held on 21st Sept 2015:

| Meeting | Minute | Action | Status | Comments |
|-----------|--------|--------------------|-----------|---|
| July 2015 | | NDP Team | Ongoing | Details of NDP progress to be put onto website |
| July 2015 | 10a | Clerk | Complete | Report road surface at Sparchell Cottage, footpath overgrown between The Myrtles & Garbrook, School road verge needs cutting, potholes by Bramble Cottage |
| July 2015 | 10c | Cllr Ward | Complete | Put up dog fouling signs and put article in Tatler |
| July 2015 | 10c | Clerk | Requested | Request new litter bin by Waggoners Cottage Little Tarrington |
| July 2015 | 10g | Cllr Hodges & Grey | Complete | Tour parish and advise clerk of any work required |
| July 2015 | 10h | Clerk | Complete | Arrange meeting who locality steward to view footpath TR3 |
| Sept 2015 | 3 | Clerk | Reported | Broken sign at Garbrook needs replacing |
| Sept 2015 | 6a | ALL | Complete | Parish "Litter pick" to take place on Sun 25 th October at 10am. Clerk to obtain packs from Balfour Beatty |
| Sept 2015 | 6c | CW/JW | | Investigate Good Neighbour Scheme further |
| Sept 2015 | 6d | JT | | Look into feasibility of cricket nets/fruit trees and benches for Public Green Spaces Community Grant Scheme |
| Sept 2015 | 6e | Clerk | complete | Respond to HALC & Hfd Council re Community Governance review |
| Sept 2015 | 8 | MD | | Circulate NDP Terms Of Reference for formal adoption at Nov meeting |
| Sept 2015 | 9b | JW | | Speak to landowner ref hedge adj to footpath TR3 |
| Sept 2015 | 10b | All cllrs / clerk | | Consider required road signs |
| Sept 2015 | 11b | AB/CW/JW | | Forward reports from meetings attended to the clerk |
| | | | | |

PLANNING RECORD

| DATE | APPLICATION NUMBER | DESCRIPTION | PC COMMENT | HFD COUNCIL DECISION |
|----------|--------------------|---|-----------------------|----------------------|
| 17.11.14 | 142874 | Hazel Court, Tarrington, HR1 4JQ Proposed installation of Aga and open fireplace with associated flues | PC have no objections | GRANTED 20.1.15 |

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| | | | | |
|---------|---------------|---|---|---------------------|
| 21.4.15 | 151067 | Chestnut Cottage, Tarrington HR1 4JA - Proposed two storey extension | PC support this application | GRANTED 3.6.15 |
| 12.6.15 | 151518 | Waggoners Cottage, Little Tarrington, HR1 4JA - Proposed replacement of all existing windows and external doors | PC support this application | |
| 14.9.15 | 152437/152438 | The Cider House, Eastwood, HR1 4JF Proposed garden room (amendment to approved permissions 130485 & 130486 | PC support this application but ask that materials used are sympathetic to the existing | GRANTED 19.10.15 |
| 29.9.15 | 152785 | Church Hill, Church Lane, Tarrington, HR1 4EU Proposed renovation of existing house, demolition of existing flat roof extension and replacement with pitched roof two storey extension | PC support this application | |
| 30.9.15 | 152675 | The Millpond, Little Tarrington, HR1 4JA Variation of Condition 9 of Planning Permission DMCE/093044/F – to allow up to 25 touring caravans to be stored on the site | PC support this application and agree with the planning officers suggestion of planting to provide screening | |

REPORTS FROM MEETINGS ATTENDED

Pomona Solar Co-operative – 18th September 2015

Most Councillors will remember the presentation given at the Parish Council over 12 months ago by Pomona. Cllrs Ann Bush, Celia Winter and Maggie Darron attended Pomona Solar Cooperative 'Power On' event on 18th September. The purpose of the event was for Pomona to inform local people shareholders and other interested people how the project is progressing. Situated behind the local industries at Stoke Edith this solar power project has now started to power the local units and generate enough energy to feed back to the power grid so that it can be used locally. Visitors were treated to locally sourced food and drink and shown a video illustrating how energy is gathered and distributed both here and in similar projects. Visitors were shown the sites of the panels and informed about how things worked. MP Bill Wiggin was invited, the press were there and there was a photo shoot. Pomona Solar Project workers demonstrated their enthusiasm and commitment to green energy. Bill Wiggin justified the cuts to green energy subsidies by saying that the UK has exceeded its targets ahead of schedule and money was needed elsewhere. We were given a detailed handout which will be available at the November Parish Council meeting for those interested. **Cllr Winter**

Pomona Solar was set up just over a year ago especially to build and run a small solar farm at Stoke Edith. It is claimed that it is 'community owned' and currently consists of 90 members, most of whom are local Herefordshire people. The farm generates solar electricity which is used by three small local businesses on the site, and hopes to be able to benefit the local area by endowing a community fund of around £1000 a year. The first electricity was generated in June and Pomona is commissioning the final set of solar panels for installation in the Autumn. 1000 panels have been installed which will produce 250 kWh of electricity. They are waiting for a transformer at the moment. The inverter shed currently converts electricity for the three local businesses to use under an agreement to be supplied from the panels at a beneficial rate, and any excess produced is diverted to the Grid under a power purchase agreement. Feed in tariffs are paid at a pre-registered guaranteed rate which was fixed last December. Emissions are produced in the manufacturing process but not in the running of the panels. The panels are made in China and are guaranteed for 25 years currently but only the metal and wire parts can be recycled. It is hoped in the future that things will move on sufficiently so that more of the waste materials can be reused. Currently, degraded panels would mainly end up in landfill. The panels degrade as they age. Pomona is hoping that regular washing will help to slow this process down. Pomona has a twenty year lease on the land. Pomona has sown a grass seed mix under the panels and hope to plant hedging. To manage this they thought they might graze a small flock of sheep and may need to use a mower/topper to manage the grassland. The hedging would also clearly need management. Bill Wiggin, the local MP for North Herefordshire, was in attendance and delivered a suitable supportive and congratulatory speech. **Cllr Bush**

HALC Website Wonder - 28th September 2015

From April 2015, all Parish Councils are now expected to have their own websites.

The background to this very informative and exciting meeting is the need for transparency in practice, especially following the Transparency Laws which went through Parliament at the end of last year and which became law from the 1st April 2015.

To help Parish Councils manage their affairs in a more professional manner, the UK Government have set up the Transparency Fund for Smaller Authorities. This grant is aimed at Parish Councils and other authorities with an annual turnover of less than £25,000 which do not currently have their own dedicated website. It is not available for improving an already existing website. It is an opportunity for those who share their website with a village to move to a .gov.uk website. Having a separate website makes it clear that the website (and the Parish Council concerned) is an official instrument of government and is organised and acting in a professional manner. At the meeting we went through the application form which needs to be completed and then forwarded to HALC for checking and processing. HALC need to have received the completed form by 12th October 2015 in order to submit it, and the expectation is that the money will be paid out in November 2015.

What is on offer? A dedicated computer, each Parish Council needs its own computer. Clerks could, in the future, expect to have a different computer for each Parish Council which they serve. The grant also covers creating a website, set up, training and support. We were introduced to Mr Mark Millmore. Mark runs Website Wonder which provides a service to those wishing to set up websites. Mark has particular interest in and experience of working with Parish Councils and understands their needs and responsibilities. He advises on the best computer/laptop to match the performance needed. He deals with the set-up to get things up and running and is

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there to train. Websites can be interactive. Mark uses the WordPress.org technology which is used to power newspapers, magazines, TV stations and educational and government as well as the websites of ordinary people. WordPress.org is very user friendly.

It is imperative that Parish Councils have a website which meets the need for transparency and which copes with the demands of the times. During the evening we were reminded of the duties of Parish Councils now to publish on the website and elsewhere:-

What they are and what they do. What they spend and how they spend it. What their priorities are and how we are meeting those.

How they make decisions. Their policies and procedures. Lists and Registers and The Service they offer.

The above is backed up by an information sheet 'The Transparency Code' issued by Herefordshire Association of Local Councils (HALC) August 2015 which reminded us in detail of each piece of information which needs to be published on the PC website. This is in turn a response to the 'Transparency code for smaller authorities' which is published by the Department of Communities and Local Government, December 2014. Both of these were made available to us for us to read. The Model Publication Scheme as found in the Freedom of Information Act sets out clearly the guidelines by which Parish Councils need to practise. This was included in our information pack with a short 'Legal Briefing' note covering the fact that compliance with the Transparency Code (mentioned above) is mandatory for Parish Councils and other smaller authorities with a turnover not exceeding £25,000. We were made aware that, although other submission dates are published on the Transparency Fund application form, that there is likely to be an enthusiastic uptake in the first tranche of funding (October application for November receipt). So the message was that if the need was there then Parish Councils need to take advantage of it now. **Cllr Bush**