

TARRINGTON PARISH COUNCIL

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

Minutes of the Parish Council meeting held on Monday 13th November 2017 at 7.30pm

Present

Councillors Janette Ward, Hodges, Daron, Fowler, Howard, Kerr, Outtrim and Tector

In attendance

Backbury Ward Councillor John Hardwick
Janet Chester – Parish Clerk

Members of the Public:

<u>Item</u>	<u>Minute</u>	<u>Action</u>												
1.0	The Chairman Cllr Janette Ward welcomed everyone to the meeting To Receive Apologies for Absence and Note the Reason – none													
2.0	To Receive and Record any Declarations of Interest and Written Requests for Dispensations - <table border="1"> <thead> <tr> <th>Councillor Name</th> <th>Agenda Item</th> <th>Interest Declared</th> </tr> </thead> <tbody> <tr> <td>Cllr L Outtrim</td> <td>General</td> <td>Employee of Balfour Beatty</td> </tr> <tr> <td>Cllr R Hodges</td> <td>8.4 Payment to LECH</td> <td>LECH committee member</td> </tr> <tr> <td>Cllr J Ward</td> <td>8.4 Payment to LECH</td> <td>Lech committee member</td> </tr> </tbody> </table>	Councillor Name	Agenda Item	Interest Declared	Cllr L Outtrim	General	Employee of Balfour Beatty	Cllr R Hodges	8.4 Payment to LECH	LECH committee member	Cllr J Ward	8.4 Payment to LECH	Lech committee member	
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3.0	To Consider Approval of Minutes of Meetings held 11th Sept & 23rd October 2017. RESOLUTION: The minutes of the meeting having previously been circulated were agreed and duly signed by the Chairman.													
4.0	To Receive Brief Report from Backbury Ward Councillor John Hardwick Cllr Hardwick advised that the planning application 171777 Land between Garbrook and Little Tarrington Common Road would be put before the planning committee on Wed 15 th November with recommendation from the case officer of approval. A site meeting for Herefordshire Council planning committee would be taking place on Tuesday 14 th November which would be for information only and there would be no public engagement.													
5.0	Public Participation Session for Local Residents to Raise matters relevant to the Parish Council A resident expressed concern over the collapsing culvert by The Willows and Oakapple Cottage and the possibility of properties being flooded. The clerk will ask the Locality Steward to investigate.	Clerk												

<p>6.0</p>	<p>Planning:</p> <p>6.1 To Consider any Planning Applications submitted to Herefordshire Council:</p> <p>6.1.1 173826 – 1 Garbrook, Tarrington, HR1 4JF Application for approval of reserved matters following outline approval (172017 – Erection of a pair of semi-detached dwellings)</p> <p>PC Comment: The Parish Council have no objections</p> <p>6.2 To Discuss Ways of Improving Parish Councils Response to Planning Applications</p> <p>RESOLUTION: The possibility of having a laptop available to project planning applications details onto a screen at meetings was to be investigated.</p> <p>6.3 To Note Decisions Received from Herefordshire Council - noted</p> <p>6.4 To Discuss Herefordshire Council Travellers Site DPD Consultation Document</p> <p>This document was noted but no further comments made</p>	<p>Clerk</p> <p>Clerk</p>
<p>7.0</p>	<p>Highways/Footpaths:</p> <p>7.1 To Note Weekly Reports from Balfour Beatty Locality Steward – noted</p> <p>7.2 To Discuss any New Highways / P3 Footpath Issues</p> <p>Footpaths Officer Cllr Ward reported the following:- TR9 – the cutting of the hedge needs to be included in our annual budget TR10 – a signpost needs replacing TR15 – the stile is to be replaced by a metal gate and a replacement ditch bridge TR16 – this footpath is overgrown and needs clearing – ownership of the field is unknown TR17 – maintenance work has been carried out</p> <p>Cllrs Ward, Hodges, Fowler and Daron will liaise and arrange a parish tour but significant rainfall is needed first to be able to identify any defects.</p> <p>7.3 To Discuss meeting with Locality Steward to Discuss Traffic Regulation Order</p> <p>Cllrs Ward, Hodges and Daron met with the Locality Steward to discuss the requirements for a traffic regulation order to expand the length of road covered by the existing speed limit.</p> <p>RESOLUTION: Paperwork is to be completed and then forwarded to Ward Cllr Hardwick for his signature.</p> <p>7.4 To Discuss Maintenance of Jubilee Green</p> <p>The inside of the hedge needs drastic cutting back to a manageable height and width. The clerk has obtained a quote for carrying out the work, disposal of the waste and a further quote for ongoing annual maintenance. The shrubs around the car parking</p>	<p>JW</p> <p>JW/RH/RF/MD</p> <p>JW/RH/MD/TK</p> <p>Clerk</p>

	area also need cutting back. The use of Jubilee Green as a public asset for events is to be considered. The signage will be also be reviewed.	
8.0	<p>Finance:</p> <p>8.1 To Note Financial Report and Bank Balances</p> <p>Noted. Bank Balances as at 6th October 2017 current account £29173.62 and reserve account £10040.54</p> <p>8.2 To Consider Grant Request from Tarrington PCC for Churchyard Maintenance</p> <p>RESOLUTION: This was discussed, copies of accounts had been received and it was agreed to award a grant of £500.</p> <p>8.3 To Consider Grant Request from Tarrington Tatler Magazine</p> <p>RESOLUTION: This was discussed and it was agreed to award a grant of £700</p> <p>8.4 To Consider Payments of Outstanding Accounts: -</p> <ul style="list-style-type: none"> 000777: R Morgan – grass cutting Oct 2017 - £175.00 000778: J Chester – clerk expenses Sept/Oct - £428.04 000779: HMRC – PAYE Sept/Oct - £45.40 000780: EZ Hosts Ltd – Parish Website Annual Domain Name - £15.00 000781: LECH – hall hire Sept/Oct - £30.00 000782: Grant Thornton – Annual external audit fee - £120.00 000783: Autela Group - Payroll Services Q2 - £38.40 000784: Tarrington PCC – annual grant – £500 000785: Tarrington Tatler – annual grant - £700 <p>RESOLUTION: All above payments agreed.</p> <p>8.5 To Decide Precept Requirement for 2018/19</p> <p>The clerk had circulated a draft budget and the finance working group had met to go through the figures thoroughly. Main changes are that Herefordshire Council are withdrawing the grant for lengthsman provision so for the parish council to be able to continue to control the maintenance of the village, ditches and footpaths a portion of the precept will be allocated to this. An amount is to be budgeted for the Traffic Regulation Order. The Parish Council is advised to purchase locked notice boards so that documents cannot be tampered with. A donation will also be given to the upkeep of the playground behind the hall. Cllr Hardwick advised that with the Localism Bill more is being expected of parish councils and more services to be provided by the parish council. The recommendation from this group was for the parish council to ask for a precept of £22000.</p> <p>RESOLUTION: This was discussed and it was agreed to request £22000.</p> <p>8.6 To Complete Forms to amend Bank Details and Signatories</p> <p>The bank account mandates need to be amended to delete people who are no longer parish councillors and add new signatories to the accounts.</p> <p>RESOLUTION: Cllrs Hodges, Fowler and Outtrim to be signatories on the Santander account. Forms were completed and will be sent to the bank by the clerk.</p>	<p>Clerk</p> <p>Clerk</p> <p>All</p> <p>Clerk</p> <p>RH/RF/LO/Clerk</p>

<p>9.0</p>	<p>Information Section / Correspondence / Discussion:</p> <p>9.1 To Discuss Letter from PCC re Church Lane</p> <p>This was discussed at length, the police also input their information.</p> <p>RESOLUTION: The Parish Council condemns any criminal activity that may have taken place. A copy of the letter of to be sent to Clive Hall, Head of Highways Herefordshire Council. No further action will be taken until a response is received from him.</p> <p>9.2 To Discuss Transparency Act Grant and Website</p> <p>The clerk has submitted an application for a grant to set up a parish council owned website to meet the requirements of The Transparency Act. If successful a new website will be set up, and a laptop and scanner purchased.</p> <p>9.3 To Review Information and Outstanding Actions</p> <p>Reviewed and updated</p> <p>9.4 To Receive Reports from any meetings attended</p> <p>Cllr Ward had attended "In the Hot Seat" a HALC training course tailored to parish council chairmen. Cllr Hodges and Daron attended a Herefordshire Council Parish Councillor briefing event. The clerk attended "Open Secret" a HALC training course covering the requirements of The Transparency Act.</p> <p>9.5 To Note any meetings and/or training dates and decide attendees</p> <p>Cllr Outtrim and the clerk are attending a Balfour Beatty Parish Briefing evening. Cllr Outtrim is also attending the Weeping Window Poppy Installation Cllr Ward is attending Hereford Records Office on 4th December</p>	
<p>10.0</p>	<p>Items for Next Parish Council Meeting</p> <ul style="list-style-type: none"> - Jubilee Green Signage - Notice Boards - NDP future 	
<p>12.0</p>	<p>To Confirm Date and Time of Next Scheduled Meeting</p> <p>An extra-ordinary meeting to discuss new planning applications received will be held on Monday 20th November 2017 at 7.30pm. Next ordinary scheduled meeting confirmed as Monday 15th January 2018, 7.30pm at Lady Emily Community Hall</p> <p>The Chairman declared the meeting closed at 21.45pm</p> <p>Signed..... Dated..... Chairman</p>	

INFORMATION SHEET

PARISH CLERK UPDATE

- Road defects reported to Locality Steward
- Website updated
- “In the Open” Training Course attended
- Meeting with Locality Steward arranged to discuss TRO
- Budget 2018/19 prepared
- Extra ordinary PC meeting arranged
- New Councillor forms forwarded to HC

GENERAL CORRESPONDENCE RECEIVED

- Balfour Beatty – Weekly Locality briefings *
- HALC - Information Corner *
- Herefordshire Rural Hub – October & November newsletters *
- Herefordshire Council – invitation to speak at Planning Committee meeting 15th Nov*
- Herefordshire Council – Litter in parishes *
- Herefordshire Council – Community Housing Fund *
- Herefordshire Council – Weeping Window Poppy Installation *
- Herefordshire Council – Local Plan Travellers DPD Consultation *
- Community First e bulletin *
- SNT newsletter *

* Circulated to Cllrs.

Outstanding Actions – These are the consolidated actions outstanding after the last meeting:

Meeting	Minute	Action	Status	Comments
July 2015		NDP Team	Ongoing	Details of NDP progress to be put onto website
Jan 2017	7	Clerk / All	Ongoing	Explore how to proceed NDP & grant options
Jan 2017	10.3	RH	Ongoing	Investigate options for motion sensor light for Church View carpark
July 2017	10b	JW	Complete	Liaise with lengthsman re clearance of TR5 footpath
July 2017	10b	JW/RH		Tour parish to identify defects to report
July 2017	10c	MD/RH/TK		Progress TRO forms
July 2017	10d	clerk	Complete	Purchase SID battery charger
July 2017	12b	clerk	Complete	Send S106 wish list to Hfd Council
July 2017	12d	clerk	Ongoing	Apply to HALC for website grant
July 2017	12e	TK	Complete	Contact organisation re defibrillator
July 2017	12f	RH	Complete	Put drone advice in Tatler
Sept 2017	3.1	LO / Clerk	complete	Return ROI & DOA forms to Hfds Council
Sept 2017	7	RH	complete	Speak to resident ref herbicide along wall of Old Rectory
Sept 2017	9.2	clerk	Complete	Ask lengthsman to liaise with P Grey ref stiles and gates
Sept 2017	9.4	clerk	Complete	Arrange meeting with locality steward re TRO
Sept 2017	9.5	clerk	Ongoing	Request quote for jubilee green hedge maintenance
Sept 2017	10.3	Clerk / JW/MD/MT	Complete	Arrange finance working group meeting to discuss 2018/19 budget and precept
Sept 2017	10.4	clerk	Complete	Arrange new bank forms
Sept 2017	11.1	JW		Send Ward Cllr all correspondence on Church Lane
Sept 2017	11.6	MD	complete	Forward HC Power Point presentation on Waste & Minerals

PLANNING RECORD (last six months – for older applications please visit www.herefordshire.gov.uk)

<u>DATE</u>	<u>APPLICATION NUMBER</u>	<u>DESCRIPTION</u>	<u>PC COMMENT</u>	<u>HFD COUNCIL DECISION</u>
16.3.17	170915	The Cider House, Oak House, HR1 4JF Proposed replacement of the door with bricks and reinstate the original window style to match the one on the left-hand side of the door	PC no objection to this application	GRANTED 4.7.17
6.4.17	171165	Land North of School Lane, Tarrington Site to erect up to 15 dwellings. All matters reserved apart from access	PC comments – please see minutes of meeting held 8 th May 2017	REFUSED 30.6.17
21.4.17	171482	Marlborough Cottage, Durlow Common, HR1 4JQ Proposed removal of rear conservatory and erection of new single storey side/rear extension	PC support this application	GRANTED 15.6.17
11.5.17	171715	Hop Field – West of The Hop Kiln Grid Ref E363431 N240257 Tarrington Steel portal framed agricultural storage building	PC no objection to this application	GRANTED 3.7.17
22.5.17	171777	Land between Garbrook and Little Tarrington Common Road, HR1 4JA Proposed mixed use development comprising 25 dwellings including 7 affordable, 4 live-work units and associated roads and footpaths, junction improvements, sustainable drainage, informal public open space, hedgerow and tree planting	PC comments – please see minutes of meeting held 5 th June 2017	
14.6.17	171914	Columbine Cottage, HR1 4EU Replacement of a wooden garden shed with a single storey summer house	PC no objection to this application	GRANTED 17.7.17
18.6.17	171954	Land Adjacent to Church View, Tarrington Proposed works to Ash (T1) Fell. Ash (T2) Remove limb. See report 12612	The Parish Council note the current boundary dispute. The Parish Council have noted that the tree to be felled (T1) is now in leaf, covered in ivy but believed to be otherwise healthy	14.7.17 Trees covered by TPO – Consent Granted
19.7.17	172017	Land at No1 Garbrook, HR1 4JF Erection of a pair of semi detached dwellings	PC no objections to this application.	GRANTED 25.7.17
5.6.17	172021	Leys Farmhouse, Leys Farm, Tarrington, HR1 4EX Proposed internal works including removal of an internal load bearing wall and attached marble work surface to create an open plan kitchen dining room	PC no objections to this application.	REFUSED 14.8.17
	171777	Land Between Garbrook and Little Tarrington Common Road, Little Tarrington, HR1 4JA (amended application) Proposed mixed use development comprising 15 dwellings including 5 affordable, 2 live-work units and associated roads and footpaths, junction improvements, sustainable drainage, informal public open space, hedgerow and tree planting	A vote was taken, the result was 4 for, 2 against. The Parish Council thus support the application but would draw attention to the caveats in their previous reply dated 9 th June	
	173340 & 173342	Oak House, Tarrington, HR1 4JF Proposed garage block, front porch and conservation roof light.	PC Comment: The Parish Council have no objections	
	172964	3 Pound Close, Tarrington, HR1 4AZ Proposed first floor side extension to form 2 bedrooms	PC Comment: The Parish Council have no objections	