

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

**Councillors are Summoned to Attend a Meeting of the Parish Council
to be held at the Lady Emily Community Hall on Monday 12th September 2016 at 7.30pm**

AGENDA

1. To Note any Apologies for Absence and the Reason for Absence
2. To Record any Declarations of Interest and Consider any Requests for Dispensations
3. To Consider Approval of Minutes of Parish Council meeting held Monday 8th August 2016
4. To Receive a Brief Report from Backbury Ward Councillor John Hardwick
5. Public Participation Session for Local Residents to raise matters relevant to the Parish Council (Please note: Decisions cannot be made on items not on the agenda) *Time limited at the discretion of the chairman*
6. Planning: **NB: no paper copies of planning applications are available to view at the meeting unless specified – please view online prior to the meeting at www.herefordshire.gov.uk/planning**
 - 6.1 To Consider Planning Applications referred for comment:- none
 - 6.2 To Note Decisions Received from Hereford Council
7. **Tarrington Neighbourhood Development Plan**
 - 7.1 To Receive Report from NDP Steering Group
 - 7.2 To Receive NDP Finance Report
 - 7.3 To Discuss the Future of the NDP Steering Group
8. **Governance:**
 - 8.1 To Discuss Herefordshire Councils New Standards Procedure
 - 8.2 To Discuss How Councillors Obtain Information and to Amend Standing Orders As Appropriate
9. **Finance:**
 - 9.1 To Note Finance Report and Bank Balances and reduced Interest Rate on reserve account
 - 9.2 To Consider Payments of Outstanding Accounts:-
 - 000730: DJN Planning Ltd – NDP Support - £2730.00
 - 000731: LECH – room hire July/Aug - £62.25
 - 000732: Grant Thornton – External Audit fee - £120.00
 - 000733: J Chester – clerk May / June – as agreed
 - 000734: HMRC PAYE - £6.32
 - 000735: HALC “In the Hot Seat” training (3 councillors) & “Charles Arnold Baker 10th Edition - £200.00
 - Direct Debit: Public Works Loan Board repayment (30th Sept) - £1439.49
 - 000736: Tarrington PCC – donation to churchyard maintenance - £700.00
 - 9.3 To Discuss 2017/18 Precept Requirement
10. **Highways/Footpaths:**
 - 10.1 To Note Report(s) from Balfour Beatty Locality Steward
 - 10.2 To Discuss any new Highways / P3 footpath issues and any works for the lengthsman
11. **Information Section / Correspondence / Discussion:**
 - 11.1 To Discuss Herefordshire Council Town and Parish Bus and Community Transport Consultation
 - 11.2 To Discuss Safer West Mercia Plan Consultation
 - 11.3 To Discuss Response to Herefordshire Councils Preferred Options for Travellers Sites Consultation
 - 11.4 To Discuss Request from Dormington & Mordiford Parish Council for possible SID hire
 - 11.5 To Discuss Bus Shelter
 - 11.6 To Discuss Litter at Little Tarrington
 - 11.7 To Discuss Crocus Planting
 - 11.8 To Discuss Website
 - 11.9 To Discuss Speed on A438 at Garbrook
 - 11.10 To Receive Comments on Church Car Parking
 - 11.11 To Discuss Parking at Tarrington Arms
 - 11.12 To Discuss Jubilee Green Hedges and Parish Council responsibility as landowner
 - 11.13 To Review Information and Outstanding Actions
12. **Training/Meetings**
 - 12.1 To Receive Reports from any meetings attended
 - 12.2 To Note any meetings and/or training dates
13. To Raise Items for next scheduled Parish Council Meeting (no discussion)
14. To Confirm Date of Next Scheduled Meeting as Monday 14th November 2016 7.30pm at LECH

A resolution will be passed to exclude the public for the following confidential item

15. Employment Matters:

- 15.1 To Discuss Clerk's Appraisal and Contract of Employment

Signed: *JL Chester* (Clerk to the Parish Council)

Dated: 5th September 2016

The press and public are cordially invited to attend the meeting

INFORMATION SHEET – SEPT 2016

PARISH CLERK UPDATE

- Road defects reported to Locality Steward
- Insurance Cover renewed
- NDP support work done
- Fownhope PC invoiced for SID hire
- CiLCA portfolio updated
- VAT reclaim request sent
- Budget prepared for 2017/18 precept discussion

GENERAL CORRESPONDENCE RECEIVED

- Balfour Beatty – Weekly Locality briefings *
- Balfour Beatty – Parish Newsletter July *
- HALC – Information Corner 11th July*
- HALC – Information Corner 16th August*
- HALC – Eastern Area AGM Draft Minutes *
- Herefordshire Council – Herefordshire Council funding update July *
- Herefordshire Council – Hfd Council Budget Meeting 28th July Presentation Slides *
- Herefordshire Council – New Standards Procedure for Comment *
- Herefordshire Council – Public Consultation – Travellers Sites Preferred Options *
- Herefordshire Council – Herefordshire SHLAA – Call for Sites *
- Herefordshire Council – Power Cut? New phone number 105 September launch *
- Herefordshire rural Hub September Newsletter *
- West Mercia Police – Safer West Mercia Consultation *

* Circulated to Cllrs.

Outstanding Actions - These are the consolidated actions outstanding after the last meeting held on 11TH July 2016:

Meeting	Minute	Action	Status	Comments
July 2015		NDP Team	Ongoing	Details of NDP progress to be put onto website
March 2016	8c	RH		Produce map for Open Green Spaces
May 2016	11c	RH		Check who is responsible for rubbish on churchyard road
May 2016	14d	clerk	Complete	Obtain further info re hall insurance contribution
July 2016	9.2	clerk	Complete	Purchase fixing materials for benches
July 2016	5	All		Investigate litter and overhanging hedges and road defects in parish and bring to Sept meeting
July 2016	8.2	Clerk	Complete	Circulate lengthsmen & P3 budget to councillors
July 2016	8.3	RH		Speak to resident re hedge obscuring road signs
July 2016	8.3	PG/JT		Tour parish and report on road defects to clerk
July 2016	9.1	Clerk	complete	Send HALC executive nomination forms
July 2016	9.3	CW		Contact Fownhope Dr surgery re scheme to help residents
July 2016	9.4	RH/PG		Take photos of old bus stop and carry out survey
July 2016	9.5	Clerk		Arrange meeting with Hereford Council to discuss speed concerns at Garbrook
July 2016	9.6	All		Obtain residents feedback re church car parking
July 2016	10.1	Clerk	Complete	Confirm appointment of Zurich as insurance provider
July 2016	10.3	PG / MD	Ongoing	Draft scheme for clerks annual appraisal
July 2016	11.1	AB	Complete	Send report to clerk of "In The Hot Seat" training course

PLANNING RECORD

DATE	APPLICATION NUMBER	DESCRIPTION	PC COMMENT	HFD COUNCIL DECISION
15.4.16	161027	Church Hill, Church Lane, Tarrington, HR1 4EU Upgrade fabric of existing cottage, demolition of flat-roofed extension and replacement with pitched roof two storey extension	PC support this application and feel that the attractive design will enhance its surroundings and the village	GRANTED 25.5.16
18.5.16	161393	Buildings at Little Tarrington Farm Little Tarrington Herefordshire HR1 4JA Retrospective planning application for the change of use of former agricultural buildings for commercial uses (Class B2).	PC are disappointed that this is a retrospective application but do support the application as it is an asset to the parish providing employment. However the parish council hope that consideration is given to the capacity of the existing septic tank,	GRANTED 25.7.16

			the extra foul water and run off water arrangements and the recycling of waste products particularly if further expansion is anticipated.	
28.6.16	161681	Framfield Church Lane Tarrington Hereford Herefordshire HR1 4EU T1 Large Cedar tree - remove third forked branch from base of trunk and remove largest part of lowest limb to base	PC support this application and trust that Herefordshire Council will seek expert advice	REFUSED 15.8.16
11.7.16	161894	Swan House Tarrington Hereford Herefordshire HR1 4EU Proposed extension to garage to form summer house and restatement of 3 windows	PC support this application	GRANTED 15.8.16

Reports from Meetings

Cllr A Bush – “In the Hot Seat” - Developing your Council , HALC Offices, Hereford , 6th June 2016

Three of us from the Parish Council attended this very useful evening course, Mr Paul Grey (Chairman), Mr John Tallis (Vice Chairman) and Mrs Anne Bush (Parish Councillor).

Advice was given on:

1. What do Chairmen do?
2. Preparing a Checklist for Meetings.
3. Drawing up the Agenda.
4. Ground Rules (relating to the meeting).
5. NALC Legal Topic Note (LTN 2) relating to Chairman of Local Councils.
6. Dealing with the Media.
7. Dealing with Public and Visiting Speakers.
8. Rules of Procedure.
9. Leadership that gets results.

Learning points were:

- There were useful pointers on how to prepare for and conduct a meeting, and how to enable all Councillors to contribute to the discussion.
- The Chairman should be seen as a facilitator or enabler.
- Agenda items need enough information to explain why the topics are being discussed so that Councillors may prepare for meeting.
- Decisions need to be made by Councillors as a body.
- The Chairman has no additional powers other than a casting vote.
- The Chairman needs to keep the interests of the community foremost not his/her personal interests.
- There was a very useful leaflet on dealing with the press wisely and how to use the press to promote the Parish Council.
- Useful information on how to deal with large and exciting meetings and visiting speakers.
- There was a quiz on some slightly obscure points of procedure, fortunately with the answers supplied elsewhere!
- The other interesting area covered was the kind of 'Leadership that gets Results'. This focussed on Chairman being:
 - (i) **Self-aware** – about his/her emotions, knowing their limitations and strengths, knowing their abilities.
 - (ii) **Self Management.** Using Self Control, transparency (living their values) which allows integrity, adaptability, optimism, empathy, organisational awareness and remember that they are in a position of service.
 - (iii) **Relationship Management.** This relates to inspiration, developing others, the Chairman can be a strong advocate for change and able to draw out all parties from different viewpoints. The Chairman is also able to encourage teamwork and collaboration.

There was also an opportunity to ask specific questions which others had encountered in their own situations and which were of interest to everyone.

All in all this was a very useful meeting.