

**MINUTES OF AN OPEN PARISH MEETING  
HELD AT WITHINGTON VILLAGE HALL  
AT 7.00 PM ON THURSDAY, 13<sup>TH</sup> MAY 2010**

10 people were present at the meeting, 8 of them Parish Councillors, and 2 members of the public. The Parish Clerk was also present. The Meeting was chaired by Mr Rob Soutar.

**Minutes of the Previous Open Meeting** had previously been agreed and signed – no matters arising.

**Questions from the public:** Responding to a question from the public, the chairman informed the meeting that it was expected that the Village Store would reopen on 24 May. There were no further questions from the public.

There being no other business the Meeting closed at 7.02 pm.

Signed: ..... (30 June 2010)  
Chairman

**ANNUAL PARISH MEETINGS HELD AT WITHINGTON VILLAGE HALL  
AT 7.03 PM ON THURSDAY, 13<sup>TH</sup> MAY 2010**

Minutes of the last annual parish meetings were accepted and signed at a previous meeting.

**WESTHIDE PARISH COUNCIL**

2 Councillors were present. Mr Jim Callow took the chair. No interests to declare. There was no Westhide business to discuss.

**PRESTON WYNNE PARISH COUNCIL**

2 Councillors were present. Mrs Sylvia Fletcher took the chair. No interests to declare. Sylvia Fletcher raised the matter of the continuing poor state of Preston Wynne Roads after having informed Amey of the problems. **The Parish Clerk undertook to contact Amey and get an update.** There was no further Preston Wynne business to discuss.

**WITHINGTON PARISH COUNCIL**

4 Councillors were present. Mr Rob Soutar took the chair. No interests to declare. There was no Withington business to discuss.

**MINUTES OF THE ANNUAL MEETING OF THE WITHINGTON GROUP OF PARISH COUNCILS  
HELD AT WITHINGTON VILLAGE HALL ON THURSDAY, 13<sup>TH</sup> MAY 2010**

Mr Rob Soutar took the chair.

**ITEM 1 - APOLOGIES** were accepted from: Alison Bainbridge, Tom Nellist, Rachel Leake, Lucy Moran, Jenny Maund, Steve Scotcher, Cllr David Greenow.

Those present were:

Withington	Rob Soutar (Chairman)	Paul Bainbridge (Vice-Chair)	Ann Packman
	Kevin Hewison	Jackie Bremner	(Vacant)
Westhide	Garth Downes	Jim Callow	Dr Steve Scotcher
Preston Wynne	Sylvia Fletcher	Simon Dent	
Clerk to the Parish	Geoff Studerus		
Others			
Members of the Public	2		

**ITEM 2 - DECLARATION OF INTEREST**

No Councillors declared any interests and had not received any gifts linked to their Parish Council work.

**ITEM 3 – ELECTION OF OFFICERS**

After discussion the following officers were elected:

**Chairman:** **Mr Paul Bainbridge**  
 Proposed by: Jackie Bremner                      Seconded by: Kevin Hewison  
 Carried unanimously

In being elected Chairman, Paul Bainbridge made three recommendations for Parish Councillor's consideration, **and discussion at the next meeting as necessary:**

1. That, ideally, the Vice-Chairman should be prepared to take office with a view to taking over from the Chairman whenever that post became vacant.
2. That the Parish Council should meet more often than 4 times a year, namely once every 2 months in order to be seen to be more pro-active rather than reactive.
3. That the Parish Council should have a formal Planning committee, consisting of one Parish Councillor from each of the 3 Parishes.

**Vice-chairman:** **Mr Rob Soutar**  
 Proposed by: Paul Bainbridge                      Seconded by: Jim Callow  
 Carried unanimously

**Village Hall Representative:** **Mrs Lucy Moran**  
 Proposed by: Paul Bainbridge                      Seconded by: Rob Soutar  
 Carried unanimously

**Footpaths Officer:** **Mr John Dawson**  
 Proposed by: Paul Bainbridge                      Seconded by: Rob Soutar  
 Carried unanimously

**Internal Auditor:** **Mr Robert Rawlinson**  
 Proposed by: Paul Bainbridge                      Seconded by: Rob Soutar  
 Carried unanimously

**HALC Representative:** **Mr Paul Bainbridge**  
 Proposed by: Kevin Hewison                      Seconded by: Rob Soutar  
 Carried unanimously

**ITEM 4 – CO-OPTION OF NEW PARISH COUNCILLOR.** The Chairman reminded the Council that a vacancy existed for a Councillor to represent Withington Parish. He welcomed Wallace Brown to the meeting, and thanked him for his interest in filling this vacancy. In the absence of any other applicants, his co-option was proposed by Simon Dent, seconded by Sylvia Fletcher, and carried unanimously.

**ITEM 5 – MINUTES OF THE ANNUAL GROUP PARISH MEETING (MAY 2009).**

Minutes of the last annual group parish meeting were accepted and signed at a previous meeting (August 2009).

**ITEM 6 – MINUTES OF THE LAST GROUP PARISH MEETING (FEBRUARY 2010).**

Minutes of the last group parish meeting had been circulated prior to the meeting. Acceptance of the Minutes was proposed by Kevin Hewison, seconded by Sylvia Fletcher, and carried unanimously.

**ITEM 7 – LOCAL POLICE MATTERS.**

PC James and CSO Smith were unable to attend the meeting; therefore the Chairman proposed that this item be held over until the next meeting.

**ITEM 8 - MATTERS ARISING FROM THE LAST MEETING.**

- a. **Parish Plan.** The Chairman reminded the meeting that a Draft Action Plan had previously been circulated. This had been produced by the Parish Plan Steering Group (PPSG) and the intention was to

discuss its adoption by the Parish Council. After discussion, adoption of the Action Plan was proposed by Ann Packman, seconded by Paul Bainbridge, and carried unanimously. Following which several Parish Councillors were allocated to individual items within the Action Plan with a view to those individuals working with the PPSG to move the Parish Plan forward.

b. **Public Open Space (now known as "Withington Fields")**. The Chairman outlined the progress made with the Withington Fields project. The Parish Council now own the land, and are waiting for the final confirmation that the Playbuilder Grant had been agreed and the amount that had been granted. Pleydell Smithyman had produced detailed drawings of the landscaping and drainage required to set out the playing areas, on which play equipment would then be installed. The Playbuilder representative had advised that Herefordshire Council had a consultant available who could make contact with the local children through Withington Primary School with a view to ensuring that the children's ideas would be considered when deciding on the final development of the play areas.

c. **Lengthsman Scheme**. The Chairman advised the meeting that he and the Clerk (as Lengthsman Administrator) had met with and signed a contract with Mr Richard Morgan from Sutton St Nicholas. Mr Morgan is an established Lengthsman currently also working for Sutton St Nicholas Parish who report highly of him. The Clerk had handed him maps of the Group Parishes and a list of tasks that had been previously identified. The Clerk was to undertake a Lengthsman Briefing with Amey Ltd on 27 May 2010.

#### **ITEM 9 - CORRESPONDENCE.**

There were no questions relating to the previously circulated list of correspondence. The Chairman made the meeting aware that an additional item had been received – Amey Litter Support Programme.

#### **ITEM 10 – MATTERS FINANCIAL.**

a. **Income & Expenditure Report and Annual Audit Return for the financial year ending 31<sup>st</sup> March 2010**. The Income & Expenditure Report, and the Annual Audit Return were discussed and acceptance of both, and that the Chairman sign the Return as accepting the accounts, was proposed by Kevin Hewison, seconded by Ann Packman, and carried unanimously.

b. **Balances**. There were no questions relating to the previously circulated list of Bank Balances.

c. **Payments to be agreed.**

Clerk's salary and expenses	(£796.88 + £14.67)
Internal Auditor	(£ 50.00)

*Proposed by: Simon Dent    Seconded by: Jackie Bremner  
Carried unanimously.*

d. **Payments made and to be agreed.**

Parish Plan Data Entry	(£ 554.63)
Withington Fields Design	(£1744.88)
HALC Subscription	(£ 319.81)

*Proposed by: Simon Dent    Seconded by: Jackie Bremner  
Carried unanimously.*

e. **Village Hall Loan Payment**. The Clerk reported that the final payment on the loan for Withington Village Hall had been paid.

f. **Parish Plan Grant**. The Clerk reported that the Parish Plan Stage 2 grant had been received (£476.35).

g. **Requests for aid from the Parish Council.**

(1) **Withington Parochial Church Council**. After discussion, it was agreed that £527.50 be paid to the Withington PCC to help offset costs of churchyard maintenance. (As an aside, the lack of a footpath sign to mark the start of the public path was raised by Paul Bainbridge – **the Clerk was asked to raise this matter with the Parish Footpaths Officer**).

*Proposed by: Paul Bainbridge    Seconded by: Jackie Bremner  
Carried unanimously.*

(2) Preston Wynne Memorial Hall. After discussion, it was agreed that £330.00 be paid to the Preston Wynne Memorial Hall to help offset costs of the maintenance of the car park.

*Proposed by: Rob Soutar    Seconded by: Paul Bainbridge  
Carried unanimously*

h. **Parish Footpaths Scheme.** The Clerk reported that application had been made to join the Parish Footpaths Scheme. This had been accepted and £1,055.00 had been received as a grant towards the maintenance of footpaths within the Group Parishes. As Footpaths Officer for the Group Parishes, John Dawson had agreed to take on the task of co-ordinating the administration required to maintain the paths.

#### **ITEM 11 - PLANNING.**

There were no questions relating to the previously circulated list of Planning Applications. The Chairman reported on the appeal to the application for a barn to be built at The Cottage, West Lydiatt, which had been dismissed.

#### **ITEM 12 – OTHER BUSINESS.**

- a. **PACT Update.** Mrs Ann Packman updated the meeting on the items that arose at the latest PACT meeting and the items to be raised/progressed at the next PACT meeting.
- b. **Emergency Co-ordinator (EC).** Jackie Bremner confirmed that she was happy to continue in the role of Emergency Co-ordinator and would arrange to attend an EC training session in June. She reported that no further contact had been made re the DEFRA Grant, and reminded the meeting that the terms of the grant required it to be spent by the end of March 2011.
- c. **Police Briefing 24 Apr 10.** The Clerk reported that the Police Briefing Day was not the success that had been hoped – the numbers of members of the public that made contact was very small. PC James had expressed his thanks for the support of Parish Council, Amey employees, etc, in an email to those attending. Items that were raised included:

A property in Withies Close that apparently had been vacant for 3 years despite the rent being paid. **Cllr Dave Greenow undertook to follow this up with the appropriate Housing Authority.**

The garages at the entrance to Withies Close were in a very dilapidated condition, the cracks in the walls made those walls unsafe (Herefordshire Council were obviously aware of this as wooden props had been constructed by Council staff). The feeling of the residents that spoke to us was that the garages should be removed and the space left as a car park (however, some residents were still renting the garages). **Dave Greenow again undertook to look into the situation and the future of these garages.**

- d. **Withies Close Sign and Trees.** The Clerk reported that, at the Briefing Day, he had been approached by Mrs Haines and requested to bring to the attention of the Parish Council that there was a perceived need for 2 enhancements to the entrance of Withies Close.

Firstly, a “traffic calming” sign at the entrance to Withies Close to take account of the children that play around the estate and the speed of the traffic using the estate roads. Amey had already been contacted and had indicated that such signs could only be provided close to play areas – installation elsewhere would require payment from the Parish. The Clerk advised the meeting that Amey had estimated that to install a suitable sign would cost about £170.00 plus VAT.

Secondly, the view at the entrance to the Close required “softening” to bring it into line with the look of other estates in Withington. Mrs Haines felt this could be achieved by the planting of trees, and asked that the Parish Council consider purchasing and planting of sufficient trees to achieve a “new look”.

After discussion, the Parish Council decided that the need for signage was a valid request on safety grounds, but that any planting of trees was the responsibility of the estate residents. Rob Soutar then proposed that the Clerk investigate further the provision of an appropriate sign and that authority be given to spend up to £170.00 plus VAT. Sylvia Fletcher seconded this proposal, with unanimous agreement from the meeting. Paul Bainbridge recommended that the **Clerk should investigate the possibility of Herefordshire Council providing and maintain trees** under their “Plant a Tree Week” project.

e. **Housing Needs Survey Results.** The Chairman outlined that results had been received for the Housing Needs Survey conducted by Herefordshire Council. The Housing Development Officer had requested an opportunity to discuss the results with the Parish Council – the first opportunity for her to do so was at the next planned meeting in August. The Clerk had already arranged for her to attend that meeting when this item will again be on the agenda. Paul Bainbridge anticipated that these results would be taken into account when formulating the new Local Development Plan.

f. **New Meeting Dates.** When agreeing to take the Chair, Paul Bainbridge had expressed a wish to increase the number of Parish Council meetings to six per year. He proposed that he and the Parish Clerk should agree on a new set of meeting dates for the year (provisionally based on May (Annual Meeting), July, September, November, January, and March) and that Parish Councillors should be advised of the exact dates in due course. The meeting accepted this proposal.

g. **Thanks to Outgoing Chairman.** On behalf of the Parish Council, Paul Bainbridge then thanked Rob Soutar for his excellent chairmanship during his long term of office (some 10 years). This was enthusiastically by the meeting.

**ITEM 13 – DATE FOR NEXT MEETING.**

30 June 2010 (7.30 pm start)

Dates for future meetings

16 September 2010 (7.30 pm start)

11 November 2010 (7.30 pm start)

13 January 2011 (7.30 pm start)

17 March 2011 (7.30 pm start)

19 May 2011 (Annual Meeting - 7 pm start)

There being no other business, the meeting closed at 8.50 pm.

Signed..... (30 June 2010)  
(Chairman)