

**MINUTES OF A MEETING OF THE WITHINGTON GROUP OF PARISH COUNCILS  
HELD AT WITHINGTON VILLAGE HALL ON WEDNESDAY, 30<sup>TH</sup> JUNE 2010**

The Chairman opened the meeting by introducing himself as having been elected into the post at the May Annual Meeting, with Rob Soutar as his Vice-Chairman. He informed the meeting that Rob was delayed and that Item 6b would be held until he arrived. Also a guest speaker (Mrs Tina Woods, Housing Development Officer) had yet to arrive which meant that Item 5 would also be delayed. He also announced that Lucy Moran had resigned her position as Parish Councillor for Withington; the normal procedure would be followed to obtain a replacement. As a final point he mentioned that West Mercia Rural Neighbourhood Watch Team had been asked to attend and brief the Parish Council on their role – they will be invited to attend a future meeting.

**ITEM 1 - APOLOGIES** were accepted from: Tom Nellist, Ann Packman, Jim Callow, Garth Downs, PC Neil James and CSO Craig Smith.

Those present were:

|                       |                            |                         |                |
|-----------------------|----------------------------|-------------------------|----------------|
| Withington            | Paul Bainbridge (Chairman) | Rob Soutar (Vice-Chair) | Kevin Hewison  |
|                       | Alison Bainbridge          | Rachael Leake           | Jackie Bremner |
|                       | Wallace Brown              |                         |                |
| Westhidge             |                            |                         |                |
| Preston Wynne         | Sylvia Fletcher            | Jenny Maund             |                |
| Clerk to the Parish   | Geoff Studerus             |                         |                |
| Members of the Public | 3                          |                         |                |

**ITEM 2 - DECLARATION OF INTEREST**

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

**ITEM 3 - MINUTES OF THE ANNUAL OPEN MEETING, ANNUAL PARISH MEETINGS AND LAST GROUP PARISH MEETING**

Minutes of the Annual Open Meeting, Annual Parish Meetings and last Group Parish meeting had been circulated prior to the meeting. Acceptance of these Minutes was proposed by Kevin Hewison, seconded by Jackie Bremner, and carried unanimously.

**ITEM 4 - LOCAL POLICE MATTERS.**

In the absence of local Police representatives, there was nothing to report.

**ITEM 5 - BRIEFING ON HOUSING NEEDS STUDY BY TINA WOOD, HOUSING DEVELOPMENT OFFICER, HEREFORDSHIRE COUNCIL.**

Unfortunately, in the absence of Mrs Woods, no briefing was given.

**ITEM 6 - MATTERS ARISING FROM THE LAST MEETING**

a. **Parish Plan.** The Chairman reported that the resignation of Lucy Moran had resulted in one of the items on the Parish Plan Priority List needing to be reallocated to another Parish Councillor. Wallace Brown agreed to accept this task, and asked for details of his contact on the Parish Plan Committee – **the Clerk undertook to pass these to him after the meeting.** The Chairman also advised the meeting that the Parish Plan Steering Group had asked that the Parish Council consider two of the priority items, namely the provision of Dog Waste bins (see Item 11d) and the development of housing in the Parish (to be taken up when Mrs Woods is able to attend).

b. **Withington Fields.** Rob Soutar advised the meeting that progress was being made. The Withington Weekend held on Withington Fields proved encouraging and that £105.10 from the proceeds of that weekend had been donated to the Withington Fields account. Phase 1 of the development had begun with 3 contractors being requested to tender for the Groundworks contract (this involved the levelling of the site, clearing ditches and laying drainage, moving boundary of the northern edge and building the mounds which will form the basis of the play area). It was expected that this work would be completed by the end of August; the maximum cost was expected to be £14,000.00 plus VAT. In answer to a question, the Clerk confirmed that finance was available to meet this cost. After discussion, Wallace Brown proposed that this contract should be awarded, seconded by Paul Bainbridge, and agreed unanimously.

The Chairman also advised the meeting the two separate planning applications had been submitted to gain approval for the methods used to achieve the creation of an entrance from Withies Road, and to form the new boundary line. These had cost £85.00 each (total £170.00). Kevin Hewison proposed the payment of these bills, seconded by Jackie Bremner, and agreed unanimously.

c. **Lengthsman Scheme.** The Clerk advised the meeting that the Lengthsman had been given a list of items for his attention, mostly in Preston Wynne although other items from Cross Keys area had yet to be passed to him. The Clerk, as the Lengthsman Administrator, had undergone a one-day Traffic Management course with Amey. As a result of this he now held the Parish's allocation of traffic signs, cones, and ancillary equipment that was available for the use of the Lengthsman.

#### **ITEM 7 - CORRESPONDENCE**

There were no questions relating to the previously circulated list of correspondence.

#### **ITEM 8 - MATTERS FINANCIAL**

a. **Balances.** There were no questions relating to the previously circulated list of Bank Balances. Acceptance of the figures was proposed by Kevin Hewison, seconded by Sylvia Fletcher and agreed unanimously.

b. **Payments to be agreed.**

|     |  |             |
|-----|--|-------------|
| (1) | Clerks Salary and Expenses (£478.13 + £77.48)      | (£ 555.61)  |
| (2) | Pleydell Smithyman (Withington Fields Development) | (£1,915.25) |

Agreement to pay the above was proposed by Alison Bainbridge, seconded by Jenny Maund and agreed unanimously.

c. **Requests for financial aid.** No requests had been received.

#### **ITEM 9 - PLANNING**

Rachel Leake asked for details of Application No DMCE/101035/E (Electricity cable replacement) – **Clerk to provide.**

There were no other questions relating to the previously circulated list of Planning Applications.

a. **Parish Council Planning Committee.** The Chairman reminded the meeting that at the Annual meeting he had proposed the formation of a Planning Committee. He recommended that this committee should meet at no less than every two weeks (or as necessary) in order to ensure that all planning applications presented to them were reviewed within the 21-day timescale for a response to Herefordshire Council, and should advise the Clerk of comments to be made. The Clerk would continue to forward such comments on behalf of the Parish Council.

The Chairman further proposed that, to reflect the number of planning applications received, the committee should be formed of three Parish Councillors from Withington and one from Preston Wynne (with Westhide Parish Councillors being approached as and when necessary). Alison Bainbridge, Kevin Hewison and Rachel Leake volunteered and were then appointed to represent Withington, with Sylvia Fletcher representing Preston Wynne - agreed unanimously by the meeting.

#### **ITEM 10 - PACT INFORMATION**

The Clerk made the meeting aware of the items reported from the last PACT meeting. Sylvia Fletcher commented that one of the finger posts at Preston Wynne needed refurbishing – **Sylvia Fletcher to identify location.**

#### **ITEM 11 - OTHER BUSINESS**

a. **County Flood Plan Development.** The Clerk advised the meeting that the Parish's updated information regarding flooding had been collated and passed to Herefordshire Council. **The Clerk undertook to provide Jackie Bremner with a copy of the information so that, in her role as Emergency Co-ordinator, she could follow up the publication of the County Flood Plan.**

- b. **Emergency Co-ordinator Training.** Jackie Bremner updated the meeting regarding the anti-flood measures for the Cross Keys area, and advised that she had attended an Emergency Co-ordinator Training session with Herefordshire Council (which was to be followed up with a workshop in October). Whilst she expressed concerns that the training lacked direction, she reinforced the requirement for a Parish Emergency Plan to be put in place. She expected to receive more detail regarding the production of such a Plan and asked for assistance to produce it. She also indicated that the Parish Public Liability Insurance should be checked to ensure that sufficient cover was maintained and **undertook to obtain detail of items that might be expected to be covered.**
- c. **Items arising out of the Police Briefing Day** (24 Apr 10)
- (1) Withies Close Garages. Cllr Dave Greenhow emailed that Herefordshire Council were aware of the problem and **he would continue to monitor the situation.**
- (2) Empty Council property on Withies Close. Cllr Dave Greenhow emailed that, despite the property appearing to have been left empty there was furniture in it and the rent and Council tax was being paid, therefore the Housing Association could not class it as “empty”.
- (3) Withies Close sign. The Clerk advised that an incorrect cost had been given to him by Amey and that the revised Amey cost was more expensive. However, with the Lengthsman installing the sign the cost could be reduced to within the budget approved at the last meeting. Therefore, this is still in progress – the sign has therefore been ordered and will be installed in a position agreed with Amey. Further, the request for trees has been dealt with by passing the contact details of the Herefordshire Council “Plan a Tree Week” to Mrs Haines.
- (d) **Dog Control Orders.** The 4 control orders had previously been circulated. The Chairman recommended that the Withington Fields Committee should consider whether any restrictions should be placed on any area within the Field. After discussion, it was agreed that extra bins should be provided within Withington, **and that the Clerk should obtain detail of costs.** It was noted that signs should also be provided.
- (e) **Winter Weather – Salt Bins.** The Clerk confirmed that details of areas requiring new or extra salt bins had been passed to Amey for their information and action.
- (f) **Safer Herefordshire.** After discussion it was agreed that Ann Packman should be asked to complete the survey on behalf of the Council, as she was probably in the best position to be aware of all the facts.
- (g) **East View Hedge.** The overhanging hedge (originally considered to be a Lengthsman task) had been viewed by a member of Amey staff (during a visit with Ann Packman to discuss the state of Lock Road) and his recommendation was that the task was too great for a Lengthsman to undertake. It was therefore considered that, having made first contact, Ann should be asked to progress the cutting back of this hedge with Amey – **the Clerk to progress with Ann.**
- (h) **Parish Council Village Hall Representative.** After discussion Rob Soutar proposed that, in view of previous indication of interest, Wallace Brown should be asked to take on this role. Wallace kindly accepted the position.
- (i) The members of the public present made the meeting aware that they had a problem with building and radio noise emanating from a neighbour’s property, late into the evening. The Chairman advised that the Parish Council did not have any powers to control such a problem and that, if it cannot be overcome by direct contact with the neighbour, details should be reported to the Herefordshire Council department dealing with Noise Abatement. They were also advised to keep a diary of any incidents to support any complaint.

**ITEM 12 - DATE FOR NEXT MEETING** – Thursday, 16 September 2010.

|                            |   |
|----------------------------|---|
| Dates for future meetings: | 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) |

**Added date:** 14 July 2011 (7.30 pm start)

There being no other business the Chairman closed the meeting at 9:11 pm.

..... (Chairman) 16 September 2010