

EARDISLAND PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on
Wednesday 20 November 2019 at 7.30 pm
in Eardisland Village Hall

Present: Cllrs Maryan Hanson (Chair), Elaine Harper, Richard Kirby, David Weir, Reg Curtis and Merry Albright (part).

In Attendance: Parish Clerk Alison Sutton; Footpath Officers Sue Wallis and Jo Watson; 3 members of public.

1. **Apologies of absence** – Ward Cllr Roger Phillips; Cllr Shelley Connop.
2. **Declarations of interest** – Cllr Kirby DECLARED a non-pecuniary interest in last part of 6.1 and did not discuss or vote on the issue.
3. **Minutes of the previous meeting** – 10 October 2019. These were ADOPTED and signed.
4. **Public Forum** –
 - 4.1. West Mercia Police – Report in Clerk’s Information Sheet (CIS) NOTED: draft Rural Crime Strategy published by Police and Crime Commissioner. NOTED church burgled and public giving box rifled.
 - 4.2. Ward Councillor – Report in the CIS NOTED.
 - 4.3. Local Residents – Parents of 11 children attending Weobley School currently buying seat on school bus, cost £280 per term; Herefordshire Council only provide free bus to local school; parents received letter today that no seats available to buy from January, only 4 weeks’ notice given. Clerk INSTRUCTED to write to education department, school and Ward Cllr, raise concerns – short notice for change, large proportion of village children affected, change of policy to nearest school not catchment school, invite to review and reconsider.
5. **Financial Procedures** – The balance of the current account of £48,925.19 as at 1 November 2019 was NOTED. Balance includes: committed reserves of £2,000 for insurance flood excess. Actual payments, receipts and variances against budget REVIEWED and AGREED as in appendix:
 - 5.1. Community Heartbeat Trust Ltd, Emergency telephone rental, £62.40 (inc. £4.10.40 VAT), C/N 100979 – Paid 10/10/19 under Clerk’s delegated powers.
 - 5.2. SLCC Enterprises Ltd, Clerk’s training, £171.01 (inc. £20.17 VAT), C/N 100980 – Paid 16/10/19 under Clerk’s delegated powers.
 - 5.3. Alison Sutton, Refund of cash paid for dehumidifier rental, £332.64, C/N 100981 – Paid 29/10/19 under Clerk’s delegated powers for emergency action.
 - 5.4. Gleamclean Cleaning Services Ltd, £972 (inc. £162 VAT), C/N 100982 – Paid 29/10/19 under Clerk’s delegated powers for emergency action.
 - 5.5. Hitrees Ltd, Lengthsman and parish maintenance, £387 (inc. £64.50 VAT), C/N 100983.
 - 5.6. Raymond Sumner, Slider board and sign, £490, C/N 984.
 - 5.7. Roundabout Stationery, Stationery for Clerk’s use, £21.59 (inc. £3.60 VAT), C/N 985.
 - 5.8. R Preece, Mowing, £1,270, C/N 986.
6. **Report of Financial Advisory Working Group 16.10.19** – Recommendations from the report NOTED.
 - 6.1. Recommendation 2a: to adopt amended Lengthsman schedule; increase Clerk’s salary 1 point on pay scale to Spinal Point 10, still at 10 hrs/wk; increase Clerk’s expenses to allow for extra meetings; other changes as draft budget; Clerk identify part of reserves as committed reserves for EVH work; add £1,000 for burial ground mowing back into budget as green space with footpath through it – RESOLVED to adopt recommendations on Lengthsman schedule, salary, expenses and other budget changes. Clerk INSTRUCTED to identify committed reserves for EVH work on monthly budget reports. RESOLVED to add £1,000 to budget for burial ground mowing as green space with footpath through it.

- 6.2. Recommendation 2b: to adopt budget of £28,838 and precept of £25,408 – RESOLVED to adopt budget of £28,838 and precept of £25,408.
- 6.3. Recommendation 3: to adopt electronic banking with internet payments only when cheques not acceptable and consider changing banks – RESOLVED to adopt electronic banking and move account to NatWest. Clerk INSTRUCTED to arrange paperwork, mandate and electronic banking application form for next meeting.
- 6.4. Recommendation 4: to adopt 2019 Financial Regulations with additional safeguards for electronic banking – Financial Regulations ADOPTED and SIGNED.
- 6.5. Recommendation 5: to adopt Risk Register and Actions with additional safeguards for electronic banking – Risk Register and Actions ADOPTED and SIGNED.

7. Planning Applications –

- 7.1. P193378/FH, Homeleigh, Haven Drive, Eardisland, HR6 9BN – Proposed first floor balcony at rear of property – RESOLVED to comment: identified issue of overlooking from application site affecting Green Lane Cottage, The Haven and Victoria House; request site inspection by officer to consider this; neither object nor support.
- 7.2. P193735/F, Woodgate Farm, Kingsland, HR6 9RL – Retention of building used for the storage of woodchip and housing of 1no. 995 kwh biomass boiler for heating of existing poultry units and installation of a 198 kW ground-based solar PV scheme – RESOLVED to support.
- 7.3. P193684/K, Shop Cottage, Eardisland, HR6 9BN – Proposed works to Willow tree, Salix alba, is causing problems to applicants house; i.e. roof. Request a pollard to encourage regrowth, to be reduced to the old cuts, aprox 12 ft high – RESOLVED to support.
- 7.4. NOTED P192250/F, Land adjoining Orchard Farm, Eardisland – Proposed self-build dwelling and garage. New access road. Demolition of outbuilding and close existing access – Withdrawn.

8. Parish Reports and Issues –

- 8.1. Lengthsman Scheme – Report in CIS NOTED: work in October – clear round grit bins; clear drain tops, grips and white lines; strim one-way road and recreation ground ditch; cut hedge on Lyme Lane. Clerk INSTRUCTED to: report School Lane, Church Road and Burton Lane for cleaning of mud and debris off road; instruct Lengthsman no grit bin work apart from February, realign 'reduce speed now' sign by The Granary, Leominster end; contact Ward Cllr re contaminated blocked drain water. RESOLVED not to request salt delivery as no storage.
- 8.2. Footpath Officers – Report in CIS NOTED: walked ED1A and ED2; noted ploughing close to oak tree; resignation of both Parish Footpath Officers. Update: ED1A now wider; permissive path by ED7 passable but very muddy. Grateful thanks expressed from council to the retiring Parish Footpath Officers for their hard work and effort, very much appreciated. Clerk INSTRUCTED to send official thank you.
- 8.3. Cultivation of ED1 round oak – Landowner will amend ploughing now aware that important tree. Clerk INSTRUCTED to check if TPO in place, add to next agenda if not.
- 8.4. Eardisland in Bloom – Report in CIS NOTED: plans for 2020 agreed in principle; pay for steps to brook at rear of recreation ground for collecting water for allotment; approached bowling club to collect water from bowling club roof; interested in running green projects, particularly tree planting; sponsor wildflower meadow for £200; over last month removed geranium plants, planted voila plants and bulbs; Craft & Produce Show great success; putting up Christmas tree. Clerk INSTRUCTED to contact EVHMC re new water butts for use on Community Garden.
- 8.5. Recent flooding of village hall – Report in CIS NOTED: hall flooded overnight 26 October, Clerk undertook emergency action to hire dehumidifiers, arrange deep cleaning and purchase sandbags; refunded for some expenses, some outstanding; 16 hrs extra work. RESOLVED to pay as extra hours and pay salary, extra hours and expenses quarterly in December, Clerk INSTRUCTED to send salary and expenses claim to Cllrs before raising cheque if no meeting in December. Clerk INSTRUCTED to: ask in January magazine for photos and data on recent events; find information on warning sign and add to next agenda.
- 8.6. Eardisland Village Hall Development Group – Report in CIS NOTED: proposal to demolish kitchen and rebuild on extended footprint; insulation of main hall more efficient if flat ceiling but would hide rafters; consider replacing windows, either uPVC or aluminium; HC Funding Officer considers £40-50,000 funding possible, added to £20,000 committed reserves and £25,000

Public Works Loan. RESOLVED to accept quotes of £380 and £605 for drain work at front and rear of hall. Clerk INSTRUCTED to: get quotes for uPVC, aluminium and wooden replacement windows for comparison; set up spreadsheet of costs for EVH development work. RESOLVED by majority (5 for, 1 against) to lower ceiling in main hall for insulation rather than insulate rafters. Clerk INSTRUCTED to obtain costs for both options. RESOLVED in principle to go to tender to refurbish and upgrade main hall and small room and demolish and rebuild kitchen.

- 8.7. Play area – Quotes in CIS NOTED. RESOLVED to accept quotes of £110 and £380 to replace wooden platforms on climbing frame and remove and fill fencing and gates and install post for notices. Clerk INSTRUCTED to: contact Fawns for inspection re work in report and obtain quote for new inspection of aerial runway.
- 8.8. Proposed wildflower area on recreation ground – Update NOTED: advice obtained, once grass dry cut very short; then seed and should grow in spring; co-ordinator for Community Garden to action with volunteers.
- 8.9. Village entry gates – Report NOTED: meeting with Senior Engineer for Balfour Beatty; approved in principle; Lengthsman suggests gates 800mm wide at Leominster end; cost for 2x 800mm, 2x 1000mm, 2m70 posts, caps, delivery £760. RESOLVED to install. Clerk INSTRUCTED to contact planning for site meeting with landowners and Lengthsman to agree site at Pembridge end.
- 8.10. Tree survey – RESOLVED to have biennial surveys. Clerk INSTRUCTED to make application to pollard another tree on the recreation ground.
- 8.11. ED5/6 – Report in CIS NOTED: additional evidence can be submitted; must use specific map and form to submit evidence. RESOLVED to submit further evidence. Clerk INSTRUCTED to add to next parish magazine, with realistic expectations.

- 9. Feedback from NDP review meeting** – Report in CIS NOTED: Core Strategy (CS) starts review soon which may alter settlement hierarchy, parish proportional growth figures and CS policies; 3 options for reviewing NDPs, 1. Minor – non-material, correcting errors, updating references – process is no consultation, examination or referendum; agreement with NP dept for changes, then made by HC, 2. Material modifications – don't change strategy of plan, add details to existing NDP – process is Regulation 16 consultation, examination, made within 5 weeks of Examiner's report, 3. Substantial modifications – new allocations, changes to settlement boundary (SB), new policies – process is Regulation 16 consultation, examination, referendum, made + informal consultation if new allocations/change to SB; Examiner decides whether process 1,2 or 3, but HC and parish make recommendation; advice to wait for 2 surveys to Clerk – feedback form on past experiences and future intentions and survey of parish services and facilities to support settlement hierarchy review. RESOLVED to wait for CS review. Clerk INSTRUCTED to design monitoring sheet and complete for applications since NDP process started, to monitor effectiveness of NDP.

- 10. Declaring a climate and nature emergency and setting up an Environmental Group** – Report in CIS NOTED. RESOLVED to facilitate setting up an Environmental Group and write policies but not declare an environmental emergency. Clerk INSTRUCTED to ask in next magazine for interested people to join Environmental Group.

- 11. Cllr training requirements** – RESOLVED Cllr Harper to attend 'What's my Role?' on 7 March 2020. Clerk INSTRUCTED to action.

- 9. Correspondence** – Correspondence in CIS NOTED: invitation to Great Collaboration meeting, new dates locally in new year; draft Rural Crime Strategy.

10. Matters for the next agenda or action under Clerk's delegated powers –

Next agenda:

- As above.

Clerk's action:

- Letter from landowner re noise, taking further action
- RESOLVED to undertake virement of £342 from Contingency to Website
- Pay invoice for B Woodcock, Accessibility website work, £342

- Pay invoice for Wye Water Services, Drain survey at EVH, £144 (inc. £24 VAT)
- TV crew attending village 4 December
- NDP survey on use and opinion of NP department received – Clerk complete and return
- Defects reported to Balfour Beatty recently – Dump Lane non-intervention, write to landowner again; drains at Hardwick Rise non-intervention; pothole on A44 repaired
- HALC AGM – no representation
- Police scam alert – add to next parish magazine; boards and website now
- As above.

11. Date of next meeting – Thursday 9 January 2020 at 7.30 pm.

This meeting was declared closed at 9.55 pm.

SIGNED.....
(Chair)

DATE.....