

EARDISLAND PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on
Thursday 9 July 2020 at 7.00 pm
By Zoom

Present: Cllrs Richard Kirby (Chair), Shelley Connop, Reg Curtis, Elaine Harper and Merry Albright.

In Attendance: Parish Clerk Alison Sutton; 5 members of public.

1. **Apologies of absence** – Cllrs Maryan Hanson and David Weir; Ward Cllr Roger Phillips.
2. **Declarations of interest** – None.
3. **Minutes of the previous meeting** – 11 June May 2020. These were ADOPTED, will be signed when circumstances permit.
4. **Public Forum** –
 - 4.1. West Mercia Police – Police contact details in Clerk’s Information Sheet (CIS) NOTED.
 - 4.2. Ward Councillor – Report in CIS NOTED. Update by email: Waiting for flood grant to be distributed, could be up to £5,000 per household; working with resident re discharge permit.
 - 4.3. Local Residents – Village gates appreciated. Address all parts of the river as one. Accept riparian responsibility but no access for heavy machinery to clear silt ; river must be regarded in entirety, work on comprehensive basis not undertaken in parts; wish to be kept informed of details of parish council’s exemption application so can use same information for own application.
5. **End-of-year accounts and Annual Return for 2019-20 financial year**
 - 5.1. Report of Financial Advisory Working Group (FAWG) meeting – Recommendation 1.1 that appendix account sheets be numbered within minutes, Recommendation 1.2 that precept and budget requirements are adopted as separate minutes, ADOPTED.
 - 5.2. End-of-year accounts ADOPTED.
 - 5.3. Internal Audit Letter and Report NOTED.
 - 5.4. Annual Governance Statement – Recommendation 1.3 of FAWG that affirmative responses should be given to Governance Statement ADOPTED and Statement completed.
 - 5.5. Annual Accounting Statement ADOPTED.
 - 5.6. Dates for Notice of Public Rights to view 2019-20 accounts NOTED.
6. **Financial Procedures** – The balance of the current account of £32,940.09 as at 4/7/2020 was NOTED. Balance includes: committed reserves of £2,000 for insurance flood excess and £5,000 for EVH development work. RESOLVED to undertake virement of £100 from Contingency to Website and communication as in Recommendation 2.1 from FAWG. Clerk INSTRUCTED to purchase 2 USB sticks:
 - 6.1. Chase Distillery Ltd, Hand sanitiser for Coronavirus Volunteer Group, £86.40 (inc. 14.40 VAT) – Paid online 19/6/20 following delegation on 11/6/20 and confirmation by 2 signatories.
 - 6.2. Hitrees Ltd, Lengthsman/P3 work, £979.20 (inc. £163.20 VAT) – Paid online 10/7/20 following delegation on 9/7/20.
 - 6.3. Microshade Business Consultants Ltd, Internal audit of 2019-20 accounts, £118.80 (inc. £19.80 VAT) – Paid online 10/7/20 following delegation on 9/7/20.
 - 6.4. R Davies, Stonework to holes in EVH walls x4, £120 – Paid online 10/7/20 following delegation on 9/7/20.
 - 6.5. Income from Herefordshire Council, Keep Connected Grant for 6 mths Pro Zoom licence, £71.94.
7. **Planning Applications** – To comment on applications to be determined by Herefordshire Council
 - 7.1. P201945/K, Broomlane Cottage, Eardisland, HR6 9BS – Norway Spruce (1) – fell as dying. Yew (2) – fell as too close to house – RESOLVED to comment: request Herefordshire inspect yew to

- decide if should be felled; request condition to replant with mature specimen native tree.
- 7.2. NOTED P200490/PA7, Court House Farm, Eardisland, HR6 9BW – Prior notification for proposed agricultural building – Refused.
 - 7.3. NOTED P201273/K, Arrow Cottage, Eardisland, HR6 9BT – Remove 1 Yew tree to enable the installation of a new water treatment plant within the boundary of the property. A new tree will be planted on completion of works; species to be confirmed – Works allowed.
 - 7.4. NOTED 01042/FH, Bramlyn, Eardisland, HR6 9AR – Proposed modifications to existing house and extensions to house. New garage – Approved with conditions.
 - 7.5. NOTED P201284/FH, Heybridge Farm, Eardisland, HR6 9BS – Proposed extension – Approved with conditions.
 - 7.6. NOTED P200951/L, Arrow Cottage, Eardisland, HR6 9BT – Propose to replace 5 no. Crittall type metal windows, to renew 2 no. painted timber windows, to carry out substantial repair to timber frame, to renew 7 no. infill panels, to reclad roof to original cottage, to remove redundant flue pipe – Approved with conditions.
 - 7.7. NOTED P 190283/F, Hardwick House, Pembridge – Change of use of building from domestic ancillary to a venue for business and leisure uses – Approved with conditions.

8. Parish Reports and Issues –

- 8.1. Lengthsman Scheme – Report in CIS NOTED. Clerk INSTRUCTED to: ask Lengthsman to re-install gate on recreation ground as soon as possible; repair bench nearest bridge on village green area opposite Staick House; cut back tree at entrance to Lyme Lane. Quote for village hall car park repair AGREED, ensure scalplings are rolled very well; quote for hedge cutting in war memorial car park AGREED, undertake after 1 September. Clerk INSTRUCTED to ask landowner to cut back field hedge along footpath to church, or Lengthsman will undertake work (side not top) and charge to landowner.
- 8.2. Ownership and riparian responsibility for village green areas beside main river – Report in CIS NOTED: land designated village green and as no-one claimed ownership, Commons Commissioner directed Eardisland Parish Council be registered as owner in 1973; this information not in parish council paperwork, unknown to council and land is not on parish council's Asset Register. As lack of information led to 5 householders with no riparian rights being contacted, Clerk INSTRUCTED to draft apology for Cllrs to check, to go to 5 specified householders. RESOLVED to undertake work on land owned by parish council to clear as much of berm and vegetation as possible within limitations of exemption permit. Clerk INSTRUCTED to: apply for exemption permit; email 2 identified landowners with riparian responsibility re situation that applying for exemption for work on parish council land, send screenshots of application; contact Ward Cllr, Herefordshire and Environment Agency re issue of soil run-off going into river leading to silt deposit and affecting flood risk in Eardisland. Cllr Connop to provide quote from company for August meeting.
- 8.3. Removal of silt from Mill Stream – Quote from Lengthsman NOTED, Cllr Connop to provide quote from company for August meeting. Clerk INSTRUCTED to apply for exemption for work.
- 8.4. Lengthsman Annual Maintenance Plan, contract with Herefordshire and items for Drainage Grant application – Plan and contract AGREED, Clerk INSTRUCTED to submit once signed. Items AGREED for Drainage Grant application: clearing Lyme Lane ditch x2/yr; clearing grips throughout parish; clearing silt on mill stream; clearing silt from river; ditching both sides Burton Lane; jetting and CCTV to drains throughout village; replace/repair non-return valve on Southalls Brook – Cllr Connop to provide Clerk with cost.
- 8.5. Damage to recreation ground from barbeque – Report in CIS NOTED. No action, monitor.
- 8.6. Cutting of hedges and trees on Lyme Lane – Report NOTED, Locality Steward considers no visibility issue with hedges and trees, apart from tree at start of lane. Clerk INSTRUCTED to write to resident with this information and inform that parish council will monitor situation over next few months.
- 8.7. Moles by Mill Stream – RESOLVED not to action any work.
- 8.8. Eardisland Village Hall Development project – Report in CIS NOTED: situation with change in funding priorities of grant awarding bodies to Covid based projects. NOTED may be able to apply for grants on basis of Covid regeneration work. Quote for electrical work AGREED. Clerk

INSTRUCTED to: request parishioner acting as agent to submit application; pay planning fee up to £1,000 under delegation; write tenders for 1. Kitchen demolition and rebuild and 2. Insulation, refurbishment and external work required by structural survey.

8.9. Bowling Club rent – Clerk INSTRUCTED to send invoice as usual, club received Covid 19 grant.

9. **Representation at Parish Council summit by Zoom** – RESOLVED Cllrs Hanson and Albright attend, ask about NDP review.

10. **Response to Herefordshire Affordable Housing Supplementary Planning Document (SPD)** – Cllr Albright inform Clerk if response required.

11. **Advice re future meetings** – Report in CIS NOTED: advice from NALC to continue virtual meetings for foreseeable future; village hall closed until September at earliest; once hall re-opened and Covid 19 secure risk assessment by management committee available, Clerk will do parish council risk assessment; not possible to do hybrid meetings (face-to-face but with virtual access) as no internet access or required equipment available. NOTED that Cllr Weir unhappy with virtual meetings, however not possible to have meetings outdoors, would need furniture, equipment and good weather for meeting during day, very difficult to give public access outside and currently would still need to allow virtual access.

12. **Communication management** – Eardisland Parish Council’s Communication and Email policies NOTED. Clerk INSTRUCTED to expand details of correspondence in CIS received from parishioners, give broad context where appropriate and within data protection requirements.

13. **Correspondence** – Correspondence in CIS NOTED: SLCC letter sent to government, Clerk INSTRUCTED to write from parish council; Herefordshire Green Network Meeting, Clerk INSTRUCTED to send invitation to Cllrs Albright, Harper and Connop.

14. **Matters for the next agenda or action under Clerk’s delegated powers** –

Next agenda:

- Quotes for work on river and millstream.
- As above.

Clerk’s action:

- P202118/K, Riverside, Eardisland, HR6 9BU – Proposed works to Ash tree (T1) – fell as outgrown position – Clerk INSTRUCTED to respond under Minor Planning Matters Policy, RESOLVED to support with request for condition to replant with mature specimen native tree.
- P202095/ EN, Land adjacent to Old Pearmain, Eardisland, HR6 9DN – Proposed erection of new electricity pole under existing 11Kv overhead line – Clerk INSTRUCTED to respond under Minor Planning Matters Policy, RESOLVED to support.
- Cllr Connop to send quotes to Clerk before next meeting.
- As above.

15. **Date of next meeting** – Thursday 13 August 2020 at 7.00 pm by Zoom. NOTED apologies from Cllr Albright if away.

This meeting was declared closed at 9.35 pm.

SIGNED.....

DATE.....

Chair