

EARDISLAND PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on
Thursday 9 June 2022 at 7.00 pm
in Eardisland Village Hall

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

In Attendance: Ward Cllr Roger Phillips; 3 members of public; Parish Clerk Alison Sutton.

1. **Apologies of absence** – Cllrs Maryan Hanson and David Weir; Parish Clerk Debbie Cottam.
2. **Declarations of interest** – Cllr Connop DECLARED an interest in item 5.6. and did not vote on this item. Cllr Albright DECLARED an interest in item 5.5. and did not vote on this item. Cllr Albright DECLARED an interest in item 7.3. and left the meeting during this item. Cllr Kirby DECLARED an interest in item 7.4. and left the meeting during this item.
3. **Minutes of the previous meetings** – 12 May 2022. These were ADOPTED and signed.
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 NOTED: requested 220646 go to Planning Committee for decision, due to new access onto road previously transferred to Shobdon airfield businesses; war memorial car park and AA box, plans to transfer car park to PC – NOTED AA box privately owned; thanks to Ward Cllr for organising business meeting at Shobdon. Clerk INSTRUCTED to ask Gigaclear whether work on Lynch Court, Broome Lane and Lyme Lane finished.
 - 4.3. Local Residents – Re 7.4. Consultation date keeps being extended, responses not on website. Private road as access route already unsupported by highways.
5. **Financial Procedures** – The balance of the current account of £31,003.90 as at 31/5/22 was NOTED. Balance includes: committed reserves of £2,500 for insurance flood excess; committed reserves for Loan Repayment £2,307.18; committed reserves for final Harpers payment £5,064.09; committed reserves for parish leaflet reprint £575; committed reserves for EVH refurbishment £1,750. RESOLVED to undertake virement of £400 from Contingency to Clerks expenses expenditure line:
 - 5.1. Currys DSG Retail, Clerk’s equipment, £454.96 (inc. £75.82 VAT) – Paid online 18/5/22 following delegation at meeting on 12/5/22.
 - 5.2. Flying Colours Flagmakers Ltd, Jubilee bunting, £94.80 (inc. £15.80 VAT) – paid online 30/5/22 following delegation at Jubilee planning meeting and confirmation from 2 signatories.
 - 5.3. Microshade Business Consultants Ltd, End of year Internal Audit, £118.80 (inc. £19.80 VAT) – Paid online 10/6/22 following delegation at mtg 9/6/22.
 - 5.4. PIP Printing, May magazine print, £161.39 – Paid online 10/6/22 following delegation at mtg 9/6/22.
 - 5.5. M Albright, Bus shelter cleaning, £15 – Paid online 10/6/22 following delegation at mtg 9/6/22.
 - 5.6. L Connop, Bus shelter cleaning, £15 – Paid online 10/6/22 following delegation at mtg 9/6/22.
 - 5.7. Alison Sutton, Salary, extra hours, expenses, refund of payments made for PC, £2,149.59 – Paid online 10/6/22 following delegation at mtg 9/6/22.
 - 5.8. HMRC, PAYE paid on behalf of Clerk, £465.40 – Paid online 10/6/22 following delegation at mtg 9/6/22.
 - 5.9. Deborah Cottam, Salary, extra hours, expenses, £1,579.88 – Paid online 15/6/22 following delegation at mtg 9/6/22.
 - 5.10. Income from donation for magazine, £109.
 - 5.11. Income from refund of VAT 2021-22, £1,842.56.
6. **Internal Audit report and Annual Governance and Accounts Return** –
 - 6.1. Internal Audit report and documents for Annual Return NOTED and ADOPTED.

- 6.2. RESOLVED to adopt Annual Governance Statement and submit for External Audit.
- 6.3. RESOLVED to adopt Accounting Statements and submit for External Audit.
- 6.4. Dates of Period for Exercise of Public Rights of 14 June-22 July 2022 NOTED.

7. Planning Applications – To comment on applications to be determined by Herefordshire Council

- 7.1. P221357/FH, Lower Hardwick House, HR6 9HF – Removal of single storey rear extension. Proposed two storey and single storey extension. Extension to porch – RESOLVED to support and comment: conforms to NDP policy E1; request that Heritage Officer and Ecology Officer review and decide on merits of application for determination; following site visit, request to reconsider and redesign valley roof; welcome restoration/replacement of trees in orchard, in line with climate emergency.
- 7.2. P220646/F, Turnpike Caravan Site, Pembridge, HR6 9JZ – Proposed extension of Turnpike traveller site – RESOLVED to defer to Pembridge PC and support its objection.
- 7.3. P221480/K, Staick House, HR6 8BU – T1 - Group of Mixed Species Ash, Hawthorn and Yew bordering on Lyme Lane. To be Crown Raised to approx 6.5 Metres from Ground Level. T2 - Multi-Stemmed Sycamore (opposite side of the road to Staick House) To Reduce/coppice to Wall Height. T3- Cherry Laurel by Entrance to Fell. T4 - Yew in the Front Garden of Staick House, to be Reduced all Round by 20% – RESOLVED to support.

As Chair had declared an interest in item 7.4. and Vice Chair was absent, Cllr Connop was ELECTED Chair for 7.4.

- 7.4. P214073/F, Land adjacent to Arrow Lea, HR6 9BU – 6 no. dwellings with garages – Re-consultation on amended and additional documents – To consider further response to latest documents on website – RESOLVED not to respond further at present. Clerk INSTRUCTED to ask Senior Planning Officer: whether responses are up to date on website as some known to be missing; are responses in planning contractor's inbox; is new officer allocated now contractors are finishing; request up to date summary of case; request PC contacted at point consultation is ended so can submit final response.
- 7.5. P212878/F, Pitch Farm, Dilwyn, HR4 8JH – Proposed creation of 3 detached 1-bed holiday lets with private entrance and driveway in existing cherry orchard – Amended documents – RESOLVED to defer to Dilwyn Parish Council and support its response.
- 7.6. NOTED P221407/PA7, Burton Court, HR6 9DN – Application for prior notification of an agricultural building for use as an open sided livestock field shelter – RESOLVED to support under Minor Planning Matters Policy and comment: assume that jaunty angle of building is best angle for solar panels, which are mentioned in application but not shown on plans.
- 7.7. NOTED P220707/FH, 2 The Sytches, HR6 9DH – Proposed single storey glazed extension – Approved with conditions.
- 7.8. NOTED P220298/FH, Toad Hall, HR6 9BE - Replacement of existing outbuildings with new single storey Border Oak ancillary outbuilding – Approved with conditions.
- 7.9. NOTED P220595/L, The Dairy, HR6 9BW – Proposed internal alterations to include removal of 1no. C20 stud wall, alteration to 2no. internal C20 doors, installation of tumble dryer vent – Approved with conditions.
- 7.10. NOTED P221407/PA7, Burton Court, HR6 9DN – Application for prior notification of an agricultural building for use as an open sided livestock field shelter – SUPPORTED under Minor Planning Matters Policy – Prior Approval Not Required.

8. Parish Reports and Issues –

- 8.1. Lengthsman Scheme – Report in CIS NOTED. Clerk INSTRUCTED to: arrange removal of damaged benches and check of bollards.
- 8.2. EVH Development Group and EVH work – Report NOTED: no further information from Harpers about Jeld Wenn windows and other work.
- 8.3. Benches – as in 8.1. Clerk INSTRUCTED to ask in magazine for donation of benches.
- 8.4. Environment & Sustainability Group – Report NOTED: Tree and Hedges talk this week very useful; Clerk and Chair of E&S Group writing report and grant claim form next week. RESOLVED to pay hall hire for extra session to review thermal images. Clerk INSTRUCTED to add PC pledge on Greener Footprints to next agenda.

- 8.5. Notices/advice re river pollution and swimming – Clerk INSTRUCTED to write to Herefordshire about issue.
- 8.6. Lifebuoy on village green – AGREED no action to place another buoy at present. Clerk INSTRUCTED to thank landowners where buoy currently sited and for use by everyone.
- 8.7. Issues to be handed on to new Clerk – AGREED following items: enforcement; adverse possession by School House notification from Land Registry; main river issues, EA report and Arrow Bank bund; current planning; EVH work; new Tree Warden; Gigaclear.
- 8.8. Dog fouling in play area – AGREED that unable to replace fence at present. Clerk INSTRUCTED to: contact parishioner and advise that PC happy to accept fund raising for fence; add item on dog fouling in magazine, separate from main PC report.
- 8.9. Tree warden – Update NOTED: parishioner has emailed Clerk but not yet discussed.
- 8.10. Hedges – Clerk INSTRUCTED to: add to next agenda date for walk round in July to look at hedges; add item in magazine about cutting hedges that obstruct roads and pavements.
- 8.11. Advertising links on website – Report in CIS NOTED. AGREED link not suitable for website.
- 8.12. Postal redirection – Report in CIS NOTED. AGREED 3 month redirection from 1 July. Clerk INSTRUCTED to action.

9. Relations with Press And Media, Unreasonable Complainant Behaviour and Minor Planning Matters Policies; Complaints Procedure; Councillor-Officer Protocol; Standing Orders – Documents dated June 2022 ADOPTED and SIGNED.

10. Correspondence – List in CIS NOTED.

11. Matters for next agenda or action under Clerk’s delegated powers (no discussion)

Next Agenda:

- Community Asset Transfer for car park by war memorial.
- As above.

Clerk’s Action:

- Pay invoice – Hitrees Ltd, Lengthsman and PROW, £978 (inc. £163 VAT).
- Pay invoice – Eardisland Village Hall, Hall hire, £81.90.
- Add thanks to Burton Court, EVHMC, Bowls Club, WI, church and all volunteers who helped make Jubilee events such a success.
- Arrange extra meeting for response to Place Shaping consultation – send link to Cllrs once online.
- Send Bowling Club lease.
- Report bin on recreation ground for emptying.
- Report debris caught on bridge.
- As above.
- Thanks to retiring Clerk NOTED.

12. Date of next meetings – Extra meeting 7 July at 7.00pm for Place Shaping response; 14 July at 7.00 pm (apologies noted from Cllr Connop) – all meetings in Eardisland Village Hall.

This meeting was declared closed at 8.54 pm.

SIGNED.....

DATE.....

Chair