

## LYONSHALL PARISH COUNCIL

### Draft Minutes of the Meeting

Thursday 12<sup>th</sup> April 2018, 7.15pm in the Memorial Hall

**Councillors Present:** Cllr Paul Avery (Chair), Cllr Steve Futchter, Cllr Sandy Lampitt, Cllr Ray Richards, Cllr Chris Auger, Cllr Richard Oliver, Ward Cllr Roger Phillips and Clerk Rebecca Bissell.

No members of the public.

No Police officer in attendance.

Councillor Phillips reported:

- There are still concerns with planning application at Holme Marsh, including house design, the mission hut ownership, landscaping and the footpath.
- Herefordshire Council children's services defending a court case.
- Requests have been made to Herefordshire Council to share contract similarities with neighbouring areas. Meeting Cabinet member for roads Cllr Durkin to discuss ongoing problems.
- Resurfacing schedule agreed includes works on the A44, Titley and Shobdon. Cllr Phillips requested a list of potholes which have been unsuccessfully filled and any other known contractual failings by Balfour Beatty.

#### **185/17. Apologies for Absence.**

Apologies were received and accepted from Cllr Isobel Hutton, Cllr Andrew Turner & Cllr Darren Davis.

#### **186/17. Declaration of Interest and Written Requests for Dispensation on Agenda Items.**

There were no Declarations of Interest or Dispensation Requests. The Register of Interest was available to sign.

#### **187/17. Approval of the Minutes.**

The minutes of the meeting 8<sup>th</sup> March 2018 were **approved** unanimously and signed.

#### **188/17. Planning Applications:**

##### **Planning Application recently received:**

- 180893 – Meadow Cottage, Holme Marsh Kington. - **SUPPORT**  
Variation of condition 2 of planning permission P173862
- 180936 – Home Paddock, Sherriff Lane, Lyonshall HR5 3JD - **SUPPORT**  
Proposed demolition of existing bungalow and outbuildings and construction of new two storey dwelling house and detached three bay garage.

##### **Recent Planning Applications still awaiting determination:**

- 180431 Penrhos Farm, Lyonshall HR5 3LH - **SUPPORT**  
Proposed installation of poly tunnels to protect a new cherry orchard and construction of an attenuation pond for surface water management.
- 174010 – Land to Northwest of Beech House, Holme Marsh. – **OBJECT**  
Approval of Amended reserved matters following outline approval
- 174010 – Land to Northwest of Beech House, Holme Marsh. - **OBJECT**  
Approval of reserved matters following outline approval.

##### **Planning Decisions**

- 180441 Archway Cottage, Lyonshall HR5 3HT – **APPROVED WITH CONDITIONS**  
Proposed construction of single storey garage/outbuilding incidental to the enjoyment of the house.

#### **189/17. Officers' Report.**

- LNDP work continues.
- 24<sup>th</sup> March 2018 - Successful litter pick (collecting 29 bags) & well attended pop up pub.
- Legal process continues for Councillor vacancy and the Notice of Vacancy has been published.
- Attended a GDPR data protection workshop in Hereford. Parish Council report provided.
- Attended SLCC group meeting in Ledbury for an update on Safeguarding. – PC report provided.
- Investigation conclusion by Traffic & Highways Engineering Ltd recommends the existing speed limit on the A44 not be reduced.
- New PC Dean Wall and Police community support officer Steph Annette cover Lyonshall for the next 6 months.

- All other items from previous agendas are being dealt with.

### **190/17. Update on Finances.**

Confirmation of parish precept £20K received from Herefordshire Council.

Bank mandates have been approved by Barclays Bank.

Year-end annual statements have been received from new external auditor PPK Littlejohn for completion by 11<sup>th</sup> June 2018.

Contact has been made with internal auditor for review of 2017/18 accounts as part of the annual governance review.

### **Financial Report – April 2018**

Bank statements reconciled to VT cashbook March 2018.

### **Balances at end of March 2018:**

Community account	£16350.19
Savings account	£14100.56 (including £2.70 interest)
Playground account	£ 603.70
Business Saver account	£ 397.79

### **Income received since last meeting**

None.

### **Payments for Approval**

Clerk's Salary for April 2018 included NDP hours as previously agreed.

Clerks expenses	April 2018	£116.45	+ VAT £0.50
Lyonshall Memorial Hall	Meeting dates & events 2017/18	£175.00	
Lyonshall Memorial Hall	Playgroup grant	£250.00	
Lyonshall PCC	Delivery of Parish Newsletter	£50.00	
Weobley Mower repairs	Mower service	£53.16	+ VAT £10.62
G J Evans	Payroll services to April 2018	£50.00	

### **191/17. Update on Neighbourhood Development Plan.**

Chairman Paul Avery reported the steering group has been meeting to continue to review the draft document prepared by the consultant. They are reviewing the policies, checking the plan in relation to the evidence base and making relevant revisions. Time has been spent considering density, housing commitment and land for inclusion within the settlement boundary which consider the essential character of Lyonshall. The Plan is nearly finalised for the consultants to review before the final draft is prepared for Parish Council approval for Regulation 14 consultation.

### **192/17. Data Protection Compliance.**

The clerk updated Parish Councillors of their responsibilities. A data audit is underway. The clerk is ensuring security on the Parish Council laptop and relevant policies and privacy statements are being prepared. The Parish Council requires the services of a Data Protection Officer (DPO). It was **RESOLVED** to employ the services of P Russell at Microshade for 2018/19. *Clerk to arrange*

Clerk

### **193/17. Herefordshire Council Safeguarding Statement.**

Herefordshire safeguarding statement highlights how it is the responsibility of all to safeguard children and vulnerable adults. Parish Council **RESOLVED** to adopt the Safeguarding Statement and signpost all enquires to Herefordshire Council. *Clerk to post on website and notice boards.*

Clerk

### **194/17. "There But Not There" WWI Remembrance Campaign.**

"There But Not There" is a centenary commemoration of the end of the 1914-1918 war. The project itself is the commemoration designed to bring to life and create an understanding and respect for the reasons why so many lost their lives in WW1. Councillors discussed the campaign commemorative memorabilia options and **AGREED** to purchase named blocks for each fallen soldier to include known area they lived. Blocks to be available for all, storage location to be agreed. *Clerk to arrange.*

Clerk

### **195/17. Reports on Areas of Councillor Responsibility**

All Councillors have viewed the new website and made comments. Progress is good, and work will continue for hopeful launch at the beginning of May. Clerk to email current registered users to re-register with the new website.

Clerk/CA

### **196/17. Items for Future Agenda/ Councillor or Member of Public Items.**

None.

**197/17. Correspondence Items.**

- Correspondence from Herefordshire Council - The travellers' sites development plan document, public hearings on 22<sup>nd</sup> May 2018.
- Invite to CPRE Blue remembered hills 26.4.18. 7.30pm at the Courtyard, Hereford. – Noted.
- Invite to Pembridge school coffee morning 20.4.18, 9.00am.- Noted.

**198/17. Date of the Next Meeting.**

**Annual Parish meeting on Thursday 10<sup>th</sup> May 2018, 7.15pm** in the Memorial Hall.

**Annual Parish Council meeting on Thursday 10<sup>th</sup> May 2018, to follow** in the Memorial Hall.

Meeting Closed 9.10pm.

DRAFT