

LYONSHALL PARISH COUNCIL

Draft Minutes of the Meeting

Thursday 14th June 2018, 7.15pm in the Memorial Hall

Councillors Present: Cllr Steve Futcher (Chair), Cllr Isobel Hutton, Cllr Andrew Turner, Cllr Darren Davis, Cllr Sandy Lampitt, Cllr Ray Richards, Cllr Chris Auger, Cllr Richard Oliver, Ward Cllr Roger Phillips and Clerk Rebecca Bissell.

2 members of the public.

No Police officer in attendance.

Councillor Phillips reported:

- Concerns with planning application at Holme Marsh continue and it is hoped the application will be discussed at planning committee to address Parish Council and parishioner objections.
- New road classification for the A44 as a strategic route. Extra funding will be made available.
- Request for surfacing Moorcot lane.
- Drainage issues continue at Sourbrook and have been reported to Balfour Beatty.

28/18. Apologies for Absence.

Apologies were received and accepted from Cllr Paul Avery.

29/18. 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.

30/18. Approval of the Minutes.

The minutes of the meeting 10th May 2018 were **approved** unanimously and signed.

31/18. Planning Applications:

Planning Applications recently received:

- 174010 – Land to Northwest of Beech House, Holme Marsh.
Approval of further amended reserved matters following outline approval – **OBJECTION**
Comment: to include issues with drainage, intention to keep mission hut, request ratio change for rendered to brick houses, inclusion of memorial trees for screening and road widening for access safety.
- 181492 – Land adjacent to The Firs, Lyonshall, Kington -**SUPPORT**
Application for removal of condition 7e of Planning application 162197/F to change drive material.

Recent Planning Applications still awaiting determination:

- 181217 & 181219L – Tan House, Lyonshall HR5 3JP - **SUPPORT**
Proposed demolition of existing kitchen and erection of larger kitchen extension.
- 181494 – Land Adjacent to Spring Cottage, Headbrook, Kington HR5 3DY. - **SUPPORT**
Proposed land for residential development and associated work together with public open and local green space.
- 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

- 181191 – Rhyse Farm, Lyonshall, HR5 3LX - **SUPPORT - APPROVED WITH CONDITIONS**
Proposed alteration to existing agricultural building to facilitate the installation of single biomass boiler.
- 180893 – Meadow Cottage, Holme Marsh Kington. - **SUPPORT - APPROVED WITH CONDITIONS**
Variation of condition 2 of planning permission P173862
- 180936 – Home Paddock, Sherriff lane, Lyonshall HR5 3JD – **SUPPORT- APPROVED WITH CONDITIONS**
Proposed demolition of existing bungalow and outbuildings and construction of new two storey dwelling house and detached three bay garages.

32/18. Officers' Report.

- LNBP work continues.
- Councillor vacancy advertised on boards and newsletter.
- The new website launched on 1st June – good feedback received. A few registering issues which have been addressed.
- Water leak reported by Windy Corner - under investigation by Balfour Beatty.
- Laptop upgraded to Windows 10 for security features to comply further with new GDPR legislation.
- Road Gully work taken place along New Street by Balfour Beatty.
- Herefordshire Council Budget consultation briefing on 4th July at Shire Hall at 6.30pm. – No attendees
- Barclays Bank in Hay on Wye is closing 28th September 2018.

All other items from previous agendas are being dealt with.

33/18. Update on Finances.

Year-end annual statements have been sent to external auditor PPK Littlejohn and the notice of rights published on notice boards and the website.

As per internal auditor recommendation at year end, confirmation has been received from Came & Co insurers that new for old replacement value is standard in the current policy.

Bank statements reconciled to VT cashbook May 2018.

Balances at end of May 2018:

| | |
|------------------------|--------------------------------------|
| Community account | £23176.23 |
| Savings account | £14106.45 (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 June 2018 included NDP hours as previously agreed.

| | | | | |
|-----------------|--|--|---------|--------------|
| HMRC | Qtr 1 2018/19 | | 178.40 | |
| Clerks expenses | May/June 2018 – inc. Windows 10 upgrade for GDPR security features | | £115.36 | + VAT £20.00 |

34/18. Update on Neighbourhood Development Plan.

The clerk reported the steering group and consultant have finalised the first draft of the NDP and will be seeking Parish Council approval for firstly informal 3-week parish consultation and secondly Regulation 14 consultation.

35/18. Standing Orders Revision.

RESOLVED: to form a working group of Cllr Avery, Cllr Auger and Cllr Fatcher to review current standing orders to update to comply with new legislation for review at full Parish Council. *Clerk to arrange.*

36/18. General Data Protection Regulation.

The clerk confirmed appointment of Paul Russell at Microshade as the Parish Council Data Protection Officer. The clerk is the Data Protection Compliance Officer.

GDPR policies – Data Protection Policy, Privacy Policy, Data Breach and Subject Access Policy, Data Retention Policy, **ADOPTED and SIGNED.** General Privacy Notice, Privacy Notice for staff, councillors, supplier & parishioners **NOTED.** GDPR documents – Checklist for implementing Subject Access Request (SAR) procedure, templates for replying to SAR partly or in full **NOTED.**

37/18. Parish Council Events.

It was **AGREED** to continue with planned BBQ and pop up pub on 14th July 2018. Food 6-8pm *Clerk check parking availability, Post on website and notice boards.*

38/18 New Parish Mower.

The clerk advised the parish mower required further repair work and due to its age and heavy workload requested Councillors consider purchasing a new one. Comparisons were provided from three local suppliers.

RESOLVED to purchase a new mower - EFCO LR35 from Lewis Tractors, Presteigne for £497 including VAT and scrap old mower and remove from fixed assets register. *Clerk to arrange.*

39/18. Reports on Areas of Councillor Responsibility

Request footpath clearance work along LZ4 at Bramble cottage bridleway.

Request for parish planters to be filled.

40/18. Items for Future Agenda/ Councillor or Member of Public Items.

Consider funding for tree plaques at new Holme Marsh development for WW1 commemoration.

Lorries and large vehicles using C1031.

41/18. Correspondence Items.

- Correspondence from a local resident – concern for speeding on Burgoyne's bank. – Clerk to request local Police enforcement and respond to parishioner.
- Newsletter forwarded from Kington Medical Patient Participation group - Noted
- Fly the Red Ensign flag for Merchant Navy Day 3rd September – No Action
- Wish – a wellbeing and signpost website for Herefordshire now offers a whats on section promoting local events -Noted

42/18. Date of the Next Meeting.

Parish Council meeting on Thursday 12th July 2018, at 7.15pm in the Memorial Hall.

Meeting Closed 8.45pm.

DRAFT