

ALMELEY PARISH COUNCIL

Minutes of the Ordinary Meeting of
Almeley Parish Council
held in Almeley Village Hall
on Wednesday 13th January 2016

No APC/HALC/MW/001

Councillors Present

Councillor Mr. John Hope Chairman
Councillor Mr. Barry Hall Vice – Chairman
Councillor Mr. James Edwards
Councillor Barbara (Bee) Held
Councillor Mr. Allan Payne
Councillor Mr. Martin Skyrme
Councillor Elizabeth (Liz) Tucker

Acting Clerk Mr. Malcolm Walker

Also Present

Lengthsman Mr. Andy Cross and approximately 25 further members of the public

**The Ordinary Meeting of the Parish Council was formally opened by
the Chairman at 7.30pm**

1.0 Apologies for Absence

No apologies received as all Parish Councillors were present
Ward Councillor Mr. Clive Skelton not present
Locality Steward for Balfour Beatty Living Places (BBLP) Laura Edwards not present
No representative from the Local Police Team

2.0 Minutes

To receive, approve and sign the Minutes as a true record of the Ordinary Parish Council Meeting held on 25th November 2015, with an amendment to Item 5.2 of:-
“Acting Clerk Mrs. Lynda Wilcox read out a letter from a local resident thanking the village and Parish Council for its support and opposition to the recent pig farm Planning Application. Several residents also spoke regarding this Planning Application expressing concern over the way it had been handled and the need to have more structured policies in place to help prevent future distress to the community regarding unsuitable planning applications”
which would be signed by the Chairman at the next full Parish Council meeting.
{Copy of Revised Minutes for the Notice Board}

3.0 Declarations of Interest & Dispensations

- 3.1 **To receive any declarations of interest in agenda items from Councillors**
Councillor Mr. John Hope Chairman, Councillor Mr. James Edwards and
Councillor Mr. Martin Skyrme declared a Disclosable Pecuniary Interest (DPI) in Item 7.2
- 3.2 **To consider any written applications for dispensation**
No Written Applications received

4.0 Financial Report

4.1 Bank Balance as per statement

@ 9 th October 2015	Community Account (Statement Number 127)	£12,603.25
@ 4 th January 2016	Business Saver Account (Statement Number 119)	£145.36
Latest Bank Statements to be acquired		
Action Parish Clerk when appointed		

4.2 Receipts

No receipts received



4.3 Invoices for Payment

Almeley Village Hall Invoice No 92 November 2 nd & 25 th	
13/01/2016 Cheque No 100716	£27.00
HALC Clerk Cover 30/12/2015 Invoice No 6251	
13/01/2016 Cheque No 100717	£200.74
HALC HMR&C PAYE 30/12/2015 Invoice No 6252	
Set up electronic registration etc. & 12 months administration from 01/12.2015	
13/01/2016 Cheque No 100718	£288.00

Financial Payments Unanimously Approved

4.4 Budget and Precept for 2016-2017

The Finance Working Group recommended to the Parish Council a budget which set the precept at £10,000.00 for the fiscal year 2016 – 2017
Proposed by Councillor Mr. Barry Hall Vice – Chairman and Seconded by Councillor Barbara (Bee) Held
Resolved unanimously to accept the working group's recommendation

4.5 Bank Mandate

Barclays Bank Mandate Form requires updating with new signatories added
Action Parish Clerk when appointed

5.0 Public Question Time

Matters raised:-

Parish Council requires Standing Orders, Financial Regulations and other policies

Full Notice and Agenda required to be displayed on Notice Board

Action Parish Clerk when appointed

Parish Council needs to have a "Show of Hands" when voting on resolutions

Highway issues to be dealt with when Councillor Mr. John Hope Chairman meets with Locality Steward Laura Edwards

6.0 To Receive Report from

Ward Councillor's Report

Ward Councillor Mr. Clive Skelton, Castle Ward not present and no report received

7.0 Planning Applications for Consideration

7.1	Number	153745
	Type	Works to Trees in a Conservation Area
	Location	Land adjacent Oaklee, 4 Ashcroft, Almeley, Herefordshire
	Description	Proposed works to Oak tree

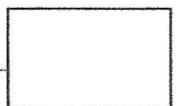
Almeley Parish Council considered application No 153745 Land adjacent to Oaklee at their meeting held on the 13th January 2016. The Parish Council Resolved unanimously to support the application as presented.

7.2	Number	P153144/PA4
	Type	Prior Approval – Agricultural to residential
	Location	Barn at Pennsylvania, Almeley, Herefordshire
	Description	Proposed change of use of a barn into a 2 bedroom dwelling

Councillor Mr. John Hope Chairman, Councillor Mr. James Edwards and Councillor Mr. Martin Skyrme left the room

The Parish Council discussed the planning and it was unanimously confirmed as "Prior Approval Not Required" and decision date being 12th January 2016 the Parish Council would await the full planning application and pass comments then.

Councillor Mr. John Hope Chairman, Councillor Mr. James Edwards and Councillor Mr. Martin Skyrme returned to the meeting



8.0 Roads and Footpaths

8.1 To consider additional Refuse Bins

It was resolved to survey and assess condition of all Refuse Bins in the Parish.

8.2 To consider a Bus Shelter in the village

It was resolved for a survey with regards to usage etc. to be conducted and grant funding to be sourced before making any commitments.

Proposed by Councillor Barbara (Bee) Held and Seconded by Councillor Mr. Barry Hall
Vice – Chairman

8.3 To receive the Lengthsman's report and any new issues on Highway or Public Footpaths (P3)

Lengthsman Mr. Andy Cross gave a brief report including:-

Drain by Pear Tree Cottage – plastic into clay, grid on top

Various other drainage issues

Councillor Mr. John Hope Chairman would update the Locality Steward on all problems

Parish Councillors requested A3 and A4 Maps of parish with Road Numbers and (P3) Footpath

Numbers, also Locality Steward Reports

Acting Parish Clerk to action

8.4 BBLP Locality Steward's report (if available)

See Item 8.3

9.0 Neighbourhood Development Plan

To receive update, acquire documents and supplies, formation of new Steering Group

At present Mr. Jeff Glyn-Jones from Eardisley has all documents, correspondence and stationery relating to the Neighbourhood Development Plan for Almeley Parish Council.

Parish Clerk to retrieve all related items

Proposed by Councillor Barbara (Bee) Held and Seconded by Councillor Mr. Allan Payne

Action Parish Clerk when appointed

10.0 Telephone Kiosk

The Parish Council resolved unanimously to attempt to sell the "Kiosk" back to BT

Proposed by Councillor Mr. Barry Hall Vice – Chairman and Seconded by Councillor Barbara (Bee) Held

Action Parish Clerk when appointed

11.0 Grant Updates

Transparency Grant – conformation awaited from National Association of Local Councils (NALC) for £1,352.00

Leader Grant - £600.00 remaining, Consultation required on spending proposals

Agenda item for the next full Parish Council meeting

12.0 Stationery Items Held by Ex Clerk

To discuss retrieval of stationery stock

Parish Clerk to retrieve all related items

Action Parish Clerk when appointed

13.0 Celebration of "90" Birthday of the Queen

The Parish Council resolved to form a Working Group to investigate options for birthday celebrations.

Public meeting to be arranged, mid to late January, with all local groups and publication of meeting by notices in the parish.

14.0 Representative Nominations

Local Groups, School Representatives, Commons Committee

Agenda item for the next full Parish Council meeting

Councillor Mr. John Hope Chairman to look at "Commons" and contact Mr. George Thompson at Herefordshire Council.



15.0 Website

New Website to be constructed when grant monies had been allocated

Proposed by Councillor Elizabeth (Liz) Tucker and Seconded by Councillor Barbara (Bee) Held

Councillor Mr. Barry Hall Vice – Chairman to remove all out of date information from Notice Board

16.0 Information Sheet (for information only)

Sheet to include update on previous action points and a list of correspondence received

24th December 2015

Herefordshire Association of Local Councils (HALC)

Information Corner 24/12/2015

Planning Application Results

152574

Demesne, Almeley, Hereford HR3 6LQ

Proposed UPVC conservatory to front elevation

Application Approved 23rd October 2015

152891

Barn at Hopley's Green, Almeley, Hereford

Application for prior approval for a proposed change of use of an agricultural building to a one dwelling house (Use Class C3) and for associated operation development

Prior Approval Is Not Required 26th November 2015

Wise Owl Training Programme – Spring 2016 handed out to all Parish Councillors

17.0 Matters Relayed to the Clerk for Agenda of the next meeting

Bank Mandate

Standing Orders

Financial Regulations

Other Policies required

Neighbourhood Development Plan

Telephone Kiosk

Leader Grant - £600.00

Working Group "90" Birthday Celebrations

Representative Nominations - Local Groups, School, Commons

Date of the next Parish Council meeting Wednesday 9th March at 7.00pm

The Parish Council resolved to hold item 18 in closed session

All members of the public left the Council Chamber

18.0 Appointment of Clerk

Two applicants applied to be Parish Council Clerk, only one attended the interview.

The employment working group recommended the appointment of Marion Scott.

Resolved unanimously to offer Marion the position, subject to a six months probationary period, references being successfully validated by HALC.

Ms. Scott was asked to re-join the Council Members where she was offered the position which she accepted.

Contract of employment to be completed and formalised at the next Parish Council Meeting.

19.0 Confirmation of Time, Date & Venue of next meeting

The next Parish Council meeting will be an Ordinary Meeting and to be held on Wednesday 9th March 2016. Meeting to commence at **7.00pm** in Almeley Village Hall.

Almeley Parish Council meetings are held on the 2nd Wednesday every other month starting at 7.00pm.

Meeting declared closed 9.30pm

Signed.....

Councillor Mr. John Hope Chairman

Date 9th March 2016