ALMELEY PARISH COUNCIL
Minutes of the Meeting of the Parish Council
Held on Wednesday 8th July 2020
online via Zoom – due to the Coronavirus Pandemic at 7.30pm

Present: Councillors: Liz Tucker (Chair), Michael Handley, Bee Held, Allan Payne, Martin Skyrme and Andy Cross.

In attendance: Emma Thomas – Clerk and Ward Councillor Graham Jones

Public: 6

1. **To receive apologies for absence**
   None

2. **To receive declarations of interest and written requests for dispensation**
   None

3. **To approve the minutes of the previous meeting – 13th May 2020**
   The minutes were APPROVED and duly signed by the Chair.

4. **Open session**

   4.1 To receive a report on Herefordshire Council matters from Ward Cllr Graham Jones
   Councillor Jones' report included the following items:
   - The first full lockdown meeting for Herefordshire Council is due to be held via Zoom on 17th July 2020
   - A trial will be taking place to reduce speed limits to 20mph.
   - HC have bought 5 electric cars
   - HC have bought back the lease on Maylords in Hereford.
   - Kington Waste Recycling Centre is open again – parishioners must pre-book.
   - HC car parks are free of charge until the end of July 2020

   4.2 To receive views of local residents on parish matters
   The following items were RAISED:
   - Is it possible to consider signage on the Hopleys Green road – to warn that pedestrians are using the highway?
   - The bin by the telephone box in Woonton has been emptied.
   - The Woonton telephone box has been cleaned and checked.

5. **To note that the Council vacancy can now be filled by co-option.**
   NOTED. It was AGREED that co-option would take place in September. Two parishioners have expressed an interest in standing for co-option.

6. **Planning**

   6.1 To note application determined by Herefordshire Council
   The following table was NOTED

Date - minute	Application	Details	Parish Council Decision	Hereford Council Decision
13.11.19	193562	Land at Hopleys Green Road, Woonton, HR3 6QN Proposed erection of 3 detached cottages with garages	Object	Refused
08.01.20	194126	Upcott, Almeley, Hereford, Herefordshire HR3 6LA Proposed agricultural muck storage building.	Support	Approved with conditions

Cllr Graham Jones left the meeting

6.2 To consider planning applications for determination by Herefordshire Council

5.2.1 200711 - Stocks Cottage, Woonton, Hereford, Herefordshire HR3 6QU

New vehicular accessway into garden and new workshop/office.

It was RESOLVED to support this application with the following comment:

"The NDP does require compliance with a number of other landscape and design policies but as this application refers to replacement of existing minor garden structures with a new, albeit larger, shed a common sense interpretation could be applied. It is considered therefore that in view of the limited scale of this development and it's minor impact upon the wider area that only the run-off from the new drive is of any significance. Steps should therefore be taken to prevent storm water run-off from entering the highway or adjacent land not in the ownership of the applicant.

In Section 13 of the application form regarding foul water, the applicant has ticked the disposal of sewage would be to a septic tank. On the plans there is no indication of any toilet facilities, but clearly if toilet facilities are planned, they would need to give more details about the septic tank system and may also conduct porosity tests."

6.3 To consider a response to Herefordshire Council's consultation on the Affordable Housing Supplementary Planning Document (SPD)

It was RESOLVED that the NDP Steering Group would put together a response for the clerk to submit.

7. Parish Maintenance

7.1 To consider any lengthsman or footpaths jobs that need undertaking.

No items were RAISED. It was AGREED that the clerk should chase up the jobs given after the March meeting to check they had been completed.

7.2 To consider an update on the upkeep of the telephone box.

It was NOTED that the broken pane of glass has been repaired. It was RESOLVED to defer a decision on the future of the telephone box until volunteers to look after it had been sought.

8. Highways

8.1 To consider any highways issue that needs reporting

The hedge by Sycamore House on the Almeley to Woonton road is encroaching significantly on the highway.

8.2 To receive an update on the Traffic Regulation Order's submitted.

The clerk REPORTED that Balfour Beatty have requested that the clerk submit any aspects the PC may pay for on a Community Commissioning application form. It was AGREED that the clerk should do this.

9. Commons

9.1 To consider an update on the restoration of the Common and the issue of traffic parking on the common

The clerk REPORTED that, despite emailing, she had heard nothing back from HC Commons Team. It was AGREED she should continue to chase it up. It was NOTED that Cllr Payne had found someone to undertake the mowing of the Common while he is unable to do it.

10. Finance

10.1To note July bank balance and finance report and sign both. – Appendix 1

The clerk REPORTED that there hadn't been many transactions since the start of the year and that finances were healthy for the period. The report was APPROVED as evidence of bank reconciliation and budget monitoring.

10.2To note the following payments made between meetings under Clerks Delegated Authority (Finance Regulations item 5.5):-

10.2.1 Clerk's expenses £63.16 – previously circulated
10.2.2 Clerk's May salary
10.2.3 Clerk's June salary
10.2.4 HMRC PAYE £560.40
10.2.5 Herefordshire Council – 2019 Elections £1045.27

The above payments were NOTED

10.3To consider the following invoices for payment

10.3.1 Clerk's July salary
10.3.2 Clerk's July expenses £39.10 previously circulated
10.3.3 Autela – Payroll Services £64.01

The above invoices were APPROVED for payment.

10.4To consider changing the web site administrator to HALC and Mark Millmore.

The clerk REPORTED that she had concerns about the lack of on-going website updates occurring, and the issue of making the website accessible by the 23rd September 2020. She REQUESTED that the website administrator be moved to HALC and Mark Millmore at a cost of £175 for website updating; £50 for making the website accessible and £100 for web support for a year. It was RESOLVED to move provider.

11. Correspondence –

The following items of correspondence were RAISED:

- The Chair's resignation. The Chair was thanked for all her hard work on the Parish Council over the years.
- An information letter from Balfour Beatty regarding tree felling in early autumn due to Ash Dieback at Aymer Wood – Newport House.

12. To consider agenda items for next meeting – no discussion

None raised

13. To note date of next scheduled meeting – 9th September 2020

NOTED

The meeting closed at 8.45pm

Signed:  Dated: 9 September 2020