ALMELEY PARISH COUNCIL
Minutes of the Meeting of the Parish Council
Held on Wednesday 11th November 2020
via Zoom – due to the Coronavirus Pandemic at 7.30pm

Present: Councillors: Michael Handley, John Crippin, Monica Jones, Martin Skyrme and Andy Cross.

In attendance: Emma Thomas – Clerk and Ward Councillor Graham Jones
Rosemary Proctor, Dave Sawdon and Suzannah Woolley – Co-optees for position of Parish Councillor.

Public: 4

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

2. **To receive declarations of interest and written requests for dispensation**
Cllr Martin Skyrme DECLARED a DPI against item 3 – the clerk signed the Register of Interest book on his behalf.

3. **To consider co-opting a councillor to the vacant position and complete the Declaration of Office form.**
Each co-optee was invited to say a few words. Cllrs (with the exception of Cllr Skyrme) then voted and Rosemary Proctor was duly co-opted onto the Parish Council. She will sign the Declaration of Acceptance of Office form as soon as practicable and submit her Register of Interest form to Herefordshire Council. All co-optees were thanked for volunteering.

4. **To note the resignation of Cllr Allan Payne**
The resignation letter was NOTED and Allan Payne was thanked for his efforts while on the Parish Council over the years. Particular thanks were given for his work on the highways and footpaths as well as the Parish Hall. It was AGREED the clerk should write a letter.

5. **To approve the minutes of the previous meetings – 9th and 23rd September 2020**
The minutes were APPROVED and duly signed by the Chair.

6. **Open session**

6.1 To receive a report on Herefordshire Council matters from Ward Cllr Graham Jones

The report included the following items:

- Congratulations were given to Rosemary Proctor on her appointment
- The Leader of Herefordshire Council was re-elected at the September Full Council meeting
- Herefordshire Council will be moving to a hybrid system of cabinet in 2021.
- The Transport Package has been through Scrutiny and will go before the Full Council in December.
- Planning Conditions will be put in place to help protect hedgehogs.
- The Chief Executive of Herefordshire Council is moving on in January.
- Cllr Jones now sits on the Planning Committee.

It was queried whether Council Officers could be reminded of the need for formality in correspondence.
Cllr Jones was asked whether the Chief Drainage Engineer at Balfour Beatty was certain the drainage plan for planning application 202554 would work. The answer was yes.

6.2 To receive views of local residents on parish matters

The following items were RAISED:

- Were the SID bases still going to be installed? The clerk REPORTED that the cheque had now been cashed so they should see action soon.

7. **Planning**

7.1 To note applications determined by Herefordshire Council

The following table was NOTED

Date - minute	Application	Details	Parish Council Decision	Hereford Council Decision
08.07.20	200711	**Stocks Cottage, Woonton, Hereford, HR3 6QU** New vehicular accessway into garden and new workshop/office.	Support	Approved with conditions
09.09.20	202555	**St Marys Church, Almeley, Hereford, HR3 6LB** Proposed works to 1. Liquidambar styraciflua- Reduce the canopy to reduce the likelihood of limb failure. 2. Taxus baccata (nearest to the entrance)- Reduce upper canopy overhanging the road. 3. Taxus baccata- Reduce the canopy protruding towards the church and upper canopy overhanging the road. 4. Tilia x europaea- Raise the canopy to improve the appearance, allow light underneath and to facilitate mowing. 5. Pinus sylvestris - Thin the canopy on the church side to mitigate the lean of the main stem in that direction. Also remove deadwood.	Support	Tree works can proceed
09.09.20	202818/PA7	**Stone Farm, Woonton, HR3 6QT** Application for prior notification of agricultural development – proposed building.	Comment	Prior approval not required

7.2 To consider planning applications for determination by Herefordshire Council

7.2.1 **203624 – West Croft, Woonton, HR3 6QL**
Proposed single storey side extension
It was RESOLVED to SUPPORT this application.

7.3 To consider undertaking an NDP Review meeting with Herefordshire Council NDP team
It was AGREED that a meeting was premature

8. Parish Maintenance

8.1 To consider appointing Mr Leigh North as lengthsman for the parish.
It was AGREED that Mr North should be appointed pending his confirmation of holding insurance and a suitable hourly rate. It was AGREED that if these were forthcoming the appointment could take place via email correspondence.

8.2 To consider any lengthsman or footpaths jobs that need undertaking.
None

8.3 To consider thanking the parishioners who empty the bin at Woonton and consider requesting a dog bin is installed at the site.
The Council thanked those parishioners who had been emptying the bin and AGREED the clerk should confirm that the bin was on Balfour Beatty's list for emptying and increase the collection times if need be. Dog walkers were commended for using the bins and picking up their dog's waste.

9. Highways and Footpaths

9.1 To consider any highways issue that needs reporting
The following items were NOTED for reporting:

- Cllr Cross had undertaken a walk round with the Locality Steward.
- Since then the drains have been jetted – although the one by Pear Tree Cottage is still blocked.
- The road sweeper has been around Mountain View.
- The blocked culvert by New House Farm has yet to be done
- Manholes along Logaston Road need jetting
- The roads to the North (C1080) and West (C1079) of Almeley need resurfacing.

9.2 To receive an update on the Traffic Regulation Order's and Community Commissioning funding application submitted
It was NOTED that the clerk had yet to hear back with regard to the funding application for the highway calming measures.

9.3 To consider supporting the PFO in taking part in a pilot scheme run by Herefordshire Council
It was AGREED that the PFO could take part in this scheme.

9.4 To consider requesting that the PFO earmark trees in the Parish that need protecting
It was AGREED that this should be done.

Cllr Graham Jones left the meeting

10. Commons

10.1To consider an update on the restoration of the Common and the issue of traffic parking on the common

The clerk REPORTED that she had now heard back from Herefordshire Council. They have bylaw signs ready to install. It was AGREED that if possible the signs should be put on the original concrete plinth. If not it would left to the discretion of Herefordshire Council Commons Team. The clerk had yet to hear back on whether trees could be planted. It was AGREED that once this question was answered, Cllr Monica Jones should submit her proposal for hedge and tree planting to the Council for consideration.

10.2 To consider the Cricket Club's offer to cut the grass on the Common

The clerk REMINDED the Council that the mowing of the Common went out to tender every year. It was AGREED to request that the Cricket Club submitted a tender when the time came.

11. Finance

11.1To note November bank balance and finance report and sign both. – Appendix 1

The clerk REPORTED that finances were healthy for the period and remained underspent against budget. The report was APPROVED as evidence of bank reconciliation and budget monitoring.

11.2To note the following payments made between meetings under Clerks Delegated Authority (Finance Regulations item 5.5):-

11.2.1 Clerks October Salary
NOTED

11.3To consider the following invoices for payment

11.3.1 Clerk's November salary
11.3.2 Clerk's November expenses £170.47 previously circulated
11.3.3 Autela Payroll Services £64.32
The above invoices were APPROVED for payment.

11.4To consider the 2021-22 budget and precept. – Appendix 2

It was RESOLVED to defer approving the budget and precept figure for 2021-22 until a response had been received to the traffic calming funding application already submitted.

11.5To consider an update on bank signatories and consider switching bank accounts.

The clerk REPORTED that the bank form had been sent off twice now. She also REPORTED that the switching deals were proving to be problematic so she would recommend remaining with NatWest but REQUESTED that online banking be applied for. It was RESOLVED to move to online banking as soon as possible.

One parishioner left the meeting

12. To consider the Hazlecroft Woodland Planting Scheme

It was AGREED to support this scheme

13. Correspondence –

13.1 – Review of Code of Conduct Complaints by Herefordshire Council

It was AGREED that individuals should submit their own comments to Herefordshire Council.

13.2 – It was NOTED that planning application 203784 for Class Q – Prior Approval has been submitted. It was AGREED that the NDP Group should look at it on behalf of the Council.

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

None

15. To note date of next scheduled meeting – 13th January 2021 – online

NOTED

The remaining parishioners left the meeting

A resolution was passed to exclude the press and public from the following confidential item

16. To consider the Clerk's Annual Appraisal

The clerk's Annual Appraisal was successful and she was thanked for her hard work.

The meeting closed at 9.20pm

Signed: [redacted] - Dated: 12th Jan 2021