

**COLWALL PARISH COUNCIL****The minutes of the meeting of Colwall Parish Council held in the Jean Simon Room of Colwall Village Hall, Mill Lane, Colwall at 7.45pm on Wednesday 25<sup>th</sup> November 2015.**

Present: Councillors, Beard, Butler, Carless, Cooper, Cottam, Fraser, Haynes, James, Kendrick, Mills, Rees, Stock, Trafford-Roberts and the Clerk.

- 1. Welcome and Apologies:** The Chairman welcomed those present and there were no apologies for absence.
- 2. Co-option of Councillors.**

The Clerk advised that Herefordshire Council Electoral Services had confirmed on the 11<sup>th</sup> November 2015, that there has been no request for an election to fill the vacancy, therefore the Parish Council may now co-opt for the vacancy.

IT WAS RESOLVED that an advertisement be posted on both the Parish Council website and the Parish Council public notice board with a closing date of Monday the 14<sup>th</sup> December 2015. Application forms are available from the Clerk.
- 3. Declarations of Interests:** The Chairman reminded Councillors of the need to declare any Interests in items on the agenda.  
None were declared.
- 4. Minutes:** The minutes of the last meeting of the Parish Council held on the 26<sup>th</sup> November 2015 were agreed as a correct record and signed by the Chairman.

The minutes of the Parish Meeting held on the 4<sup>th</sup> November 2015 were agreed as a correct record and signed by the Chairman.

**5. Progress Report –****i) Neighbourhood Development Plan**

Councillor Stock reported the following:-

A public meeting was held on 4 November 2015 as part of the continuing informal consultation at which the draft Plan and the allocation of a site for the new school was presented, including the landowners proposal for development adjacent to the village hall. Over 100 people attended.

A specific Questionnaire was developed for representations and was available at the meeting and on-line. By 1pm today we had 23 representations of which 16 used the Questionnaire.

Karen is acknowledging receipt of the representations.

We have also written to 3 parishioners who questioned whether we have followed due process. This has been discussed with Louise our consultant and Sam Banks the NDP Team Leader at Herefordshire; both are content with our approach. Nevertheless we have provided a full response.

They also complained we had failed to make their representations from the January public meeting available on our website. On this point they are correct as it appears we have failed to make any of those representations available and we are working to correct this.

The period for representations closes on 30<sup>th</sup> November 2015.

**6. Financial Matters.**

i) Colwall Parish Council considered the Income and Expenditure for November 2015, as per the list circulated at the meeting. IT WAS RESOLVED that the payments be made.

**7. Correspondence for Processing**

i) Request for consent for Wayleave Agreement for British Telecommunications plc of land at Walwyn Road, Opp 2 Brynbella House, Walwyn Road, Colwall Green, Malvern WR13 6ED, received from Whatley Recordon – the Malvern Hills Conservators Solicitors.

IT WAS RESOLVED that the Parish Council consent to this request and that the Clerk sign and return the consent to Whatley Recordon.

**8. Correspondence for Information**

None.

**9. Reports of Committees.**

i) IT WAS RESOLVED that the report from the Finance and General Purpose committee meeting held on the 18<sup>th</sup> November 2015 was received, approved and adopted.

IT WAS RESOLVED that the budget be approved for 2016/17.

ii) IT WAS RESOLVED that the reports from the Planning & Development committee meeting held on the 21<sup>st</sup> October 2015 and the 11<sup>th</sup> November 2015 was received, approved and adopted.

**9. Representatives on Outside Bodies. To receive reports from Councillors who have represented Council at meetings since the last Full Council meeting.**

i) Councillors Mills and Carless had attended the HALC AGM on the 21st November 2015.

The agenda included items relating to Effective Two Way Communication methods, The Community Governance Review and the Pension requirements and options for Parish Councils.

IT WAS AGREED that the Clerk would add “The Community Governance Review” to the Agenda for Full Council in February.

ii) Councillor Rees reported that the issue raised by the Red Cross Warden relating to a deceased member of the Parish who had been looked after by The Red Cross Warden has now been resolved.

Thanks were extended to Councillor Rees and the Red Cross Warden for their tenacity and care regarding this matter.

**10. Date of next meeting:**

To confirm the date of the next Full Council meeting, this will be held on Wednesday 16<sup>th</sup> December 2015 and would be held in the Jean Simon Room of Colwall Village Hall.

The Chairman closed the meeting at 8.30pm.

**Signed:** .....