

## COLWALL PARISH COUNCIL

**The minutes of the meeting of Colwall Parish Council held at The Jean Simon Room, Colwall Village Hall, Mill Lane, Colwall at 7.30 pm on Wednesday 25<sup>th</sup> October 2018.**

**Present:** Councillors Beard, Burston, Butler, Daniels, Haynes, Rees, Soros, Stock, Trafford-Roberts (Chairman), County Councillor Johnson and the Clerk.

### **1. Welcome and Apologies:**

The Chairman welcomed those present.

Apologies were received and accepted from Councillors Cottam, James and Kendrick.

The Chairman advised Councillors that Simon Bridgens had tendered his resignation in writing on the 8<sup>th</sup> October 2018. Thanks were extended by the Chairman.

The Clerk confirmed that she had subsequently advised Herefordshire Council elections office and a Notice of Casual Vacancy has been produced and has been exhibited on both the Parish Council website and Public Notice Board at the library; the notice period of which concludes on the 31<sup>st</sup> October.

In the meantime there remains 2 casual vacancies which can be filled by co-option.

### **2. Declarations of Interests:**

The Chairman reminded Councillors of the need to declare any Interests in items on the agenda and to update their Register of Interests. None were declared.

The meeting was adjourned to receive a report from the County Councillor

County Councillor Johnson reported that he had been in discussion with the Clerk about the flood outside the Thai Restaurant at the school puffing crossing. He is liaising with Balfour Beatty about remedial action that needs to be urgently undertaken to deal with the problem and will revert with an update.

He also took the opportunity to discuss the budget challenges that the County faces in finding £17m of savings in the next year and a further £5m in the year after out of a discretionary spend of circa £145/£150m.

The Clerk thanked County Councillor Johnson for “his help and support with all matters relating to the County”. Councillor Johnson always responds quickly to any request from the Clerk and is most helpful at all times.

The meeting was reconvened.

### **3. Minutes:**

The minutes of the last meeting of the Parish Council held on the 26<sup>th</sup> September 2018 were agreed as a true and correct record and were signed by the Chairman.

### **4 Co-option onto Colwall Parish Council**

Following receipt of an application form and confirmation of eligibility

IT WAS RESOLVED that the Parish Council co-opt Rita Evans onto the Council. The Clerk will send on the welcome pack and invite Rita to the next Full Council meeting on the 28<sup>th</sup> November 2018, when subject to signing the “Acceptance of Office” Rita will become a Councillor of Colwall Parish Council.

## **5. Progress Reports –**

### **i) Flooding at Brookmill Close and remedial actions**

The Clerk reported no further communication has been received from BB LP since the Clerks email of the 28<sup>th</sup> August 2018, in which a number of questions had been raised.

As previously, the Clerk advised she will refer the response to Full Council upon receipt.

### **ii) Neighbourhood Development Plan**

Councillor Stock reported the following:-

“I last updated you in August 2018 when I reported that the representations had been collected together by topic so they can be considered together and to ensure consistency. Shortly after our August meeting they were put on our website.

Louise our consultant has done a sterling job of going through each representation and providing her response and advice on whether the Plan should be changed. Louise has requested local and historic information on several representations which I am currently working on as well as reviewing Louise’s responses and advice.

Many representations concern the Landscape Sensitivity and Capacity Assessment and Carly Tinkler has given a first response to some which are now being reviewed but she has also been asked to do some more.

I am now very hopeful the apartments proposed for the bottling plant site will be approved in the next few weeks (which will be for a total of 31 new dwellings) together with other unexpected infill’s means Karen is re-visiting the number of dwellings the Plan will have to deliver.

However, before we finalise the number of new dwellings now required to satisfy the target set by Herefordshire Council under the Core Strategy, we need Carly to carry out a review and update of Plot 10 of the LSCA. This is because there have been a number of the significant changes to the baseline which affect this area;

i) the building of the new primary school with associated amenities,

ii) the new development of 9 dwellings to the Rear of the Thai and most significantly,

iii) the granting of planning permission for a total new development of up to 6 new dwellings in the land “to the Rear of Brook Cottage”.

I have estimated this will cost up to £1,000.

In addition to the above, Louise has advised and recommended for completeness, we need a visual study and policy “to protect the key views.” which the Plan makes reference

to. Karen has obtained a quote from Carly based on “producing a visual study of the “views which need to be protected” along with a detailed map and Draft Policy”, all of which will support the existing policies in the draft NDP.

Carly has advised this is estimated to take between 10-12 days work; she is able to use a colleague to do parts of the work which would reduce the average daily rate, thereby costing £3,500 inclusive.

All this must discussed and agreed by the Working Party and I suggest we do so on 21 November. However in the meantime we really need to get Carly started so I have tweaked the approved budget to reflect the above and seek your approval to authorise this work now”.

The following revised budget was submitted for the Councillors attention:-

### 1. Historic Costs

Total net cost to 31 March 2018 are £19,633; this covers 6 years with yearly totals of £274 (12/13); £3,711(13/14); £6,312 (14/15), £3,943 (15/16), £3,018 (16/17), £2,375 (17/18).

### 2. Budget

In April 2018 we set the budget for the current year (18/19) at £11,000. Following the Regulation 14 consultation and a number of unexpected new developments, we now need to have part of the LSCA reviewed and produce a visual display of the” key views in the Parish” . I have therefore incorporated these estimates in the approved budget.

	Original budget	Revised budget
Kirkwells, support through Regulation 14 Consultation, amendments following comments/feedback and final submission	£1,250.00	£1,250.00
Kirkwells Finalisation of Consultation Statement and Basic Conditions Statement	£250.00	£250.00
Kirkwells, support through Examination.	£300.00	£300.00
Kirkwells Post Examiners modifications	£500.00	£500.00
Carly LSCA for further works on LSCA – following queries raised from parishioners at the Reg 14 stage	£3,300.00	£2,300.00
Carly visual study for “key views”.	£0.00	£3,500.00
GIS mapping and OS	£100.00	£100.00
Room hire	£100.00	£100.00
Newsletter/publicity for referendum	£200.00	£200.00

Clerk costs	£4,000.00	£2,500.00
Total	£10,000.00	£11,000.00
Suggested contingency	£1,000.00	£0.00
Total for the year 18/19	£11,000.00	£11,000.00

Full Council approval is therefore sought for the re-distribution of the approved budget as set out above.

**1652**

IT WAS RESOLVED that the report and revised budget were approved.

**iii) AONB Signage**

The Clerk reported she is awaiting further draft designs from the AONB, following the Parish Councils feedback from the meeting held on the 26<sup>th</sup> September.

**iv) Colwall Library**

The Clerk has circulated the letter from the Millennium Room Trust dated 6<sup>th</sup> August 2018 (a copy of which forms an appendix to these minutes) along with a draft suggested response prior to the meeting to all Councillors.

The draft response read as follows:-

“In response to the request from the Millennium Room Trust “MRT “, I consulted with both Parish Council’s auditor and Solicitor about the contents and requests therein their advise is encompassed in my draft response to the MRT which needs your consideration and approval. In addition, the library working party and myself attended a meeting with the MRT this Monday evening to discuss the suggested response below and basically their agreement was secured in principal subject to the outcome of our meeting next week and a further board meeting of the MRT, in which the Trustees will decide if to proceed with the winding up of the MRT and the transfer of the various assets as set out below.

1. Any funds received from the Millennium Room Trust, could be designated into a specific reserve created in Colwall Parish Council’s accounts. The recommendation is that the specific reserve be designated under the heading of the “Millennium Room”, and the Parish Council could undertake that the funds in this new Reserve would be used for the maintenance of the building; as per the specific request of the Millennium Room Trust.
2. Any fixtures, fittings and furnishings received from the Millennium Room Trust, (which are to be subject to an inventory, prepared by the Millennium Room Trust and agreed to by the Parish Council),  
Could be transferred to the Parish Council subject to an undertaking that these items are used for the purpose of the Millennium Room/library building, during their useful life.
3. The Parish Council to consider the request “that we would continue to allow the Colwall Village Society to store and maintain the local history archive in the Millennium Room”.

4. Access to the Millennium Room, hall, storeroom, tearoom and toilet outside of library hours, and the responsibility thereof, would be primarily that of Herefordshire Council, with a designated number of key holders in the village which would allow the Millennium Room area to be open to the public outside of library hours.
5. Finally, regarding the sublease from Herefordshire Council to the Millennium Room Trust; subject to this being undertaken before the “winding up” of the Millennium Room Trust, the sublease could be transferred to the Walwyn Meadow Charity). Herefordshire Council have confirmed in writing they would be happy for the sub-lease to be transferred to the Walwyn Meadow Charity.

I would recommend that all the above will be subject to Herefordshire Council and Colwall Parish Council agreeing and signing a new service level agreement (which I am currently liaising with Herefordshire Council regarding this matter”

**IT WAS RESOLVED** that the Clerk respond to the Chairman of the Millennium Room Trust as set out in points 1-5 above; it was noted that the Service Level Agreement remains outstanding but that should not delay the response being sent to the Millennium Room Trust

#### **6. Financial Matters.**

- i) Colwall Parish Council considered the Income and Expenditure for October 2018, as per the list circulated at the meeting.

IT WAS RESOLVED that the payments should be authorised.

#### **7. Correspondence for Processing**

- i) “Herefordshire Council Cabinet Update” relating to the meeting held on 19<sup>th</sup> September 2018.

No comment was made the contents therein.

#### **8. Correspondence for Information.**

See Table attached.

The Clerk drew the Councillors attention to item number 1.

#### **9. Reports of Committees.**

- i) IT WAS RESOLVED that the report from the Planning & Development Committee meetings held on the 26<sup>th</sup> September 2018 and 10<sup>th</sup> October 2018 be received, approved and adopted.
- ii) IT WAS RESOLVED that the report from the Village Amenities Committee meeting held on the 10<sup>th</sup> October 2018 be received, approved and adopted.

#### **10. Representatives on Outside Bodies.**

To receive reports from Councillors who have represented Council at meetings since the last Full Council meeting.

- i) Councillor Trafford Roberts had attended the Parish Council summit on the 17<sup>th</sup> October 2018, hosted by Herefordshire Council. The summit had focused on the

provision of “Social Care” by Parish Council’s. A further workshop will be held to follow up on the first round of feedback from the summit.

**11. Date of next meeting:**

To confirm the date of the next Full Council meeting, this will be held on Wednesday 28<sup>th</sup> October 2018 at the Jean Simon Room, Colwall Village Hall.

The Chairman closed the meeting at 8.29 pm.

**Signed:** ..... **Date:** .....

**Table Correspondence**  
**October 2018**

Document 1	Email dated 23 <sup>rd</sup> October 2018 from Network Rail re Colwall Station bridge”lift out and refurbishment”. “At this stage the planned works will begin in January”. Clerk is awaiting advice on timeline and diversion of footpath.
Document 2	Email dated 10 <sup>th</sup> October 2018 from Herefordshire Council Locality Officer confirming that two trees located in Meadow Walk have been identified as requiring work. “The first of which is a tree opposite number 6 Meadow Walk requires several limbs cutting back The second, located at the side of 9 Oak Drive has been identified as possibly having Inonotus Hispidus 1-2 metres from the base”. Not timeframe for these works had been established at the time of the email.
Document 3	Fuel Poverty awareness info from Herefordshire Council. (already emailed to Cllrs)