

## 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 8.50 pm on Wednesday 28<sup>th</sup> November 2018.**

**Present:** Councillors: Beard, Burston, Butler, Cottam, Daniels, Evans, Haynes, James, Kendrick, Rees, Soros, Stock, Trafford-Roberts, 3 members of the public and the Clerk.

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

The Chairman welcomed those present.

No apologies were received.

Following Rita Evans having handed her signed “Acceptance of Office” and “Register of Interest” to the Clerk, the Chairman welcomed Rita onto Colwall Parish Council.

### **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.

### **3. Minutes:**

i) The minutes of the last meeting of the Parish Council held on the 25<sup>th</sup> October 2018 were agreed as a true and correct record and were signed by the Chairman.

ii) IT WAS RESOLVED that Colwall Parish Council would not publish “Draft” minutes. Minutes will be published following their approval (which confirms them to be a true and correct record of proceedings) and signing by the respective Council/Committee Chairman.

5 Councillors voted in favour, Councillors Kendrick, Evans and Butler voted against, the remaining 5 Councillors abstained.

At this point Councillor Kendrick handed his resignation to the Chairman of the Parish Council and left the meeting.

### **4 Co-option onto Colwall Parish Council for one of the 2 casual vacancies.**

i) The Clerk advised Councillors that she had received a notification from Herefordshire Councils’ Election Office dated the 1<sup>st</sup> November 2018, confirming that there was “no call for a bye-election for the latest vacancy” therefore the Parish Council can co-opt to serve” for this vacancy.

ii) Following receipt of an application form and confirmation of eligibility

IT WAS RESOLVED that the Parish Council co-opt James Wiseman onto the Council to fill one of the two casual vacancies.

The Clerk will email out the welcome packs and invite James to the next Full Council meeting on the 12<sup>th</sup> December 2018, when subject to signing the “Acceptance of Office” James will become a Councillor of Colwall Parish Council.

## 5. Progress Reports –

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

The Clerk reported she had just received an update from BB LP following a chasing email. She will report at the next meeting when she has had time to digest and interpret the information.

### ii) Neighbourhood Development Plan

Councillor Stock reported the following:-

“A number of developments have occurred recently that now need to be taken into account.

Carly Tinkler has reviewed the LSCA for part of Area 11 on the north side of Walwyn Road (see 11a on LSCA plan below). This showed recent nearby development had altered its rating to ‘Low to Medium’ to remaining a lower rating than Grovesend Farm, which is rated ‘Medium/Low to Medium’. Carly assessed the area on the basis of 20 small dwellings.

We recently considered the re-development at Chevenham which if approved would result in a net loss of 16 dwellings.

We have also been considering the planning permission for the Apartments at the Bottling Plant and it is now likely this will gain planning permission shortly.

We have assumed the proposal for 2 properties behind The Way will not be approved nor an application for a property adjacent to Longacres, Evendine Lane which we will consider on 28 November.

However, if either of these are approved they will be included in the windfall numbers. We were shown revised proposals for dwellings behind Brook House which is likely to be approved.

Consequently, making assumptions on what we consider is likely to be achieved, we will have a net increase of 104 dwellings since 2011.

Assuming 26 ‘windfall’ dwellings in the remainder of the Plan period, then, based on a target of  $160 + 10\% = 176$ , **we have 46 dwellings to provide through the Plan.** ( $176 - 104 - 26 = 46$ )

**We have previously considered 14 for the old school site, though unfortunately 9 is likely to be more realistic. Assuming 9, this would leave 37 for the Grovesend site, as originally proposed”.**

### iii) Colwall Library

The Clerk updated with the following:-

Following the Full Council meeting on the 24<sup>th</sup> October 2018 I sent a letter to the Chairman of the Millennium Room Trust setting out the terms for the transfer of the assets.

The Chairman has subsequently emailed Herefordshire Council legal department about re-assigning the sub-lease, to my knowledge this has not progressed any further.

I am awaiting a formal response from the Millennium Room Trust and understand there is a meeting of the Trustees scheduled for mid December 2018 to discuss.

I have also emailed the Colwall Village Society Chairman – John Atkin, as there were a number of items on the inventory which it appears may be the ownership and responsibility of the Colwall Village Society and not the Millennium Room Trust; we need their input/confirmation that they are accepting of what is proposed and if they wish for the Parish Council to continue to house those items in the library building.

Finally, I have arranged a meeting with Head of Library Services Jon Chedgzoy to discuss drafting the bi-party agreement re the respective responsibilities which are currently set out in the “now expired” tri-party agreement.

## **6. Highways Matters**

The meeting was adjourned to hear representation from the members of the public. The meeting was reconvened.

Following a period of debate regarding the options available.

IT WAS RESOLVED that Councillor Stock would put forward a recommendation for Council to consider at the meeting of the 12<sup>th</sup> December 2018.

## **7. Financial Matters.**

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

IT WAS RESOLVED that the payments should be authorised.

ii) IT WAS RESOLVED that the Clerk arrange for the purchase of the Eleventh Edition of the Charles Baker “Local Council Administration” for the Clerk at a cost of £129.99.

iii) The Clerk presented a quote from Rotary Printers dated 26<sup>th</sup> November 2018 to update the meetings tab of the website with 2 new categories - the Annual Parish Meeting of the Parish Council and the Annual Meeting of the Parish Council. At a cost of £55.00 (plus VAT). IT WAS RESOLVED that this quote be accepted and the Clerk request Rotary to update the website accordingly.

## **8. Communication**

### **i) Newsletter**

The Editor Councillor Trafford Roberts updated the Councillors and advised that the next edition is currently being drafted.

It will incorporate articles about the following:-

Lost Hedges.

The Neighbourhood Development Plan

New Councillors thumbnails

Aunt Alice.

### **ii) Communication**

IT WAS RESOLVED that a Communications and Community Engagement working party be established.

Councillors Evans, Soros, Daniels and Trafford Roberts volunteered to be on the working party, alongside the Clerk.

The Clerk will circulate options for a meeting date in January 2019.

### **iii) Annual Parish Meeting**

IT WAS AGREED Councillors would consider a Guest Speaker and the Clerk would add to the agenda for the meeting on the 12<sup>th</sup> December 2018.

## **9. General Data Protection Regulation**

### **Councillor Rees read out the following report:-**

A councillor had reported that they believed their computer had been compromised and may be virus infected. The Chair of Finance and also Vice Chair of the Parish Council contacted the Councillor as per Colwall Parish Council's General Data Protection Regulation Policy (item 12) as this was flagged as a potential Data Protection Breach.

The Councillor confirmed that they now thought it was a hard drive issue rather than a virus and therefore no Parish Council emails had been compromised.

The Clerk spoke to the Councillor on the 26<sup>th</sup> November who confirmed that "there definitely was no virus on the hard-drive"

Having checked the ICO website re Data Protection Breaches and based on the conversations noted, the Clerk and Head of Finance have logged the audit trail and no further action is required.

**Councillors are reminded that they must have "Appropriate and Up To Date Anti-Virus Software" on their computers, as per Colwall Parish Council GDPR Policy 10, and they will be required to confirm this annually in writing to the Clerk as part of the Annual Risk Assessment Audit.**

## **10. Correspondence for Processing**

i) "Herefordshire Council Cabinet Update" relating to the meeting held on 24<sup>th</sup> October 2018.

No comment was made the contents therein.

## **11. Correspondence for Information.**

See Table attached.

## **12. Reports of Committees.**

i) IT WAS RESOLVED that the report from the Planning & Development Committee meetings held on the 25<sup>th</sup> October 2018 and 14<sup>th</sup> November 2018 be received, approved and adopted.

ii) IT WAS RESOLVED that the report from the Finance & General Purpose Committee meeting held on the 14<sup>th</sup> November 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) Councillors Beard and Haynes had attended the Colwall Parish Charities annual meeting for the distribution of grants. Councillor Cottam had been invited as an advisor. They distributed grants totally £310.
- ii) Councillor Cottam and James had attended a meeting of the Colwall Village Hall Management Committee.

Matters arising which may be of interest to the Parish Council were:-

- 1. Resurfacing of the car park – The Clerk pointed the committee in the direction of the Grant officer at Herefordshire Council who would be able to assist re funding options for Village Halls.
- 2. Replacing/repairing the sandbags housing – The Clerk confirmed she has arranged for this to be replaced following the fatigue of the plastic due to the weather.
- 3. The defibrillator is to be moved outside, subject to suitable housing
- 4. A new secretary is required following the resignation of the former secretary.
- 5. Lighting of the footway; the clerk had made enquiries and this is under the control of the school not Herefordshire Council Highways. Councillor Stock advised that originally the lighting was proposed to be on sensors and therefore should not be switched off. Councillor Cottam to report back to the VHMC who will discuss direct with the School.
- 6. Broadband is now available in the Hall.

**11. Date of next meeting:**

To confirm the date of the next Full Council meeting, this will be held on Wednesday 12<sup>th</sup> December 2018 at the Jean Simon Room, Colwall Village Hall.

The Chairman closed the meeting at 21:58pm.

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

**Table Correspondence**  
**November 2018**

Document 1	Email dated 6 <sup>th</sup> November from the Locality Officer re road sweeping regime (Spring annually) enquiry and notification re the Lime Trees in Colwall Trees, which are a Herefordshire Council asset and fall within the TPO remit.
Document 2	CPRE – Countryside Voice Winter 2018 Edition
Document 3	CPRE – Fieldwork Winter 2018 Edition
Document 4	Future of Museums, Libraries and Archives service communication from Herefordshire Council.