

ALMELEY PARISH COUNCIL
Minutes of the Meeting of the Parish Council
Held on Wednesday 13th January 2021
online via Zoom – due to the Coronavirus Pandemic at 7.30pm

Present: Councillors: Michael Handley, John Crippin, Martin Skyrme , Andy Cross and Rose Proctor

In attendance: Emma Thomas – Clerk and Ward Councillor Graham Jones
Colin Powell - Co-optee for position of Parish Councillor.
Jeanette Cohen-Brand – Development Manager for the Census 2021 in Herefordshire

Public: 4

1. To receive apologies for absence

Cllr Monica Jones will try to attend but has wifi issues

2. To receive declarations of interest and written requests for dispensation

Cllr John Crippin DECLARED a NPI against item 8.1 and 8.2. The clerk signed the Register of Interest book on his behalf.

Cllr Monica Jones joined the meeting

3. To welcome Jeanette Cohen-Brand and receive information regarding the 2021 Census data collection.

Jeanette Cohen-Brand was welcomed to the meeting. She gave the following information:

- The Census happens every 10 years. It will take place on 21st March 2021.
- This year the data will be collected digitally. Support will be put in place to assist with this.
- There are administration and support jobs being advertised to assist with this at the moment.
- If anyone knows of any difficulty that parishioners may have in accessing the census please contact the clerk.

4. To consider co-opting a councillor to the vacant position and complete the Declaration of Office form.

Colin Powell was asked to give a few words about himself. He was then duly co-opted as a Councillor for Almeley parish and joined the meeting.

5. To approve the minutes of the previous meetings – 11th November and 1st December 2020

The minutes were APPROVED and signed by the Chair.

Jeanette Cohen-Brand left the meeting.

6. Open session

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

The report included the following items:

- Covid continues to dominate Herefordshire Council matters. There have been 169 parish-wide deaths.
- Full Council on the 22nd January will look at the appointment of the new Chief Executive
- Parishioners can have a say in recycling by filling in a form on the H. Council website.
- Council tax looks set to rise by 4.9% for the coming financial year.
- There will be a meeting on 2nd February to discuss the Transport Package and bypass.

6.2 To receive views of local residents on parish matters

The following issues were raised:

- Concern regarding Lower Wootton Farm planning applications was discussed – including impact on wildlife as well as the now dangerous highway.
- Although the planning notice for this application was technically legal it was poor in terms of consultation and information dissemination. Ward Cllr Graham Jones AGREED to raise this with the planning officer.
- Was the village hall disbanding? Cllr Andy Cross AGREED to find out further details.
- Could the removal of hedgerows at Spearmarsh House be investigated as they were on agricultural land. Ward Cllr Graham Jones AGREED to pass this onto the relevant officer.
- The school is open for the children of key workers and is currently working at about 30% capacity – with 8-10 members of staff in daily.
- Can the external lights at the school please be checked as they are raising issues of light pollution. Cllr Monica Jones agreed to report back.
- Can the Ward Cllr please bring the recent highway development from Spond Lane in Lyonshall to Almeley Wootton to the attention of planning enforcement as the works have been completed without any planning permission.

Cllr Martin Skyrme left the meeting

7. Planning

7.1 To note application determined by Herefordshire Council

The following table was NOTED

Date - minute	Application	Details	Parish Council Decision	Hereford Council Decision
09.09.20	202554	Land Adjacent to Hopleys Green Road, Woonton, Proposed 3 no. detached cottages with garages	Object	Approved with conditions
11.11.20	203624	203624 – West Croft, Woonton, HR3 6QL Proposed single storey side extension	Support	Approved with conditions
01.12.20	203784	Buildings on Western side of private road off Wootton lane, Adjacent to Spring Grove Farmhouse, Almeley, Herefordshire, HR3 6PX Notification for prior approval for a proposed change of use of an agricultural building to 5 dwellinghouse (3 Smaller and 2 larger) (Class C3) and for associated operational development. Creation of a single dwellinghouse	Object	Prior Approval Given

7.2 To consider planning applications for determination by Herefordshire Council – Appendix 1

7.2.1 - 203683 - Dev 1 Land At Woonton Farm, Longaston Road, Woonton, HR3 6QL

Proposed erection of 5 dwellings and associated garaging and parking.

It was RESOLVED to support this application subject to a review of the drainage arrangements and each property having its own treatment plant

7.2.2 - 204136 - Land adjacent to Lower Wootton Farm, Wootton Lane, Almeley, HR3 6PX

Outline planning application for the erection of a single dwelling house, garage and access with all matters reserved save access.

It was RESOLVED to object to this application for the reasons found in Appendix 1. It was also RESOLVED that the clerk should point out that hedgerows and trees are already being removed before permission is granted.

8. Parish Maintenance

8.1 To consider the lengthsman tenders received and appoint a lengthsman for 2021-22

The clerk REPORTED that one tender had been received. It was RESOLVED to appoint Mr G. Keeble as Lengthsman for the financial year 2021-22. It was AGREED that Cllr Andy Cross would circulate a list of routine jobs for the lengthsman to undertake to Cllrs to add to, before discussing them with Mr. Keeble.

8.2 To consider the mowing tenders received and appoint a contractor for 2021-22

The clerk REPORTED that one tender had been received. It was RESOLVED to appoint Mr G. Keeble as mowing contractor for the financial year 2021-22.

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

It was AGREED that Cllr Andy Cross should liaise with the new lengthsman and explain the routine tasks that need undertaking.

9. Highways and Footpaths

9.1 To consider any highways issue that needs reporting

The following items were RAISED:

- Can a bollard be installed at the edge of the ditch between Golden Bank and Brook Cottage to protect the drainage pipes?
- Can a warning sign be erected on the bank of Golden Bank as the bank is being eroded rapidly by traffic.
- There is a large pothole on the highway north of the village by Pennsylvania Barn. The state of the highway is awful.
- Can the Footpaths Officer speak to the owners of Spearmarsh House and request they clear the hedge trimmings off the footpath at Kymin Lane?
- Can a formal complaint be submitted with regards the lack of clearing of culverts around the parish. They have long been logged as needing urgent attention. It was RESOLVED that the clerk should log the complaint.

9.2 To receive an update on the highway calming measures funding bid submitted

The clerk REPORTED that she had received an updated quote from Balfour Beatty with regards the highway works. She has asked for it to be revisited as it appeared incorrect. It was AGREED that any decisions on the revised quote could be dealt with, and agreed, via email as time is short. The Ward Cllr AGREED to help chase this.

9.3 To consider the SID survey data received and consider installing the SID base £400 +VAT

It was RESOLVED to pay for the SID base installation. It was NOTED that the clerk would use the diameter of the Kinnersley SID pole for the base pole size.

10. Commons

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

The clerk REPORTED that she had not received an update from Herefordshire Council. It was AGREED that the Ward Cllr would speak with the clerk and chase this up with Herefordshire Commons Department. It was AGREED that a further site meeting as soon as possible would help progress matters.

11. Finance

11.1 To note January bank balance and finance report and sign both. – Appendix 2

The clerk REPORTED that finances remained healthy. The report was APPROVED as evidence of budget monitoring and bank reconciliation.

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

- 11.2.1 Clerks December Salary
 - 11.2.2 HMRC PAYE £576
 - 11.2.3 GK Garden Maintenance – Mowing as agreed - £315
- The above invoices were NOTED as paid.

11.3 To consider the following invoices for payment

- 11.3.1 Clerk's January salary
 - 11.3.2 Clerk's January expenses £13.31 previously circulated
- The above invoices were APPROVED for payment.

11.4 To consider an update on bank signatories and online banking

The clerk has received no update from the bank. It was AGREED that Cllr Monica Jones would call NatWest to see if the new signatories had been added yet.

11.5 To consider the draft budget and precept for 2021-22 – Appendix 3

It was RESOLVED to approve the budget and precept for 2021-22

12. Correspondence –

The clerk REPORTED that she had received details on planning application 204953. It was AGREED that the NDP Group should submit their report. The clerk and Chair were given delegated authority to decide what to do with the report once received.

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

None

14. To note date of next scheduled meeting – 10th March 2021 – online

NOTED

The meeting closed at 21.09

Signed: _____ Dated: _____