

**Minutes of**  
**The Annual Meeting of Parish Councillors on**  
**Thursday 9<sup>th</sup> May at 8.00pm in Clifford Community Centre**

1. **To elect a Chairman ...** David Jones was elected to serve as Chairperson to the Parish Council. Martin Preece nominated and Candida Compton seconded. David signed declaration of acceptance of office as Chairman.
2. **To elect a Vice Chairman** – William Bullough was elected as Vice Chair. Margaret Davies nominated and Billie Cooper seconded.
3. **To receive apologies for absence** – Apologies were received for Matthew Lloyd and David Morgan.
4. **To adopt Herefordshire Council’s Code of Conduct** – The Code of Conduct had been emailed to members prior to the meeting and is also available on the website. All members present agreed to adopt Hereford Council’s Code of Conduct.
5. **To receive declarations of interest & written requests for dispensation** – no declarations were made and no written requests for dispensation were made.
6. **To approve minutes of last meeting** – the draft minutes had been previously distributed to members. One amendment was made in regards to item 3.3. The minutes were then signed off.
7. **Open Session**
  - 7.1 To receive a verbal report from West Mercia Police. – Fiona Witcher attended from SNT Golden Valley and reported that in the last year there have only been 3 recorded crimes consisting of a burglary in an unoccupied property, fraud/theft regarding scrap and a break in at a workshop where two chainsaws were stolen. The current PO is due to retire in July and a new PO will be in place in the future. PCSO Fiona Witcher asked if anybody had any concerns they would like to raise. CC asked for speed monitoring through the village, especially when Hay Festival is on. PSCO said she would take it back to the office. Speed monitoring is ongoing and due to high demand all over the county for the service it may not happen during those weeks.
  - 7.2 To receive a verbal report from the Ward Councillor. – Jennie Hewitt the Ward Councillor attended and introduced herself as she had only just come into office. Jennie Hewitt explained that she was undergoing the necessary training and asked those present if they had any questions or matters of particular interest where they would like her assistance. It was raised that the Parish Council would like more support from the Ward Councillor with regards to contentious planning applications.

Jennie Hewitt acknowledged this and will liaise with the Parish Council as and when these arise.

7.3 To receive views on parish matters from local residents

7.4 To receive verbal report from the Council's open Spaces Adviser

#### Priory Wood Common.

In response to objections raised by six local residents to aspects of the Council's application for ownership of various plots of Priory Wood Common, RM advised the Land Registry that the Council had agreed to withdraw the application but only insofar as it related to the common land in front of and contiguous with the properties belonging to the objectors. It is understood that the Land Registry has notified the objectors accordingly. The Land Registry has also informed RM that one of the objectors, whilst welcoming the Council's decision, wished to contest the Council's continued application for ownership of the triangle of land known as Orchard Common. RM has agreed with the Land Registry that the Council will not respond for the time being as there may be other similar objections from Clifford residents in the pipeline.

#### Chapel Common.

Following RM's notification to the Council that one of the four posts supporting the swinging beam in the playground area had rotted and broken at the base, WB had personally reinstalled the post and restored the beam to working order.

A RoSPA inspection of the playground facilities had confirmed that they were in a good and safe condition with the exception of one minor issue which has been resolved.

Notwithstanding the legal ramifications concerning the fencing of Commons, the Council felt that the purchase of rails and posts to replace the dilapidated ones on the existing perimeter fence on Chapel Common was justified in the interests of providing an effective safety barrier between the playground facilities and the adjacent public road. A local resident had offered to acquire the materials at Council expense and to undertake the repairs free of charge.

Clifford Common. It was noted that, under the supervision of a representative from the Herefordshire Wildlife Trust, a working party of Clifford residents will assemble at 1000 hrs on 8 June 2019 to clear parts of the Common to make them more accessible to the public.

7.5 To receive verbal report from the Council's Footpath Officer – no report submitted.

## **8. Finance**

- 8.1 To consider annual insurance policy – The renewal quote is £435.75. This was an increase of £15 from the previous year. The policy had been emailed to all members prior to the meeting and all in attendance were happy to renew with BHIB.
- 8.2 To consider training requirements for Clerk and Councillors – The Clerk will email courses that are open to all councillors/clerks when they are received by HALC.
- 8.3 To consider invoice for Christine Bates – All present authorised payment.
- 8.4 To consider invoice for RoSPA – a cheque for £82.20 was issued.

We have not yet received an invoice for the work undertaken by the lengths man. This scheme is now thought to have ended but the clerk will speak with the council to clarify the situation. DJ will enquire with previous clerk with regards to outstanding invoice from lengthsman. **Action: DJ and Parish Clerk**

The clerk was given the contact of the internal auditor and will contact him shortly with regards to end of year accounts now that these have now been received.

**Action: Parish Clerk**

## 9. Planning

- 9.1 To comment on applications to be determined by Herefordshire Council:
  - a) [P191414/XA2 - PP - Approval of details reserved by condition](#) 23rd April 2019  
Land at Westbrook Court Westbrook Hereford, Application for approval of details reserved by conditions 3 5 7 9 11 & 12 attached to planning permission 180193. **No objections raised**
  - b) [P191402/AM - Non Material Amendment](#) 18th April 2019  
Westbrook Court Westbrook Court Bed and Breakfast Westbrook Hereford, Non-material amendment to planning permission 180193/F (Proposed erection of 5 single bed holiday chalets and associated parking.) - To reduce the size of each holiday chalet. **No objections raised**
  - c) [P191248/F - Planning Permission](#) 5th April 2019  
Land between Robin Cottage and Chestnut Cottage Clifford Hereford HR3 5HG, New Detached single dwelling with separate garage, and permission for temporary caravan occupation during construction. **No objections raised**
  - d) [P183708/FH - Full Householder](#) 1st April 2019  
Prospect Cottage Church Road Clifford Hereford Herefordshire HR3 5EX, Demolition of single story extension and proposed two storey extension. , Valid **No objections raised**
  - e) [P190886/F - Planning Permission](#) 20th March 2019  
The Moor Tower Hay-on-Wye Herefordshire, proposed internal and external alterations, to include removal and replacement of internal fabric of the building

to create a self- contained unit of accommodation for holiday let. New access track and parking area. **No objections raised**

f) [P190887/L - Listed Building Consent](#) 20th March 2019

The Moor Tower Hay-on-Wye Hereford HR3 5EZ, proposed internal and external alterations, to include removal and replacement of internal fabric of the building to create a self- contained unit of accommodation for holiday let. New access track and parking area. **No objections raised**

**Llanerch-Y-Coed** – DJ had received an email from a neighbouring property with a number of concerns for which DJ shared with members present.

8.2 To note planning decisions by Herefordshire Council: - no planning decisions of any concern had been noted.

## 9 Health and Safety

9.1 RoSPA report – all members had received the RoSPA report via email prior to the meeting. All risk categories were green except the fence detailed below.

9.2 To consider purchasing materials for repair to fence with reference to RoSPA report – it was unanimously agreed for the fence to be repaired to evade anyone becoming injured from its current state. WB will liaise with CS with regards to materials needed. **Action: WB**

10 **To consider Autela Payment Services with regards to clerk employment PAYE** – members had received the payroll service information including costs prior to the meeting. It was unanimously agreed to action the services of Autela with regards to the clerk's salary and two cheques were issued.

11. **Speed Indicator Devices** – A quote from Balfour Beatty had been distributed to members prior to the meeting. The price quoted was noted to be reasonable. Jennie Hewitt enquired if there were any other suppliers for SIDS. It was agreed the clerk will ask neighbouring parishes regarding where they obtained SIDS from and whether sharing these devices with other parishes was an option. It was noted that the road by the school was particularly fast. **Action: Parish Clerk**

12. **Any Other Business** – The Parish Council has received a request with regards to excluding a particular grass verge from being maintained/mowed. WB will obtain the exact location regarding the verge concerned. **Action: WB**

13. **To note the date of the next scheduled meeting 7pm June 13<sup>th</sup> 2019**

Meeting ended at 9.22pm