

**CLIFFORD PARISH COUNCIL**  
**Minutes of Extra Ordinary Meeting of the Parish Council on**  
**Thursday 11th June at 7.00pm via Zoom**

**Present: David Jones, Candia Compton, Billie Cooper.**

**Also: Richard Mighall Open Spaces Advisor, John Neville, Footpaths Officer, Emma Noble, Parish Clerk and one member of the public.**

**Agenda**

1. **To receive apologies for absence** – Will Bullough, Margaret Davies, Matthew Lloyd, David Morgan, Martin Pearce
2. **To receive declarations of interest & written requests for dispensation** – BC declared an interest on item 8.1. Billie would not be able to make comment on this and therefore as this would not leave a quorum it was confirmed this item could not be discussed. All Parish Councillors have been emailed and any comments/withdrawal of comments should be emailed to the clerk and so a decision by correspondence under the clerks delegated authority can be confirmed.
3. **To approve minutes of last meeting** (10<sup>th</sup> March 2020) – The minutes were discussed and RM requested that it be noted that he did not advise the Parish Council letter in regard to the triangle of land on the common but that this was the agreed action of the Parish Council.
4. Open Session
  - 4.1 To receive a verbal report from the Council's Footpath Officer including update on Wye Valley Walk accessibility and discuss quote received from BB – JN gave an update on work that was agreed at the meeting in February and has now been completed. This included;
    - CL 6 New stile installed. Steps installed. Dog gate installed adjacent to this stile (one of my Lockdown projects)
    - CL 8 Broken stile replaced with Stratford gate
    - CL 13 New cross step installed
    - CL 18 New cross step installed
    - CL 24 New stile installed
    - CL 86 New cross step installed
    - CL 88 Replaced 6 steps and new waymark post
    - CL 79 New cross step installed
    - CL 11 New cross step installed (John)

JN is currently doing the usual clearing of undergrowth and was pleased to say that one of his volunteers has been clearing on Bake Lane.

**Community Commissioning Model for the Wye Valley Walk**

At a previous meeting I talked about a conversation with Jose Pearson and Elizabeth Haycox and put to Council a proposal to remove 2 stiles along the WVV in Clifford Parish on the boundary with the former golf course and replace them with wide metal gates. This would continue the work Cusop Parish had done along their section of the WVV to make it accessible to everyone including for the disabled. This proposal would mean everyone would have access to the WVV where it runs through the former golf course.

As a result of approval from Council to pursue this I submitted the Community Commissioning Model form to Herefordshire Council who have agreed with the proposal. They have sent an invoice to Clifford Parish Council which needs to be paid before sending out the materials. JN is querying the invoice because it seems rather high and they don't appear to have included an additional plank bridge kit which JN told them would be necessary in order to widen the existing bridge located between the stiles. JN is awaiting a response. The invoice is for £574.

There would also be extra costs for Dave Bennetts work – maximum £174, wooden posts and cement - £60 and possibly the cost of the plank bridge kit if this extra (probably about £85 as far as I recall) At the most we are looking at roughly £900.

When Cusop Parish did the upgrading of their section of the WVV they sent out a request to residents to help finance the cost of materials. They secured some donations and the Parish Council made up the deficit. The work was carried out by volunteers.

JN proposed that Clifford Parish Council put a request in the Link magazine and on the Parish website and also send a letter to the 2 landowners concerned (one being the Penoyre Trust) for donations to help with the cost.

If the Parish Council approved D Bennett would be able to do this work in the Autumn and JN also added that the gates would need to be paid for and reserved otherwise they might be used by Balfour Beatty.

CC proposed Clifford Parish Council should proceed with this work being carried out and BC seconded. JN will see if he can reduce the price of the gates and get a costing for the bridge. ACTION: JN It was also agreed the clerk would put an article in the community magazines and any parish social media accounts to ask for donations towards the cost. ACTION: CLERK

#### 4.2 To receive update from Open Spaces Advisor Priory Wood Common

Concerning the Council's application to the Land Registry for ownership of selected plots of Priory Wood Common, it was noted that the Land Registry had agreed to the Open Space Adviser's (OSA) request to defer the referral of the application to tribunal from 16 March to 3 April and then, because of the coronavirus outbreak, to 1 July. It was also noted that the OSA had advised the Land Registry on 9 June that the Council had not received for some time any response to telephone and written communications from the sole remaining objector to the application and had suggested that the objection be disregarded thus removing the need for the dispute to be taken to tribunal. A reply was awaited.

Councillors were reminded that the Management Plan for Priory Wood Common required that Chapel, Orchard and Barn Commons be mowed twice a year. It was agreed that Chapel Common should be mowed in early August and early October and Barn and Orchard Commons in early July and early October. It was also agreed that the Clerk would seek 3 quotes from local contractors to undertake the task.

**ACTION: CLERK**

#### 4.3 Receive views of local residents (max 10 mins - members of the public are invited to speak) –

Councillors were reminded of the concern which had been expressed at the March meeting about the planning approval which had been granted for an eight horse livery in Priory Wood. This was despite robust and compelling objections from the Parish Council and the OSA that it be rejected because the significantly increased road traffic flow would create overtaking problems on the single track unclassified roads with consequential damage to common land verges. It had been proposed and agreed at that March meeting that the matter be taken up with the Ward Councillor. This action has been put on hold pending receipt of further information about possible alternative access route to the stables.

## 5. Commons Update

5.1 To discuss the Land Registry application for ownership of the commons - This was touched on under Section 4.2. The clerk has sought advice from HALC and has been given a legal contact should the Parish Council wish to seek extra advice. All those present agreed to await the next response from Land Registry and review the situation as needed.

## 6. Internal Audit

6.1 To nominate an internal auditor – CC proposed that the accounts be internally audited by HALC at a cost of £200 and DJ seconded. It was unanimously agreed that the Clerk proceed with this action. **ACTION: CLERK**

## 7. Vacancy for Parish Councillor

7.1 To discuss the vacancy and recruitment procedure for a new parish councillor – SF had given written notice of his immediate resignation and this had been accepted by the Chair. The clerk has been in touch with the Elections Officer and the notice has gone up on both the parish notice board and the Parish Council website. The clerk will update the Parish Council once the 14 days are up and she has spoken with the Elections Office. It was noted that an interested party had contacted DJ regarding the vacancy.

**ACTION: Clerk**

## 8. Appeal

8.1 To comment on appeal notification 193955 – Land at Castlefields – BC had registered an interest, and this would therefore not leave a quorum. This item was not discussed, and will now receive any comments via email (decision by correspondence under the clerk's delegated powers).

## 9. Wayleave Consent

9.1 To discuss wayleave consent application for Priory Common – The application received is in fact for Barn Common and not Priory Common, This was discussed by the three councillors present and unanimously agreed that due to ongoing delays with Land Registry, the Parish Council do not have ownership of the common and can therefore not enter into any wayleave agreement. It was proposed by all present that the clerk will write to the parishioner making the application to confirm that the Parish Council cannot therefore give permission for any utility works to be carried out on the common.

**ACTION: CLERK**

## 10. Frequency of Meetings

10.1 To discuss proposal of bimonthly meetings from September. - – Prior to the meeting DJ had emailed Parish Councillors in regard to frequency of the meetings. Meetings are currently held once a month, but this was due for review in May. DJ had proposed that the meetings revert to bimonthly, CC raised concerns over planning applications but it was agreed the clerk could ask for an extension to the comments date but if could not be met then the clerk will call an Extra Ordinary Meeting to discuss the application in time for comments to be submitted. This was unanimously agreed by those present and bimonthly meeting will commence as and when government guidelines allow.

**11. Any other Business** – CC asked the clerk about the accessibility upgrade suggested by HALC in the newsletter. The cost of this is £50 and needs to be booked by September. The Clerk will email this request on the next Clerk Information Sheet.

**12. Date of Next Meeting** – to be confirmed but a meeting is needed to adopt the accounts so they can be submitted for audit by 31<sup>st</sup> July 2020.

**Meeting closed at 20:28**

Emma Noble ... Parish Clerk and RFO  
07954 706182 [clerk@cliffordparishcouncil.co.uk](mailto:clerk@cliffordparishcouncil.co.uk)