

STAPLETON GROUP PARISH COUNCIL

MINUTES OF THE MEETING HELD ON 13th DECEMBER 2018 AT 8.00 PM

Present:	Mr P. Segrott (PS)	Chairman
	Mrs C. Scatcherd (CS)	Vice-Chairman
	Mrs M. Edwards (ME)	
	Mrs M. Chilman (MC)	
	Mr S. Weaver (SW)	
	Mr.P.Lewington (PL)	Clerk
	Councillor Mrs C.Gandy (CG)	Herefordshire Council
	Mr H.Price (HP)	

The following members of the public were in attendance for items 1,2,3,and 11(a)(i):

Mr.J.Sawyer
Mr.B.Goddard
Mrs.B.Goddard

Minute

PS opened the meeting by welcoming the members of the public who wished to make representations in respect of item 11(a)(i) on the agenda.PS confirmed that the Parish Council would allow the members of the public to speak on this matter and to facilitate that process Item 11-planning would now be discussed following item 3 -approval of the minutes of the previous meeting.

Action

1 APOLOGIES

There were no apologies.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES OF THE PREVIOUS MEETING 17th SEPTEMBER 2018

The minutes of the meeting were agreed and signed by the Chairman as a correct record.
PL was requested to publish the minutes on the parish council website and noticeboards.

PL

11. PLANNING

The following applications had been received since the last meeting:-

a) (i) 184137 Glamping Site at Firth Meadow,Stapleton

PS invited Mr.J.Sawyer to speak on this matter.Mr.J.Sawyer advised the parish council that he had objected to this planning application and proceeded to explain the main points of his objection which were contained in a letter he had sent to Herefordshire County Council and this has been published on their website.

PS then invited both Mr. B. and Mrs B. Goddard who are the applicants to respond to the points raised by Mr. J.Sawyer and to provide any additional information that they felt the parish council should be aware of. Mr.B.and Mrs.B.Goddard advised that they had already seen Mr. J.Sawyer's letter and provided a detailed response to the points contained therein. They also provided a brief but detailed overview of the proposals contained in their planning application which is on Herefordshire County Councils website.

Following this PS thanked the members of the public for their comments and advised that he, CS and PL had visited the site in the summer and met with the applicants who had provided a detailed briefing on their proposals prior to submitting their planning application.

As that concluded the public session the members of the public were invited by PS to stay for the remainder of the meeting as observers but all decided to leave the meeting at this time.

There then followed a detailed discussion regarding this planning application and the comments raised by the members of the public following which it was resolved that PL should advise

Herefordshire County Council that whilst the parish council had no objections to this application it would request that if planning permission is granted then a condition be imposed stating that the site could not become a residential development without further planning permission being sought and granted.

PL

b) (ii) 184026 Garden Modifications at Stapleton Castle farm cottage
Following a detailed discussion it was resolved that PL should advise Herefordshire County Council that the parish council had no objections to this application.

PL

4 **COUNTY COUNCILLOR'S REPORT**

CG gave an overview of her report that had previously been circulated to all Councillors.

It was discussed and resolved that PL would invite the PCSO to the next meeting of the parish council to meet Councillors and discuss matters relating to the Stapleton Group Parish.

PL

CG gave a detailed briefing on the SIDs which are being installed by Border Group and advised that there maybe an opportunity for the parish council to rent a SID from Border Group.

It was resolved that CG would investigate both opportunities to do this and relevant costings with Border Group and report back to the next parish council meeting.

CG

5 **CORRESPONDENCE**

All relevant correspondence listed in PL's report had already been circulated to Councillors and would either be discussed under the relevant agenda heading or was mainly of a routine and information nature.

6 **FINANCE REPORT**

The finance report prepared by PL and previously circulated to all Councillors was discussed in detail and agreed with no matters arising.

a) **Current financial situation-actuals to 30.11.18 against budget**

This showed a surplus of income over expenditure of £7,406

b) **Payments and receipts since 17.9.2018 meeting**

i) **Payments made (if relevant cheque number appears in brackets)**

17/9	Petty Cash (538)	50.00
17/9	Clerk expenses (540)	145.58
17/9	HMRC – Tax on clerk's salary (537)	75.00
30/9	P. Lewington – quarterly salary (536)	300.00
17/9	Alan Preece -mowing at Byton Churchyard – invoice 936 (541)	100.00
17/9	Alan Preece – mowing at Byton Churchyard – invoice 948 (542)	100.00
3/9	PWLB – ½ year loan repayment (DD)	924.60

ii) **Receipts**

21/9	HCC 2 nd half precept	4,050.00
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c) **Cheques to be signed at the meeting**

544	P.Lewington quarterly salary (31/12)	300.00
545	HMRC – tax on clerk's salary	75.00
546	Petty Cash to clerk	50.00
543	P.Lewington – clerk's expenses (7.9.18 to 30.11.18)	93.03

7 **APPROVAL OF BUDGET FOR 1.4.19 to 31.3.20**

The briefing note prepared by PL and previously circulated to all Councillors was discussed in detail.

Due to the parish council's continuing concerns regarding safety issues arising from speeding at various places within the parish it was agreed to set a budget of £800 for traffic management initiatives

It was resolved that PL would amend the budget to reflect this decision.

PL

8 **SETTING OF PRECEPT FOR 1.4.19 TO 31.3.20**

Following on from the budget debate it was unanimously resolved that the precept be set at £9,400. PS signed the parish council precept form setting out the total precept requirement and it was requested that PL would submit this form to Herefordshire County Council.

PL

9. **ROADS AND LENGTHSMAN**

(a) Annual Maintenance Plan 2018/2019 progress review

A detailed review of the progress to date against the annual maintenance plan was undertaken. SW informed the parish council that certain works had been undertaken recently by the Lengthsman in accordance with the plan and budget and invoices would be submitted to the parish clerk in due course.

PS requested that all Councillors consider whether any further works need to be undertaken in accordance with the plan and budget and to advise the clerk accordingly who would arrange for these to be done with the Lengthsman.

(b) Approval of Annual Maintenance Plan for 2019/2020

The annual maintenance plan prepared by PL and previously circulated to all councillors was discussed in detail and agreed.

It was requested that PL send a copy to the lengthsman and discuss with him the work to be undertaken in accordance with the budgeted figures contained within the plan.

PL

10 **TELEPHONE KIOSK MAINTENANCE**

SW provided a detailed briefing of the work that needed to be done to repair and maintain the telephone kiosk.

It was discussed and agreed that SW and PS would take this matter forward initially with the village hall committee and report back to the next parish council meeting before any work is undertaken.

SW/PS

11 **DATE AND TIME OF NEXT MEETING**

Monday 4th March 2019 at 8.00 pm.

PL was requested to book the Kinsham Village Hall for the meeting.

PL

There being no other business the meeting closed at 10.25pm