

# STAPLETON GROUP PARISH COUNCIL

## MINUTES OF THE MEETING HELD ON 4th MARCH 2019 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  
PCSO Steph Harper (items 1,2,3 and 4)  
Apologies: Mr H.Price (HP)

### Minute

### Action

#### **1 APOLOGIES**

Apologies were received from Councillor H.Price

#### **2 DECLARATIONS OF INTEREST**

CS declared an interest in items 12 (a) (i) – planning application number 182524 relating to glamping units at Highfield Farm,Byton and 12 (a) (ii) – planning application number 190006 relating to an agricultural workers dwelling at Stockley Farm,Byton.

#### **3 MINUTES OF THE PREVIOUS MEETING 13<sup>th</sup> DECEMBER 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**

#### **4 UPDATE from PCSO**

PS welcomed PCSO Steph Harper who then proceeded to provide the parish council with some background information relating to herself followed by a detailed overview of the role that she currently undertakes. This included many crime prevention measures such as a property marking facility, community crime reduction seminars focussing on issues such as cyber safety and assistance for identified vulnerable persons in the local community. All of which could be provided in conjunction with the parish council.

In response to questions from the parish council relating to the recent accident on the B4362 both the PCSO and CG advised that the parish council should write again to the County Council asking them to reconsider the results of the speed monitoring exercise undertaken last year. This monitoring had established that whilst the average speed of vehicles was 49mph traffic volumes were below the threshold for any traffic calming measures action to be undertaken. It was unanimously agreed that PL should write to the County Council and provide the parish council with the reply once it is received.

**PL**

PS thanked the PCSO for providing the parish council with a detailed briefing and confirmed that the parish council looked forward to working closely with the PCSO in the future. The PCSO left the meeting at this time.

#### **5 COUNTY COUNCILLOR'S REPORT**

CG gave an overview of her report that had previously been circulated to all Councillors. CG advised that she had no further information on the SIDs which are being purchased by Border Group but will continue to investigate opportunities for the parish council to rent a SID from the Border Group and report back to the next parish council meeting.

**CG**

CG suggested that the parish council may wish to explore the options for siting a SID base on private land as this could lead to a timelier and more cost effective installation. It was resolved that all Councillors would consider this proposal and report back to the next parish council meeting of any identified sites which had the landowners agreement.

**ALL**

#### **6 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.

## 7 **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 1.3.19 against budget**

This showed a surplus of income over expenditure of £5,748

### b) **Payments and receipts since 13.12.2018 meeting**

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

14/12	Petty Cash (546)	50.00
14/12	Clerk expenses (543)	93.03
31/12	HMRC – Tax on clerk’s salary (545)	75.00
31/12	P. Lewington – quarterly salary (544)	300.00
15/1	S.Ruell-invoice 239 (547)	216.00
1/3	PWLB – ½ year loan repayment (DD)	924.60

#### ii) **Receipts**

NONE

### c) **Cheques to be signed at the meeting**

548	P.Lewington quarterly salary (31/3)	300.00
549	HMRC – tax on clerk’s salary (31/3)	75.00
550	Petty Cash to clerk	50.00
552	P.Lewington – clerk’s expenses (1.12.18 to 28.2.19)- includes £63.00 For annual SLCC membership	196.05
551	S.Ruell – invoice 265	891.60

## 8 **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 with no matters arising.

## 9 **TELEPHONE KIOSK MAINTENANCE AND FUTURE USE**

CS and SW provided an overview of their meeting with the village hall committee where some confusion had arisen over the ownership of the defibrillator. This is currently sited in the village hall but the parish council believe it would be better sited in the telephone kiosk in terms of both prominence and accessibility. If this is not achievable then some form of signage indicating the current location of the defibrillator should be implemented. PL was requested to review the parish council’s records for proof of ownership prior to any further discussions being undertaken with the village hall committee regarding the siting and if necessary signage for the defibrillator.

**PL**

In addition it was agreed that the telephone kiosk could be utilised to house local information leaflets. Following on from this all Councillors were requested to consider further options for the use of the telephone kiosk and report back to the next parish council meeting.

**ALL**

It was unanimously agreed that in terms of maintenance the main priority was for the telephone kiosk to be repainted. SW had already undertaken some preliminary work in terms

of obtaining specifications for this work which he would forward to the clerk for him to check to ensure these specifications were consistent with the requirements imposed upon the parish council in the purchase contract the parish council had signed with BT. SW/PL

Provided everything was in order PL was requested to prepare a letter setting out the parish council's detailed requirements which could then be sent to painting firms to obtain estimates for this work. PL

These estimates would then be presented to the next parish council meeting for consideration and approval before any work is undertaken.

10 **FOOTPATHS – COMBE to KINSHAM**

CS provided the parish council with a detailed overview relating to the state of disrepair of many stiles on the Combe to Kinsham footpath.

It was agreed that all Councillors would undertake to identify any stiles within their parish that were also in a state of disrepair and that this would be discussed further at the next parish council meeting before agreeing any action to take this matter forward as this would most likely involve the landowner, parish council and county council. ALL

11 **SPEEDING – COMBE CORNER**

CS advised the Parish Council that there had been four recent accidents at Combe Corner and this coupled with speeding traffic was causing safety concerns especially in view of children using the bus service at this location.

A detailed discussion ensued following which it was unanimously agreed that the clerk would write to the County Council asking them to consider if it is still appropriate to have a 60mph speed limit on a bend, where a bus stops, where there are industrial units, a narrow bridge and recent accidents. It was also agreed to invite a member of Balfour Beatty (who under their living places contract with the county council have a responsibility for ensuring our roads are safe) to attend Combe Corner with the clerk and Councillors to assess the situation for themselves with a view to supporting the parish council in a TRO proposal to reduce the speed limit to 40mph. PL

CG advised that she would speak to Balfour Beatty to determine the process and timescales for the implementation of a successful TRO application; this would also include the option for the parish council to undertake some of the work through the community tool kit dependent on Balfour Beatty supporting the TRO in the first instance. CG

12 **PLANNING**

***a) (i) Glamping units at Highfield Farm, Byton.***

The clerk advised that he had received a letter from the applicant stating that at the request of the county council he was to re-direct a footpath. The letter was asking the parish council to inform the applicant of any plant life that may be affected by the applicant's proposal for re-directing part of a footpath (BKM13) as set out on a plan submitted by the applicant to the parish council. Following a detailed discussion it was agreed that whilst the parish council were not experts on plant life they were unaware of any plant life that may be affected by the proposal and the clerk was requested to write to the applicant to this effect. PL

***b) (ii) Agricultural Workers Dwelling, Stockley Farm, Byton***

Due to consultation deadlines imposed by Herefordshire County Council this had previously been circulated to all councillors with no matters arising that the parish council wished to bring to Herefordshire County Council's attention.

***c) (iii) Greenhouse installation, Stapleton Castle farm cottage***

Due to consultation deadlines imposed by Herefordshire County Council this had previously been circulated to all councillors with no matters arising that the parish council wished to bring to Herefordshire County Council's attention

13 **ELECTIONS ON 2<sup>nd</sup> MAY 2019**

The clerk provided the parish council with an overview of the timetable for the forthcoming parish council elections on 2<sup>nd</sup> May highlighting the key dates in the process. The clerk then provided each councillor with their nomination pack

**14**     **DATE AND TIME OF NEXT MEETING**

Monday 13th May 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 11.00pm