



Parish Clerk: Leanne Rex, Mistletoe Cottage,  
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## Councillors are summoned to attend a meeting of the Parish Council At: All Saints Church, Coddington on Wednesday 20th April 2016 at 7.30pm

### Agenda

1. To Accept any Apologies for Absence and Note the Reason
2. To Record any Declarations of Interest and Requests for Dispensations
3. Approval of Minutes of the Parish Council Meeting held on 3.3.16 (previously circulated)
4. To Receive Brief Report from Ward Councillor Tony Johnson TW
5. Public Participation Session for Local Residents to raise matters relevant to the Parish Council  
*Note: Decisions cannot be made on items not on the agenda. This item is limited at the Chair's discretion.*
6. **Correspondence / Discussion / Governance:**
  - a) Update re Planning App. 160450 "21 houses on land to the east of Brook Lane, Bosbury" PW
  - b) Update from Neighbourhood Plan steering group (grant application, progress) MH
  - c) Update on the defibrillator (progress, payment, insurance, training) JBa
  - d) Update re the website going forwards (costings, updating) Chair
  - e) To agree appointment of internal auditor - Philip Brough. Clerk
  - f) To agree temporary increase in Clerk's workload (end of year, website research, standing orders update, paye, vat) Chair
  - h) To agree new membership of HALC (required for Clerk advice, training and governance) Chair
7. **Highways/Footpaths/Lengthsman:**
  - a) To update from last meeting actions:
    - Primary School Head had made a plea for safe driving and parking in the school newsletter Clerk
    - Response received from Balfour Beatty re traffic calming verge treatment at the Cradley End of the village JJJ
    - To update re possibility of weight ban towards Cradley JJJ
    - Lengthsman: HGV signs cleaned in Coddington; mowing has commenced, many road signs have been cleaned.
    - All items from last meeting have been logged with Balfour Beatty by the Clerk
    - See Programme of Balfour Beatty Work Requests for details
  - b) To discuss any new highway or footpath issues
  - c) Lengthsman / P3 – To receive any suggestions of works
8. **Finance**
  - a) To Agree Finance Report & note Bank Balances
  - b) To Agree Payments of outstanding accounts as per finance report:

659 G Day - Lengthsman £1968.00	664 Expenses – stationery/cartridges/meeting recorder £118.50
660 Ed Seabright – Lengthsman – £80	665 Clerk Salary & Induction – Feb – Mar £494.52
661 F&M Consultants – Website updates Feb & March £150	666 Ed Seabright – Lengthsman - £190
662 Bosbury Educational Fund (Old Boys school hire) £10.00	667 HALC membership £547.26
663 All Saints Coddington – church hire £20.00	
9. **Training / Meetings:**
  - a) Report from meeting with Coddington Court (Adisthana) representatives Chair
  - b) To note dates and decide attendees of meetings / training courses
  - c) To receive Reports from any meetings attended
10. **To note and review the Information & Outstanding Actions Sheet (attached)**
11. **To note Date and time of Next Scheduled Meeting**  
19<sup>th</sup> May, 2016 – **Annual** Parish Meeting and 26<sup>th</sup> May, 2016 – **Annual** Parish Council Meeting
12. **To raise items for the next scheduled Parish Council Meeting (no discussion)**
13. **Planning Committee** *(Please view applications online before the meeting as paper copies may not be available)*
  - a) Approval of Minutes of the Planning Meeting held on 22.3.16 (previously circulated)
  - b) To consider any new Planning Applications received
    - 160762 – Land adjoining Oak Inn, Staplow. HR8 1NP: Proposed new access and repositioning of roadside hedge.
    - 160972 – Woodfields Farm, Coddington. HR8 1JJ : Steel framed agricultural building
  - c) To note Planning Record and Decisions of Hereford Council

Signed: *Leanne Rex* (Clerk to the Parish Council)

Dated: 14.4.16

The press and public are cordially invited to attend the meeting

## Information Sheet for 20.4.16 meeting

### Update from Parish Clerk

- I advertised for Quotes for the 2016/17 Lengthsman work. 1 received, discussions with 2 other interested parties
- I advertised for anyone who can help with the Internal Audit : Philip Brough, a retired Chartered Banker from Old Colwall has offered on a voluntary basis
- I have separated the PC action log from the many Balfour Beatty actions, now 2 separate logs:
  - Outstanding PC actions (below)
  - Programme of Balfour Beatty Work Requests – separate document
- I am chasing Balfour Beatty for a response to the many Work Requests/highway/footpath issues
- I have cleared down the Planning record for the start of new year and rationalised to display previous quarter.
- Janet Chester was unable to transfer the PAYE to myself, therefore PAYE end of year completed by Janet
- I am assessing financially viable options to host/maintain the website going forwards (with Emma Ferrier's understanding and support)
- My review of the PC's standing orders shows they need updating and making relevant for the PC (e.g. clarity needed on the Planning Sub Committee etc, much clearer financial regulations). Standing orders will be reviewed and updated in May.
- I am closing down 2015/2016 Lengthsman/P3 process with H Council and claiming payments for final invoices and setting up for 2016/2017. Payment also successfully claimed for a lengthsman invoice missed in April 2015 for £370. A good result!
- Website updated with agenda/minutes/requests for audit help/requests for lengthsman quotes

### Outstanding Actions

These are the consolidated outstanding actions (excluding highways and footpaths) after the last meeting 3.3.16

Date	Min	Action	Status	Comments
Oct 15	8a	M Hosking		Draft a public statement re NDP / Core Strategy issue for residents
Feb 16	8c	NDP		Apply for NDP grants
Feb 16	8d	J Baker / Clerk		Arrange defib training session. Advise insurance company, arrange payment terms
Feb 16	8e	All Cllrs		Approach organisations re website articles and funding Send Clerk – photo and brief autobiography
Mar 16	6e	Clerk	Ongoing	Update on Buchanan Trust: Email sent to Peter Marsham. Response received that he is trying to find out the status himself too and will advise when he has more information.

### Highways and Footpath Issues Log with Balfour Beatty

Please see separate document

### Planning Application Log (last quarter displayed)

Date	App No.	Description	PC Comment	HC Decision
4.2.16	160250	<b>Shirkway Cottage, Munsley, Ledbury, HR8 2SJ</b> Proposed conversion of external store room to additional accomm/annexe to existing dwelling	Support	Refusal
22.2.16	160450	<b>Land to the East of Brook Lane, North of B4220, Bosbury, Hereford.</b> Proposed residential development for up to 21 dwellings (of which 8 will be affordable)	Object	
8.3.16	160636/1 60637	<b>Lower Shinscroft, Bosbury, Ledbury. HR8 1QD</b> <b>Listed Building Consent / Proposed alterations and extension.</b>	Support	Granted
9.3.16	160704	<b>The Cross, Bosbury, Ledbury. HR8 1PX</b> <b>Fell two Silver Birch Trees</b>	Support	Allowed
22.3.16	160762	<b>Land adjoining Oak Inn, Staplow, Ledbury. HR8 1NP</b> Proposed new access and repositioning of roadside hedge.	discuss at 20.4.16 meeting	
7.4.16	160972	<b>Woodfields Farm, Coddington, Ledbury. HR8 1JJ</b> Steel framed agricultural building.	discuss at 20.4.16 meeting	

**Leanne Rex**

Clerk to the Parish Council

14.4.16