

**Minutes of a meeting of the Parish Council held on
Tuesday 16th January 2018 at 7.30 p.m. at Brampton Bryan Parish Hall.**

Present:

Councillors: Phillip Barnett, Maggie Brown (Chair) Tom Dixon, Clive Gurney, Trevor Pritchard, John Walker, Simon Whiteman

In attendance:

Clerk/RFO Maureen Robinson
Ward Cllr Carole Gandy
2 members of public

1. **Apologies for absence :** Cllrs Chilman and Harley

2. **Declarations of Interest and written requests for dispensations:** None. No requests for dispensations.

3. **Open Session – brief verbal reports received from:**

3.1 Ward Cllr Gandy emailed her report which can be seen on the Border Group website. In addition she gave a verbal update on the Old Chapel at Adforton and the planning application for the chicken farm at Willey. Due to a significant number of objections, the latter will be directed to the Planning Committee (Herefordshire Council). Ward Cllr Gandy will attend but will not speak.

3.2 Chair and Councillors reports ~~Cllr Brown had circulated a report from HALC regarding the new Data Protection legislation~~ *Cllr Brown attended a training event at HALC on the new Data Protection legislation*

3.3 Local residents – raised concerns about gritting the school bus route at Birtley and were advised by Ward Cllr that all routes are to be reviewed shortly. A request was made for an additional grit bin at Birtley and it was requested the lengthsman clean out the grips at Birtley. A suggestion was put forward to review the overall lengthsman scheme with the possibility of going out to tender to ensure continuing value for money. *to mtg. MB.*

4. **Minutes of the previous meeting – 21st November 2017 and 13th December 2017**

(extraordinary meeting) – ~~apologies from Cllrs Dixon, Whiteman and the Clerk were added to the latter as these had not been recorded~~ *STRUCK OUT*

Both sets of Minutes were **APPROVED** and signed by the Chair. *MB*

5. **Neighbourhood Plan – no update available.** ~~Cllr Brown requested an update for the website regarding the current status of the Plan~~

Cllr have received updated version of NP + other supporting documents but no instructions
Minutes/other information from any NP meetings will be made available on the BGPC website - www.bordergroup-pc.org - where a separate page has been set up for access to information around NP

received by webmaster to put on-line

MB

- 6. Finance** *Cllr Brown asked for a separate column in accounts*
- 6.1 The RFO presented the quarterly report showing a balance of £27,356.80. (It was noted that this included sums set aside for NP costs, SIDs and a subsidy towards the Precept in 18/19) *for 5137*
- 6.2 It was **AGREED** to pay the Clerk's expenses of £26.72 for December (chq no 101681) and £32.69 for January plus salary of £372.94(Dec) (incl £40 per month towards home office costs) plus back pay of £119.75 (chq no 101682)
- 6.3 It was **AGREED** to pay £276 to HALC for training for Cllr Brown (chq no 101683)
- 6.4 It was **AGREED** to pay £30 to St Michaels and All Angels, Lingen towards churchyard maintenance (chq no 101685)
- 6.5 It was **AGREED** to pay £24 to Adforton Village Hall for room hire (chq no 101684)
- 6.6 It was **AGREED** to pay £1026 to the Lengthsman (inv 840, chq no 101686). This included the supply of 2 new grit bins at £50 each.

MB

Payments approved. All in favour.

7. Planning

To consider comments to Herefordshire Council on the following applications:

7.1

APPLICATION NO & SITE ADDRESS: Planning Consultation - 174686 - The Granary, Upper Letton Farm, Letton, Bucknell, Shropshire

DESCRIPTION: Proposed conversion of stone barn into two residential units.

APPLICANT(S): Mr Edward Harley

GRID REF: OS 337814, 270259

APPLICATION TYPE: (Part 3) Class Q - Prior Approval

WEBSITE LINK: <http://www.herefordshire.gov.uk/searchplanningapplications>

7.2

APPLICATION NO & SITE ADDRESS: Planning Consultation - 174473 - 1 Paytoe Cottages, Leintwardine, Craven Arms, Herefordshire SY7 0NB

DESCRIPTION: Proposed replacement of existing conservatory with n conservatory/sun room.

APPLICANT(S): Mr Steven Alford

GRID REF: OS 341149, 271852

APPLICATION TYPE: Full Householder

WEBSITE LINK: <http://www.herefordshire.gov.uk/searchplanningapplication>

BGPC supported both applications.

7.3

P172030/F Dairyhouse Farm Lingen Bucknell Herefordshire SY7 0DZ, Replace existing agricultural building with new general purpose agricultural storage building, Determination made – approved with conditions. **NOTED**

7.4 Standing item : ref. use of Planning Obligation Agreement s106 monies in respect of Home Farm, Lingen. Ref DCNW/2008/3016/F, 113046/F. Once a decision has been made by BGPC regarding hiring SIDs, Ward Cllr Gandy will approach Balfour Beatty regarding costs.

*It was **AGREED** to request an assessment/advice*

All Planning Applications may now be seen on the Border Group website :
www.bordergroup-pc.org

*from Herefordshire Council on speeding in
 the 4 areas considered dangerous*

MB

8. Highways

8.1 To consider work to be undertaken under P3 (footpaths) scheme and receive an update on works to date – no update available. It was **AGREED** to send a card to the Footpaths Officer wishing him well following his recent spell in hospital

MB 8.2 To consider work to be undertaken by Lengthsman – large litter to be collected; road signs to be cleaned. *It was AGREED that the CLERK would give lists of tasks to L'sman*

8.3 It was **AGREED** to complete the Expression of Interest form (Lengthsman and P3) and Clerk to submit to Balfour Beatty

MB 8.4 A response to resident was **AGREED** explaining difficulty in finding

9. To adopt the Disciplinary and Grievance Procedure – **AGREED** to adopt

Safe location for a grit bin + grit only for use on public road

MB 10. It was **AGREED** to send a letter to the drainage officer at Herefordshire Council regarding flooding at Walford. *and a sluice on A4110*

11. To review BGPC Planning Policy for dealing with applications between meetings – amendments to draft policy *circulated and adopted. It will be reviewed again in January 2019. It was AGREED to give agreed.*

12. To consider Draft Management Plan, Brampton Bryan Estate – it was **AGREED** to acknowledge consultation but not send any comments

Clerk delegated powers to comment on applications received between meetings

MB *which due to time restrictions cannot wait for next PC mtg.*

13. To note Information sheet/ Correspondence received and responded to. **NOTED**

* 14. To raise matters for next meeting agenda. No discussion *having first received comments from the Planning Group.*

15. Cllr Brown proposed the resolution to exclude the public from this part of the meeting on the grounds of confidentiality. (The Clerk left the meeting at this point)

To receive a report from the Employment Working Group for consideration & implementation

After a report from the Employment Working Group, the following was **AGREED**:

- To pay Clerk's salary by cheque, rather than Standing Order, from January 2018.
- To advise Payroll Manager that Clerk's hourly rate of pay be rounded to two decimal places.
- To follow up Internal Auditor's question 3 G paragraph 1 (Internal Audit Report 2016/2017 dated 9 May 2017)
- To arrange a follow up Appraisal for the Clerk *before* BGPC meeting on 20 February

There being no further business the Chairman closed the Meeting at 9.50 p.m. The next Meeting will take place at Lingen Village Hall at 7.30pm on Tuesday 20th February 2018.

Signed... M Brown Date... 20.2.18