

ORLETON PARISH COUNCIL
Minutes of an Ordinary Parish Council Meeting held on
Thursday 20th October at 19.30 at Orleton Village Hall

Present

Councillors: David Lane (in the Chair), Brian Powell, Colin Mitchell, Barry Rogers and Phillip Hardwick.

In attendance

Clerk Helen Tinson – on behalf of HALC (Herefordshire Association of Local Councils);
Ward Cllr Sebastian Bowen; 5 members of the public.

1. Elect a Chairman due to the Resignation of Cllr Gandy:

Cllr Colin Mitchell nominated Cllr David Lane to the office of Chairman, which was seconded by Cllr Brian Powell.

It was unanimously RESOLVED to elect Cllr David Lane to the office of Chairman. Cllr Lane signed his Declaration of Acceptance of Office.

2. Consideration to access HALC Clerk Cover for the meeting:

It was unanimously RESOLVED to access HALC's CiLCA qualified Clerk/RFO Cover for the meeting.

3. Apologies for absence: Apologies were received and accepted from Cllr Mark Simmons.

4. Declarations of interest & written dispensation requests: Cllr Phillip Hardwick declared a non-pecuniary interest in agenda item 7.2.2.

5. Public Participation:

5.1 Ward Councillor Report – Ward Cllr Sebastian Bowen gave his report:

- 5.1.1** Herefordshire Council's Children's Services have been rated inadequate in all four major areas. Children's Commissioner, Eleanor Brazil, must submit a report to Government in December which will determine whether Herefordshire Council can continue to provide services under their own remit. Hilary Hall has been appointed new Director of Adult Services.
- 5.1.2** Cllr Bowen reported the detail of a Section 106 Agreement in relation to the local development of 14 residential units comprising 7 intermediate houses and 7 social rented houses including one with wheelchair access.
- 5.1.3** Cllr Bowen responded to a question raised by a member of the public in relation to the attenuation pond connected to the play area.

5.2 Public Session – There were no other comments from local residents.

6. Minutes of Parish Council Meeting 23rd September 2022:

Members considered the minutes. Amendments were proposed and accepted to item 10, and to correct the omission to add the names of Councillors in attendance at the meeting.

It was unanimously RESOLVED to amend and approve the minutes of the Ordinary Meeting on the 23rd September 2022 as a true and proper record of the meeting. The amendments were handwritten as approved, and the minutes were signed by the Chair.

7. Planning:

7.1 Section 106 Monies: It was noted that the ex-Clerk had circulated notes to members following a Zoom meeting with Herefordshire Council and it was proposed that further discussion is deferred to the next meeting so that the notes could be fully considered. Other than the information reported by Cllr Bowen, there was no further update.

It was unanimously RESOLVED to defer further discussion to the next meeting.

7.2 Consideration of comments on applications for determination by Herefordshire Council:

7.2.1 P222731/FH: The Granary, Orleton, SY8 4HG. Conversion of existing garage into habitable room, new timber porch and internal/external alterations.

It was unanimously RESOLVED to submit a general comment noting no particular objections other than that the work has already started prior to obtaining the necessary planning consents.

7.2.2 P222909/FH: Calvados, Church Lane. Proposed detached garage, summerhouse and metal entrance gate. There were no objections. It was unanimously RESOLVED to support the application. Cllr Hardwick refrained from voting in accordance with his declaration of interest.

7.2.3 P223316/AM: Land to the North-West of Kings Road. Non-material amendment to planning permission 211884 (application for variation of condition 2 of planning permission 180517 (proposed 39 dwellings with associated access, parking and landscaping). To allow new proposed master site plan along with updated house types and garages and updated drainage. LPG storage tank area). Proposed change of roof tiles, plots 23-39. In response to a concern raised by a member of public, members wished to carry out a site visit prior to submitting their planning response. It was unanimously RESOLVED to hold a site visit and then call an Extra Ordinary Meeting to consider Council's response. Members were informed of the target determination date.

- 7.2.4 **P223084: Fairfield, Millbrook Way, SY8 4HW.** Works to Trees in a Conservation Area. There were no objections.
It was unanimously RESOLVED to support the application.
- 7.2.5 **P223086: The Old Bakey, Kitchen Hall Road, SY8 4HN.** Works to Trees in a Conservation Area. There were no objections.
It was unanimously RESOLVED to support the application.
- 7.2.6 **P223033: The Maidenhead, Green Lane, SY8 4JB.** Works to Trees in a Conservation Area. There were no objections.
It was unanimously RESOLVED to support the application.

8. Matters Relating to Outside Bodies:

- 8.1 **Village Hall Committee:** It was unanimously RESOLVED to appoint Cllr Barry Rogers to the Village Hall Committee.

- 8.2 **Orleton Recreation Association and Consideration of Clarification on the role of Charity Trustee's:** Members received a report from Cllr Colin Mitchell The Chairman sought to elaborate on the report from an ORA committee member attending the meeting. Members were informed that:

- 8.2.1 The Football Club is a community group, under the controlling body of Hereford FA. Finances are controlled by a committee which abides by guidance from Hereford FA;
- 8.2.2 The committees for both ORA and the Football Club have undergone a period of major change and are now looking at a variety of options to maximise opportunities to work together and with others to provide a range of sporting opportunities on the Recreation Field, as identified on the Village Survey;
- 8.2.3 Two quotes have been received for the external repair to the Pavilion, construct a new tractor area and improve disabled access;
- 8.2.4 ORA is considering taking legal advice concerning registration of the land, and advice from Land Registry about whether the hut is considered to be a permanent building. It was suggested that the Parish Council seek advice from HALC on all legal matters;
- 8.2.5 ORA have no assumption of receiving money from the Parish Council other than the continuation of the payment of annual insurance, unless otherwise informed, but hope they will benefit from some of the S106 money.

It was RESOLVED to approach HALC to seek advice and clarification in relation to the Recreation Ground and S106 funding.

- 8.3 Orleton Flood Group:** Members considered a report submitted to the PC which set out factors contributing to the problem of flooding on Kings Road. Work is ongoing to seek the appropriate authorisation for the removal of tree growth that is impacting the flow of water. There has been progress and constructive engagement but it was recognised this is an ongoing process.
- It was RESOLVED that the Chairman contact the Locality Steward in connection with root ingress into highway drains.

9. Finance:

- 9.1 Financial Arrangements:** It was unanimously RESOLVED to approve an amendment to motion to put the council's financial arrangements in order. It was RESOLVED that correct signatories and authorisations can be set up with the assistance of HALC in order that the account is fully functioning when a new Clerk/RFO is in position, but to only use cheques for the time being.
- 9.2 Additional Signatories:** It was unanimously RESOLVED to approve Cllrs David Lane and Colin Mitchell as new signatories on the cheque account. Cllrs Phillip Hardwick and Mark Simmons to remain as signatories on the cheque account.
- 9.3 Payments:** It was RESOLVED to approve the following invoices for payment:
- 9.3.1** Village Hall Bookings ... £130.00
 - 9.3.2** HALC Training ... £220.00 + £44.00 VAT
 - 9.3.3** PKF Littlejohn ... £200.00 + £40.00 VAT
 - 9.3.4** Autela Payroll Services ... £87.70 + £17.76 VAT
 - 9.3.5** Rights of Way Expenses (Martin Bradford) ... £224.60 + £32.92 VAT
 - 9.3.6** Outgoing Clerk Expenses ... deferred to confidential session
- 9.4 Payments Made:** It was noted that the following payments had been made by bank transfer:
- 9.4.1** Herefordshire Council uncontested election fee ... £30.00
 - 9.4.2** DC Gardening Services ... £36.00
 - 9.4.3** RBL Poppy Appeal Wreath ... £25.00
 - 9.4.4** Clerk's Salary (in accordance with contract) and expenses £25.00 ... deferred to confidential session
- 9.5 Budget Working Group:** Members received a report from the Budget Working Group.
- 9.5.1** In recent years, expenditure has exceeded income and as a result the level of reserves has fallen significantly. It is anticipated that a substantial increase will need to be applied to the precept for 2023/2024. It was

proposed that the January meeting of full council will focus on the budget and that the meeting is publicised and residents invited to attend.

It was RESOLVED that the Budget Working Group assess current discretionary spending and present a report to the next meeting.

It was RESOLVED that the Chairman notify Herefordshire Council that the precept request will not be submitted until February 2023.

It was RESOLVED that Cllr Mitchell draft a brief explanatory article for the December issue of the Grapevine, Next Door and Noticeboards.

- 9.5.2** Members considered an increase in the Lengthsman budget for additional work to scrape kerbs to clear debris that would otherwise block drains; tidy the area around the war memorial; and grass cutting. These works were considered necessary and urgent.

It was RESOLVED to approve additional work for the Lengthsman as noted above.

It was RESOLVED to transfer £1000 from the Village Hall budget and £3000 from Reserves to the Lengthsman budget.

- 9.5.3** Members considered possible participatory budgeting. The Chairman explained this is where the PC would offer a lump sum and ask the community how they would like it to be spent. Members agreed there is currently no lump sum available for participatory budgeting at this time.

10. Christmas Trees/Decorations:

The Parish normally receives three donated Christmas trees each year. Members agreed that the Chairman would approach the regular donor with a view to securing trees for this Christmas. Christmas decorations are stored at the Village Hall.

11. Comberton Road Safety Meeting:

Members received a report following a meeting with Ian Connolly, West Mercia Safer Roads Partnership, PCSO Stephanie Harper, Cllr David Lane and Ward Cllr Sebastian Bowen to discuss road safety in Comberton. Notes from the meeting have been circulated and verbally agreed by Cllr Bowen. Ian Connolly has agreed that enforcement action on speeding will be taken in the area within the next six months. The Parish Council have been asked to consider other appropriate traffic calming measures in the parish, which will be considered in conjunction with the budget forecasting.

12. Date of next meeting: Thursday 17th November, 7.30pm.

Agenda Items:

12.1 Update on Employment Matters

12.2 Update on Budget Matters

12.3 Parish Consultation for King Charles III Coronation Celebrations, May 2023

A resolution was passed to exclude members of the public for the following confidential item:

13. Employment Matters:

- 13.1** Members noted the resignation of the Clerk and discussed matters relating to the contract of employment.
- 13.2** It was RESOLVED to seek advice from HALC concerning financial aspects.
It was RESOLVED to ask HALC to communicate decisions of the meeting to the ex-Clerk.
It was RESOLVED to discuss matters further at the next meeting.
- 13.3** It was RESOLVED to access Clerk cover via HALC until a new Clerk is appointed.
- 13.4** It was RESOLVED to access HALC's recruitment service at a cost of £220 plus VAT.

Meeting closed.

SIGNED DATE