ORLETON PARISH COUNCIL

Minutes of the meeting of the Parish Council
held at 7.30pm
on Thursday 16th March 2023
at the village hall

Present: Councillors: David Lane (in the Chair), Colin Mitchell, Brian Powell, Barry Rogers, Mark Simmons, Philip Hardwick and Veronica Bishop.

In attendance: Emma Thomas – Clerk on behalf of HALC (Herefordshire Association of Local Councils)
Ward Cllr Sebastian Bowen
4 members of the public.

1. **To receive apologies for absence.**
   None

2. **To consider appointing a HALC (CiLCA qualified) clerk for the meeting.**
   It was RESOLVED to appoint the HALC clerk for the meeting. She was thanked for her hard work over the past few months.

3. **To consider any declarations of interest and written requests for dispensation on agenda items.**
   None

4. **To approve the minutes of the meeting held on 16th February 2023.**
   The minutes were APPROVED and duly signed by the Chair.

5. **Open session (limited to 15 minutes):**
   5.1To receive views of local residents on parish matters
   The following items were RAISED:
   - There are still lots of potholes by Ashley Walk.

6. **Finance**
   6.1 **To note the bank balance – 28th February 2023**
   The bank balance of £10,755.33 was NOTED

   6.2 **To note the receipt of drainage grant money £81.50 from Herefordshire Council**
   NOTED

   6.3 **To consider and approve the following (but not limited to) outstanding invoices for payment:**
   6.3.1 Eyelid Productions Ltd- Annual Web Support £100
   6.3.2 HALC – Clerk Cover – 16th March 2023 £284.20
   6.3.3 Leo Pest Control - £69.60
   6.3.4 HALC Recruitment Services £264.00
   The above invoices were APPROVED for payment by BACS

   6.4 **To consider the sale of the defibrillator cabinet**
   It was REPORTED that the cabinet purchased could not be used by the school as it was non-locking. It was RESOLVED to offer it to Yatton PC for £200 as it is believed they are about to purchase one.

7. Highways

7.1To consider an update from the Road Safety and Highways Liaison Councillor and Highways working Group and next steps

It was REPORTED that planned road markings had been carried out in part – the remainder to be finished shortly. Road works were beginning next week as expected. A meeting had also been held with the West Mercia Police Traffic Advisor Ian Connolly during which the agenda items below were discussed.

7.2To receive an update on the Comberton Traffic Regulation Order

It was REPORTED that incidents needed collating for submission with the TRO. Parishioners could either do this online via the Police portal or by emailing Cllr Veronica Bishop.

The possibility of using the SID was discussed. This will be revisited in April. The possibility of setting up a Community Speed Watch Group was also discussed.

7.3To consider parking issues in Millbrook Way

It was REPORTED that parking issues were discussed with Ian Connolly too. He stated that the owners of the land and the event organisers should have robust risk assessments in place that deal with how traffic and emergency access are to be organised at any event taking place on the recreation ground. It was RESOLVED that this should be fed back to ORA and OJFC via the Parish Council ORA representative.

7.4 To consider the hedge at New Development on Kings Road.

It was REPORTED that one of the planning conditions of application 211884 was that a hedge should be planted in front of the fence. It was AGREED that the clerk should ask the Planning Department to investigate this further.

8. Lengthsman

8.1 To consider signing the lengthsman grant contract for 2022-23.

It was AGREED that there is insufficient time between being informed of this grant by Balfour Beatty and Herefordshire Council and having works undertaken.

8.2 To consider the proposed lengthsman works for May.

The following works were APPROVED for undertaking in May:
Cutting of all visual displays throughout the Parish and strimming along the bottom edge of the embankment leading from the War Memorial to a point just past the bus stop.

Cllrs Colin Mitchell and David Lane DECLARED NPI's against the following item and did not vote.

9. Flood Resilience

9.1 To consider the schedule of flood resilience equipment for purchase for consideration at the April meeting

It was NOTED that the planned meeting with the Police and Balfour Beatty did not take place.
It was RESOLVED to approve the purchase of flood resilience equipment of £505.59 inc VAT in April. This has already been budgeted for. The clerk will request pro-forma invoices. It was AGREED that Flood Wardens should be appointed at the May meeting.

10. Coronation

10.1 To consider an update on proposals to mark the Coronation of King Charles III in May 2023 and next steps

It was REPORTED that the third public planning meeting had now taken place and the Family Fun Day fully planned. At present there is a shortfall of £680 in funds, however, a lottery grant application is due to be submitted, and money raised from the Big Lunch will also be used. It was

AGREED that in the event of a remaining shortfall, the Coronation Group should submit a funding application for funds up to £500 from S137 monies in April.

10.2 To consider suggestions for wording on the brass plaque

Several suggestions had been received. It was AGREED to choose one after the meeting. It was AGREED, by a majority, that the plaque should be made out of stainless steel, as this would look better in future years. It was further NOTED that the new railings purchased would need painting.

10.3 To consider inviting a dignitary to the event to give a short speech

It was RESOLVED to defer this item until April.

10.4 To consider how any spare donations (if there are any) should be distributed following the Coronation

It was RESOLVED that in the unlikely event that there are spare funds raised by the events, these will be distributed equally between the Village Hall and the Recreation Ground.

11. To receive updates:

11.1 To receive an update on the meeting with the police to discuss flooding and the TRO

Already included in items above.

11.2 To consider an update on providing a replacement board for Kings Road and next Steps

It was REPORTED that the Headteacher had agreed two places that a board could be sited at the school. It was AGREED that using the site of the old board would be best. A quote had been obtained. It was REQUESTED that further quotes were sought by Cllr Hardwick, in order to make a decision at the April meeting. Cllr Hardwick confirmed he would continue to keep the Headteacher informed.

11.3 To consider an update of the condition of War Memorial and necessary works and next steps

It was REPORTED that two quotes had been obtained for cleaning/improving the War Memorial, surrounding area and railings. It was RESOLVED to accept the quote of £2685 + VAT from Hudson Stonework Ltd.

11.4 To receive an update on ORA meetings and report from Cllr Lane as Representative Trustee

It was REPORTED that a meeting had taken place during which the S106 money and legal concerns had been discussed. It was NOTED that any monies received would be channelled through ORA.

11.5 To receive an update on fly-tipping on Ashley Moor Lane

It was REPORTED that the owner of the material dumped had been located as a resident of Derby. Herefordshire Council had made contact with him. It was disclosed that he had hired a person in Richards Castle to dump the material. Herefordshire Council are in the process of prosecuting either of the two culprits. It was AGREED the clerk should thank the Herefordshire Council officer in charge of dealing with this for the effective and diligent action taken.

11.6 S106 Monies Legal update, review of correspondence with Herefordshire Council and ORA

It was REPORTED that a lengthy Zoom meeting had been held. Cllr Lane confirmed that he was still awaiting confirmation from the FA of the terms they might impose on funding. When this is received he has undertaken to seek advice on the available options which the Trust Constitution might allow. The s.106 meeting had agreed that unless it was possible to accommodate such terms under the constitution the funding would not be possible.

11.7 To receive an election 2023 update

It was REPORTED that nomination forms had to be received by Herefordshire Council by 4pm on the 4th April. If anyone needs elector numbers for their proposers and seconders the clerk can assist.

12 To consider resignation and appointment of trustee representative to ORA

The resignation of Cllr David Lane from this position was accepted. It was RESOLVED that Cllr Colin Mitchell be appointed as Parish Council representative.

13 To consider communications between Parish Councillors on Council matters

It was NOTED that all correspondence between Cllrs between meetings should include all Councillors, in the interest of transparency.

14 Matters for discussion at the next meeting. (No discussion)

None

15 Date of next meeting – 20th April 2023

NOTED

A resolution was passed to exclude members of the public from the following confidential items

All members of the public left the meeting

16 Employment matters

16.1 Recruitment of the clerk and next steps including signing the contract of employment if necessary

It was REPORTED that interviews for a new clerk had taken place on Monday 13th March. Olena Barrett was recommended by the panel as being the best candidate. It was RESOLVED to appoint Olena Barrett from the 1st April 2023. The contract was signed with starting salary details therein.

17 To consider financial governance, legal correspondence and next steps.

A summary of the situation surrounding a payment unlawfully authorised by an ex-councillor was received. The person had since acknowledged that financial regulations had not been followed and it was NOTED that Parish Council procedures had been upgraded to ensure that this cannot happen again.

The meeting closed at 21.53

Signed: ____ Dated: ___________________