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Minutes of the Parish Council meeting held on Tuesday 10<sup>th</sup> September 2024 at 7.30pm in the Cradley Village Hall.

## MINUTES

### Present:

Councillors: Janita Goodwin, Norman Goody, Elizabeth Kabani, Colin Merker, (Chair), Terry Robshaw, Ann Carver & Derek Scully.

### In Attendance:

Richard James - (Parish Clerk).  
2 members of the public.

### 1. To receive apologies.

**To Note** – Apologies were received from Cllr Ian Edgar & Cllr Mary Allmark.

### 2. Retirement of Cllr Wynne Harries.

- a) Formal acceptance of Retirement.
- b) Approval of a retirement gift

**Resolution** – (a) Council agreed to formally accept Cllr Wynne Harries's resignation after 13 years' service on the Parish Council with a tinge of sadness. (b) Council approved the expenditure of up to £150.00 for a retirement gift for Wynne and flowers for his wife.

### 3. To receive declarations of interest and written requests for dispensations.

- Cllr Derek Scully declared an interest in item 5.1 Planning application P241137/FH – P241138/L.
- Cllr Elizabeth Kabani declared an interest in item 5.1 Planning application P241137/FH – P241138/L.
- Cllr Janita Goodwin declared an interest in item 5.2 Planning application P242172/J.

**To Note** – Council noted these declarations of interest.

### 4. To approve the minutes of the meetings held on the 09.07.24 & 13.08.24.

**Resolution** – Minutes of the meeting held on 09.07.24, Cllr Robshaw queried, saying that under 7. 1,2,3, and 4 this minute was not solely correct as he could not find any reference to the answers given in the June 24 minutes. Council noted Cllr Robshaw's query and said it would be minuted, The minutes of the meeting held on 13.08.24 had no queries and both sets of minutes were approved and adopted by the Council and duly signed by the Chair.

## 5. Planning Applications.

	<b>Application No</b>	<b>Address</b>	<b>Permission sought</b>
5.1	<b>P241137/FH P241138/L</b>	Rose Cottage & South View Crumpton Hill Storrige WR13 5HE	Proposed single storey extensions and two storey extension to create one dwelling. Retention of existing vehicular access slope, extensive landscaping, hedgerow orchard and wildflower meadow reinstatement.

Cllr Derek Scully & Cllr Elizabeth Kabani declared an interest in this planning application P241137/FH & P241138/L but did not leave the meeting.

Cllr Scully did speak on this item but only to read out the Planning Working Group's report as lead but did not vote. Cllr Kabani did not speak or vote on this matter.

**Resolution** – Cradley & Storrige Parish Council **SUPPORTS** this application for the follow reasons.

It complies with CNDP5 it also complies with CNDP6 in terms of wildlife, a bat survey has been carried out and bat boxes installed. An Ecological survey has also been carried out and it says that the proposed works will not significantly impact any of the site's vegetation, aiming instead to enhance the garden areas through extensive planting of native trees, sowing of species-rich grassland seed mixes and creation of an ornamental pond area. It also mentions that the development will have no adverse effect on the close proximity of the special scientific interest (SSI) area. We believe it also complies with CNDP9.

	<b>Application No</b>	<b>Address</b>	<b>Permission sought</b>
5.2	<b>P242172/J</b>	Lutian House Cradley WR13 5NF	Work to Oak TPO Ref. 027183 We would like to reduce the intermediate canopy to bring it in line with the lower canopy. Further, Oak TPO Ref. 027183 contains dead wood that overhangs the highway C1162 and some of the driveway of Penny Cottage. To increase safety for road users and the residents of Penny Cottage, we wish to remove this dead wood at the same time as executing the other tree work. Oak 9 metres due south of TPO Ref. 027183 and within the Cradley Conservation area. To reduce the branches on the western side to remove overhang of the garden of Penny Cottage.

Cllr Janita Goodwin declared an interest in this planning application P242172/J but did not leave the meeting nor speak or vote on this matter.

**Resolution** – Cradley & Storrige Parish Council **SUPPORTS** this application following the advice from our Tree Warden. This application is sensible in order to address potential safety concerns for drivers using the road below the tree and which is also the main bus route through the Village. The work will also address the impact of overhanging/overshadowing branches on the cottage opposite as stated. In the view of the Parish Council and for safety reason a road closure will be required for this works.

Cllr Norman Goody attended the meeting at this point at 7.48pm and gave his apologies for his late attendance.

	<i>Application No</i>	<i>Address</i>	<i>Permission sought</i>
5.3	P242206/PA4	Upper Barrow Farm The Barrow Suckley WR6 5EJ	Prior approval for the Change of Use of Hop Kiln Barn to four dwellinghouses, Barn 1 (Units 4 - 7).

**Resolution** – Cradley & Storrige Parish Council **OBJECTS** as the site is totally unsuitable for residential development for the following reasons: -

- 1.1 The barns are in open countryside within a former agricultural but currently a commercial/industrial complex and are not a suitable location for new private housing.
- 1.2 The nearest facilities are in Cradley and Suckley and are not easily accessible by walking or cycling. There are no public transport links, and so residents would have to mainly rely on cars.
- 1.3 There is a lack of suitable utilities to the site to support such a high level of residential dwellings in addition to the commercial/industrial activities.
- 1.4 The only access is off a farm track off a narrow road which is in a poor condition and the additional traffic of potentially 14 extra vehicles (including the 6 approved under P241588 ) will be a considerable volume increase which could cause dangers to other road users especially pedestrians, cyclists and horse riders.
- 1.5 There is an existing PROW which runs through the site creating a potential hazard for walkers.
- 1.6 It is clear that the site has not been used for agricultural purposes for many years although there is evidence that other business activities are currently taking place e.g. a truck and trailer parked there, storage of mobility aids and a porta-loo. Separate photographic evidence has been submitted of large articulated lorries loading/unloading vast quantities of timber being stored into large, refurbished barn which contradicts the claim made in Section 3 of the Planning Statement.
- 1.7 There is a potential fire hazard as a result of the large quantity of inflammable materials being stored in this large, refurbished barn.
- 1.8 The minimal gardens to Units 4 and 6 will also be overshadowed initially by the Hop Kiln barn and subsequently the recently refurbished barn. Again, the gardens to units 5 and 7 will be shaded for most of the day only benefiting from some morning sun but still partly shaded by the opposite barn to be retained.
- 1.9 There are 9 parking spaces ending in a block of four. The two spaces nearest the barn could not be accessed if the two forward spaces were already occupied. There is adequate turning but no access from the track shown
- 1.10 The site will lose the sun early due to the trees and hills to the west, consequently natural daylight will be restricted.

	<b>Application No</b>	<b>Address</b>	<b>Permission sought</b>
<b>5.4</b>	<b>P242086/L</b>	Buryfield Cottage Cradley WR13 5NF	Proposal to include repairs to chimney stack including repointing and repair and re-instatement of render sections.

**Resolution** – Cradley & Storrige Parish Council support this application in principle.

The application proposes the maintenance and repair of the chimney stack targeted at improving the fabric of the building as well as enhancing the appearance of an important building in the period history of the village.

The method and materials proposed appear appropriate and should enable the chimney to blend in with the main structure as it should.

The Councils Buildings Conservation Officer can comment on the acceptability of the specific materials and finishes proposed to safeguard the quality of this building.

The Council are also happy that this application complies with our NDP policy CNDP9 relating to design considerations.”

## **6. Neighbourhood Development Plan Review.**

6.1 – Appoint a NDP Working Group.

a) Membership

**Resolution** – Council agreed to set up a new NDP Review Working Group with the following membership. Cllr’s Goody, Kabani, Scully, Carver & Allmark. It was decided to ask two previous members of the original NDP working group to join this new NDP review working group as lay members for their wealth of experience in the matter.

6.2 - NDP Funding.

Some concern was shown that the funding had to be spend by the 31.03.25 and that there was no guarantee that future funding would be available.

**Resolution** – Council agreed this was a concern.

6.3 - To Appoint a consultant.

The Clerk reported that HALC had supplied a name of a consultant company who could help with the NDP review.

**Resolution** – Council agreed for the Clerk to contact the consultant and ask about who is included in the NDP review, timescale and cost.

6.4 - NDP Calendar

The Chair expressed concern that the calendar of events which has to happen, including 2 public meeting will be a very tight timescale to do a fully detailed review.

**To Note** – The Chair said he thought the timescale would be very tight, and we needed to know if the consultant thought the work could be completed within the funding timescale as he did not think it could be.

## 7. Financial Matters

### 7.1 - F & A Working Group Report

The Chair as the lead of the working group presented the report to the Council.

Cllr Carver asked why the CCLA account had such a large amount in it. The Clerk and the Chair both explained that the seemingly high reserve was in fact not that high for the size of the precept the Council has. Plus, Council should ideally keep 75% or two thirds its precept in reserve so the Parish Council can still operate and fulfil its contracts. If anything went wrong with the Herefordshire Councils finances.

All Council are allowed to accumulate a reserve to purchase future large expenditure items, such as new children's play equipment, which easily runs into tens of thousands of pounds. Thus, reducing the needs to have huge increases in the precept.

**To Note** – Council noted the F & A working group report.

7.2 - Main Bank Statement – July - £3,036.14 - August - £441.06

7.3 - Saver Bank Statement – July - £25,640.44 - August - £25,640.44

7.7 - CCLA Statement – July & August - £95,000.00

**To Note** – Council noted (7.2) (7.3) & (7.7).

7.4 - Accumulative Bank Reconciliation – July / August 24

7.5 - Monthly Bank Reconciliation – July / August 24

7.6 - Monthly Budget Monitoring – July / August 24

**Resolution** – Council approved and adopted (7.4) (7.5) & (7.6) as a true reflection of the state of accounts at this moment in time and were duly signed by the Chair.

7.8 - Cradley Wild – Grant Application - £250.00

The Council welcomed the application from Cradley Wild, however it was on the incorrect application form. Some Councillors would like a little more information.

**Resolution** – The Council has Agreed the application in principle, as long as it resubmitted on the correct form and with a little more detail.

7.9 - 3-year budget proposals.

**Resolution** – Council agreed that the working groups would come back to the next Council meeting with their 3-year budget plan, thus allowing the Parish Council to consider its local Council precept proposals for 2025/26.

## 8. To Approve Payments.

	Payment	Net	Vat	Total
8.1	Lengthsman – August 24	705.00	0.00	705.00
8.2	Pricepoint – August 24	742.80	148.56	891.36
8.3	Clerk Expenses	398.68	49.58	448.26
8.4	Clerk Salary – Tax – NI – Pension – Sept 24	As per Contract		

**Resolution** – Council agreed all the payments made under the Clerks devolved powers.

## **9. Working Group Reports.**

### **a) Recreation & Environment.**

#### **1. Lengthsman**

Need to focus on basics still, as there are still signs not cleared and cleaned access to Public Rights of Ways (PROWs) still not trimmed and the footpaths at Chapel Lane are still not being brushed weekly.

Work plan for September and October to be:

1. Basics and Chapel Lane, Buryfields and Crumpton Hill Village Green
2. Pound Bridge and railings painted
3. Helter skelter Roof

Works to be coordinated and linked to beat the arrival of the closing winter weather/period

Cllr Merker & Cllr Scully to spend some time out in the Parish with Lengthsman reviewing work requirements and standards.

November work plan will need to focus on drainage alongside Chapel Lane, Buryfields and Crumpton Hill Village Green and other outstanding bits such as Church Clock sign, Milestone painting.

#### **2. Public Rights of Way – (PROW)**

Public Rights of Ways (PROW) bid had been approved in full and needs a Task and Finish Group (T&FG) to implement. Council to be briefed on concerns about the installation costs and Council to agree to setting up T&FG. Mrs Scarbrook is soon to have hip replacement which will reduce her availability. Need to look for additional footpath officers. Cllr Merker to contact PROW team, Cllr Scully to contact Mr Geoffery Feilding. Ae-y-Bryn footpath still a concern. Cllr Merker to write to PROW team.

#### **3. Tree Wardens**

Council is asked to support reimbursing the Tree Wardens for the costs associated with the Saturday all day training meeting in Stroud on the 12th of October 2024. Mr Keith Atkinson will be attending with Cllr Kabani. The cost to Council will be no more than £80 including travel expenses.

Other Councillors may still want to join this initiative.

We still need to look for training and guidance particularly around Tree Preservation Orders and how to successfully apply for new ones. Cllr Goodwin to talk to Sally Webster. Cllr Merker to talk to Hereford planning department.

The Tree Wardens would like to understand the ownership of a piece of land with a number of Oaks on it between Pixiefields and Malvern Oaks, as the trees need some maintenance to avoid potential safety risks. To be looked at further.

The Tree Wardens would like us to look at our planning application review system, so that they are copied into all applications involving trees. The Clerk is to be asked to look at process and talk to tree wardens about how best to incorporate them into the process. The Tree Wardens report they feel better supported.

#### **4. Recreation Ground Inspections Buryfields.**

1. Fly tipping to be looked at further and Council are asked to support possibly writing to Citizen Housing Association about concerns if appropriate.

2. Green fencing still needs repairing – add to Lengthsman’s winter work programme
3. Padlock to main field vandalised and destroyed. New one to be sourced along with an additional length of Chain. Cost approval of £50 maximum to be agreed by Council
4. Seating/furniture still needs sealing – add to Lengthsman’s winter work programme

**Resolution** – Council agreed a £50 maximum for a new padlock.

#### **Chapel Lane**

1. Seating/Furniture still needs Sealing – add to Lengthsman’s winter works programme
2. Andy to look at possible risks from safety matting by small slide being damaged as a matter of emergency.

#### **5. Cradley Wild**

Becoming more settled and established. Latest group meeting report attached for reference. Group suggesting they may be willing to do more with us around planters. Need to engage with them further to discuss targeted proposals

#### **6. Planters**

Cllr Goodwin to arrange a meet up at Finchers Corner with Cradley Wild to agree in principle planter proposals.

Other Planter proposals to possibly be developed around:

1. Buryfields access
2. Somewhere at top end of School with a ‘Welcome to Cradley’ sign.
3. Somewhere around Pixiefields/Business Centre with a ‘Welcome to Cradley’ sign
4. Two on the A4103 with ‘Welcome to Storrige’ signs.
5. One around the Worcester Way/Crumpton Hill Road junction with a ‘Welcome to Storrige’ sign.
6. One around NightOwl corner with a ‘Welcome to Storrige’ sign.
7. One around PROW running along NightOwl with a possible bench and noticeboard pending NightOwl becoming operational and discussions with them.
8. Possibly somewhere along Brookside with a possible bench, as this is well used walker’s route.

These proposals will be discussed with targeting individuals, Cradley Wild, the school and NightOwl in relation to maintenance of the planters.

These proposals will be developed further as part of the Recreation & Environment 3-year plan and put forward to Council for further consideration and approval.

#### **7. Dog Poo and Mixed Waste Bins.**

This issue is still frustrated by not being able to confirm a central bin location HOWEVER The central bin could be housed in Chaple Lane but would require the Lengthsman to move it to and from the collection point every week.

Council is asked however, that in order to facilitate the proposals for replacing the dog poo bins with mixed waste bins progressing, that they support offering Storrige Village Hall £250 a year for hosting the Central bin. If ever this arrangement became frustrated,

we could move the bin to Chaple Lane which would mean the service would not have to stop.

We are still proposing to progress possible options around the school and other potential sites, and these will involve us in incurring the same cost of Storridge Village Hall.

#### **8. Defibrillators**

The Defib from the surgery was taken for use by the Police. Trying to get it returned and re-registered for use as there is a new registration process.

#### **9. Clock**

Clock plaque still to be sorted. Recreation & Environment on the case.

#### **10. Buryfields**

As per inspection report.

#### **11. Chapel Lane**

As per inspection report.

#### **12. Crumpton Hill Village Green**

Cllr Kabani has developed some exciting proposals for transformation. These are to be progressed and brought to Council in October/November after local consultation. Council is asked to support room charges at Storridge Village Hall for consultation, including refreshments at a maximum cost of £30.

Council is asked to agree that the Lengthsman address the Giant Hogweed issue at Crumpton Hill Village Green without using a pesticide approach. If this doesn't work, we can revisit pesticides in future years. Cost for the Lengthsman to undertake this task requires a galvanised incinerator and all body protective clothing and visor, etc, maximum cost of £150. Council is asked to approve this funding.

**Resolution** – *Council approved a budget up to £150 and the room hire charges at £30.*

#### **13. Memorial Cross**

Nothing to note.

#### **14. AOB**

A noticeboard strategy was discussed and will be written up for discussion by Council and including in the 3-year plan.

Immediate works required to:

1. The shop noticeboard is to propose to manage through policy and to move some notices into the Council side of the board. If this doesn't work an additional noticeboard will be purchased for Council use.
  2. Provide a 'step' slab at Finchers Corner – maximum cost £100
  3. Respond to Malvern Oaks enquiry suggesting that as they are a private estate, we cannot do anything at the current time but would be happy to discuss the matter with the residence committee when it is you established.
- The Parish Council is asked to support these proposals.

**To Note** – *Council noted this report and approved the sum of £100 for a step to the Finches Corner notice board.*

b) Highways.

#### **1. Butchers Lane**

We have written further to Mr Ed Bradford (Head of Highways) to try and move this on. Despite responses indicating that they will address our concerns and will respond further in detail, no



further responses have yet been received despite constant chasing. With Councils support we propose that Cllr Merker (Chair) tries to establish telephone contact, a meeting and if unsatisfactory, escalates the matter to Herefordshire Councils CEO Paul Walker.

**Resolution – Council agreed for the Chair to contact the CEO of the Herefordshire Council.**

## **2. Rectory Lane**

The response received appears to suggest that there will be no further works undertaken to Rectory Lane. This has been challenged. If further responses are not received, with Councils support we would propose that Cllr Merker (Chair) tries to establish telephone contact and a meeting with the appropriate parties to discuss matters further. If a satisfactory way forward cannot be agreed, we would ask Council to agree that this matter is escalated to Herefordshire Council CEO Paul Walker.

**Resolution – Council agreed for the Chair to contact the CEO of the Herefordshire Council.**

## **3. Crumpton Hill Road**

A good meeting was held on site with the Herefordshire drainage officer, and it is hoped that we can develop a proposal for inclusion as part of our additional drainage works proposals.

## **4. Buryfields Resurfacing**

Mr Ed Bradford (Head of Highways) has responded to suggest this will be undertaken as part of Herefordshire's 2025/26 enhanced works programme. He has also suggested that if they can, they will "pull" the works forward to this year, 2024/25, before the end of March 2025.

It appears Pixiefields will also be included in the 2025/26 enhanced works programme and formal confirmation of this has been requested.

## **5. B4220 and B4219 Safety Improvement Works.**

Sadly, it appears that the Malvern Oaks developer has failed to complete on their S106 remedial payments plan so these works continue to be on hold.

The matter has been raised again with the Herefordshire Cabinet Member for Finance.

It is also recommended that the Speed Indicator Devices (SID's) works are include as part of this programme be progressed separately, so that we spend the West Mercia Police and Crime Commissioner funding, we secured earlier this year. We will continue to chase this.

The Cllr Merker (Chair) will attend a S106 drop-in session arranged by Herefordshire Council on the 12<sup>th</sup> of September 2024 to try and move this on.

## **6. Road Diversion Signage**

We have received a response to our enquiry about whether road diversion signage could include some indication of where a road blockage 'would' specifically be. The response was "we follow current national guidance with our signage, but we will look to see if we can improve on this". We have responded to ask about specific road closure information being provided to our Clerk for posting on our website and other local media outlets. We will advise of further responses.

## **7. Kingsbridge Flooding**

We had a good meeting on site with the Herefordshire drainage officer. He suggested he will undertake further work to clear the problem or to inform the further works required so that we can include these as part of our proposed drainage bid.

## **8. Surgery Corner Flooding.**

Whilst we met with the drainage officer, we took the opportunity to discuss this matter with him. He suggested the issue was now about keeping the drains clear of sediment and if it was an issue of excessive spoil running off the fields in Chokesbury Lane, the field owner could be asked to build a drainage trench along the edge of the field to divert/catch the spoil.

We will need to keep an eye on this.

**To Note** - Council noted this report.

## **10. Working Groups.**

10.1 - Working Group Membership.

c) Finance & Administration.

**Resolution** – Council agreed the following Councillors to serve on the Finance & Administration working group.  
Cllr's Merker, Robshaw, Scully, Goody, Kabani & Clerk.

d) Planning.

**Resolution** – Council agreed the following Councillors to serve on the Planning working group.  
Cllr's Carver, Scully, Allmark, Kabani & Goody.

e) Recreation & Environment.

**Resolution** – Council agreed the following Councillors to serve on Recreation & Environment working group.  
Cllr's Egar, Kabani, Scully, Merker & Goodwin. This group has Lay members.

f) Highways.

**Resolution** – Council agreed the following Councillors to serve on Highways working group.  
Cllr's Merker & Edgar. This group has Lay members.

g) Communications.

**Resolution** – Council agreed the following Councillors to serve on Communications working group.  
Cllr's Merker, Kabani, Goody & Clerk

h) Employment.

**Resolution** – Council agreed the following Councillors to serve on Employment working group.  
Cllr's Merker, Robshaw, Scully & Goody.

10.2 – Working Group Review of Roles & Responsibilities

a) Finance & Administration.

b) Planning.

c) Recreation & Environment.

d) Highways.

e) Communications.

f) Employment.

**Resolution** – Council agreed that each group will review its Roles and Responsibilities and report back to the next Parish Council meeting after they have met.

10.3 - Working Group Meeting Dates & Reports

a) Finance & Administration will meet the 1<sup>st</sup> Tuesday of the months Council meet.

b) Planning will meet when there are applications to be considered.

c) Recreation & Environment will meet within the months which the Parish Council meets.

d) Highways will meet when there are things to be addressed.

**Resolution** – Council noted the meeting dates and agreed that all reports had to be with the Clerk 7 days before the Council meeting.

10.4 - Councillor Meeting Venues.

a) Insurance

b) Risk Assessments

Discussion took place around the matter of meeting venues, following an accident which happened at a Councillors home. The Clerk checked with the Council insurers and was given the following advice.

- The Council Insurers require a full risk assessment on any non-third-party meeting venue.
- They prefer if Council holds its meeting in a third-party venue, as the duty of care is clear cut.

The Chair though this was not required, as the meeting in question was not an “approved meeting and holding social or other meetings in a Councillor homes, would be covered under the household insurance. A lot of debate took place around this whole issue.

A question was asked about what constituted “**Council Business**” the Clerk had contacted Herefordshire Association of Local Council’s” (HALC) and there is no defined definition. HALC advice was that “Council Business” was Council Meetings approved by the Parish Council and this would include Planning site meetings.

Cllr Robshaw proposed that Council should vote on the following, “**All Council approved meetings other than planning site visits should take place in a third-party venue and not in Councillor’s homes.**” Cllr Carver seconded this motion.  
The Chair but this to the vote.

**Resolution 1** – *The motion was lost by 5 votes to 2.*

**Resolution 2** – *Council agreed that the Clerk should contact the insurers for a risk assessment template and what was the insurers view on a Councillor signing a disclaimer about holding meetings in a Councillors home.*

### **11. Policy Review.**

The Clerk reported after taking advice from HALC that Council policies only need to be reviewed every 4 years (a new Council term ideally) or unless there has been a change in the laws or regulations. With the exception of the Financial Regulations which needs to be agreed at the May meeting for the purposes of the AGAR.

#### a) Health & Safety Policy

After a short debate it was agreed that the following paragraph, below in red should be added to the existing policy.

### **Overarching Approach**

Any Employees, Contractors, Volunteers and Councillors engaging in activities on behalf of the Parish Council recognise they have a responsibility for their own Health and Safety and the Safety of others. Employees, Contractors, Volunteers and Councillors will ensure they comply with the Health and Safety Policy of the Parish Council as well as other Health and Safety guidance, and information provided to them.

Employees, Contractors, Volunteers and Councillors must possess the appropriate Skills, Qualifications and training to undertake the task required. They must ensure they have, and are competent, to use the appropriate safety equipment required for undertaking the task.

If an Employee, Contractor, Volunteer or Councillor does not have the appropriate skills and/or equipment to safely undertake the task they must cease with the task. The matter must be raised with the Parish Clerk immediately who will agree how matters should progress.

If at any time an Employee, Contractor, Volunteer or Councillor is not clear or is unsure undertaking any task, for whatever reason they should immediately cease the task, whilst observing and addressing any

safety risk/hazard. This may give rise for further assistance and a report of the concerns must be notified immediately to the Parish Clerk who will agree how matters should be progressed.

Individuals take responsibility for ensuring they are able to undertake tasks for the Parish Council as safety and risk management is a fundamental starting point to good Health and Safety Practice. Doing this in partnership with the Parish Council will ensure individuals feel supported and being confident to raise any issues and not risk undertaking a task they do not feel appropriately skilled or equipped e.g. by virtue of training safety equipment aids, skills or knowledge to undertake.

**Resolution** – Council approved and adopted this new policy with the new paragraph.

- b) Grievance & Disciplinary Policy
- c) Sickness & Absence Policy
- d) Notice Board Policy

**Resolution** – Council agreed and adopted the Grievance & Disciplinary, Sickness & Absence and Notice Board policies.

- e) Recording of Meetings Policy

The Clerk presented a new Recording of Meetings Policy made up from several other Council policies which best suited our Parish Council.

**Resolution** – Council agreed and adopted this new policy.

## 12. Clerk Report

- a) Leaders' Summit – 08.10.24 at 5.30 pm refreshments – 7.00 pm Meeting. 2 x Councillors.

**Resolution** – Council agreed that Cllr's Merker & Goody should attend this meeting.

- b) PROW Grant

**Resolution** – Council agreed to set up a “footpath task & finish group” to over see the PROW grant works. This group will have the following Councillors serving on it, Cllr's Merker, Kabani, Scully & Goodwin.

- c) Travis Perkins Account

The Clerk reported that he was opening an account with Travis Perkins which then will allow the Parish Council to reclaim vat on materials the Lengthsman uses.

**To Note** – Council noted this.

- d) Outline of Annual Council Business

The Clerk presented an annual program of Council business.

**To Note** – This was noted by Council and that if there were other items which Councillors feel should be included to contact the Clerk.

- e) Potholes Bosbury Road – Holling Hill

The Clerk reported that he had received a call about a cyclist falling off their bike coming down Hollings Hill due to the condition of the highway surface.

**To Note** – Council noted this and said it would bring it to the attention of the Herefordshire Council.

- f) Tree Preservation Orders (TPO's) Information.

The Clerk had attached information on how to implement a Tree Preservation Order.

**To Note – Council noted this.**

g) Ward Member Update

The Clerk reported that he had received an email from Cllr Ellie Chowns that she had now tendered her resignation as a Councillor to concentrate on her MP duties. Elections will be held in October.

**To Note - Council noted this.**

h) Parish Lengthsman Scheme

**Resolution – Council agreed for the Chair to sign the grant funding agreement.**

i) A S Green

The Chair said A S Green had large implications on our Parish with delivery lorries going through and the Council needs to keep an eye on any future planning applications.

**To Note – This was noted, and the Chair would look at working with other Parish Councils this company effects and arrange to have an appointment with our MP Ellie Chowns.**

j) Drainage Grant

The Clerk reported that there was now funding for limited drainage works.

**To Note – This was noted, and it will be passed on the Recreation & Environment working group.**

k) Community Pantry Update

The Clerk reported that he had spoken with Cllr Allmark who was dealing with this matter, and she had spoken with several key stakeholders and did not think there was a need. However, Cllr Allmark will report back to Council with a proposal.

**To Note – This was noted by the Council.**

### 13. HALC

- a) Appoint a HALC Representative
- b) Conference and AGM scheduled for Saturday 26th October between 09.30 and 15.00 at Hampton Bishop Village Hall.

**Resolution – Council agreed to appoint Cllr Norman Goody as the new HALC representative, and he has agreed to attend the HALC AGM.**

### 14. Electric Charging points

- a) Possible Charging Point Locations
- b) Webinar meeting - 12.09.24 at 12.45pm

**To Note – This was noted, but Council does not have any practical places to install these charging points.**

### 15. Newsletter.

The Clerk handed around a draft newsletter template which was in an A5 format. The Clerk felt it should not only cover the draft budget figures but be about the un-sung Council volunteers, the retirement of a long-standing Councillor and the aspirations of the Parish Council for the coming year.

**To Note** – *This was noted by Council.*

**16. Play Equipment for Buryfields.**

The Clerk reported that a resident of Buryfields wondered if it was possible for the Parish Council to consider providing play equipment for older children.

**To Note** – *This was noted by the Council and the Recreation & Environment working group would look further into this request.*

**17. Wicksteed Play Area Reports**

- a) Chapel Lane
- b) Buryfields

The Clerk reported that the play area equipment had now been inspected by Wicksteed and every Councillor had been sent an electronic copy of the report. The Clerk has had two paper copies printed, for Cllr Scully and the Lengthsman.

**To Note** – *The play area reports were noted.*

**18. Governance review.**

- a) Number of Councillors

The Chair reported that the Council has not had a contested election for a number of years, and the issue of reducing the numbers of Councillors from the present 15 to either 9 or 11.

The Chair asked the councillors to indicate by a show of hands-on which number the Parish Council should request its number be changed too.

**Resolution** – *Council agreed to reduce the number of Councillor's to 11.*

*The meeting was closed at 10.10pm.*

Signed  
Chair of the Parish Council  
10<sup>th</sup> September 2024