

LUSTON GROUP PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF LUSTON GROUP PARISH COUNCIL
HELD AT 7.30PM ON MONDAY 14 MAY 2018 AT CAWLEY HALL, EYE, LUSTON

PRESENT: I STEVENS (CHAIRMAN), J COATES (VICE CHAIRMAN), A BRANDISH, E COATES, A EGERTON, K WOOD, P EDWARDS, C PEARSON AND R WOOLLEY

IN ATTENDANCE: WARD COUNCILLOR S BOWEN; R HEWITT (CLERK); AND FOUR (4) MEMBERS OF THE PUBLIC

1. Election of Chairman

Nomination received for Cllr. I Stevens. **DECISION:** It was declared that Cllr. I Stevens is duly elected as Chairman. Cllr. Stevens signed the Chairman's acceptance of office.

2. Receive apologies for absence – G Poulton.

3. Declarations of Interest.

- 3.1 Disclosable Pecuniary. None.
- 3.2 Non-disclosable Pecuniary. None.
- 3.3 Non-Pecuniary. None.
- 3.4 Written requests for dispensation. None.

4. Election of Vice Chairman

Nomination received for Cllr. J Coates. **DECISION:** It was declared that Cllr. J Coates is duly elected as Vice Chairman.

5. Approval of minutes from 9 April 2018

DECISION: The minutes of the meeting were agreed and signed.

6. Clerk's Report and reports on meetings attended by parish councillors

The Clerk's report was noted.

7. Matters raised by local residents.

A member of the public asked when the pavement by the Methodist Chapel, Luston, which floods at times of heavy rainfall, will be repaired. It was confirmed the defect has been reported to Balfour Beatty, the agent for the highways authority. A member of the public asked whether Welcome Packs were still provided for new residents, and this was confirmed.

There was concern expressed that the new bridge put in place on Eye Lane will cause problems for long vehicles, and that there should be road signs either side warning of the risk of grounding. Ward Cllr. Bowen said Balfour Beatty is to look at the experience of vehicles using the bridge for the time being.

8. Ward Councillor S Bowen's Brief Report (for information only)

Ward Cllr. Bowen provided a written report which was noted. Potholes will be looked at with the locality steward. The ongoing problems with the pavement by the chapel and drain by Holy Well will be raised again with Balfour Beatty. At the request of the group parish council, Cllr. Bowen said he will also ask Balfour Beatty about the work required on the trees by the entrance to the Willows and adjacent to Eyton Lane, which have been reported.

9. Planning

9.1 181090 – Eye Manor, Eye, HR6 0DT. Listed building consent. Proposed upgrades to walls and floors in the cellar of Eye Manor. **COMMENT:** Luston Group Parish Council supports the application for listed building consent.

9.2 181108 – Berrington Hall, Berrington, HR6 0DW. Listed building consent. Proposed refurbishment of the existing Male WC, moving the ladies WC's to a new location adjacent to the male WC and creating a combined changing place, disabled WC and baby change area within the existing female WC. **COMMENT:** Luston Group Parish Council supports the application for listed building consent.

9.3 181481 – Townsend House, Townsend Park, Luston, HR6 0DZ. Proposed removal of dead tree (Prunus) because it is in a dangerous condition. **DECISION:** As the tree has already been removed it was agreed not to comment.

9.4 181608 – 19 Townsend Park, Luston, HR6 0DZ. Proposed works to 2 x trees. Both to be felled to the height of the existing hedge line to maintain a barrier into the adjacent field, however if the trees are felled and they do not leave a gap in the hedge line then the trees will be taken down to floor level and replaced with a natural hedge to match existing hedgerow. **COMMENT:** Luston Group Parish Council supports the application for tree works.

9.5 Update on planning decisions/ enforcement by Herefordshire Council. Works to trees within the conservation area allowed for 180639 Walnut Tree Cottage.

APP/W1850/W/17/3190468 Appeal re: 172686 Land at The Nest has been dismissed by the Planning Inspectorate. The group parish council expressed concern that the reasons for dismissing the Appeal are not supported by the Luston Group Neighbourhood Development Plan. **DECISION:** The meeting agreed to write to the Planning Inspectorate and planning services, Herefordshire Council to state that Policy LG7 in the Luston Group NDP is intended to support the scale and type of development on the Land at the Nest, and in the opinion of the group parish council, the location of the site fits the required criteria highlighted in 5.3.14 being adjacent to the existing dispersed built form.

10. Finance

10.1 Consider risk assessment and insurance policy. The risk assessment was reviewed and requirement for portable hard drive to back up the parish laptop noted. **DECISION:** The policy with Ecclesiastical policy was renewed.

10.2 Governance Statement 2017-18. **DECISION:** Reviewed and approved.

10.3 Annual Return 2017-18. **DECISION:** Reviewed and approved. It was agreed to complete the Certificate of Exemption.

10.4 Payments for consideration:

DC Gardening Services (lengthsman) – £84.00

Cawley Hall, meetings – £120.00

Came and Company (parish council insurance) – £291.20

The Clerk (salary, April 2018) – £500.41

DECISION: The pension contribution has been added to the Clerk's salary as agreed on 9 April 2018. Payments approved, and cheques signed.

10.5 Appointment of lengthsman P3 footpaths contractor, and contracts for 2017-18. **DECISION:** Contracts were signed with Balfour Beatty and D C Gardening Services.

11. Highways and environmental matters

11.1 Lengthsman: review outstanding jobs. **DECISION:** Follow up report re: tree by LJ17 with the landowner.

11.2 Highways – Matters to bring to the attention of Balfour Beatty. **DECISION:** Report the culvert under C1040 past Eyton Common and request grips on Hill Road by North Lodge so standing water can drain away.

12. Appointment of Representatives

12.1 HALC representative and NAM nomination. DECISION: The Chairman and Vice Chairman kindly agreed to be the HALC representatives. The Vice Chairman was nominated to the NAM Committee.

12.2 Cawley Hall Management Committee representatives. DECISION: Postponed to the next meeting.

12.3 Tree Warden. DECISION: Postponed to the next meeting.

12.4 Footpath Officer. DECISION: Postponed to the next meeting.

12.5 Working group members:

Planning working group. DECISION: Postponed to the next meeting.

Website working group. DECISION: Postponed to the next meeting.

Finance working group. DECISION: Postponed to the next meeting.

Management working group. DECISION: Postponed to the next meeting.

Traffic working group. DECISION: Postponed to the next meeting.

13. Review parish council policies and procedures: Standing Orders; Code of Conduct; Complaints procedure, Data Protection policy, Freedom of Information publication scheme, Financial Regulations, Equal opportunities policy, Grants and Donations policy, Planning policy and Communications policy

DECISION: Postponed to the next meeting.

14. Neighbourhood Development Plan

DECISION: Postponed to the next meeting.

15. Defibrillators at Eyton and Luston

DECISION: Postponed to the next meeting.

16. Review HALC training schedule

DECISION: Postponed to the next meeting.

17. General Data Protection Regulations (GDPR)

The group parish council considered a report from the management working group and the Clerk, and agreed to adopt the approach proposed by HALC on 16 April 2018 in anticipation of the regulations which are expected to come into force on 25 May 2018. The following policies and notices were agreed: Privacy Policy; Subject Access Policy; Personal Data Management & Audit Policy; Privacy Notice; and Privacy Notice for Staff, Councillors and Role Holders (Volunteers). The Clerk was appointed Data Protection Compliance Officer.

18. Matters for consideration at the next meeting (no discussion)

No matters were raised.

19. Date of Next Full Council Meeting.

DECISION: The next meeting will be at 7.30pm on Monday 5 June 2017 at Cawley Hall, Eye.

There being no further business, the meeting closed at 9.34 pm.

Signed as a true record _____

Date _____