

MUCH BIRCH PARISH COUNCIL

Minutes of the Ordinary Meeting of Much Birch Parish Council held at Much Birch Community Hall on Thursday 5th April 2012

Present:

Cllr. Dave Davies (Chairman)
Cllr. Alison Cook (Vice-chairman)
Cllr. Andrew Crum
Cllr. Glen Sims
Cllr. Stephen Turner
Cllr. Mike Smith

In attendance:

Acting Clerk Melanie Preedy
1 Member of the public

Public Participation Time

An apology was made for the Clerk vacancy advert not being included in the newsletter.
A comment was made regarding the parking around the bus shelter.

The meeting was formally opened by the Chairman at 7.45pm

1.0 Apologies for Absence

Apologies were received from ward member Cllr. Hamilton and CSO Witcher

2.0 Declarations of Interest

No declarations were made

3.0 Minutes

Minutes of the meeting held on the 1st March 2012 were accepted as a true record and signed by the Chairman.

4.0 Reports

Cllr. Hamilton's ward report had been circulated and placed on the parish website.

5.0 Clerks report

The Clerks report on action items was noted.

6.0 Financial Report

6.1 The bank balances were noted

6.2 All receipts were noted

6.3 The Parish Council agreed to pay the following invoices:

- Clerk's salary for March 2012 after tax deduction £ 173.55
- Clerk's mileage from Oct 2011 – March 2012 £ 45.27
- Clerk's allowance for Lengthsman admin. after tax £ 34.92
- Clerk's allowance for office from Oct 2011- March 2012 £ 50.00
- HMRC payment for tax on Clerk's salary and Lengthsman Admin. Allowance £ 138.90
- HALC Annual Subscription £ 261.90

7.0 Donations Policy

Councillors reviewed the current donation policy which was adopted September 2010. It was felt that the current policy was still fit for purpose.

Action: Cllr. Turner to contact the PCC to advise that if financial assistance is required for the Memorial Clock a written application would need to be made in line with the donation policy.

8.0 Standing Orders

To be discussed at next meeting.

9.0 Much Birch School Board of Governors vacancy

Action: Cllr. Turner to ask the Clerk to the Governors to write formally to the Parish Council advising of any vacancy.

10.0 Planning Matters

10.1 The Planning Sheet was noted

10.2 The following application was supported by the Parish Council:

- Birch House, Much Birch, Hereford, HR2 8HT – Demolition of existing greenhouse and erection of new garden room.

10.3 HALC's recommended policy for dealing with Planning Applications between meetings was adopted. Please see appendix a).

11.0 Parish Roads and Footpaths

11.1 The following defects were reported to Amey:

- Potholes on the U71606
- Poor road surface on the U71606 between the Community Hall and Court Farm
- Blocked drains on the U71606
- Poor road surface on the U71603

It was noted that an old car was parked on a verge on Wrigglebrook Road causing an eyesore.

Action: the Clerk to write a polite letter to owners asking that it be relocated.

11.2 Cllr Crum reported on the recent meeting he had with a parishioner to discuss possible work for the lengthsman.

Action: the Clerk to instruct the lengthsman to clean out the strikes on Wrigglebrook Road and Dillons Hill. The Clerk to approach Amey with a request for railings at Upper Wrigglebrook Lane and a section of pipe opposite Cress Cottage, as detailed in Cllr. Crum's report.

12.0 Self-help gritting Scheme

12.1 Feedback from the self-help gritting scheme was agreed. Approximately 2.4T of grit salt is currently in stock.

Action: The Clerk to write back to Amey with response.

12.2 Little Birch Parish Council will organise a meeting with Much Birch Parish Council to discuss working together within the gritting scheme.

12.3 Comments from Mr Hall, Head of Highways and Community Services, regarding the likely continuation of the gritting scheme were noted.

12.4 Action: The Clerk to confirm that the parishioners at Lynwood are happy for a grit bin to be sited on their verge, then to follow up request with Amey.

13.0 Correspondence

The correspondence sheet was noted. A comment was made regarding the timing of the living Village conferences which tend to be held during the weekday.

Action: The Clerk to forward comments on to Herefordshire 20/20.

14.0 Parishes' Newsletter and Much Birch Website

Action: The Clerk to provide a précis of the meeting to the newsletter by the 18th April. The deadline for clerk applications to be extended to 14th May. Vacancy to be included in next newsletter.

15.0 Matters for next meeting

- Website content
- Self-help gritting
- School Governor vacancy

16.0 Next meeting

Thursday 3rd May 2012 - Annual Parish Meeting at 7.00pm, followed by Annual Meeting of the Parish Council at 7.30pm.

Signed:

10th May 2012

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Chairman

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Date

Appendix a

POLICY FOR DEALING WITH PLANNING APPLICATION BETWEEN PARISH COUNCIL MEETINGS

The Parish Council notes that the best method by which a Parish Council comments on Planning Applications is by discussion at a scheduled or extraordinary Parish Council meeting, to which members of the public have been invited by public notice. A meeting will always be called to comment on potentially contentious planning applications. This policy has been agreed at a meeting of Much Birch Parish Council held on 5th April 2012

The responsibility for commenting on non-contentious planning applications which, due to time restrictions, cannot wait for the next Parish Council meeting, has been delegated to the Clerk (in liaison with the Planning Group) and in line with the following:-

1. Parish Council has set up a Planning Group of 3-5 Parish Councillors.
2. The clerk receives application from Herefordshire Council and enters details in planning book.
3. The clerk places top copy of application details on notice-board and invites comments from the public within a specified time period.
4. The clerk notifies all Parish Councillors of application.
5. Planning Group may visit site to acquaint themselves of details. No discussion on site, particularly if local residents are a) invited or b) passing by.
6. Members of Planning Group may show plans to neighbours in vicinity of application site.
7. Members of Planning Group meet to discuss comments, which are forwarded to the clerk.
8. The clerk forwards comments to Herefordshire Council within space allocated on top sheet of application, making sure that comments are lawful and purely on planning (not personal) grounds.
9. The clerk puts précis of comments in planning book.
10. For next meeting of Parish Council, Clerk produces planning sheet with details of all applications, permissions and refusals received from Herefordshire Council. Applications commented upon by Planning Group between meetings, should be listed with précis of comments made.
