

## MUCH BIRCH PARISH COUNCIL

### Minutes of the Annual Parish Meeting for Much Birch and the Annual Statutory Parish Council Meeting of Much Birch Parish Council held at Much Birch Community Hall on Thursday 4<sup>th</sup> May 2017 from 7.30pm

#### Present:

Cllr Alison Cook (re-elected as Chair)  
Cllr Steve Turner (re-elected as Vice Chair)  
Cllr Andy Crum  
Cllr Roisin Burge  
Cllr Tim Jones

#### In attendance:

Parish Clerk; Alison Wright, Ward Cllr; David Harlow, Lengthsman; Paul Wright, Locality Steward; Dave Atkinson and 4 members of the public

#### Open Session:-

Cllr Cook welcomed everyone to the meeting. Miss Rosemary Rigby MBE raised an issue where someone had overtaken another vehicle in Tump Lane, narrowly missing a pedestrian. There was a discussion regarding "no overtaking signs". A casualty leading to a death had occurred some 35 years previously in Tump Lane and this was recalled by several councillors. If signage were to be considered it would be subject to a Traffic Regulation Order. Some orders were in progress to limit speed and weight of vehicles using the road. The bin by the bus shelter in Wormelow had not been emptied.

#### **1.0 To elect a Chairman and receive Acceptance of Office form(s)**

Cllr Alison Cook was proposed as Chair by Cllr Turner and seconded by Cllr Crum. There were no further proposals. Cllr Cook was duly elected as Chair and she signed the Acceptance of Office Form.

#### **2.0 To elect a Vice Chairman and receive Acceptance of Office Form**

Cllr Stephen Turner was proposed as Vice Chair by Cllr Cook and seconded by Cllr Jones. There were no further proposals. Cllr Turner was duly elected as Vice Chair and he signed the Acceptance of Office Form.

#### **3.0 Apologies for Absence**

There were apologies for absence received from Cllr Baldwin

#### **4.0 Declarations of Interest**

There was a declaration of interest recorded for Cllr Crum in relation to the Planning Application number 171340.

#### **5.0 Minutes of previous meeting**

5.1) The Minutes of the Meeting held on the 6<sup>th</sup> April 2017 were signed as a true and correct record of the Meeting.

#### **6.0 Reports**

##### **6.1) P.C.S.O. from West Mercia Police**

The Bulletins, with updates, had been received and circulated.

##### **6.2) Ward Councillor** Ward Cllr Harlow had sent his report as detailed here (sic):

##### **Much Birch Parish Council**

##### **"Ward member report, May 2017**

##### **Surgery**

Just a quick reminder that I've booked Much Birch village hall on Tuesday 9th May between 6-7.30pm. If anyone wishes to pop in for a chat over a cup of tea they're very welcome, no appointment necessary although you can of course book a time if you prefer.

[David.Harlow@herefordshire.gov.uk](mailto:David.Harlow@herefordshire.gov.uk)

### **Planning**

*Planning Ref 163364 - Three Houses at KingsThorne – This application was passed despite the concerns I raised pertaining to the drainage problem and the other issues mentioned by the MBPC Chair & a local resident. Whilst this decision was disappointing it was not a surprise as the parish is not yet advanced in its NDP; the sooner we get to reg. 16 the more influence the parish will have over housing in the area.*

### **Contracts exchanged for the sale of 16-18 High Town**

*The sale of the fire damaged building, 16-18 High Town moved a step closer with the exchange of contracts to a Birmingham based property developer Elevate Property Group on Wednesday 26 April.*

*The building, which was damaged by fire in 2010, has outline planning consent and work on its restoration could start as early as this summer.*

### **Crematorium donates £5,000 to Macmillan Cancer Support**

*Herefordshire Council's crematorium has donated £5,000 to Macmillan Cancer Support through the Institute of Cemetery and Crematorium Management's (ICCM) Recycling of Metals Scheme. In the last year, Macmillan Cancer Support has adopted 25 new posts at Hereford County Hospital and the donation will help the charity to deliver extensive training and development to their team at the Trust.*

*Since November 2011, under this scheme, the crematorium has so far donated £46,624 to charities*

**6.3) Locality Steward** Dave Atkinson the Locality Steward had sent his bulletins.

The Locality Steward explained that two contractors would be carrying out the grass cutting for the county between them over the next month. The Highways Maintenance Plan was highlighted and this identified terms of the contract for response times for defects etc. Safety and not maintenance was the criteria. "A" and "B" classified road emergency categorised potholes would be fixed within 24 hours with all other classification of roads on a 7 day time frame. The question was asked as to how potholes are classified? Painted marks are made, on the defects, which are colour coded for attention. The small piles of sawdust observed in other parishes were thought to be placed there by pony trap enthusiasts. Wrigglebrook potholes had been marked up for action. The silt run off from the field on the Lower Wrigglebrook Road would be looked at by the Locality Steward in terms of any enforcement that may be required in, conjunction with the Environment Agency. The Locality Steward would also follow up what was happening regarding the water lying at the bus stop, near to the school.

### **7.0 To appoint councillors to the following working groups:**

- Planning Working Group

This would be all councillors

- Finance Working Group

This would consist of Cllrs Cook, Turner and Burge

- Employment Working Group

This would be convened as and when required

- Self Help Winter Gritting Working Group

This would consist of Cllrs Turner and Crum

### **8.0 Clerk's Update on Action Items**

The updates were noted and included items as specified in the written report.

## **9.0 Financial Report**

### **9.1) The following bank balances were noted:**

@ 13 <sup>th</sup> April 2017 HSBC Community Account	£9,810.83
@ 13 <sup>th</sup> April 2017 HSBC Community Projects Account	£12,941.75

### **9.2) The following payments were approved:**

Mrs A Wright (May salary £376.90, mileage £22.05)	£398.95
Mrs A Wright (June salary £301.52)	£301.52
<b>Total</b>	<b>£700.47</b>

**Resolved:** that the payments were passed for payment: (proposed by Cllr Turner and seconded by Cllr Crum) Unanimous.

### **9.3) To approve accounting statements and audit for end of year accounts 2016-2017 (i) and (ii)**

The accounting statements were read out and were approved in two stages by the Parish Council.

### **9.4) To consider request for donation towards the upgrading of the Wormelow Kiosk**

Miss Rigby MBE had written to the Parish Council with a request for sponsorship of a number of panes of glass to help with the restoration of the Wormelow Kiosk. Following discussion, it was resolved that a donation of £102.00 would be made to assist with the project.

### **9.5) To confirm the cancellation of the 8th June PC Meeting (General Election – hall and personnel availability)**

The cancellation of the June 8<sup>th</sup> Meeting was discussed and confirmed. The next meeting would be held on the 6<sup>th</sup> July 2017.

Ward Cllr Harlow left the meeting at 8.18pm.

The Locality Steward left the meeting at 8.19pm.

## **10.0 Planning Matters**

To consider any applications as received:

**171104 – The Pump House, Much Birch, Herefordshire, HR2 8HL** – proposed extension of Pump House, new double garage and replacement of existing outbuilding. Change of use of part of agricultural land to residential.

The planning application 171104 was discussed and reviewed by the Parish Council and they resolved to support it.

**171340 – The Squirrels, 5 Queens Close, Wormelow, Hereford, HR2 8FD** – single storey extension

The planning application was discussed and reviewed by the Parish Council and they resolved to comment that there were no objections to the proposal.

## **11.0 School Parking and Village issues update**

### **11.1) To consider poultry shed odour concerns**

This item was deferred to the next Parish Council Meeting.

## **12.0 Parish Roads and Footpaths**

**12.1) To note any defects to be reported to Balfour Beatty** – details as discussed with the Locality Steward

### **12.2) To put forward work for the Lengthsman**

The Lengthsman to look into spraying off the weeds on the pavement past the school plus routine works and checking salt bin levels

### **12.3) To appoint Footpath Officer and receive report**

Cllr Tim Jones was appointed as Footpath Officer. He reported that path MB20 – Forge Lane – had no sign currently at the Aconbury side, new finger post required. The finger post at “Belle View” on Path MB2 at Wrigglebrook had fallen and was propped up requiring refitting.

### **13.0 Neighbourhood Plan- update**

Cllr Burge had circulated the Minutes of the Neighbourhood Plan Steering Group, as held on the 20<sup>th</sup> April 2017 (sic):

#### **Record of Much Birch Neighbourhood Development Plan Steering group meeting 20 April 2017**

*Present. Dave Goldsmith (Chairman), Chris Grover (Finance/budget), Trisha Egerton, , Shirley Coates , Roisin Burge (PC) , Chris Gooding (Data Orchard)*

- 1. Apologies Lesley Gare, Steve Turner (PC), Graham and Betty Philpott, Steven Holder*
- 2. Declarations of Interest No declarations of Interest.*
- 3. Approval of minutes/notes of last meeting.*

*The minutes of meeting 30 March were approved.*

- 4. Public Launch event.*

*The aim of the ‘Public Launch’ is to provide updated 2017 (base line) NDP information about Much Birch Parish (the previous parish plan was published in 2004) .This information will be ‘themed in displays including e.g.*

*Community profile (a picture of the Much Birch Community today) including large scale map and list of community assets.*

*Much Birch in relation to Herefordshire Planning (Core strategy and environmental assessment) and NDP requirements.*

*Future Housing and land use*

*Road Transport and public rights of way (getting about)*

*Preserving and developing community Services and facilities whilst protecting the rural character of the area.*

*Parishioners will be invited to review this information and give their opinions about priorities and how they might wish to see Much Birch Parish plan develop to meet the changing needs and challenges ahead from 2017 to 2031.*

*A range of methods will be used to seek the required information and the launch may also act as a recruitment vehicle for volunteers to assist with specific tasks e.g. delivery of questionnaires.*

*Date of Launch Tuesday 13 June 2017.*

*Much Birch Community Hall from 2 to 7pm*

*Publicity for Launch*

*Print Flyer advert*

*The key messages for the design of a simple, clear flyer were discussed and it was agreed that the Chairman would circulate a draft for comments and recommendations.*

*Chris G (Data Orchard) to send to the Chairman a list of printers from which three would be selected for quotes for printing flyer.*

*Distribution of flyer to be discussed in more detail at the next meeting and it was agreed that copies should be included in the June 2017 publication of following newsletters.*

*(i) Newsletter King’sThorne, The Birches & Aconbury. Editor Liz Hall Address: editorial@birchesnews.org.uk*

*Final date for copy for June edition: 18 May 2017*

*(ii) Parish Magazine/newsletter. Editor Julie Green Address: wormelow100@gmail.com*

*Final date for copy June edition Sunday 14 May 2017*

*On line publicity*

*Parish Council web site, Facebook. Chairman to take forward.*

*Local Community groups*

*It was agreed that contact should be made and invitations issued to local community groups and organizations including WI, Gardening group, Bridge club. John Jones to be asked for advice on this. Contact to be made with MB school (RB) and surgery.*

*Parish Maps (updated)*

*The Chairman reported on an initial consultation with 'Hoople' about the facility for producing and cost of updating and enlarging maps ( to include boundaries, footpaths, houses) It was agreed that an order be placed for the setting up ( one off cost £23) plus two copies A0 size 1:4000 @35. Factual information update.*

*Chris G (DO) undertook to provide an updated Parish data profile with charts and tables. The Chairman circulated photos he had taken of a number of points of interest in the Parish and these will be forwarded to Chris.*

*Refreshments.*

*Mrs Sylvia Jones has kindly offered to organize refreshments for the event.*

*Launch Actions check list.*

- a. Flyer printing and web site arrangements. Chairman.*
  - b. Action Timeline. The Chairman circulated a time line of actions.*
  - c. Maps Chairman to follow up with Hoople*
  - d. Headings and themes for Launch event Chairman to redraft for next meeting.*
  - e. Updated Parish Profile. Data Orchard to send in one week.*
  - f. Finance. Chris G (Budget) to liaise with Clerk to Parish Council and check protocol for authorisation of use of funds*
  - g. Printers (list of) Chris (DO) to end list to Chairman)*
  - h. WI contact. Shirley to follow up contact with WI.*
- 5. Other matters arising from last meeting.*

*The Chairman circulated a draft of Much Birch NDP 'Vision and objectives'. 'To be further discussed at next meeting.*

*6 AOB*

*7. Date of Next meeting 1 June 2017 7.30 pm*

*Please Note.*

*A sub group meeting to discuss detail of final arrangements for 'The Public launch 'will be held on Wednesday 17 May ,7.30 at the Chairman's house ( Directions to be circulated closer to the date)*

**14.0 Correspondence**

**14.1)** Items were noted, as per the information and correspondence sheet, and included: Information about Community Led Housing projects, Armed Forces Day celebrations, letter from Miss Rigby for the Kiosk project and also a letter to the Chair from a Mr Beaumont regarding planning, which had been acknowledged, and would be considered once a formal planning application had been submitted.

**15.0 Parishes' Newsletter and Much Birch Website and Twitter**

**15.1)** To consider items suitable for inclusion in the newsletter and on the website Clerk would send a précis to the Newsletter. No meeting in June 2017.

**16.0 Matters to be raised on the Agenda for the next meeting**

All the usual items would be included plus chicken broiler houses.

**17.0 Confirmation of the date of the next Meeting**

The date of the next Ordinary Meeting was confirmed as Thursday 6<sup>th</sup> July 2017 and would be held from 7.30pm in The Much Birch Community Hall.

***The meeting closed at 8.45pm***

Signed:

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Chairman

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Date