

BREINTON PARISH COUNCIL

MINUTES OF THE MEETING | 12 JULY 2023

Present: Cllr John Hull (Chair), Cllr Emil Morfett, Cllr Tracey Prosser, Cllr Lorraine Lewis, Cllr Jackie Morris, Cllr Bob Matthews.

In attendance: Footpaths Officer John Wade, 1 member of the public

23.37 To receive apologies for absence

23.37.1 Apologies had been received from Cllr Elizabeth Morawiecka.

23.38 To receive declarations of interest and requests for dispensations

23.38.1 Cllr Prosser declared an interest in *23.42.2 To receive an update on recent planning application decisions* should current planning application P230275/F Land at Little Haven be discussed. It was noted that this was not on the agenda and the planning application was not mentioned.

23.38.2 Cllr Matthews declared an interest in *23.42.1 (3)* and advised that he would leave the meeting while this was discussed.

23.39 To approve the minutes of the meeting on 14 June 2023 and discuss actions points

23.39.1 Councillors considered the minutes from the meeting, which had been circulated previously to all councillors.

23.39.2 Cllr Bob Matthews advised that Emily Godsall had contacted Herefordshire Council Officers regarding the Quiet Road Scheme but there had been no response.

It was **RESOLVED** to approve the minutes and Cllr Hull duly signed the minutes as an accurate record of the meeting.

23.40 Public Open session: To receive comments from the public on parish matters

23.40.1 A member of the public asked when the verges would be cut back. Cllr Hull advised that at a previous meeting it had been agreed that in order to promote biodiversity the first cut in May would not be taken with the exception of Warham Lane. It was noted that there had been several complaints over recent weeks as the hedgerows had become overgrown due to mild and wet weather and the Balfour Beatty Locality Steward, Mike Gill, had been asked if some verges could be cut back to ensure safety for walkers and cyclists. Other roads would continue to be monitored.

23.40.2 It was **RESOLVED** that Cllr Hull would speak to Mike Gill to ask if the timing of the second cut could be brought forward.

23.40.3 No other comments were raised and the open session was closed.

23.41 Ward Cllr Bob Matthews: To receive a report and consider necessary actions

23.41.1 Cllr Matthews advised that the lengthsman scheme had been approved in its present form for the next five years.

23.41.2 At their next Cabinet meeting Herefordshire Council Cabinet would discuss reviewing the plans for the location of the new public library. The recommendation was to relocate the library to the Shirehall rather than Maylord Orchards as previously proposed. This would require an upgrade to the building, and it was hoped that the Crown Court may also then be re-established in the Shirehall. Herefordshire Council considered that Maylord Orchards was one of the parts of the city centre providing growth and it would be of a greater advantage to the ratepayer if this was let out to generate an income. Cllr Bob Matthews advised that he would be supporting this proposal if there were plans for the use of Maylord Orchards.

23.41.3 Cllr Bob Matthews briefed the Parish Council on a strategic investment partnership between Herefordshire Council and Wye Valley NHS Trust for an education centre at Hereford County Hospital.

23.41.4 Cllr Bob Matthews expressed concern that Herefordshire Council were once again discussing the proposal for an additional 4000 houses at Three Elms along with a western bypass. This would take the city out to the Roman Road and include land at the rear of Kings Acre Halt. He considered that it was unlikely that they would obtain planning permission for the housing due to the water table. It had been suggested that costs for the proposed western bypass would now be in the region of £300 million. It was also noted that most business people in Herefordshire would opt for an eastern river crossing along with an upgrade to the bridge at Bridge Sollars.

23.41.5 There were no updates on the planning applications at Breinton Lee or Warham Court Farm.

23.41.6 There were no updates on the planning application at Conifer Walk and it was noted that this had been reduced to five houses and two bungalows.

23.42 Planning:

23.42.1 To consider comments on current planning applications to be decided by Herefordshire Council:

- 1) **P230896** Green Acre, Breinton, Hereford HR4 7PL – proposed rear two storey extension. Demolish and replacement of attached garage. *Deadline for comments 16 June 2023.*

Councillors considered the application, and it was noted that no comments had been uploaded Herefordshire Council's Planning portal. Cllr Matthews said that he had not received any objections regarding this planning application. Councillors expressed concern that they were not being notified of any objections regarding planning applications.

It was noted that the deadline for comments had now passed and Cllr Lewis raised concern that Breinton Parish Council had now missed the deadline for comments.

It was **RESOLVED** that Cllr Hull would write to the Planning Case Officer, Simon Rowles, to request an extension to the deadline should objections be received on this planning application.

- 2) **P231669/FH** 5 Breinton Lee, Hereford HR4 0SZ – proposed single storey kitchen extension at rear of house and stairwell/rear hall extension to give access to existing garage loft. *Deadline for comments 28 July 2023.*

Councillors considered the application and Cllr Prosser raised concern about the possibility of flooding if the footprint of the property was increased. Cllr Hull did not feel that any increase in the size of the footprint would be of significant concern.

It was **RESOLVED** that the Parish Council would not make any further comments on the application at this stage. Cllr Hull would write to the Planning Case Officer, Matthew Nielsen, to request an extension to the deadline should objections be received on this planning application.

- 3) **P231956/F** Galen House, Cherry Orchard, Kings Acre, Hereford HR4 0SG – proposed new dwelling and attached garage.

A case officer had not yet been allocated to this planning application. It was noted that this planning application had already been granted for a proposed new build Border Oak passivhaus and the application submitted was to change the exterior appearance of the proposed new dwelling and orientation of the build. It was noted that in line with the original planning permission which had been granted building works had to commence by 3 December 2023. Concern was expressed by the Parish Council of any further development on the land beyond Galen House.

It was **RESOLVED** not to make any further comments on the application at this stage. Cllr Hull would write to the Planning Officer, to request an extension to the deadline should objections be received on this planning application.

23.42.2 **To receive an update on recent planning application decisions**

Update on recent planning applications.

- 1) **P223905/F** - proposed demolition of dwelling and outbuilding known as The Boat and proposed replacement dwelling, garage and access on higher ground

It was noted that this planning application was still valid and open. Councillors expressed concern that the long road could be considered for ribbon development with extra houses built along access road. Cllr Hull advised that this had been discussed and the applicant would be demolishing one house which would be rebuilt. It was further noted that the planning application was in the parish of Stretton Sugwas Parish Council who had supported the application.

23.43 Balfour Beatty Locality Steward: To receive an update and consider necessary actions

23.43.1 It was noted that no update had been received from Mike Gill. Cllr Hull advised that the Locality Steward had been around and checked all the lanes and the verges would continue to be monitored for overgrowth and to ensure safety and visibility at junctions.

23.43.2 It was **RESOLVED** that Cllr Hull would contact the Locality Steward to arrange for the bracken in the hedgerows to be cut back so as not to compromise the safety of walkers and cyclists in the lanes.

23.44 Parish Footpath Officer: To receive a report and consider necessary actions

23.44.1 John Wade advised that the lengthsman had strimmed several grass verges along footpaths and reported that there was a large amount of dog fouling which was causing problems. John Wade had sent a notice to the Parish Magazine (September issue) reminding dog walkers to consider other footpath users.

23.44.2 John Wade reported that the lengthsman had been asked to repair the gate which had rotted off and it had been suggested that metal posts be used as these would last longer. John would be meeting with the lengthsman in the next few days and would report back to Councillors.

23.44.3 A phone call had been received from a parishioner regarding the long grass along Footpath No 9 (Drovers Wood). John Wade had spoken to the landowner, Philip Able, who had agreed to trim the grass but was waiting to go into hospital. It was **RESOLVED** that John Wade would look to see what was required.

23.44.4 John Wade reported that the hedges along Footpath No 10 required cutting back. Previously landowners had been contacted about cutting the hedges or the lengthsman would be asked to cut the hedge and the work would be recharged to the landowner. The landowners for Footpath No 10 were Wyevale Nurseries and Ned Potter and it was **RESOLVED** that John Wade would follow up with the landowners to ask for the hedges to be cut.

23.45 Lengthsman: To consider the schedule of annual works and necessary actions

23.45.1 It was noted that the Parish Clerk had sent the annual schedule of works to the lengthsman for 2023 including the same list of works as 2022.

23.46 Breinton Village Hall Committee: To receive a report and consider necessary actions

23.46.1 Cllr Lewis advised that the meeting scheduled to be held on Monday 10 July 2023 had been cancelled and there was nothing further to report since the last meeting.

23.47 Breinton PC website: To consider requests for use of the website

23.47.1 An enquiry had been made by the new Churchwarden and Village Hall Committee regarding use of the Parish Council website. Councillors had previously agreed that there may be limitations regarding the use of the Parish Council website by other organisations, as it was a government

domain. It was **RESOLVED** that Cllr Hull would discuss this further with HALC/Lynda Wilcox to give a definite answer to both the Churchwarden, Pat Churchward and Breinton Village Hall.

23.48 Generic Dispersations: To consider dispensations for items such as Bypass and NDP

23.48.1 Councillors considered that this would have been an internal Parish Council document and Cllr Lewis agreed to go check the laptop handed over by the Parish Clerk. It was **RESOLVED** to defer this matter.

23.49 Teamtalk Magazine: To consider a donation to the magazine

23.49.1 It was noted that Parish Council had agreed at the last meeting to donate £1,000 towards Teamtalk **only** and not towards the upkeep of the church grounds. Cllr Hull reported that it did not appear that the Parish Clerk had written to the Reverend Ruth Hulse.

23.49.2 It was **RESOLVED** that Cllr Hull would write to the Reverend Ruth Hulse and send a cheque for £1,000, requesting a receipt for the money.

23.50 Finance:

23.49.1 To consider the below payments:

Breinton Village Hall	Invoice no 175 – 5 July 2023 meeting hire	Cheque	£18.00
FMS Hereford	Invoice dated 30 June 2023 – payroll	Cheque	£42.00

It was **RESOLVED** to make all the above payments.

23.50 To consider the Annual Governance and Accountability Return (AGAR): Status of the HALC payment:

23.50.1 It was **RESOLVED** that Cllr Hull would cover this item when he spoke to Lynda Wilcox/HALC.

23.51 To review Parish Council Policies: Health and Safety Policy; GDPR Privacy Policy; Grievance and Disciplinary Policy; Publication Scheme – agreement to defer

23.51.1 It was **RESOLVED** that this item be deferred pending the appointment of a new Parish Clerk.

23.52 HALC Training: To consider councillors attendance at HALC training course – go forward plan

23.52.1 It was noted that some courses were offered at very short notice. Cllr Lewis proposed that HALC be approached to request a full day's training for all Breinton Parish Councillors to include planning and finance.

It was **RESOLVED** that Cllr Hull would discuss this during his discussions with HALC/Lynda Wilcox.

23.53 Clerk Vacancy: To review any updates and consider outstanding action list

23.53.1 To date there had been no applications for the Parish Clerk vacancy for eight hours per week. Cllr Lewis stressed the need for a handover period between Parish Clerks and if possible two months should be given in future.

It was **RESOLVED** that the advert for the Parish Clerk vacancy would be included on social media; Indeed.com and the Hereford Times. Cllr Matthews agreed to advertise the vacancy at Herefordshire Council for any staff who were retiring and looking for part time work. Cllr Hull agreed to discuss the vacancy further when he spoke to HALC/Lynda Wilcox.

23.54 To consider items for the next agenda

23.54.1 Cllr Hull outlined the action points that had been passed to him by the outgoing Parish Clerk, Emily Godsall:

- Update bank mandate to add all Councillors
- Action points from last meeting from meeting held on 14 June 2023
- PAYE payments to HMRC – processing of monthly payroll
- Broken links on website – to be updated by new Parish Clerk
- Adopting reserves policy from HALC audit – to be deferred to a later date when a new Clerk was in post
- For all Parish Councillors to have their own .gov email addresses
- Annual Register of interest to be recorded on the Parish Council website – to be deferred pending new Clerk
- Annual maintenance plan and P3 scheme – update in area circulated by Balfour Beatty (road maintenance)
- Payment of HALC and FMS invoices
- Update policies and documents – agreed to deferred until a new Clerk was in post
- Update planning record of recent decisions document – Parish Clerk kept a record to be updated
- Inform all relevant contacts of new Parish Clerk contact details – a handover would be required with a new Parish Clerk

23.54.2 Item for next agenda – Police Report.

The meeting was declared closed at 8.35pm.

Signed.....
Chair/Vice Chair

Date.....