

# **LONGTOWN GROUP PARISH COUNCIL**

## **Craswall, Llanveynoe, Longtown and Walterstone**

Minutes of the Longtown Group Annual Parish Council Meeting held at the Longtown Village Hall, Longtown HR2 0LD on Wednesday 16<sup>th</sup> May 2018 commencing at 8:00pm.

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**MEMBERS PRESENT:** Councillors J Cecil (Chair), J Hardy (Vice Chair), P Hope, J Jones, D Palmer, N Powell, J Probert, R Tribe and L Watkins.

**ALSO PRESENT:** Paul Russell, Admin Support and Locum Clerk.

### **01/18 ELECTION OF CHAIR**

Cllr Cecil was proposed and seconded. There being no other nominations, Cllr Cecil was elected Chair of Longtown Group Parish Council.

### **02/18 ELECTION OF VICE-CHAIR**

Cllr Hardy was proposed and seconded. There being no other nominations, Cllr Hardy was elected Vice-Chair of Longtown Group Parish Council.

### **03/18 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr G Watkins.

### **04/18 DECLARATIONS OF INTEREST AND CONSIDER ANY WRITTEN APPLICATIONS FOR DISPENSATION**

No declarations of interest were made and no requests for dispensation had been received.

### **05/18 APPOINTMENTS TO OUTSIDE BODIES**

Council **RESOLVED** to appoint the following representatives on to the following bodies:

- Longtown Village Hall Representative – Cllr J Probert;
- Craswall Village Hall Representative – Cllr G Watkins;
- Walterstone Village Hall Representative – Cllr D Palmer;
- Lewis, Gilbert & Thomas George Charity and Meredith Maddy Charity Representative – Cllr P Tribe;
- Footpaths Officer for Craswall – Cllr N Powell and Mr C Howells;
- Footpaths Officer for Llanveynoe – Cllr J Jones;
- Footpaths Officer for Walterstone – Cllr D Palmer;
- Footpaths Officer for Longtown – Cllr J Cecil.

### **05/18 NOTICE OF REGISTRABLE INTERESTS**

Councillors were reminded to update their Notice of Registrable Interests if their circumstances had changed.

### **06/18 REPORTS**

The Parish Council Chair presented her report for the 2017/18 year. A copy is attached to the minutes.

### **07/18 MINUTES OF PREVIOUS MEETING**

Council noted that the minutes of the previous meeting had not yet been received. Council formally expressed its disappointment.

## 08/18 OPEN DISCUSSION

No members of the public were present.

## 09/18 PLANNING APPLICATIONS

Council considered the following planning applications:

**APPLICATION NUMBER:** 181287/181288 (LBC)  
**SITE:** Barns, Lower Ponthendre, Longtown HR2 0NY  
**DESCRIPTION:** Proposed conversion of barn to dwelling and renovation of shelter shed. Proposed new service barn.  
**COMMENT:** No objection

**APPLICATION NUMBER:** 181431 (LBC)  
**SITE:** The Old Greyhound, Longtown HR2 0LD  
**DESCRIPTION:** Retrospective stripping and removal of all artificial slates from utility room. Making good roof battens and lead flashing. Covering of roof with sarnafil lead grey membrane and attach lead style ribs. Renewal of barge boards and ship away blown cement  
**COMMENT:** No objection

## 10/18 GRANTS & REFUSALS

The following approvals and withdrawal were noted:

**APPLICATION NUMBER:** 180796  
**SITE:** Chapel Farm, Longtown HR2 0NL  
**DESCRIPTION:** Proposed garage conversion to form ancillary accommodation.  
**COMMENT:** Approved with conditions

**APPLICATION NUMBER:** 181388  
**SITE:** Court Llaca Barn, Trewern Rd, Longtown HR2 0LW  
**DESCRIPTION:** Application for the discharge of details reserved by Condition 3 attached to 173452  
**COMMENT:** Approval of details reserved – samples acceptable.

**APPLICATION NUMBER:** 181388  
**SITE:** The Villa, Craswell, HR2 0PL  
**DESCRIPTION:** Proposed front porch and rear extension to summer house with associated alterations for ancillary use to the main house  
**COMMENT:** Application withdrawn

## 11/18 FINANCE

(a) **Annual Subscriptions** – Council confirmed that it would renew its annual subscription to HALC.

(b) **Outstanding Accounts** – Council resolved to pay the outstanding accounts listed below:

SUPPLIER	SERVICE	AMOUNT
Came & Co	Insurance	£341.20

It was noted that Data Orchard had identified a list of work that still required to be carried out in relation to the Neighbourhood Plan, which amounted to £2,656.80 inclusive of VAT. Grant funding was available and would be applied for.

- (c) **Balances at Bank** – Council noted that the current bank balance was £5,330.43. Income received included the part payment of the Precept amounting to £8,515 and the Lengthsman refund of £476.
- (d) **Internal Auditor** – Following consideration Council **RESOLVED** to appoint Microshade Business Consultants Ltd to carry out the Internal Audit for 2017/18 at a cost of £75 + VAT.

#### **12/18 ANNUAL REVIEW OF PARISH COUNCIL INSURANCE**

Council formally resolved to approve the renewal of the Council's insurance cover from Came & Company. The insurance provision would be reviewed in 2019/20.

#### **13/18 ANNUAL REVIEW OF BANK MANDATE**

It was agreed to defer this item until a permanent Clerk to the Council had been appointed.

#### **14/18 GENERAL DATA PROTECTION REGULATIONS**

Council noted the advice received from Herefordshire Council that an amendment had been made to the Data Protection Bill currently proceeding through Parliament that removed the requirement for parish councils to have a data protection officer. All other aspects of the EU General Data Protection Regulations would still apply.

Council agreed in principle to adopt the Data Protection policy, a Data Breach procedure and a Subject Access Request policy at the next meeting.

#### **15/18 STANDING ORDERS AND FINANCIAL REGULATIONS**

Council reviewed the amended Standing Orders and, following consideration, **RESOLVED** to adopt the revised Standing Orders. The Council's Financial Regulations were also adopted without amendment.

#### **16/18 COMPLAINTS PROCEDURE**

Council formally adopted its complaints procedure without amendment.

#### **17/18 NEIGHBOURHOOD DEVELOPMENT PLAN (NDP)**

Council received an update on the progress of the NDP. A significant amount of work had been undertaken writing and editing the draft document. Following discussion a number of amendments were agreed and it was **RESOLVED** to move forward to the next stage of development.

#### **18/18 CAT'S BACK APP**

Council noted that this app was now available free of charge to assist those walking the hills around the Olchon Valley. The request to install a small (A3) sized information board in the Cat's Back car park, next to the current board, would be forwarded on to the graziers for decision.

#### **19/18 LENGTHSMAN CONTRACT**

Council **RESOLVED** to approve the Lengthsman contract. Cllr Hope and Cllr Powell would liaise with the Lengthsman regarding outstanding works.

**20/18 COMMUNITY GOVERNANCE REVIEW**

Council noted the update regarding the community governance review of Longtown and Ewyas Harold Group Parishes. Following discussion it was agreed to invite Mr Coleman to the next Council meeting on Wednesday 20<sup>th</sup> June 2018.

**21/18 DEFIBRILLATORS**

No update was available.

**22/18 RECRUITMENT OF CLERK**

Council noted that the two applicants who had applied had been contacted and informed that additional applicants were being encouraged to provide the Council with a strong choice of candidates.

**23/18 CORRESPONDENCE SHEET**

Council noted the correspondence sheet presented.

**24/18 MEETING SCHEDULE**

Council agreed to adopt the following meeting schedule for 2018:

Wednesday 20 <sup>th</sup> June 2018	@ 8.00pm	Longtown Village Hall
Wednesday 18 <sup>th</sup> July 2018	@ 8.00pm	Longtown Village Hall
Wednesday 19 <sup>th</sup> September 2018	@ 8.00pm	Longtown Village Hall
Wednesday 17 <sup>th</sup> October 2018	@ 8.00pm	Longtown Village Hall
Wednesday 21 <sup>st</sup> November 2018	@7.30pm	Longtown Village Hall

There being no other business the Chair thanked members for their attendance and closed the meeting at 10:06pm.

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**CHAIR:**

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**DATE:**