

LONGTOWN GROUP PARISH COUNCIL

Craswall, Llanveynoe, Longtown and Walterstone

TO: ALL MEMBERS OF LONGTOWN GROUP PARISH COUNCIL: Councillors Cecil (Chair), Hardy (Vice Chair), Hope, Jones, Palmer, Powell, Probert, Tribe, G Watkins and L Watkins.

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Longtown Group Parish Council to be held on Wednesday 20th June 2018 at 8.00pm in Longtown Village Hall, Longtown, Hereford HR2 0LD.
Plans and correspondence can be seen from 7.45pm.

Paul Russell

Locum Clerk

Tel. 07772 657446 Email. lgpc12@hotmail.co.uk

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST AND CONSIDER ANY WRITTEN APPLICATIONS FOR DISPENSATION**
- 3. NOTICE OF REGISTRABLE INTERESTS** – To remind Councillors to update their Notice of Registrable Interests if required.
- 4. ADOPT MINUTES OF PREVIOUS MEETING** – 18th April and 22nd May 2018
- 5. OPEN DISCUSSION** – For local residents to raise local matters
- 6. COMMUNITY GOVERNANCE REVIEW** – To receive Mr Coleman who will speak on this matter.
- 7. PLANNING APPLICATIONS**

APPLICATION NUMBER: 181564
SITE: Llandraw Farm, Craswell HR2 0PW
DESCRIPTION: To establish the domestic curtilage of the site at Llandraw Farm and the proposed refurbishment of and extension of the existing farmhouse.

APPLICATION NUMBER: 181850
SITE: Caradog Farm, Longtown HR2 0JN
DESCRIPTION: Proposed sheep handling building.

APPLICATION NUMBER: 181985
SITE: Forest Farm, Craswell HR2 0PN
DESCRIPTION: Proposed covered muck store.

8. GRANTS & REFUSALS

APPLICATION NUMBER: 173596
SITE: Land at Craswall, Adj. Forest House, Craswall HR2 0PN

DESCRIPTION:	Proposed agricultural building.
COMMENT:	Approved with conditions
APPLICATION NUMBER:	180017
SITE:	Court Farm, Craswell HR2 0PX
DESCRIPTION:	Proposed installation of 33 sq metres of solar panels on the 330 sq metre roof of the modern barn (10% covering).
COMMENT:	Approved with conditions
APPLICATION NUMBER:	180207
SITE:	1 Crossway Cottages, C1219 Nuthatch Cottage to Gwent Boundary HR2 0DX
DESCRIPTION:	Proposed construction of small stone barn
COMMENT:	Approved with conditions
APPLICATION NUMBER:	180330
SITE:	Old Shawls Farm, Craswell
DESCRIPTION:	(Retrospective) Change of use on small area of farm to place one glamping shepherds hut with compost toilet and shower. All are portable/on wheels plus one bell tent. Campsite to be in use 10 months per year max.
COMMENT:	Approved with conditions
APPLICATION NUMBER:	180576
SITE:	Old Public, Craswell HR2 0PN
DESCRIPTION:	Proposed agricultural building.
COMMENT:	Approved with conditions

9. FINANCES & POLICY

- (a) **Accounts Outstanding and Financial Statement** – To approve the payment of accounts relating to June 2018 and to note balances to date. A full list will be presented at the meeting.
- (b) **GDPR** – To consider the new GDPR regulations and adopt the following policies and procedures:
- Data Protection Policy
 - Data Breach Procedure
 - Subject Access Request procedure
 - Retention Policy
10. **FOOTPATHS AND BRIDLEWAYS** – To discuss options.
11. **NEIGHBOURHOOD PLAN UPDATE** – To discuss the draft NDP.
12. **LOCUM CONTRACT** – To approve the Locum contract.
13. **SCHOOL SIGNAGE** – To receive an update.
14. **RECRUITMENT OF CLERK** – To receive an update.
15. **NOTE THE CORRESPONDENCE SHEET**
16. **DATE OF NEXT MEETING** – Wednesday 18th July 2018.

LONGTOWN GROUP PARISH COUNCIL

Craswall ... Llanveynoe ... Longtown ... Walterstone

Minutes of a meeting of Longtown Group Parish Council held on

Wednesday 18th April 2018 at 8.15 pm in Walterstone Village Hall

Present

Councillors: Judy Cecil, Jim Hardy, Philip Hope, Diana Palmer, Gill Watkins.

In attendance

Lynda Wilcox (HALC) ... Admin cover.

1. Apologies for absence were received from:

- 1.1 Neville Powell.
- 1.2 Pamela Tribe.

2. Declarations of Interest & Written Requests for Dispensation

- 2.1. Gill Watkins declared a Non Disclosable Pecuniary Interest in agenda item

3. Minutes of the previous meeting ... 21st March 2018

It was RESOLVED to adopt the minutes subject to the following amendment and they were then signed by the Chairman:

- 3.1. Item 8.3 to correct the word 'wok' to 'work'.
- 3.2. Item 9 to read that the Chairman and Neville Powell 'would' meet the Lengthsman, not 'had' met the Lengthsman.
- 3.3. The reference to 'one tender being received' to be deleted.

4. Open Discussion

- 4.1. Report from Ward Councillor ... No report available as the Ward Councillor was not present.
- 4.2. Report from West Mercia Police ... No report available as Police representative was not present.
- 4.3. Views of local residents on parish matters ... No local residents were present.

5. Finance

- 5.1. It was noted that the only movement on the bank balance since the previous meeting was the receipt of the first half of the 2018/19 Precept in the sum of £8,515.
- 5.2. It was RESOLVED to pay HALC Admin Cover for the meeting @ £150 plus mileage.

6. Planning

It was RESOLVED to make the following comments on applications to be determined by Herefordshire Council.

- 6.1. Application P180796/FH ... Chapel Farm – Longtown. Proposed garage conversion to form ancillary accommodation. PC Comment ... No objection.
Application P180807 XA2 ... Court Farm – Craswall. Approval of details reserved by condition 4 attached to planning permission 170400. It was noted that permission had just been granted. It was RESOLVED that councillors would submit their comments to the Chairman by the end of the following day.
- 6.2. Application P180330/F ... Old Shawls Farm – Craswall. (Retrospective) Change of use on small area of farm to place one glamping shepherds hut with compost toilet and shower. All are portable/on wheels plus one bell tent. Campsite to be in use 10 months per year max.
PC Comment ... It was thought that a better colour could be used for the Bell Tent, so as to enable it to blend with the countryside.

7. Lengthsman

- 7.1. It was RESOLVED to pay the outstanding sum of £655.20 to the Lengthsman.
- 7.2. There was no Lengthsman report to consider but it was noted that he had not worked the final two days of his contract.
 - 7.2.1 The Chairman had requested quotes from four contractors in relation to the 2018/19 Lengthsman contract and gave members details of the costings involved. Following discussion it was RESOLVED that Mark Price from Dorstone be appointed from May 2018.
- 7.3. Jim Hardy reported on a recent meeting he had attended at Balfour Beatty, including:
 - 7.3.1. Individual complaints about potholes were reported at the meeting but parish councils were requested to report potholes direct to Balfour Beatty via the Council website.
 - 7.3.2. Any works on the roadside e.g. replacing signs, must be notified to Balfour Beatty.
 - 7.3.3. It was clarified that ditches are the responsibility of the adjoining landowner.

8. General Data Protection Regulations (GDPR)

- 8.1. Jim Hardy reported on a training session he had attended at HALC, at which Lynda Wilcox had outlined the policies required to be prepared by parish councils for publicising on their websites.
- 8.2. She had also remarked that provided PCs had commenced their journey towards compliance by 25th May, the risk of a fine for non-compliance was negligible.
- 8.3. NALC was urging Government to consider an amendment to the impending legislation to negate the requirement for parish councils to appoint a Data Protection Officer.

9. Neighbourhood Development Plan (NDP)

- 9.1. The meeting noted Data Orchard's receipt and the confirmation of the End of Grant Submission. It was likely that only £18 remained unspent. The Chairman would discuss a further grant with Chris Gooding of Data Orchard.
- 9.2. A draft NDP would be considered at the next parish council meeting.

10. Grit Storage

- 10.1. One of the grit bins purchased by the parish council a few years ago was in need of replacement.
- 10.2. It was noted that bins were currently sited at:

- 10.2.1. Chapel Farm.
- 10.2.2. Pentwyn Farm – Craswall.
- 10.2.3. Creidol Farm – Walterstone.
- 10.2.4. It was RESOLVED to liaise with the Locality Steward (Paul Norris) about the replacement bin, once the new Lengthsman was in place.

11. Next Newsletter

- 11.1 It was RESOLVED that the Annual Parish Meeting for Longtown would be advertised.

12. Correspondence ... The Chairman outlined the correspondence as:

- 12.1. Parish Footpaths Officer briefing re parish councils signing up to the 2018/19 P3 Scheme operated by Herefordshire Council. It was noted that the parish council was not in the P3 Scheme at the present time.
- 12.2. A footpath sign was in need of attention and would be reported to the new Lengthsman.

13. Matters raised for the next meeting

- 13.1. NDP Draft for consideration.
- 13.2. Community Governance Review ... proposed boundary changes.
- 13.3. GDPR Polices for adoption.
- 13.4. Defibrillator training/insurance.

A resolution was passed to exclude the public from the following confidential item

14. Clerk Vacancy

- 14.1. It was RESOLVED to pay outstanding monies of £163.12 to the ex-Clerk. Payment of £90.20 to HMRC in respect of PAYE was noted.
- 14.2. The Chairman gave an update on the employment of a new Clerk/RFO and, following discussion, it was RESOLVED to engage the Temporary Clerk service of Paul Russell for four hours per week (to include parish council meetings) @ £12 per hour until a new Clerk was appointed.

The Chairman closed the meeting at 10.05 pm

SIGNED DATE

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 16th May 2018 commencing at 8:00pm.

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 20th 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 th June 2018	@ 8.00pm	Longtown Village Hall
Wednesday 18 th July 2018	@ 8.00pm	Longtown Village Hall
Wednesday 19 th September 2018	@ 8.00pm	Longtown Village Hall
Wednesday 17 th October 2018	@ 8.00pm	Longtown Village Hall
Wednesday 21 st 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.

CHAIR:

DATE: