

## Putley Parish Council Meeting

Minutes of the meeting held in Putley Parish Hall  
on Thursday 22<sup>nd</sup> June 2017

Present: Councillors Green (Chairman), Rolinson, Herbst, Denman. Harris & Hastilow.

Also in attendance: 1 member of the public and Councillor Lester, ward member for Herefordshire Council.

1. To receive apologies for absence  
Apologies were received and accepted from Councillor Daly.
2. To receive Declarations of Interest  
There were no declarations of interest.
3. Neighbourhood Development Plan Housing Paper:  
David Nicholson, the Consultant overseeing the NDP, gave a summary of the Housing Paper, showing slides regarding the proposed settlement boundaries for Putley Common and Putley Green and explaining the reasoning behind them. The housing requirement for Putley is 15 properties, 4 of which have already been achieved with planning permission granted for a further 2. It is felt that the remaining 9 can be met from 'windfall' development.

The draft plan is now being created to go to the steering group and then to the Parish Council for discussion prior to being submitted to Herefordshire Council.

4. Public Participation and Ward Members Report:  
Councillor Lester outlined items from the Herefordshire Council Full Council meeting, which will in future be held monthly. There was an overspend in children and adult care budgets, however there was an underspend overall with the surplus being transferred to reserves. The new incinerating system for refuse is now operational and creating a substantial amount of power to the national grid.
5. To confirm the minutes of the meeting on as a correct record.  
**RESOLUTION** That Council approve the minutes of the meeting on 18<sup>th</sup> May as a correct record.

6. Planning matters: Planning application number 172074, May Cottage, Putley, Proposed removal of existing porch & replace with new enlarged porch and WC.

**RESOLUTION:** That Council support the application.

7. Financial Matters:

- 7.1 To receive and approve the Internal Audit of accounts for the year ending 31<sup>st</sup> March 2017

**RESOLUTION:** The accounts were approved

- 7.2 To complete the Annual Governance Statement for the External Auditors.

**RESOLUTION:** The statement was completed and approved.

- 7.3 To approve invoices for payment:

Clerks salary for June

HMRC Income Tax on Clerks salary £41.20

Posters for Neighbourhood Development Plan £40.32

Internal Audit fee £100.00

**RESOLUTION:** Council approved the payments

8. To receive the Footpath and P3 Scheme report and consider any actions required:

Councillor Denham reported that a new stile has been requested, and that the tasks for the next few months will shortly be addressed.

9. To receive the Lengthsman Scheme report and consider any actions required:

Councillor Herbst reported that the Lengthsman will be checking and cutting back the growth around signposts etc. The drainage work required at the riding school will be done through the summer; Balfour Beatty will not do anything to the road until this has been completed.

10. To receive a report on the Neighbourhood Plan meeting of 15<sup>th</sup> June and consider any actions required:

Councillor Herbst explained that the boundaries are put in to protect the Parish. He will email Councillors with suggested wording of a caveat before it goes onto the website. Reports are agreed by the steering group before they come to Council for approval or, if queried, referred back to the steering group. After approval, they will go onto the website with the minutes.

RESOLUTION: That the report from David Nicholson will be revised following discussion with the Parish Council, taken to the steering group for consideration then brought back to the Council for approval.

11. To receive an update on the Parish Council Website:  
Councillor Green will look into the site access being simplified. It would be useful if a Webmaster could be found.
12. To receive an update on Defibrillator Training:  
Councillor Harris reported that there will be a training session on Thursday 27<sup>th</sup> June in the Village Hall at 7pm, led by a lady from West Mercia Ambulance Service.
13. To discuss flooding at Lucklow Cottage:  
This is a historical problem with the verges and drainage being too high. Councillor Herbst will arrange a meeting with Cathy Berkley to discuss the problem.
14. Clerks correspondence:  
The Clerk reported that an email has been received from Herefordshire Council, which was forwarded to Councillors, setting out the new Code of Conduct. However, HALC recommend that Council do not sign up to this and that a new code is being produced by them.
15. To confirm the date of the next Council Meeting  
The meeting is scheduled to be held on Thursday 20<sup>th</sup> July 2017 in the Parish Meeting Room at 7.30pm.

Chairman

Date