



HOLMER AND SHELWICK PARISH COUNCIL

The Minutes of the Council meeting held on Thursday 9th March 2023 at 7.00pm in the Holmer Parish Centre.

Present:

Councillors: Frank Cornthwaite (Vice Chair), Sue Clack, David Cooper, Neil Duggan, John Phipps & Paul Stevens.

In Attendance:

Richard James - (Parish Clerk).
Lynda Wilcox – (HALC)
2 x Member of the Public

1. Apologies for absence – Councillors: Sue Clack & Andrew Coultas.

The clerk informed the Parish Council that he had received the resignation of Cllr Andrew Coultas. The Chair along with the rest of the Parish Council were saddened to hear this as Cllr Coultas was always a dedicated and active member of the Parish Council. The Parish Council wished him well in his future endeavours and it was hoped he would re-join in the future.

2. Declarations of Interest – There were No declaration of interest.

3. Approve the Minutes of the 09.02.23.

Resolved – *The minutes were adopted as a true record and were then signed & dated by the Chair.*

4. Open session.

The chair open up the meeting to members of the public.

Q1. A resident asked where did the Parish Council get its money.

A1. It was explained that the Parish Council sets an annual budget to be able to run the Parish Council for a year. This is collected by the Herefordshire Council thus the Council Tax.

5. HALC – Lynda Wilcox

The chair welcomed Lynda Wilcox the CEO of Herefordshire Association of Local Councils (HALC) to the meeting and looked forward to her presentation.

Lynda addressed the Council and the Public about Herefordshire Association of Local Councils (HALC) and the role it plays within the County and at National level through NALC. There were 13 areas in which HALC provided help and assistance.

5.1 – Indemnified, specialist information and advice.

5.2 – Give unlimited Legal Opinions

5.3 – Offer Training and give informal briefings

5.4 – 24-hour information via member access website

5.5 – Organises Website hosting

5.6 – Informal telephone advice to Clerk's & Councillor's

- 5.7 – Regular information updates via email or the website
- 5.8 – Emergency Clerk cover & help with recruiting a new clerk
- 5.9 – Comprehensive employment advice
- 5.10 - Independent support for Neighbourhood Development Plans
- 5.11 - Supplying templates for General Data Protection Regulations (GDPR)
- 5.12 - HALC's - Snapshot scheme
- 5.13 - HALC's – Verge scheme

6. Planning Applications.

P222089/F & 222085/L - Holmer House Farm Holmer Hereford HR4 9RG.

Variation of condition 4 of 184662 (subject to NMA P222479/AM) – amended plans for barns Plots 8, 15 & 16, proposed detached garage to rear of plot 15 and amended access arrangements to plot.

Resolved - *The Holmer & Shelwick Parish Council raise No Objection.*

P222138/O - Land at Three Elms, Northeast Quarter, To the northeast of Huntington and bounded, by Three Elms Road & Roman Road Hereford, HR4 7RA.

Outline Planning application with all matters reserved, except access, for the first phase of an urban extension comprising up to 350 homes (Use Class C3); park & choose interchange; together with open and play space, landscaping, infrastructure and associated works.

Resolved – *The Holmer & Shelwick Parish Council Objects to this application because the development is within a flood plain and the Parish Council do not feel all the flooding risks have been properly addressed in the application. There is No infrastructure projects like Doctors' surgery's, Dentists, Schools, shops etc associated with the application. The Herefordshire Council has reached its 5-year location of housing within the County.*

P230408/U - Wyken Roman Road Hereford HR4 9QP.

Certificate of Lawfulness for existing loft conversion, removal of dividing walls and a garage.

Resolved – *The Holmer & Shelwick Parish Council Supported this application.*

7. Financial Matters.

- 7.1 - To appoint a PAYEE provider to do the Clerk's salary at an annual cost of £95.
- 7.2 – Bank Statement.

Resolved – *To appoint Marion Griffiths as the PAYEE provider to do the clerks salary and to note the balance in the Bank Account of £30,581.46.*

8. Payments.

- 8.1 – Herefordshire Council Pest Control @ £436.97
- 8.2 – Clerks Salary as per contract.

Resolved – *To query payment 8.1 as it was felt this work was not being carried out and if possible, to cancel the pest control contract. It was agreed to pay 8.2 the clerks salary.*

9. Working Groups.

The use of Parish Council Working Groups which would save Council time were discussed.

Resolved – *That the matter be reviewed after the election when a new council will be in place.*

10. Clerk Report.

The clerk reported about correspondence received,

10.1- A resident asked about the lack of use of a Salt Bin.

10.2 - A resident was concerned that the Community Pond was overgrown.

To Note – *That the salt bin mentioned in 10.1 had been used by 2 councillor's recently, but it was a public salt bin for residents to use, all they had to do is take their own shovel.*

The community pond in 10.2 was overgrown but it has not been the weather to clear it out, the Parish Council ideally did not want to use a mechanical machine as it could cause damage to the pond. A Councillor had purchased waders and was hoping with local volunteers to clean out the pond when the weather improves.

11. Future Meeting Dates.

To Note – *That apart from the next meeting in April which will be on Thursday 6th April all the rest of the Parish Council meetings will be held on the 2nd Thursday of the Month for the rest of this year and next.*

12. County Elections.

To Note - *The clerk reported that the County election were going to be held on the 5th May and gave the Councillor's present application forms to be able to stand for election. The clerk said that the completed forms had to be delivered by hand by ideally 12 Noon on the 4th April. However, if any councillor wanted the clerk to take their applications, to contact him in plenty of time.*

13. Future Agenda Items.

- Website & Dot Gov
- Council Computer
- Council Telephone
- Traffic Calming Scheme
- S106

14. Date of next meeting.

To Note - 6th April 2023 at 7pm

The chair excluded the members of the Public and Press for the rest of the meeting to discuss confidential items.

15. Moving Forward.

The clerk highlighted several ideas which he felt were needed to move forward due to the lack of a regular clerk in the past and to bring the Parish council up to date.

- Regularly update and revamp the Website.
- Purchase a new laptop.
- Set up a robust password protect policy.
- Reset all the Parish Councils Passwords and give the Chair & Vice chair copies in sealed envelopes.
- Purchase Microsoft Office
- Move the banking to internet banking.

- *Revamp the Parish Councils banking signatures and delete old signatures.*
- *Add the clerk's home address as the named bank account address.*
- *To move the Parish Council to Dot Gov emails for security reasons.*
- *To Archive all the old Parish Council papers to the Hereford Records Office in accordance with local government regulations.*
- *For the Parish Council to set up a One Drive Account to protect all the Parish Council Documents.*

Resolved – *The Parish Council agreed to adopt all the ideas and where payments were required these would be put onto future Parish Council agendas for approval.*

The chair closed the meeting at 9.15pm

SignedDate 6th April 2023