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**HOLMER AND SHELWICK PARISH COUNCIL**  
**Minutes of the Parish Council Meeting held on Thursday 12<sup>th</sup> January 2023 in**  
**Holmer Parish Centre at 7.00 pm**

**Present**

Councillors: Marc Mohan (in the Chair), Frank Cornthwaite, David Cooper, Neil Duggan, John Phipps, Paul Stevens and Sue Clack.

**In attendance**

Helen Tinson (Clerk Cover – HALC); Duncan Smart, Outgoing Footpaths Officer.  
Two members of the public.

**1. Consideration to access HALC Clerk Cover for the meeting:**

**It was RESOLVED:** to access HALC's CiLCA qualified Clerk/RFO Cover for the meeting

**2. Apologies for Absence ...** Cllr Andrew Coultas, Ward Cllr Mark Millmore.

**3. Declarations of interest and written requests for dispensation ...** Cllrs Frank Cornthwaite and John Phipps declared a non-pecuniary interest in agenda item 6.2.

**4. Open Session**

**4.1. Ward Councillor Report:** Ward Cllr Millmore was not present and there was no report available.

**4.2. Footpaths Report:**

4.2.1. The Footpaths Officer informed the meeting that his tenure as volunteer Footpaths Officer ended in December. He has submitted reports for September, October and November but noted they have not been published. Accordingly, there is no December report.

4.2.2. A question was raised concerning the ongoing storage of various items of equipment used for maintaining the footpaths. The outgoing Footpaths Officer agreed to continue to store the items for the time being.

4.2.3. A question was raised concerning the annual service of the Honda Brush Cutter. It was agreed that the outgoing Footpaths Officer would obtain a quote for the work and submit it to the Chairman for consideration at the next meeting.

4.2.4. The Chairman thanked the outgoing Footpaths Officer for his service to the Parish during his tenure as volunteer Footpaths Officer.

4.2.5. A question was raised concerning the bridleway (Reference HO18) which is still blocked with fallen trees having been previously reported to HC; and now also from soil tumbling from a soil heap on the bank. Cllr Stevens reported that he had previously brought the matter of the trees to the attention of Cllr Harrington, Herefordshire Council Cabinet Member for Transport and Infrastructure. It was agreed that the Parish Council

would email Cllr Harrington to once again raise the matter of the fallen trees; and would write to Hereford Quarries to bring the matter of the falling soil to their attention.

#### **4.3. Public Participation:**

- 4.3.1. A member of the public raised a query concerning the parish boundary, which was clarified by Cllr Cornthwaite.
- 4.3.2. A member of the public raised a query concerning parking restrictions on the new development 'The Point'. It was noted that the NDP specifies the parking provision required per property but the application was approved before the NDP and therefore not all parking expectations have been met.
- 4.3.3. A further query was raised concerning the through road on the development that had been blocked part-way by Harris fencing. It was thought this may have been a result of a temporary situation and it was agreed that the Chairman would assess the current situation and, if still blocked, the Parish Council would write to Bloor Homes.
- 4.3.4. A further query was raised concerning the lack of dog poo bins on the development. It was agreed that the Parish Council would ask Bloor Homes to begin to site the bins as specified on the planning permission.

#### **5. Minutes of the previous meeting**

- 5.1. It was noted that there was no Proper Officer present at the meeting held on 13<sup>th</sup> October. Therefore, no decisions were made and only informal notes taken. It was agreed to add consideration of the draft minutes from the meeting held on the 8<sup>th</sup> September to the next agenda.

#### **6. Planning:**

Members considered applications for determination by Herefordshire Council:

- 6.1 P223467/L - Shelwick Court, Shelwick, Hereford, HR1 3AW:** Installation of a new kitchen door, frame and fanlight at Shelwick Court. Listed Building Consent.

**It was RESOLVED:** to SUPPORT the application, noting no objections raised.

- 6.2 P223915/PAZ Building adjacent to Shelwick Grange, Shelwick Grange, Shelwick, Hereford:** Prior notification of the proposed demolition of a class B1(c) light industrial building followed by the construction of a purpose-built detached block of 5 flats.

**It was RESOLVED:** to OBJECT to the application because the location of the proposed development is outside the settlement boundary as agreed in the NDP. Cllrs Cornthwaite and Phipps abstained from voting in accordance with their declarations of interest.

A query was raised concerning the building at the back of the site. It was agreed to add an agenda item to the next meeting to consider further.

**6.3 P223865/M Hereford Quarries, Lugg Bridge, Hereford HR1 3NG:** Proposed retention of a ready mixed concrete plant and associated aggregate storage and vehicle manoeuvring yard.  
**It was RESOLVED:** to SUPPORT the application, noting no objections raised.

**6.4 P223494/RM Land to the North of the Roman Road and West of the A49 Holmer West Hereford:** Variation of Condition 1 of 201183/RM as varied by 213402/AM (Erection of 80 residential units and communal facilities retirement accommodation) – to allow for changes to window positioning; changes to feature brick detailing; minor changes to external built footprint; changes to internal floor levels and changes to balcony design.  
**It was RESOLVED:** to SUPPORT the application, noting no objections raised.

**6.5 P223980/F Levante, Belle Bank Avenue, Holmer, Hereford, HR4 9RL:** Proposed Single storey dwelling, Land adjacent to Levante.  
**It was RESOLVED:** to SUPPORT the application with a comment to request that a condition is applied that ensures all surface and storm water is discharged in accordance with the requirements specified by Welsh Water.

## **7. Finance**

7.1. Members considered payment of the outgoing Clerk's final salary payment. It was understood that the payroll provider has not yet been engaged and queries were raised concerning calculation of the payment owed.  
**It was RESOLVED:** to approve payment of the final salary once calculated. The HALC clerk will raise the query with HALC and report to the Chairman.

A further query was raised concerning other invoices that may have fallen due since September. It was agreed that the HALC clerk will make enquiries and raise an agenda item for the next meeting.

## **8. Date of next meeting: Thursday 9<sup>th</sup> February 2023. The following items were raised:**

- 8.1. To consider concern raised about a planning matter at Shelwick Grange
- 8.2. To consider quotation for service of Honda Brush Cutter
- 8.3. To receive update concerning payroll provider and outstanding invoices
- 8.4. To consider the draft budget and set the precept for 2023/2024
- 8.5. To consider Traffic Calming Scheme for Holmer and Shelwick
- 8.6. To receive update and consider S106 matters
- 8.7. To consider pond clearance
- 8.8. To consider road widening along Church Way
- 8.9. To consider flooding along Church Way and Attwood Lane
- 8.10. To receive graveyard reports and consider actions
- 8.11. To consider matters of training
- 8.12. To consider vacancies and advertising (Clerk, Councillors, Footpaths Officer)
- 8.13. To consider current and future working groups

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A resolution was passed to exclude members of the public for the following confidential employment item:

**9. Employment Matters:**

- 9.1. There was no report, though members expressed regret and disappointment at the loss of the outgoing clerk. It was noted that the website is not up to date: the HALC clerk will attend to this.

The Chairman closed the meeting at 7.58 pm

SIGNED ..... DATE .....