



HOLMER AND SHELWICK PARISH COUNCIL

The Minutes of the Council meeting held on Thursday 6th April 2023 at 7.00pm in the Holmer Parish Centre.

Present:

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

In Attendance:

Richard James - (Parish Clerk).
2 x Member of the Public

1. **Apologies for absence** – No Apologies
2. **Declarations of Interest** – Cllr John Phipps declared a non-pecuniary interest in item 5.2 – planning application 230780.
3. **Approve the Minutes of the 09.03.23.**

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 about the provision of Dog Waste Bins.

A1. It was explained that the Parish Council had put up 3 dog waste bins in the areas of concern, around the Parish. These were then duly changed for general waste bins by the Herefordshire Council, which also take dog waste.

5. **Planning Applications.**

5.1 - **230819** - Roman Road Street Works Roman Road, Shelwick, Herefordshire, HR1 1LD.
Application for prior notification for a proposed 5G telecoms installation: H3G 15m street pole and additional equipment cabinets

Resolved - *The Holmer & Shelwick Parish Council **Objects** to this application due to concerns it is within the visual display area of the junction.*

5.2 - **230780** - Clover Cottage, Shelwick, Hereford, Herefordshire, HR1 3AP.
Proposed conservatory with a slate roof and a central roof window to the side of the house and also towards the rear of the house.

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

5.3 – 230823 - The Yard, Shelwick Lane, Shelwick, Herefordshire, HR1 3AW.

Proposed change of use of storage building to 2-bed dwelling with associated drainage works.

Resolved – *The Holmer & Shelwick Parish Council **Objects** to this application on the following grounds.*

- *Application not within the NDP.*
- *Not within the settlement boundary.*
- *Possible Contaminated Ground – No Contamination survey has been done.*
- *Application very close to Railway – No acoustic noise survey been done.*
- *No Ecology report was included in the application.*
- *The Parish Council also feel this should be a retrospective application.*
- *There are also concerns about possible phosphate issues which would need to be resolved.*

5.4 – 230920 – Hillcrest, Roman Road, Hereford, HR4 9QW.

Proposed extension to existing detached games room and construction of a detached garage.

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

5.5 – 224222 – Elgar Place, Land east of Canon Pyon Road, Hereford, HR4 7RB.

Temporary sales cabin, associated car parking and footway link (retrospective)

Resolved – *The Holmer & Shelwick Parish Council raise **No Objection** to this application.*

6. Financial Matters.

6.1 – Bank Update

6.2 - Bank Statement

6.3 – Internal Account Examiner – Malvern Selkirk at £125

6.4 - AGAR

The clerk said that Lloyds Bank were hard to get hold of, and it is taking weeks to change the bank details, and more forms have to be signed. The clerk suggest that the Parish Council move to Unity Trust Bank which is set up for local authorities. The bank said it was going to send 12-months bank statements but only 6 month were sent.

Resolved – *(6.1) to put Unity Trust Bank on to next agenda (6.2) noted the information (6.3) it was approved to appoint an accountant from Malvern to do the internal audit. (6.4) approved for the clerk to product and submit the annual AGAR forms.*

7. Payments.

7.1 – Herefordshire Council Pest Control @ £140.08

7.2 – Clerks Salary as per contract.

7.3 – Previous Clerks Salary as per contract.

7.4 – HMRC @ £360.00

Resolved – *All the payments were approved, and the cheques were duly signed on the night.*

8. S106.

8.1 – Wish List

8.2 -Traffic Claiming

The Parish Council had a detailed wish list which was updated regularly, and had such items on it like, Bus Shelters, Pelican Crossing, resurfacing Public Rights of Way PROW, etc

It was reported that the traffic calming scheme which had been agreed with the Herefordshire Council was now going to continue with using BBLP at a cost of £30k. The traffic calming scheme within Holmer and Shelwick parish is now going to be widened and they are now going to consult with Hereford City Council. The proposed meeting with the Holmer & Shelwick Parish Council was cancel as it now wants a date which all the new stakeholders can make.

Resolved – *That the Parish Council should stop on top of this new scheme and make sure that Holmer & Shelwick get all the schemes it requires and are included in any future meetings. Especially has the S106 monies are coming from development within Holmer & Shelwick.*

9. Council Office Equipment.

9.1 – HP Laptop – up to £475.00

9.2 – Purchase Microsoft Office 365 - £79.99

9.3 Laptop Bag – up to £25.00

Resolved – *To Approve the purchase of 9.1 – 9.2 and 9.3.*

10. Attwood Lane.

10.1 – Dead Trees

10.2 – Footpath Surface

Resolved – *(10.1) For the clerk to draft a letter to send to the householders about their dead trees. (10.2) for the clerk to contact the footpath officer about the footpath by Holmer church.*

11. Parish Council Telephone Number.

The clerk suggests that as the Parish was growing that it would be easier for the Parish Council to have a fixed telephone number which could be passed on from one clerk to another if needs arose. It was agreed to move to a cloud-based number which have a 01432 prefix, it would be a monthly rolling agreement which could be terminated at any time.

Resolved – *To approve the purchase of a cloud-based phone number up to £7.95 per month.*

12. Dot Gov.

The clerk explained that it was good practice for the Parish Council to move over to dot gov website address and e-mails. This would give the Parish Council and Councillors better protection, and if there was ever a Monitoring Officer issue then they would not have their personal computer ceased. There would be a cost to the move over and this would be around £275.00.

Resolved – *It was approved to move to DOT GOV at a cost of £275 and that the format of the new e-mails would be J.bloggs@holmer-shelwick-pc.gov.uk*

13. Burial Committee.

13.1- The clerk had received a request for a memorial stone 18" x 12" which would fit inside the plot.

13.2 - Another request was received at the meeting to adding additional wording to an existing memorial.

Resolved – (13.1) & (13.2) were Approved and that the clerk would contact those concerned.

14. Clerk Report.

- 14.1 - Coldwell Pond – the clerk had received several emails about condition of the pond, and when was the parish council to do something.
- 14.2 - Brush Cutter – the clerk had received an enquiry on whether the Parish Council wanted to get rid of the bush cutter.

Resolved – (14.1) For the clerk to inform the person concerned about the pond, that several councillors were going to don waders and clean out the pond this weekend now the weather had improved. (14.2) the Parish Council did not want to sell the bush cutter and it would be arranging for it to be picked up from the old footpaths officer.

15. Future Agenda Items.

- Unity Trust Bank
- S106 - Update

16. Date of next meeting.

To Note - 11th May 2023 at 7pm – Parish Meeting on the 11th May at 6.30pm

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

The chair closed the meeting at 9.15pm

Signed



Date 11th May 2023