

**TITLEY & DISTRICT GROUP PARISH COUNCIL
DRAFT MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD ON
TUESDAY 14TH MAY 2024, 7.30 PM
AT STAUNTON ON ARROW VILLAGE HALL**

Present: Cllrs R Edwards (Chairman), M Lloyd, C Janson, N Lloyd, R Sankey, J Mitchell

In Attendance: Parish Clerk R Jones, Mr S May (Staunton On Arrow)

1/24 To Elect A Chairman

Cllr Edwards was nominated by Cllr Mitchell, seconded by Cllr Lloyd to be Chairman. The Councillors unanimously agreed. Cllr Edwards accepted the role.

2/24 To Elect a Vice-Chairman

Cllr Mitchell was nominated by Cllr Edwards, seconded by Cllr Janson to be Vice-Chairman. The Councillors unanimously agreed. Cllr Mitchell accepted the role.

3/24 Apologies Of Absence

Apologies were accepted from Ward Cllr Phillips and Cllr N Davies

4/24 Declaration Of Interest And Written Requests For Dispensation For Items On The Agenda

The register of interest was available to sign.

Cllr Sankey signed and declared an interest in planning application 233578
There were no other declarations of interest declared.

5/24 Approval Of Minutes from the meeting held on Tuesday 12th March 2024

Cllr Sankey raised concerns regarding the complaint lodged against him, which was documented in the minutes of the meeting held on 12th March, item number 4. He was displeased with the complaint, as he believed he had not committed any wrongdoing and was unhappy about his reputation being tarnished. Cllr Sankey inquired with the Chairman about whether any of the Councillors had seen the complaint. The Chairman, in response, clarified that the complaint had only been forwarded to him and was deemed confidential, as the resident had requested to remain anonymous. The Chairman commented that as a written complaint had been made, it cannot be removed from the minutes. The Chairman emphasized the importance of consistently adhering to the code of conduct, whether engaged in council affairs or personal matters.

The minutes were therefore approved and signed by the Chairman

6/24. Co-option Of Parish Councillor (Staunton On Arrow)

Mr Stephen May was in attendance and expressed an interest in becoming a Councillor, representing Staunton On Arrow. It was noted the lives at The Old Vicarage, Staunton On Arrow. The Chairman introduced him to the Councillors and Clerk.
It was agreed to Co-opt Mr May at the next Parish Council Meeting in July.

7/24 Approve and Adopt Standing Orders (previously circulated)

These were approved and adopted

8/24 Approve and Adopt Financial Regulations (previously circulated)

These were approved and adopted

9/24 Approve and Adopt Code Of Conduct (previously circulated)

These were approved and adopted

10/24 Receive Comments From

- **Ward Cllr Phillips**

Ward Cllr Phillips sent his apologies and the following update, which was read out by the Chairman.

- The current planning consultations closing on 20th May, identify that Titley and Staunton On Arrow lose their settlement status and return to their pre-2016 status of open countryside with limited development.
- The current plans remain in place to determine applications until the new strategy is matured, probably 12 months time.
- The condition of the highways remain a concern, but the Government has reallocated HS2 funding to us, meaning highway spend will increase from 15 million last year to 38 million in 2024/25.
- Please keep reporting potholes using Herefordshire Councils website.
- Herefordshire Council has given notice to Balfour Beatty to terminate their contract earlier.

- **Councillors**

- A discussion took place regarding Titley and Staunton On Arrow losing their status for housing allocations and returning to 'open countryside, with limited development when the new Core Strategy is adopted. This would mean that all the housing allocations within the NDP will be lost, as it will be superseded by the new Core Strategy. It was felt that a lot of time and money will have been wasted. It was agreed that the Parish Council should not challenge the decision of Titley and Staunton On Arrow returning to 'open countryside', as it will give more security against developers.

- **Cllr J Mitchell**

Cllr Mitchell had been approached by Titley Village Hall, to ask if the Parish Council could do anything about the state of the footpath opposite The Stag. The grass has grown over it and needs cutting. It was noted that Herefordshire Council own the footpath.

It was agreed for Cllr Mitchell to contact Mr L Morgan and ask him to quote for this season for cutting the grass.

- **Cllr Edwards (Chairman)**

Cllr Edwards (Chairman) commented that the Parish Council were supposed to complete a budget form for PROW, but Herefordshire Council have not sent any forms out yet.

- **Cllr M Lloyd**

Further to an email received by the Clerk from the resident of Forge Cottage, Roddhurst, with a query relating to the old community village hall which is attached to Forge Cottage. The resident enquired if they would be able to take it down off the front of Forge cottage, as they are looking to renovate the property and would like to know where they stand legally.

Cllr Lloyd emailed Mrs Swan to ask for her contact details, but she has not replied to him.

It was agreed that the Parish Council do not have any official information regarding the community hall.

- Communication was discussed between the Parish Council and the village halls. Mr S May agreed to be the liaison with Staunton On Arrow Village Hall Committee.
- The Millennium Garden at Staunton On Arrow was discussed, which had become overgrown due to lack of maintenance. Cllr Janson recommended involving Herefordshire Green Network to ensure its upkeep.

- **Local Residents**

There were no local residents present.

11/24 Planning Matters

11.1 The following planning matters were discussed and noted:

- **192515 – Balance Farm, Titley – Re-consultation – amended** application for approval of reserved matters following outline approval – (application no: 160581 – proposed site for the erection of 5 no four bedroom dwellings) – **Valid**
- **233578 – Land at Oatcroft Farm, north of Eywood Road, Titley, Kington, HR5 3RU** - Proposed construction of a 30MW Solar Farm for a temporary period of 40 years, including solar photovoltaic arrays, string inverters, transformer stations, a control building, a DNO substation compound, a DNO room, a spares container, a customer substation, perimeter and palisade fencing, internal and external access roads, swales (SuDS) and associated soft landscaping and biodiversity enhancements. – **Refused** (Cllr Sankey informed the meeting he had no update on this planning application.

- **233700 – Rodd Court, The Rodd, Presteigne** - Proposed development includes the provision of one temporary cabin with associated access, parking and landscaping for the purposes of tourist accommodation. **Valid**
- **240728 – Land Adj to The Old Vicarage, Staunton On Arrow**- Proposed demolition of redundant barns and the residential development of the site for 2 dwellings – **Valid**
- **240752 – Barn At Knill Farm, Knill, Presteigne** – application to determine if prior approval is required for a proposed : change of use of an agricultural building to two larger dwelling houses (Use Class Ce) and for building operations reasonably necessary for the conversion – **Valid**
- **240808 – Manor Farm, Staunton On Arrow** – proposed installation of a 135kW ground-mounted solar array – **Valid**

11.2 Update On Meeting With Landowner And Agent Regarding Outline Planning For Houses – Application 192515 - Balance Yard, Titley

The Councillors reviewed the meeting and concluded that it was a positive one, however there were still concerns regarding the size of the dwellings. Since the application had been deferred, the Councillors were uncertain about the procedures and therefore agreed to seek advice from ward Cllr Phillips.

12/24 Finance

12.1 To receive Clerk's report and approve finances (ex VAT)

- **Clerks Financial statement to 31st March 2024**

The Clerk informed the Councillors the current account balance as at 31st March 2024 was £20,654.17

The expenditure and budget sheet were **approved**.

- **The following payments (Ex VAT) were AGREED:**
- HMRC - £194.20 (paid by Clerk's delegated power) chq No 101108 dated 9/4/24
- Clerk's' salary as agreed by the Parish Council (Mar/Apr) chq 101109
- HALC subscription 2024/25 - £379.66 (VAT £75.93) chq £101110
- Insurance Renewal Gallagher Insurance – £410.81 – chq 101111
- Herefordshire Tree Warden Network – Tree Warden Subscription - £30 – chq 101112
- GJ Evans & Co (Audit & Payroll) – £180 – chq 101114

INCOME RECEIVED

- Herefordshire Council pt 1 Precept 2024/25 - £5,000

12.2 Draft Budget 2024/25

The draft budget was approved.

12.3 2023/24 Account Statements for 2023/24

The following were approved and signed by the Chairman and Clerk/Financial Officer:

- **Certificate Of Exemption** – approved and signed by the Chairman
- **Internal Audit Report 2023/24**
- **Governance Statement** – Statement completed, approved and signed by Chairman and Clerk
- **Accounting Statements** – approved and signed by Chairman and Financial Officer

13/24 Lengthsman

- There was no work for the lengthsman.

14/24 Parish Issues

14.1 Incident With School Bus – Shawl Corner – update

There was no further update regarding installing new signage

14.2 Hereford Green Network – Parish Climate Emergency

A discussion took place regarding the Parish Council declaring a climate emergency. If a Parish Council declare a climate emergency they have a statutory duty to develop a Biodiversity Policy and a Community Resilience Plan, including being able to plan for crisis with local food resilience, energy interruptions, flood and extreme weather events.

Cllr Edwards had received an email from Great Collaboration Herefordshire, advising that the Parish Council could also if they wanted to make a declaration, convene a working group made up just of Councillors to look at council policy, or convene a working group made up of interested residents and with Parish Councillors as representatives who report back. Cllr Janson addressed the issue of declaring a climate emergency and shared information from the courses he attended, which focused on topics such as water storage to address the river situation. Additionally, he spoke about the usefulness of using thermal imaging cameras on properties.

The Chairman suggested setting up a working group to include Councillors and local Residents. Cllr Mitchell proposed, seconded by Cllr Edwards, for Cllr Janson to Chair the working group. Cllr Mitchell and Mr S May agreed to join the working group, along with interested local residents

14.3 U91607 – Issues Along Stansbatch Road

The Clerk had informed Balfour Beatty Steward of issues along this road, especially the flooding issues. To date, no reply has been received.

14.4 Update On Public Path Diversion SA3 Staunton on Arrow

It was noted that this path has now been legally diverted.

14.5 Forge Cottage, Roddhurst

It was noted that this was discussed under minute 10/24.

15/24 Correspondence

15.1 Draft Local Plan 2021 – 2041 (Regulation 18) Consultation 25/3/24 until 20/5/24)

This was discussed and noted. It was agreed Cllr Edwards (Chairman) to write a response to the consultation.

16/24 Date And Place Of Next Meeting

Parish AGM – Tuesday 21st May 2024 – 7.30pm at Titley Village Hall

Parish Council Meeting - Tuesday 9th July 2024, 7.30pm at Titley Village Hall

Meeting closed 9.30 pm

SIGNED (Chairman) **DATE**