

PUTLEY PARISH COUNCIL

Parish Clerk: Mrs J Chester, Mapleside, Ashperton, Ledbury, Herefordshire, HR8 2RZ Tel: 01531 670036
email: putleyclerk@gmail.com website: <https://www.putley.org.uk/putley-parish-council/>

COUNCILLORS ARE SUMMONED TO ATTEND A MEETING OF THE PARISH COUNCIL TO BE HELD AT PUTLEY PARISH HALL ON TUESDAY 21ST MAY 2024 AT 7.30PM

Agenda

1. To Elect the Chairman of Putley Parish Council and to Sign the Declaration of Acceptance of Office Form
2. To Elect the Vice-Chairman of Putley Parish Council and to Sign the Declaration of Acceptance of Office
3. To Note any Apologies for Absence and Note the Reason
4. To Receive any Nominations to fill two councillor vacancies by Co-option
5. To Remind Councillors to update their Register of Interest Form held by Herefordshire Council
6. To Record any Declarations of Interest and Consider any Requests for Dispensations
7. To Consider Approval of Minutes of Parish Council meeting held 19th March 2024
8. To Receive a Brief Report from Three Crosses Ward Councillor Jonathan Lester
9. Public Participation Session for Local Residents to raise matters relevant to the Parish Council (Please note: Decisions cannot be made on items not on the agenda) *This item to be limited at the discretion of the chairman*
10. Planning: **NB: no paper copies of applications are available to view at the meeting unless specified**
 - a) To Consider any Planning Applications referred for comment: **(to be viewed online prior to the meeting) 240918 – Puckmoor, Putley, HR8 2QR** – To repair the timber frame, conserve brick ad infill panels and replace windows
 - b) To Note Details of Decision Notices Received from Hereford Council: as per planning record
11. To Review and Adopt the following Policies for Putley Parish Council
 - a) Standing Orders b) Code of Conduct c) Financial Regulations d) Donations/Grants Policy e) Assets Register f) Risk Assessment Schedule g) Risk Management Policy h) Freedom of Information requests i) Complaints Policy j) Training & Development Policy k) Media Policy l) Social Media Policy m) Communications Policy n) Equal Opportunities Policy o) Bullying & Harassment Policy p) Health & Safety Policy q) Co-option Policy r) Unacceptable Behaviour Policy s) Discipline & Grievance Policy t) Scheme of Delegation to Parish Clerk u) GDPR Data Protection Policy v) GDPR Privacy Policy w) GDPR Privacy Notices x) GDPR Data Subject Access Policy y) GDPR Consent Form z) Planning Applications between Meetings Policy
12. Appointments:
 - a) GDPR Data Protection Officer (DPO) b) Website Administrator c) HALC Eastern Area Representative d) To Review Working Groups, Terms of Reference, and to Review Members Leading Roles on Specific Issues as required
13. Finance:
 - a) To Receive 2023/24 End of Year Accounts from Responsible Finance Officer
 - b) To Consider the Internal Auditors Report
 - c) To Approve the Annual Governance Statement for the External Auditor
 - d) To Approve the Annual Accounting Statements for the External Auditor
 - e) To Consider Completing the Certificate of Exemption for External Audit of End of Year Accounts
 - f) To Review the Parish Council Insurance Policy and decide on any alterations required
 - g) To Note Finance Report and Bank Balances
 - h) To Consider Payments of Outstanding Accounts
 - D/Debit – PWLB – loan repayment - £658.01
 - D/Debit – ICO – Data Protection Fee - £35.00
 - 000895: Putley Parish Hall – hire Q1 - £27.00
 - 000896: Herefordshire Tree Warden Annual Sub - £30.00
 - 000897: Zurich Insurance – Annual Fee - £257.60
 - 000898: Mrs J Chester – clerk salary April/May plus expenses paper&padlocks £33.75
12. Governance
 - a) To Discuss .gov Website Service
13. Reports:
 - a) To Receive a Report from the Footpath Officer
 - b) To Receive a Report from the Lengthsman Co-Ordinator
 - c) To Receive a Report from the Tree Warden
 - d) To Receive a Report from Cider Press Magazine Co-Ordinator
14. Highways/Footpaths:
 - a) To Discuss Flooding near Putley Parish Hall
 - b) To Discuss New stoned entrance Lady Wood/Putley Common
 - c) To Receive Updates on Outstanding Defects and Note any new Highway and Footpath Defects
15. Information Section / Correspondence / Discussion:
 - a) To Review Information and Outstanding Actions
 - b) To Consider Grant Request from Putley Church
16. Training: To note any forthcoming training dates
17. To Raise Items for next scheduled Parish Council Meeting (no discussion)
18. To Confirm Dates, Time and Location of Meetings for the ensuing year

Signed: *JL Chester*

(Clerk to the Parish Council)

Dated: 11th May 2024

The press and public are cordially invited to attend the meeting

INFORMATION SHEET

MEETING DATES – all meetings held at 7.30pm in Putley Parish Hall

2024 - Tues 16th July, Tues 17th Sept, Tues 19th Nov

2025 – Tues 21st Jan, Tues 18th March, Tues 20th May

PARISH CLERK UPDATE

- Arranged for pothole repairs before Big Apple weekend Ed Bradford Head of Highways
- Road defects reported to Locality Steward / Herefordshire Council via website - Glebe Road 612768775/11160130, Abbots Place 612765217/11160127, Road from Hall to Lady Wood 612766482/11160128, Cresswell 612763488/11160125
- Website updated
- Website administration and designation carried out
- Policies reviewed and drafted/ updated (onongoing)
- Overhanging vegetation trimming arranged with land owners – all completed
- Responded to residents email and phone queries (hedges, flooding, churchyard, stone road and tree felling)
- Portrait of HM King Charles ordered and received
- Visited and Contacted Nat West Bank re accounts
- Investigate .gov website costs
- Set up external payroll provider

GENERAL CORRESPONDENCE RECEIVED

- Balfour Beatty – Weekly Locality briefings *
- Balfour Beatty – road closure notices *
- Balfour Beatty – Parish Briefing Notes *
- HALC – Information Corner & Training Schedule *
- Herefordshire Council – Talk Community Correspondence *
- Herefordshire Council – County Plan Consultation *
- Herefordshire Council – Parish Council Rural Settlement Hierachy Consultation *
- Herefordshire Council – Councillors Register of Interest Form reminder *
- Herefordshire Council – Guidance Note on Councilors Code of Conduct

* Circulated to Cllrs.

OUTSTANDING ACTIONS – These are the consolidated actions outstanding after the last meeting:-

DATE	ACTION	STATUS	AGENDA ITEM	DETAIL
21.11.23	Cllr Daly	ongoing	6e	Investigate higher rate interest bank accounts
21.11.23	Clerk	ongoing	7c	Make amendment to Planning Procedure
21.11.23	Cllr Webster	complete	9	hedge saplings to be planted top end of play area
21.11.23	Clerk	complete	10	put new hasp and lock onto noticeboard
16.1.24	All Cllrs	ongoing	3	Contact residents who expressed interest in being a councillor
16.1.24	Clerk	ongoing	9a	Review and amend/add council policies
16.1.24	Clerk	complete	9c	Arrange website meeting
16.1.24	Clerk/All	complete	10c	Obtain Further information on External Payroll Provider
16.1.24	Clerk	complete	11c	check progress on benches with former clerk
16.1.24	Clerk /AB	complete	11d	Draft overgrown hedges letter and contact landowners
19.3.24	Clerk	complete	10a	Publish adopted policies on website
19.3.24	Clerk	ongoing	10c	obtain costs and details for a .gov website
19.3.24	Cllr Herbst	ongoing	13a	investigate flooding options and costings
19.3.24	Clerk	ongoing	13c	arrange meeting with BB to discuss benches locations
19.3.24	Clerk	complete	13e	purchase padlocks for noticeboard and play area
19.3.24	Cllr Webster	ongoing	14b	Compile a bio-diversity policy/plan

PLANNING RECORD – (last six months)

[P233206/FH The Sladd Putley HR8 2RD](#) Proposed extensions & alterations to an existing single private dwelling, demolition of existing garage and construction of timber garage.

PC Comment: Putley Parish Council supports the application

HEREFORDSHIRE COUNCIL DECISION: GRANTED 12.1.24

[P233190/F Land Adjacent to Puckmoor Upper Hill Putley](#) New gate access required to agricultural land to use and maintain land and hedgerows.

PC Comment: Putley Parish Council support the application in principal, with concerns regarding the new access over water run off.Council would like to see the necessity of the new gateway.

HEREFORDSHIRE COUNCIL DECISION: GRANTED 15.2.24

[P233024/FH Ridge Cottage Putley HR8 2QS](#) Proposed extension to cottage with additional first floor extension above the existing dining room and a new concealed utility room extension at ground floor level. Refurbishment of the property with internal layout changes, and rebuilt external store.

PC Comment: none made to Hfcs Council

HEREFORDSHIRE COUNCIL DECISION: GRANTED with conditions 11.12.23

[P232754/FH Woodland Cottage Putley HR8 2QS](#) Proposed two-storey side extension and new pitched roof over former flat roof garage. New brickwork wall to form courtyard.

PC Comment: none made to Hfcs Council

HEREFORDSHIRE COUNCIL DECISION: WITHDRAWN 13.11.23

[P232576/PA7 The Twerne Putley HR8 2RD](#) Application for prior notification a proposed agricultural storage building. All others - Prior Approval

PC Comment: PC not consulted

HEREFORDSHIRE COUNCIL DECISION: Prior Approval Not Required 12.9.23

[P232509/J Putley Court Putley HR8 2QP](#) T1 - Cypress situated in rear garden, reduce large side stem by approximately one third by thinning and shortening canopy to a suitable live point; raising canopy by lifting clear of Yew hedge to give approximately 1.5 metres clearance. Works to trees covered by TPO

PC Comment: PC not consulted

HEREFORDSHIRE COUNCIL DECISION: Trees covered by TPO – Consent Granted Friday 15 Sept 2023

[P232416/FH The Old Pump House Putley HR8 2RF](#) Proposed conversion of garage into home office and carport extension.

PC Comment: none made to Hfcs Council

HEREFORDSHIRE COUNCIL DECISION: GRANTED with conditions 19.9.23

[P232057/FH Tumblers Putley HR8 2RF](#) Proposed rear ground floor and first floor extensions.

PC Comment: none made to Hfcs Council

HEREFORDSHIRE COUNCIL DECISION: GRANTED with conditions 24.8.23

[P232054/F Fosbury Fruit Farm Putley HR8 2QR](#) Proposed retention of one static caravan for five years to provide seasonal workers accommodation between 1st May and 31st October each year.

PC Comment: none made to Hfcs Council

HEREFORDSHIRE COUNCIL DECISION: GRANTED with conditions 24.10.23

[P231020/L Mill Cottage Putley HR8 2QW](#) Proposed further single storey extension facing east, replacement of 7 windows to front and 1 to rear, provide insulation and below floor heating to the original cottage ground floor and install air source heat pump (part retrospective).

PC Comment: Putley Parish Council supports this application.

HEREFORDSHIRE COUNCIL DECISION:

[240257 The Cider House, Lower Court, Putley, HR8 2QP](#) Proposed addition of an Oak framed garden room

PC Comment:

HEREFORDSHIRE COUNCIL DECISION: WITHDRAWN 28.2.24

[233612 – Lower Court, Putley Court, Putley, HR8 2QP](#) Proposed addition of an Oak framed garden room

PC Comment: This application is believed to have been withdrawn

HEREFORDSHIRE COUNCIL DECISION:

[240134 – Fosbury Fruit Farm, Putley, HR8 2QR](#) Siting of one static caravan for five years to provide seasonal workers accommodation between 1st May and 31 October each year

PC Comment: The Parish Council have no objection

HEREFORDSHIRE COUNCIL DECISION:

[240530 - Woodbine Cottage, Durlow, Tarrington, HR1 4JQ](#) Proposed extension and internal alterations

PC Comment: The Parish Council have no comments to make

HEREFORDSHIRE COUNCIL DECISION: The Parish Council have no comments to make

[240404 - Tipsgrove Farm, Pixley, HR8 2RW](#) Proposed installation of 1 no propriety, off site constructed glamping pod (the pod) suitable for short stay accommodation along with associated landscaping, drainage and access arrangements. The pod is to be used as ancillary accommodation and for holiday lettings (B&B).

PC Comment: The Parish Council have no objection

HEREFORDSHIRE COUNCIL DECISION: The Parish Council have no objection