

**Pixley & District Parish Council Meeting**  
Councillors are summoned to attend the Parish Council meeting on  
**Tuesday 10<sup>th</sup> September 2024**  
**7.30pm at Munsley W.I. Hall**

**1. Apologies for absence**

**2 To receive Declarations of Interest**, Councillors are reminded of the need: -

- a) To update their register of interests.
- a) To declare any personal interests in items on the agenda and their nature. (Councillors may stay, take part and vote in the meeting)
- b) To declare any prejudicial interests in items on the agenda. (Councillors must leave the room for the item in which they have declared a prejudicial interest)

**3. Public Participation**

Members of the public are permitted to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. The period of time, which is at the Chairman's discretion, for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than three minutes. Questions/comments shall be directed to the Chairman.

To include a report from Ward Member Councillor Lester if available.

**4. Minutes**

- 4.1 To confirm the minutes of the Parish Council meeting held on the 23<sup>rd</sup> July 2024 as a correct record.
- 4.2 To confirm the minutes of the Extraordinary Parish Council meeting held on the 30th July 2024 as a correct record.

**5. Planning**

5.1 To consider a response to the following planning applications:

Site	Barn at Far Barn Munsley, Ledbury, Herefordshire
Description	Application for prior approval for proposed change of use of agricultural building to create single dwellinghouse.
Application No	242213

5.2 To note any Planning decisions received from Herefordshire Council:

Tipsgrove Farm, Pixley	Approved with conditions
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**6. Highways/Footpaths**

- 6.1 To receive a report from the Footpath Officer, if available.
- 6.2 To receive an update on replacement grit bin at Brook Farm, Little Marcle and consider a quote for fitting if available.
- 6.3 To receive an update on the Lengthsman.
- 6.4 To consider a quote for replacement of a stile with a gate on footpath LM3.
- 6.5 To receive a report from the Footpath working group.

**7. Munsley WI Hall**

To receive a report from Councillor Lynch on Munsley WI Hall.

**8. Ashperton Railway Bridge**

To receive a progress report and consider any recommendations received.

- 9. Sandbags**  
To consider the requirements of residents and any further actions.
- 10. Cider Press**  
To consider the deadline and content for submission of the Parish Council report for the next edition of the Cider Press.
- 11. Councillor Vacancies**  
To receive an update on advertising the vacancies on the Parish Council for members to serve.
- 12. Parish Council Website**  
To consider a report and quotes for the build of a new Parish Council website.
- 13. Clerk's Contract and Expenses**  
To consider the new Clerk's contract and expenses.
- 14. Financial items**
- 14.1 To receive an update on the VAT reclaim submission.
  - 14.2 To approve and adopt the Financial Report as of the 30.08.2024
  - 14.3 To approve the Bank reconciliation 29.07.2024
  - 14.4 To receive an update on the Unity Trust bank account and consider details required for the mandate
  - 14.5 To approve the list of invoices for payment:

Staff Salaries August 2024	£439.23
HALC Clerk Recruitment	£300.00
Broxap Grit Bin	190.80
- 15. Correspondence**  
To note the list of Correspondence received and agree any responses required:
- Street works
- 16. Survey by the Ledbury Safer Neighbourhood Team, West Mercia Police**  
To consider the Council's response to the survey.
- 17. NPPF Consultation**  
To consider a response to the Government Consultation on changes to the NPPF
- 18. Forthcoming consultations and briefings**  
To consider attendance by members or officers of the Council.
- 19. Matters to be raised for next meeting**  
Each Councillor is requested to use this opportunity to raise items for inclusion on future agendas. Councillors are respectfully reminded that this particular item is not an opportunity for debate or decision making.
- 20. Date of next meeting:** To be decided at this meeting.



Clerk to the Council

Date 04.09.2024

Ms Diane Baldwin  
Clerk to the Parish  
Munsley PC  
41 The Avenue  
Welland  
Malvern  
WR13 6SB  
clerk@pixleyanddistrictpc.org.uk

Dear Ms Diane Baldwin

**APPLICATION NO & SITE ADDRESS:** Planning Consultation - 242213 - Barn at Far Barn, Munsley, Ledbury, Herefordshire  
**DESCRIPTION:** Application for prior approval for proposed change of use of agricultural building to create single dwellinghouse.  
**APPLICANT(S):** Mr William Homes  
**GRID REF:** OS 366300, 241868  
**APPLICATION TYPE:** (Part 3) Class Q - Prior Approval  
**WEBSITE LINK:** <http://www.herefordshire.gov.uk/searchplanningapplications>

We have received the application described above which involves a **site adjoining your Parish**.

**This application is for a prior approval determination for a change of use and as such the new legislation does not require you to respond to this communication.**

Details of the application, including the plans and any supporting documents can be viewed on the Council's website normally within 24 hours.

The website link above will take you direct to the relevant website page where you will need to enter the application number.

You cannot object to or support the proposal but if there is something specific that you wish to draw to our attention please email your comments to **Amber.Morris@herefordshire.gov.uk** by **20/09/2024**. If you do not respond by this date it will be assumed that you have no comments to make.

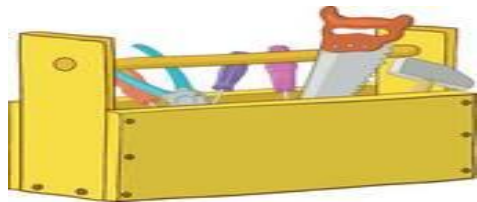
Please respond using the online comments form

Yours faithfully

**TECHNICAL SUPPORT OFFICER**

All personal data held is processed in accordance with data protection law. For further information please see our website [https://www.herefordshire.gov.uk/info/200142/planning\\_services/62/apply\\_for\\_planning\\_permission/3](https://www.herefordshire.gov.uk/info/200142/planning_services/62/apply_for_planning_permission/3)

# ROB BADHAM



## QUOTE

Pixley & District Council  
C/O Kelvin Lynch

Date: 24th August 2024

Quote No. 0600

<u>LM3 gate replacement</u>	
Remove existing stile	
Concrete in new gate provided	
Repair fence where needed to make stockproof	
<u>materials</u>	
Concrete, fence post, rail	£ 65.00
<u>Labour</u>	£ 100.00
<u>TOTAL QUOTE</u>	<u>£ 165.00</u>

2 Somerset Cottages, Little Marcle, Ledbury, Herefordshire HR8 2LA

Mobile: 07837 853598 Home: 01531 670432 Email: paulabadham@yahoo.co.uk

## Website Options Report September 2024

At the July meeting, the Council resolved for Councillors look at the Putley website and for the Clerk to provide the contact details for Putley Parish Council website builder. The Clerk at Putley has advised that their website builder has closed their business and Putley will be joining the initiative organised by HALC. As the Council's website is currently run by the HALC contractor, the new Clerk has researched other options specific to Parish Councils and obtained quotes for consideration.

All three providers use WordPress as we do now but offer a build that is easily edited by the user. They are all also compliant with the WCAG 2.2 AA which is a requirement from October 2024 onwards and are SSL certified so that they are encrypted for security (GDPR compliance). Below is a summary of costs:

	<b>Parish Online</b>	<b>Parish Council Websites</b>	<b>Aubergine</b>
<b>Website Build and Hosting</b>	£260 yr 1 £360 yr2	Yr 1 £749.00 plus £25.00 per month Yr 2 £25.00 per month A cheaper package of £549 is available	One-off set up and build of website with free Google Analytics Annual hosting with up to 2GB file storage & 2 hours of support £499 + VAT Yr 2 £199 + VAT per year
<b>Email</b>	20 mailboxes with 5GB storage each (access via webmail, or you can connect it to your own phone or computer mail apps)	up to 50 accounts, each with a healthy 10 GB storage allowance	Email mailboxes (up to 25 addresses with 2GB of space) £49.99 + VAT per year via email partner
<b>Training, Support, Ongoing Maintenance and Upgrades</b>	we may have a slightly higher ongoing cost than other providers, but we invest in your service to make sure it's always the latest new features, security upgrades or updates to align to new legislation	full training (via Zoom) on how to use the website once built. You will also be given access to our support website which contains a plethora of information about navigating the admin side of your website, alongside training videos	Training on the system: free of charge, via our monthly group training sessions Access to our support team & Website Learning Centre: free of charge, included in the support Access to monthly drop-in Council Website Zoom training refresher sessions: free of charge, included in the support
<b>Content Migration</b>	we port over as much content from your current site as possible at no extra cost	One year's data	1 full year of agendas & minutes, policies, councillors' details, finance & 5x years of AGAR plus 1x year of news and recent / planned events.
<b>Gov.uk domain</b>	we register your new gov.uk domain and pay the fees instead of you having to pay for it. The domain is owned by you, but we manage it.	to register the domain for 3 years with our set up charge £10 + VAT. Yearly renewals (after the 3rd year) would then be £30 + VAT.	Yr2 Domain name renewal and DNS management (£100 + VAT per year for .gov.uk

<b>Extra Options</b>	<p><b>Transfer of your org.uk domain</b> over to us so we can manage the forwarding to your new website and email. This is £25 ex vat per year.</p> <p>Upgrade of your mail system to include <b>cloud storage, cloud editing suite, and chat/video tools</b>, to bring your council away from using personal comms or local storage of files. This is £36 ex vat per user per year. It's a great low-cost alternative to Microsoft 365. (7 Clrs plus Clerk totals £288 net.)</p> <p>Parish online digital mapping £27+Vat per yr</p>		<p>Additional years of historical content then costs £200 + VAT per year. Recommend 2 years.</p> <p>Forms &amp; poll module: £50 + VAT per year = additional support cost may be needed to assist with device set up est £150 + VAT (one off)</p> <p>Planning portal integration (where supported) £100 + VAT per year</p> <p>WCAG compliance website compliance and monitoring scan &amp; reports: £299 + VAT per year</p> <p>Extended support for 12 hours: £720 + VAT</p>
<b>Example sites</b>	<p><a href="http://www.ilmington-pc.gov.uk/">www.ilmington-pc.gov.uk/</a></p> <p><a href="http://www.thatchamtowncouncil.gov.uk">www.thatchamtowncouncil.gov.uk</a></p> <p><a href="https://combemartin-pc.gov.uk/">https://combemartin-pc.gov.uk/</a></p>	<p><a href="http://www.abberleyparish.org.uk">www.abberleyparish.org.uk</a></p> <p><a href="http://www.stowonthewold-tc.gov.uk">www.stowonthewold-tc.gov.uk</a></p> <p><a href="http://www.mambleparishcouncil.gov.uk">www.mambleparishcouncil.gov.uk</a></p>	<p><a href="http://www.leightonlinlade-tc.gov.uk">www.leightonlinlade-tc.gov.uk</a></p> <p><a href="http://www.nantwichtowncouncil.gov.uk">www.nantwichtowncouncil.gov.uk</a></p> <p><a href="http://www.teignmouth-devon.gov.uk">www.teignmouth-devon.gov.uk</a></p>

Our new domain needs to fit the following structure options;

- pixleydistrictparishcouncil.gov.uk
- pixleydistrictparish.gov.uk
- pixleydistrict-pc.gov.uk

or we could have these options without the "District" bit, as that's allowed.

All three companies estimate the lead time to be around 4 weeks.

### Current costs

Currently, the Council pays £100 per year to Eyelid Productions for a WordPress website hosting and back up. We do not currently have the .gov.uk domain or emails which is advised and our current website is only partly user friendly in that it can be edited by the Clerk.

**Leader of the Council**  
Councillor J Lester

Our Ref: Parish Council Summit

Please ask for: Councillor J Lester

Direct line / Extension: 01432 260046

E-mail: [Jonathan.lester@herefordshire.gov.uk](mailto:Jonathan.lester@herefordshire.gov.uk)

7<sup>th</sup> August 2024

Dear Chair,

**Re: Council Summit – 8<sup>th</sup> October 2024 – Plough Lane, Hereford**

Thank you to all councils who were able to send representatives to the last summit held on 9<sup>th</sup> July. It was well attended and we received extremely valuable feedback. To those councils who were unable to attend, we would dearly love to see you in October.

At the meeting in July, the overwhelming majority of those present agreed that we should have a council charter. This charter should be a formal document that sets out the expectations of the relationship between parish councils and Herefordshire Council. It is not my intention to write the charter, so I have asked the working group of councillors we convened earlier this year to work on a charter to provide to me ideas for what they think it should contain. I will then share these with you and clerks to get their views. Once these ideas are collated we could then agree them at the next meeting.

The next event will follow the same format as before with staff on hand to showcase the work of the council and meet councillors from 5:30pm onwards. The formal event will then commence at 7:00pm. The agenda will focus on the work of Children's and Adult services, the charter and an open session to raise any pressing issues. In addition, we will also allocate time to cover the recent investment in the Public Rights of Way Network and management of the network going forward.

Refreshments and free parking at Plough Lane will be available on the day.

I do hope your parish council will be able to send up to 2 representatives and we look forward to seeing you in the autumn.

Yours sincerely,



**COUNCILLOR JONATHAN LESTER  
LEADER HEREFORDSHIRE COUNCIL**

# Town and Parish Council Survey 2024

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## Police and Crime Plan

- 1) I am developing my new police and crime plan, which will set the blueprint for West Mercia Police over the next four years.

I have outlined some of my priorities: community policing, cutting crime and supporting victims, but I want to hear yours too.

As representatives of your community, what are the council's priorities in relation to policing and support for victims?



## **Local Policing**

Please select one answer for each question, unless asked to do otherwise.

Please ensure only one questionnaire is completed and returned for your individual town/parish council.

**2) In the council's opinion, how good a job do you think the police are doing in your town / parish?\***

- Excellent
- Good
- Fair
- Poor
- Very Poor
- Don't know

**3) In the council's opinion, how would you rate the visibility of police in your town parish?\***

- Excellent
- Good
- Fair
- Poor
- Very poor
- Don't know

**How much does the council agree or disagree with the following statements:**

**4) The police work well with the council to identify and address local crime and disorder issues\***

- Strongly agree
- Tend to agree

- Neither agree nor disagree
- Tend to disagree
- Strongly disagree
- Don't know

**5) The council has confidence in the police to resolve crime and disorder issues raised within the local community\***

- Strongly agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Strongly disagree
- Don't know

**6) On average, how often does the council contact the police to raise concerns about crimes or incidents?\***

- Weekly
- Monthly
- Every 2 - 6 months
- Once a year
- Never
- Don't know

**7) Overall, how would you rate the police response to crime and disorder issues or incidents raised by the council?\***

- Excellent
- Good
- Fair
- Poor

- Very poor
  - Don't know / N/A
- 

## **Local Policing Charter**

**8) Are you aware of the Local Policing Charter?**

- Yes
- No

**9) Have the police been in touch to identify your priorities as a Town/Parish Council?**

- Yes
- No

**10) If answered yes in question 8. In the council's opinion have the police acted on the priorities you set out?**

- Yes
- No

**11) In the council's opinion have you seen a reduction in crime and increased feeling of safety as a result of the launch of the Local Policing Charter in March 2021?**

- Yes
  - No
- 

## **Contact and Engagement**

**12) In the council's opinion, how easy and convenient is it to access your local policing teams? (This may be in any form - face to face, email, telephone etc)\***

- Very easy
- Fairly easy
- Fairly difficult
- Very difficult
- Don't know / N/A

**13) In the council's opinion, how easy and convenient is it to access relevant information for the local community from the police?\***

- Very easy
- Fairly easy
- Fairly difficult
- Very difficult
- Don't know / N/A

**14) In the council's opinion, how would you rate the level of contact you have with the police?\***

- Excellent
- Good
- Fair
- Poor
- Very poor
- Don't know / N/A

**15) How does the council contact the police to discuss local issues, seek information or invite to meetings/community events? (Not**

**including reporting crimes).**  
***Please tick all that apply\****

- Phone (land line)
- Phone (mobile)
- Email
- Letter
- Social media
- In person (at a police station etc)
- Website
- Other
- Don't contact the police

**16) How often does the council contact the police to discuss local issues, seek information or invite to meetings/community events? (Not including reporting crimes)\***

- Weekly
- Monthly
- Every 2- 6 months
- Once a year
- Never
- Don't know

**17) How would the council rate the police response to requests for information/meetings etc?\***

- Excellent
- Good
- Fair
- Poor
- Very poor
- Don't know / N/A

**18) How often do the police attend council meetings or other community events in your town or parish area?\***

- Weekly
- Monthly
- Every 2 - 6 months
- Once a year
- Never
- Don't know / not invited

**19) How often do the police proactively contact the council to raise awareness of local issues, share information etc?\***

- Weekly
- Monthly
- Every 2 - 6 months
- Once a year
- Never
- Don't know

**20) Does the council know the members of the police's local Safer Neighbourhood Team? These teams include Inspectors, Sergeants, PCs and PCSOs\***

- Very familiar
- Somewhat familiar
- Not well known
- Totally unknown
- N/A

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## Crime and anti-social behaviour issues

**21) In the council's opinion, how much of a problem, if at all, would you say that crime and anti-social behaviour is in your town / parish area?\***

- Not a problem at all
- Not a very big problem
- Fairly big problem
- Very big problem
- Don't know

**22) Which if any of the following issues would you say are currently a problem in and around your council area?**

**Please tick one box in each row**

	<b>Not a problem at all</b>	<b>Not a very big problem</b>	<b>Fairly big problem</b>	<b>Very big problem</b>	<b>Don't know</b>
Domestic burglary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Violent crime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anti-social behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online crime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle crime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Criminal damage / vandalism	( )	( )	( )	( )	( )
Crimes against businesses	( )	( )	( )	( )	( )
Rural crime	( )	( )	( )	( )	( )
Offence of a sexual nature	( )	( )	( )	( )	( )
Crime committed against people due to their age, race, ethnicity, disability or sexuality	( )	( )	( )	( )	( )
Road safety	( )	( )	( )	( )	( )

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**About your council**

**What is the name of your council (or councils if it is a combined parish council group)?\***

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**23) Please confirm which Borough/District/ City/Unitary area your council is in\***

- Herefordshire
- Shropshire
- Telford & Wrekin
- Redditch
- Wyre Forest
- Worcester City
- Malvern Hills
- Wychavon
- Bromsgrove

**24) Approximately how many people live in your town / parish area?**

- Less than 500
- 501 - 1000
- 1001 - 5000
- 5001 - 10,000
- Over 10,000

**Please provide an appropriate current email address which my office may use to contact the council when necessary.**

**Your email will be held securely in web-based databases. It will not be shared with any other third party.**

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**25) Would you like to receive my monthly Police and Crime Commissioner newsletter to this email address?**

**It includes updates on the latest news, funding opportunities, open consultations, upcoming events and engagements, and much more.**

Yes

No

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**Thank you for taking the time to complete the survey.**

**Please post it to:**

Police and Crime Commissioner,  
OPCC, West Mercia Police,  
Hindlip Hall, Worcester,  
WR3 8SP

Or attach to email – [opcc@westmercia.police.uk](mailto:opcc@westmercia.police.uk)

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Dear Clerk,

The UK Government published a [consultation](#) on the **National Planning Policy Framework** and other changes to the planning system on 30<sup>th</sup> July 2024. This consultation has come from the Ministry of Housing, Communities and Local Government (MHCLG).

This press release explains broadly what this consultation is about: [Our plan to build more homes - GOV.UK \(www.gov.uk\)](#)

The Government have set out proposed mandatory housing targets which takes a new approach based on a revised formula and data. This means the housing target for Herefordshire has increased from 773 dwellings per annum to 1,375 dwellings per annum. This would mean 27,500 dwellings over a 20 year plan period. The recent [Draft Local Plan March 2024](#) consultation set out a target for 16,100 homes over the plan period so this is a proposed significant increase that we would like to make you aware of.

The consultation closes at 11:45pm Tuesday **24 September 2024** and there is no provision for late responses.

Herefordshire Council will be responding to this consultation once we have taken stock of all the proposals. However, it is possible for your Parish Council to also submit your views to MHCLG [via the links and emails address provided](#) on the consultation page if you wish to do so.

Yours sincerely

Siobhan Riddle

Siobhan Riddle  
Principal Strategic Planning Officer  
01432 260142  
[siobhan.riddle@herefordshire.gov.uk](mailto:siobhan.riddle@herefordshire.gov.uk)

**Economy and Environment Directorate**  
Strategic & Neighbourhood Planning Team  
Plough Lane  
Hereford  
HR4 0LE

## **ITEM 18 – Forthcoming Consultations and Briefings**

### **1. Bi-monthly briefing by BB and HC**

19<sup>th</sup> September 2-4pm

Meetings will take place in person at Thorn Depot (Unit 3 Thorn Business Park, Rotherwas Industrial Estate, Hereford, Herefordshire, HR2 6JT) or Join online via the Teams option.

### **2. S106 briefing:**

“An in-person drop in session from 1pm – 5pm on the 12<sup>th</sup> September 2024. This will be held in the Plough Lane offices, in the Mordiford meeting room.

The drop-in session is being held to discuss anything related to S106 and project delivery. Our full team will be available to answer any questions / queries you may have, please feel free to drop in. Although formal booking is not required, to ascertain expected numbers, I would ask that if you are planning on attending that you could email [Melissa.Walker@herefordshire.gov.uk](mailto:Melissa.Walker@herefordshire.gov.uk) “

### **3. HALC Conference and AGM**

“Saturday 26<sup>th</sup> October between 09.30 and 15.00 on Saturday 26<sup>th</sup> October in Hampton Bishop Village Hall – plenty of free car parking.

There will be a series of speakers during the morning session (funding, policing, pot-hole filling, play & street equipment etc) followed by a buffet lunch and AGMs. All member Clerks and Councillors are very welcome to attend but, you will need to send me an email to book in, for luncheon purposes.”

### **4. Parish Council Summit**

“**8th October 2024 – Plough Lane, Hereford** staff on hand to showcase the work of the council and meet councillors from 5:30pm onwards.

The formal event will then commence at 7:00pm.

The agenda will focus on the work of Children’s and Adult services, the charter and an open session to raise any pressing issues. In addition, we will also allocate time to cover the recent investment in the Public Rights of Way Network and management of the network going forward.

Refreshments and free parking at Plough Lane will be available on the day.

I do hope your parish council will be able to send up to **2 representatives**”