

BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 11 MARCH 2014 AT 7:30 PM IN BARTESTREE VILLAGE HALL

Present:

Councillors: Mrs W Soilleux (Chair); G Davies (Vice-Chair); J Colley; M Postians; Mrs L Hoppé; N Shore; M Wilson; P Wargent and R Williams

In Attendance:

Mr E Wilson (RFO); Mrs E Wilson (Parish Clerk); PC Neil James

Members of the Public: None

1. To Accept Apologies for Absence (3017)

Cllrs D Greenow; Mrs J Karayiannis and CSO D Wall.

2. To Adopt the Minutes of the Parish Council Meeting held on Tuesday 14 January 2014 and Tuesday 18 February 2014 (3018)

Comments: Cllr Wilson had looked at the Minute Book and was not happy about the way in which attachments were added to the minutes.

Resolved: The Minutes were adopted and signed by the Chair and it was agreed that Cllr Wilson would send details of his concerns to CEO HALC with copies to the Chair and Clerk and that the Clerk would then arrange to see CEO HALC to resolve the issues raised.

3. To Receive Declarations of Interests and Applications for Dispensations (3019)

Agenda Item 8 – Cllr M Wilson declared non-disclosable pecuniary interest, as his stepson owns the land

Agenda Items 10 – Cllr NL Shore declared a non-disclosable pecuniary interest as Secretary of Playing Fields Association and Secretary of the Cricket Club

Agenda Items 6.2.5 - Cllr R Williams declared a non-disclosable pecuniary interest as a Committee Member of the Playing Fields Association and the Cricket Club

Resolved: Interests noted.

4. To Receive Brief Verbal Reports from: (3020)

4.1 Herefordshire District Cllr D Greenow

4.2 Local Police Officer PC N James

Resolved: No report received from Cllr Greenow. PC James noted that his last attendance was in 2012 and explained that the CSO had a longstanding appointment on Tuesdays so is unable to attend the PC meetings. He confirmed the major points arising from the recent Newsletters circulated and particularly the theft of iron gates and that parishioners should be vigilant in this respect. PC James discussed with the Councillors the possibilities of easing the build up of traffic near to the school and in the residential area, including the opening of a school gate from the school grounds on to the PROW that leads to the A438.

PC James was thanked for his attendance and left the Meeting.

5. Open Time – To Note Matters Raised by Local Residents Relevant to the Parish (3021)

Resolved: No items raised

6. Financial Matters (3022)

6.1 To Receive a Report from the RFO

The Financial Notes including bank balances plus income and expenditure since the last meeting had previously been circulated.

Resolved: The Financial Report was noted and Mr E Wilson thanked.
(Attached as Appendix A)

6.2 To Consider and Agree

6.2.1 Renewal of membership of Campaign to Protect Rural England for further 12 months £34.00

Resolved: It was agreed to renew Membership for a further 12 months

6.2.2 2014/15 Affiliation Fee and HALC/NALC Subscriptions total £755.29

Resolved: Agreed

6.2.3 Payments made since last meeting [As listed on Finance Report]

Daniel Squire Ltd (Repair to fence play area) £180.00 (835); HALC (CiLCA training Procedure and Finance £72.00 (836); Bowens Shoe Repairs (keys cut for cupboard) £6.00 (837); Whitecross Hereford (NDP –copying/printing) £36.01 (837); Village Hall (NDP – 3 sessions) £29.25 (837); Village Hall (PPSG - 3 sessions) £52.00 (837); E Wilson (Jan salary and room allowance) £*** (838); E Wilson (Feb salary and room allowance) £*** (839); Sarah Fisher (PC website) £175.00 (840); A Bayliss (play area inspection) £40.00 (841); Balfour Beatty (SID Oct-Nov 2013) £360.00

Resolved: Noted

6.2.4 Payment of outstanding invoices [As listed on Finance Report]

Mikes Hopkins – Expenses £201.36 (843); HALC (Affiliation fee and Subscription) £755.29 (844); Hfds Fire Alarm Services (Service alarm/lights) £107.40 (845); Parish Plan Consultation Event (groceries) £31.63 (846); Play Area Repairs (gate latch) £3.79 (847); Parish Plan Consultation Event (stationery/cups) £32.22 (847); Andrew Bayliss – Play Area Inspection (Jan-Feb 14) £48.00 (848); CPRE Membership Renewal £34.00 (849); Mike Dyer – Lengthsman Scheme (January) £440.00 (850); Eve Wilson (March salary and room allowance) £*** (851); Eve Wilson (Expenses Nov 13 - Feb 14) £90.72 (852); Eve Wilson (overtime net) £74.31 (853); Eve Wilson – Lengthsman admin net £35.20 (853);

Resolved: Noted and agreed

6.2.5 Annual Inspection of Playground equipment be carried out by Herefordshire Council Parks & Countryside Service at a cost of £45.60

Resolved: Agreed

6.3 To note the retirement of the existing Responsible Finance Officer and appointment of his successor

Resolved: The members of the Council thanked Mr. E Wilson for his dedicated work over many years. It was agreed that the Parish Clerk would take on the role of Responsible Finance Officer from the beginning of the new financial year, with a payment for an extra half hour per week, to be reviewed at the end of April 2014. Mr. E Wilson has kindly agreed to work with the Clerk to ensure a smooth transition.

7. To Adopt the Recommendations from the HALC Conference and AGM: (3023)

7.1 That the Clerk checks and confirms the Insurance Cover for the following:

7.1.1. Trees for which the Parish Council is responsible – that the Appointed Contractor holds the necessary qualification to carry out Risk Assessments as required by the Insurance Company

7.1.2. That all our Contractors hold the necessary Public Liability Insurance

7.1.3. To confirm the Parish Council's insurance responsibilities, as Trustee of the Village Hall, and regarding insurance cover of the Financial Management of the Village Hall

7.1.4. That our Insurance Company is content that our Risk Assessments meet their requirements.

Resolved: The Parish Clerk has written to the Parish Council's insurers and is awaiting their response.

- 7.2 That the Finance Work Group investigate and report back to the Parish Council re:**
7.2.1. The validity of the Parish Council's Financial Standing Orders, in particular the insurance position for the Clerk & Responsible Officer's handling of the Parish Council's monies/accounts and that the insurance company is content with our Independent Procedures of Audit and Control

Resolved: The Parish Clerk has written to the Parish Council's insurers and is awaiting their response.

8. Planning Matters: (3024)

8.1 To Receive a verbal report from the Planning Committee

Comments: Cllr Davies gave details of the items considered at the Planning Meeting prior to this meeting

Resolved: The Minutes of this Meeting will be circulated

8.2 To Note the Minutes of the Planning Committee Meetings dated 28 January 2014 and 18 February 2014

Resolved: The Minutes having been circulated were noted

9. Neighbourhood Development Plan Steering Group [NDPSG] (3025)

9.1 To Receive a Verbal Report from the NDPSG

It was reported that the Steering Group was making progress and the questionnaire was complete except for the questions on the development sites.

Resolved: Noted

9.2 To consider and approve the circulated NDP Questionnaire

Proposed by Geoff Davies, seconded by Ron Williams.

Cllr M Wilson requested a named vote on the approval of the questionnaire.

Those in favour: Cllr Mrs W Soileux; Cllr G Davies; Cllr J Colley; Cllr M Postians; Cllr Mrs L Hoppé; Cllr N Shore; Cllr P Wargent and Cllr R Williams

Those against: Cllr M Wilson

Resolved: The questionnaire was approved.

9.3 To consider and approve the cost of printing the Questionnaire £525.00

Resolved: Approved with 1 abstention

9.4 To consider the cost of using a Data Analysis Company to analyse the Questionnaires £4-5,000

Resolved: Deferred until firm, more reasonable quotations are received

10. Parish Plan Steering Group [PPSG] (3026)

10.1 To approve the circulated final Parish Plan

Resolved: All Councillors, save 1 abstention, approved The Plan with the amendments proposed by Cllr Wilson

10.2 To approve the cost of printing the Parish Plan

Resolved: Agreed up to £150.00

11. Transport Working Group [TWG] (3027)

The TWG recommends:-

11.1 The Parish Council request the Ward Councillor take action to get the outstanding work requested in the Parishes actioned

11.2 The Parish Council requests the Ward Councillor take action to request a 30mph speed limit on Black Hole Lane to replace the current 40mph limit

11.3 The Parish Council requests that the Ward Councillor take action to request a 20mph speed limit on the A438 between Williams Mead and St James Close

Resolved: Agreed.

12. To consider what action to take regarding standing water on the A438 (3028)

Resolved: This is dealt with in 11.1 above

- 13. **To approve the design and location of the replacement Bus Shelter on the A438 near to the junction with Lugwardine Court Orchard – Plan circulated (3029)**
Resolved: Approved

- 14. **Booking places on Courses (3030)**
Resolved: All course are to be booked by the Parish Clerk and priority given to relevant Councillors of a specific Working Group

- 15. **To consider purchasing a mobile Wi-Fi device plus contract for PC use (3031)**
Resolved: To allow for further enquiries it was agreed to defer this item

- 16. **To consider the emergency co-ordination procedures within the Group Parish (3032)**
Resolved: The procedure will be added to the Parish Plan. Otherwise the procedures in operation were considered sufficient.

- 17. **To consider the Report received from NALC regarding Parish Land – Report Circulated (3033)**
Resolved: Noted. It was agreed to proceed with the Registration of the Land

- 18. **To Receive Questions from Councillors [Tabled 7 days prior to meeting] (3034)**
18.1 “When can this Council expect the Web site to be up to date? The clerk’s details are incorrect, currently the Minutes for the November 2013 meeting are missing, the last financial report is May 2012, the last set of accounts is for the FY 2011/12, the last info sheet is July 2013 and no budgets are published. Also many other items of information are obsolete or missing”
Resolved: Much has been updated and the remainder is in hand. When asked if he would be willing to take over the management of the website, the Councillor declined.

- 19. **To Note the Information Sheets (3035)**
Resolved: Information sheet was noted.

- 20. **To Raise Items for the next Scheduled Parish Council Meeting - No Discussion (3036)**
Resolved: None

- 21. **To Note the Date and Time of the next Scheduled Parish Council Meeting (3037)**
Resolved: Tuesday 13 May 2014 at 7:00pm Annual Parish Meeting followed by The Annual Meeting of the Parish Council

Meeting concluded at 9:25 pm

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Signature of Chair

Dated May 2014