

BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 11 NOVEMBER 2014 AT 7.30 PM IN BARTESTREE VILLAGE HALL

Present:

Councillors: D Greenow; Mrs W Soilleux (Chair); G Davies (Vice-Chair); Mrs J Karayiannis; R Williams; Mrs L Hoppé; Mrs F Matthews; P Wargent; N Shore and M Wilson.

In Attendance:

Mrs E Wilson (Parish Clerk/RFO); Lucinda Rowberry (Chair of NDPSG)

Members of the public: 3

1. To Accept Apologies for Absence

Apologies received from Cllrs D Greenow

2. To Adopt the Minutes of the Meetings held on Tuesday 9 September 2014 and 7 October 2014

The Clerk confirmed that the Minutes had previously been circulated to Council Members.

Resolved: The Minutes were adopted and signed by the Chair

3. To Receive Declarations of Interest and Applications for Dispensations

Items 8,9,15,16,17 Cllr N Shore – non-discloseable pecuniary interest as Secretary of PFA and Secretary of Cricket Club

Items 8,9,15,16,17 Cllr R Williams – non-discloseable pecuniary interest as Member of PFA and Cricket Club

Item 17 Cllr P Wargent – non-discloseable pecuniary interest as Village Hall Representative

Item 17 Cllr Mrs F Matthews – non-discloseable pecuniary interest as Village Hall Representative and Member of Football Club Committee

Resolved: Interests Noted

4. Neighbourhood Development Plan

4.1 To receive a Report from The NDPSG Chair

Comments: Lucinda Rowberry advised that she had little to report as the NDPSG were stuck waiting for the SHLAA and HLAA potential development sites to be updated by Herefordshire Council. She has been advised that the Council have drafted in extra people to catch up with the backlog. Until this information is available it is difficult to survey potential sites or to make arrangements for a consultation with the residents to gather comments regarding proposed sites. Despite the frustration of delay, it is better to ensure that everything is done properly rather than trying to rush matters.

Resolved: Comments noted and Lucinda thanked for her attendance and Report

4.2 To consider and discuss arranging for an archaeologist survey to be carried out on development sites

Comments: Cllr Soilleux advised that there was around £3,200 in the NDP Budget. There are therefore funds available to enable such a service to be carried out. David Lovelace can carry out the survey on 21 November 2014. Following attendance at a recent Meeting it is apparent that Herefordshire Council's record keeping and information is lacking. It is important that information regarding archaeological sites, bio and geo-diverse areas is up to date and obtained now as it is not possible to remedy any omissions at a later date.

Resolved: The Cllrs agreed that a sum of up to £1,500 be allocated for the survey to be carried out on as many sites as possible by David Lovelace

- 5. To Receive Brief Verbal Reports from:**
- 5.1 District Cllr D Greenow**
Resolved: In the absence of District Cllr Greenow, no report was received
- 5.2 Local Police Officer**
Resolved: In the absence of a local Officer, no report was received
- 6. Open Time – To Note Matters Raised by Local Residents Relevant to the Parish**
Comments: Mrs Liz Parry had raised concerns regarding signage on the highway and agreed that this would be covered at Item 12.2
Resolved: Concerns to be dealt with at Item 12.2
- 7. Planning:**
- 7.1 To Receive a verbal Report from the Planning Committee**
Comments: Cllr G Davies remarked on the various applications and decisions relating to planning matters, details of which are contained in the Minutes of the Planning Meetings.
Resolved: Comments notes and Cllr Davies thanked
- 7.2 To Note the Minutes of the Planning Committee Meetings held on 9 September and 23 September 2014**
Comments: The Minutes had been circulated previously
Resolved: Noted
- 7.3 To consider the possibility of a broadband link to the Village Hall – Cllr Soilleux to report on recent discussion with Village Hall Committee**
Comments: Cllr Soilleux advised that the Village Hall did not wish to be involved in any costs regarding broadband links.
Resolved: It was agreed that Cllr M Wilson would make enquiries of BT as to the cost of a broadband connection to the Village Hall
- 8. Financial Matters**
- 8.1 To Receive a Report from the RFO**
The RFO gave a report and commented that bank balances to date were in order. Community A/C £25,556.06 and Business Saver A/C £18,915.58
The Financial Notes including payments made and income received since the last Meeting was previously circulated.
Resolved: The Financial Report was noted and accepted by the Council
- 8.2 To Consider and Agree:**
- 8.2.1 Payments made since 9 September 2014 [As listed in Finance Notes]**
Resolved: The following payments were noted:
Lucinda Rowberry – Stamps for NDP (906) £106.00; Carver Jones Solicitors – Printing for NDP (907) £14.75; Eve Wilson – Expenses March-Aug 2014 (908) £383.30; Eve Wilson – August Salary and Room Allowance (909) £***; A Bayliss – Play Area Inspection (910) £45.00; Data Orchard – NDP Stage 2 and 3 Analysis and Report (911) £2,269.00; DC Gardening Services (912) £570.00; Daniel Squire (913) £126.00; T Mobile – Top Up (914) £10.00; Hfds Fire Alarm Services – Inspection (915) £96.00; Advantage Group – Cupboard (916) £159.00; Curry's/PC World – Printer Ink and Sandisk x 2 (917) £125.96; Timpsons – key cut for cupboard in Parish Office (917) £6.00; Eve Wilson – Sept Salary and R/A (918) £**.**; Daniel Squire (919) £126.00; Smith of Derby – Clock Service (920) £230.40; DC Gardening Services (921) £ 525.00; Land Registry fees (922) £70.00
- 8.2.2 Payment of outstanding Invoices [As listed in Finance Notes]**
Resolved: The following payments were agreed:
Mike Dyer – P3 (923) £198.35; Bartestree Village Hall – Contrib Bin (924) £100.00; Eve Wilson – Oct Salary and R/A (925) £**.**; Hfds Fire Alarm Services – Repairs (926) £120.58; T Mobile – Top Up (927) £10.00; Philip Morris – Grease for Play Equipment (927) £6.99; Bartestree Village Hall – NDP Consultation (927) £38.70; Bartestree Village Hall – NDP Oct Mtg (927) £9.75; Bartestree Village Hall – NDP

Nov Mtg (927) £9.75; Bartestree Village Hall – NDP Dec Mtg (927) £9.75; David Lovelace – NDP presentation (928) £60.00; DC Gardening Services (929) £570.00; Eve Wilson Expenses (930) £41.18; Daniel Squire Ltd (931) £126.00

8.2.3 Payment of Pioneer Prototype Engineering Invoice for £1,903.20 for supply and erection of Youth Shelter (previously referred to on 9 September 2014 Agenda)

Comments: The Clerk explained that she had undertaken extensive research into past Minutes to establish the history and background of the supply of the Youth Shelter. She read through Minutes dating back to 2007. It is apparent that there was some discussion before then, but she felt her time would be better spent on other parish business. A summary of the situation appears to be that originally it was hoped that the total cost of the Shelter would be covered by grants/donations. This did not prove to be the case and £300 in total was received.

On 12 August 2008 Pioneer Prototype Engineering (PPE) quoted £1,840 plus VAT for the supply of the shelter. That quotation did not include the base.

In January 2009 the Restricted Fund for the Youth Shelter showed £1,550. From that was deducted £367 to pay William Powell for the base. This left a balance of £1,183 (all figures exclude VAT)

The Shelter was erected in the summer of 2012 but was subsequently vandalized so was taken down for repair and re-roofing. PPE did not charge for this.

The Shelter was re-erected this year – 2014. Since then material costs will have increased, resulting in an invoice of £1,586. Bearing in mind the fact that the base was not included in the original quotation, this gives an increase of £36 over 5 years.

There is a sum in Reserved Funds of £1,183 and the balance of £403 can be taken from Contingency Funds.

Comments: Cllr P Wargent requested that it be noted that PPE will not quote for any future work for the Parish Council

Resolved: Payment approved

8.3 To consider transfer of monies from Community to Business Saver Account

Comments: The Clerk advised that she had not had an opportunity to make enquiries of the Bank

Resolved: Deferred to January Meeting

8.4 To Receive a Report from the Finance Working Group

Comments: A written Report had been previously circulated

Resolved: Noted

8.5 To consider the recommendations made in the Finance Report

Resolved: The following recommendations were agreed (numbered as in the Report):

1. The Parish Council's Financial Regulations be amended at Paragraph 1.13 (bullet point 6) to say "declaring eligibility for the general power of competence ..."
2. That Tully's Piece be removed from the Asset Register
3. RFO to maintain the Financial Operating Statement and circulate every 2 months to the Parish Council
4. (a) RFO should contact HALC for guidance regarding preparation of annual accounts and the Parish Council should budget for £500 for possible Accountancy fees
(c) That the Clerk's hourly rate to be increased to £10.00 per hour. The Clerk's contract hours to be reviewed in 6 months time. The Clerk will report to the Parish Council as the year progresses regarding the transfer of funds to cover the increased salary
(d) The Clerk will purchase suitable anti virus protection for her computer, the cost of up to £30.00 will be the responsibility of the Parish Council
(e) The sum of £500 towards Election Costs in the 2014/15 Budget be transferred to Restricted Funds

(f) The sum of £500 towards a Bicycle Rack in the 2014/15 Budget be transferred to Restricted Funds

8.6 To consider and agree the Budget for 2015/16

Comments: Item 53 "Subscriptions and Publications" should be moved to Item 16

Resolved: The Budget was agreed at £28,318.00

8.7 To consider and agree the Precept for 2015/16

Resolved: It was agreed that the Precept be set at £28,500.00

9. To Consider tenders for Grass Cutting and Ground Maintenance 2015/16

Resolved: Daniel Squire to do Contract B £630.00; B1 £30.00 per cut; Contract F £385.00; F1 £35 per cut

DC Gardening to do Contract A £1,815.00; A1 £165.00 per cut; Contract C £230.00; Contract D £120; Contract E £1,920 and E1 £120.00 per cut

Clerk to enquire if any additional cost due to DC Gardening for cutting the strip of land from the Cemetery to the main road. Also to enquire as to additional cost for this to be included under Contract E and the cost of spraying the boundary of the Cemetery under Contract C. Further costs of £80.00 can be agreed

10. To Consider quotations for necessary tree work

Resolved: Deferred to January 2015 Meeting

11. To Consider quotation for replacement of Bartestree Cross Notice Board

Resolved: It was agreed that Bishop & Smith supply and fit the Notice Board for a total sum of £787.00

12. Transport Working Group

12.1 To elect a Member(s) to the Transport Working Group

Resolved: Cllr Mrs J Karayannis volunteered and was duly elected

12.2 To consider signage at Bartestree Crossroads

Comments: Mrs Liz Parry advised of 2 recent incidents where it was apparent that many motorists are missing the turning to Whitestone. She felt that this was due to excess speed, despite the speed limit signs and poor signage directing traffic to Whitestone. She felt that higher and clearer signage was needed near to the 30mph sign.

Resolved: A request be sent to our Ward Councillor that he lobby Herefordshire Council requesting 2 large signs (one to the east and one to the west) indicating the route to Whitestone Industrial Estate and that these be placed as close to the 30mph sign as possible.

Resolved:

12.3 To request update from the Ward Councillor regarding

(a) 30mph speed limit along Blackhole Lane

(b) 20mph speed limit along the A438 between the Village Shop and Williams Mead

Resolved: In the absence of Cllr D Greenow no update was available. The Clerk will write to Ward Cllr Greenow to request this

12.4 To consider the discuss whether to reinstate the use of the Speed Indicator Devices

Resolved: It was agreed to reinstate SIDs for next year. The Clerk to request they operate during January, February and March 2015 and then on a 10-month basis as arranged during previous years

12.5 To consider and discuss the Community Speed Watch Scheme proposed by West Mercia Police – details circulated by email 15 September 2014

Resolved: Not eligible as the Group Parish is already an area of speed/traffic concern

12.6 To consider and discuss the proposed Self Help Arrangements for winter – details from Balfour Beatty circulated by email 8 October 2014

Resolved: As there are no facilities to store the salt the proposed Self Help Arrangement will be declined and Balfour Beatty will be asked to deal with salting/gritting highways

- 13. To Receive Questions from Councillors (tabled 7 days prior to Meeting)**
 Cllr P Wargent:
1. Why has the Village trough and pump not been maintained?
Comments: Volunteers from the Walled Gardens were maintaining them but this appears to have ceased.
Resolved: Enquiries to be made by Councillors to see if anyone is willing to take on the role
 2. Can the Parish Council have a bi-monthly Report on the actions of the Lengthsman?
Resolved: The Clerk will circulate a copy of the Work Request Sheet to all Councillors and include this as an Agenda item for future Meetings.
 3. What has the Parish Council and individual Councillors achieved?
Comments: The Chair listed the following items – Second Parish Plan; Neighbourhood Development Plan; Youth Shelter; Grant for Parish and Neighbourhood Development Plans; Title to land on Lugg Meadow; Good system for maintaining Play Area checks and creation of a Tree and Hedge Register. It was confirmed that the role of a Parish Councillor is to run the Parish Council and attend regular Meetings. Any other work carried out by them is a bonus.
Resolved: Noted
- 14. Parish Plan – Actions**
Comments: A List of proposed actions arising out of the Parish Plan had previously been circulated to Councillors. Councillors are to read and digest and advise if they are able/willing to carry out the proposed tasks.
Resolved: To be included for discussion at the January Meeting
- 15. To receive an update on the current position regarding the Village Hall entrance**
Comments: The Village Hall paid for the clearing of the frontage. The Parish Council needs to put in an application for the signage. The signage can then be approved.
Resolved: The Clerk will make the appropriate planning application on behalf of the Parish Council and Village Hall Committee.
- 16. To consider and discuss the route of the new power supply to Stalls Farm – details circulated by email 7 November 2014**
Comments: It was not the preferred option of taking the supply across the playing field.
Resolved: The Parish Council agreed the supply in principle, pending enquiries of Western Power of an alternative route.
- 17. To consider and discuss the offer of funding made to Bartestree Football Club and Bartestree with Lugwardine Group Parish Council [mis-spelt in document] by The Football Stadia Improvement Fund Limited – hard copy documents circulated to all Parish Councillors. Representative(s) from the Football Club will attend the Meeting to clarify any points arising.**
Comments: Paul Ingram gave a presentation, confirming that the grant was for the improvement of football facilities. He said that the Football Association understood that the Playing Fields Association and then the Parish Council should first approve proposed plans. Various issues were raised regarding the location, parking, encroachment, cosmetics, fencing, the position and aesthetics.
Resolved: The signing off of the Grant was approved in principle by 7 Councillors in attendance, with 2 abstentions. The Parish Council await further details of the proposed location of the stand.
- 18. To Note the Information Sheet**
Resolved: Noted
- 19. To Raise Items for the next Scheduled Parish Council Meeting [no discussion]**
 All items referred from these Minutes

20. To Note the Date and Time of the next Scheduled Parish Council Meeting
Tuesday 13 January 2015 at 7:30pm

Meeting concluded at 10.15 pm

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Signature of Chair

Date: 13 January 2015