

## **BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL**

### **MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 9 SEPTEMBER 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; N Shore and M Wilson.

**In Attendance:**

Mrs E Wilson (Parish Clerk/RFO)

**Members of the public:** None

**1. To Accept Apologies for Absence**

Apologies received from Cllrs Mrs F Matthews; P Wargent and J Colley

**2. To Adopt the Minutes of the Meetings held on Tuesday 8 July 2014, 5 August 2014 and 19 August 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**

Item 11 – Cllr N Shore – non-discloseable pecuniary interest as Secretary of PFA and Secretary of Cricket Club

**Resolved:** Interest Noted

**4. Neighbourhood Development Plan**

**4.1** To receive a Report from The NDPSG Chair

**Comments:** In the absence of the NDPSG Chair on holiday Cllr Soilleux has circulated the Minutes of the Meeting held on the 28 August 2014 to all Councillors and gave a brief update. Cllr Shore wishes to express his concern regarding the possible delay in preparing the Report and felt it was very important that something should be drafted soon. Cllr Soilleux reassured him that the SG was aware of the deadlines and was sure that Mrs Rowberry had drafted something and will continue on her return from holiday.

**Resolved:** Comments noted

**5. To Receive Brief Verbal Reports from:**

**5.1** District Cllr D Greenow

**Comments:** Cllr Greenow advised that he had spent some time with Ed Thomas of Herefordshire Council regarding the Quarry Fields appeal. He noted that the application made to build houses on the site near the Village Hall and Stores (Inca application) had been turned down due to the potential detrimental affect on the landscape being an area of natural beauty. The change in collection of rubbish created some concern with residents and some amendments to this are due to be made, particularly opening times at the local tip. Cllr Greenow is making enquiries regarding the collection of garden waste and how this may better be utilised.

**Resolved:** Comments noted and Cllr Greenow thanked

**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**

**Resolved:** No matters raised

## 7. Planning:

### 7.1 To Consider procedure in the light of the Herefordshire Council's proposal for paperless applications

**Comments:** Cllr Shore wished to express his thanks to Cllrs Soilleux and Greenow for their representations at the recent Planning Meeting.

The parish computer and projector can be used at future Planning Meetings. The mobile Wi Fi is used on Tuesday mornings for the computer class and the Planning Committee can therefore use this during their evening meeting at no extra cost. However, to ensure that there are no problems with future potential Wi Fi connections the Parish Council will purchase 2 large memory sticks to enable the relevant information to be downloaded and used at the meetings. The possibility of having broadband installed in the Village Hall was discussed.

**Resolved:** The Clerk to purchase 2 x 32gb memory sticks for use by the Planning Committee and to arrange for 2 extra keys to be cut for the cupboard in the Parish Office to enable access to the equipment. It was agreed that Cllr Soilleux would discuss the possibility of a broadband link to the Village Hall with the Village Hall Committee

### 7.2 To discuss the state of progress on achieving a 5-year housing land supply on the part of Herefordshire Council

**Resolved:** To arrange for the Neighbourhood Development Plan to be completed as soon as possible.

## 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 £31,729.56 and Business Saver A/C £18,913.04

The Financial Sheet including payments made and income received since the last Meeting was previously circulated

**Comments:** Cllr Wilson wondered if some monies should be transferred from the Community Account to the Business Saver Account.

**Resolved:** The Financial Report was noted and accepted by the Council. The Clerk will check the position regarding withdrawal of monies from the Saver Account.

### 8.2 To Consider and Agree:

#### 8.2.1 Payments made since 8 July 2014 [As listed on Finance Report]

**Resolved:** The following payments were noted:-

Daniel Squire (885) £126.00; DC Gardening (886) £570.00; A Bayliss (887) £45.00; Lugwardine Primary Academy - donation (888) £10.00; M Lewis (889) £30.00; Eve Wilson – June Salary and Room Allowance (890) £\*\*\*; Lugwardine Christian Fellowship - donation (891) £130.00; St Michael's Hospice - donation (892) £250.00; Longworth Chapel - donation (893) £50.00; DC Gardening (894) £405.00; HALC – book (895) £56.25; HALC – PAYE Services (895) £288.00; Grant Thornton – Annual Return (896) £240.00; T Mobile (897) £10.00; A Howells – bus shelter clean x 3 (898) £45.00; Eve Wilson – July Salary and Room Allowance (899) £\*\*\*; Daniel Squire (900) £162.00; Mike Dyer – Lengthsman (901) £407.00; Amazon – Internet Security (902) £18.29; Bartestree Village Hall – hire of room x 2 – NDP (902) £19.50; Herefordshire Council – Play Area Inspection (903) £54.72; SLCC – Book (904) £23.00

#### 8.2.2 Payment of outstanding Invoices [As listed on Finance Report]

**Resolved:** The following payments were agreed:-

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

The Clerk to check with Pioneer Prototype Engineering Ltd regarding the total of their invoice for the Youth Shelter in the sum of £1,903.20 as it differs from its original quotation.

**8.3 To agree the purchase of a lockable cupboard for use by the Parish Clerk**

**Comments:** Details of the cost and item is contained in the Information Sheet

**Resolved:** Agreed

**9. To Consider and Complete the West Mercia Police Annual Survey – circulated**

**Resolved:** Survey completed for submission by the Clerk

**10. To Consider hiring out the Parish IT equipment**

**Comments:** The insurance position is set out in the Information Sheet

**Resolved:** The potential cost of repairing any damage (and bearing in mind the £250 insurance excess) would outweigh the benefit of loaning the equipment outside the Village Hall

**11. To Consider the current position regarding the Village Hall entrance**

**Comments:** The sum of £2,000 has been committed toward the signage and tidying up of the entrance. However, there seems to be little information or action as to progress.

**Resolved:** Cllrs R Williams and M Wilson will contact those involved to request an update on the current position

**12. To Note the Report prepared by the Trees Officer on the Woodland Management Proposals for Tidnor Wood – information circulated**

**Resolved:** Noted

**13. To Consider the Lugwardine Primary Academy Travel Plan – details circulated**

**Comments:** It was generally felt that a sign depicting school children crossing should be erected

**Resolved:** Cllr Greenow will look into this and report back. The Clerk will write a letter to the School to thank them for their actions in taking constructive measures to avoid traffic congestion outside the school at peak times.

**14. To Consider the Travellers' Sites Document circulated on 21 August 2014 and to Complete the Issues and Options Paper for submission to Herefordshire Council**

**Resolved:** No comments to be submitted

**15. To Receive an update on Parish Land Plot 567 from the Chair**

**Comments:** The land that comprises of 1.9 acres is now registered in the name of the Parish Council. The paper documents are yet to be received. Cllr Soilleux wished to thank Mr Roger Temple for all his help with completion of the necessary paperwork for the Land Registry. The Parish Council thanked Cllr Soilleux for her work in connection with this

**Resolved:** Noted

**16. To Consider the state of the Notice Boards at Bartestree Crossroads and Village Stores**

**Resolved:** The Clerk to obtain quotations for a new Notice Board at the Crossroads for consideration by the Councillors

- 17. **To Consider and Approve what tree management will be undertaken this autumn**  
**Comments:** The trees on the recently registered land on the north side of the A438 from Lugg Bridge westward to the Parish boundary and the copse behind the Pavilion and fence, between the green shed and end of the field were discussed.  
**Resolved:** Clerk to obtain quotations for necessary work including cutting back and reducing for all trees that are the responsibility of the Parish Council. Quotations to be obtained from Andrew Fathers, Ross Tree Services and Daniel Squire
  
- 18. **To Consider the Playground Report and whether repair work is required to any apparatus – Report circulated 12 August 2014**  
**Comments:** Some minor repairs had been done before the Report was received. Fencing will be the main item and will require attention before long  
**Resolved:** Noted
  
- 19. **To Note the Information Sheet**  
**Resolved:** Noted
  
- 20. **To Raise Items for the next Scheduled Parish Council Meeting [no discussion]**  
All items referred from these Minutes
  
- 21. **To Note the Date and Time of the next Scheduled Parish Council Meeting**  
Tuesday 11 November 2014 at 7:30pm

**Meeting concluded at 9.30pm**

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Signature of Chair

Date: 11 November 2014