

BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 12 NOVEMBER
2013 AT 7:30 PM IN BARTESTREE VILLAGE HALL**

Present:

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

In Attendance:

Mr E Wilson (RFO); Mrs E Wilson (Parish Clerk) and M Hopkins (Ex Parish Clerk)

Members of the Public: None

1. **To Accept Apologies for Absence (2973)**
Cllr M Wilson; PC N James and CSO D Wall.
2. **To Adopt the Minutes of the Extraordinary Parish Council Meetings held on Wednesday 23 October 2013 and Tuesday 29 October 2013 (2974)**
Resolved: The Minutes were adopted and signed by the Chair.
3. **To Receive Declarations of Interests and Applications for Dispensations (2975)**
Resolved: Cllrs N Short and R Williams (Members of the PFA) – Non Pecuniary Interest re item 8 and P Wargent (Village Hall representative) – Non Pecuniary Interest re item 7.1.3 and item 8.
4. **To Receive Brief Verbal Reports from: (2976)**
 - 4.1 Herefordshire District Cllr D Greenow
Resolved: The Quarry Fields planning application had been recommended for approval. Discussion took place regarding possible applications for Judicial Review due to large development planning applications and the legal costs consequences of doing so.
 - 4.2 Local Police
Resolved: No report this month
September, October and November Newsletters for Herefordshire Rural East (Hagley) previously circulated.
5. **Open Time – To Note Matters Raised by Local Residents Relevant to the Parish (2977)**
No items
6. **Financial Matters (2978)**
 - 6.1 **To Receive a Report from the RFO**
The Financial Notes for November, including bank balances plus income and expenditure since the last meeting, had previously been circulated.
Resolved: Financial Report noted and Mr Wilson thanked. (Attached)
 - 6.2 **To Consider and Agree:**
 - 6.2.1. **Payments made since last meeting**
Village Hall – contribution to hire of Biffa Bin £100.00 (811) and Playdale (play area spares £3.12 (812)

Resolved: Payments agreed

6.2.2. Payment of outstanding invoices

Ray Styles (pest control at cemetery) £60.00 (813); Vesey Arts & Crafts (stationery for NDP) £16.95 (814); Herefordshire Council (PP analysis & report) £676.04 (815); HALC (In house training) £124.06 (816); Hfds Fire Protection Services (Village Hall) £114.38 (817); Daniel Squire (October) £162.00 (818); (M Dyer (L'sman) (October) £66.00 (819); Village Hall (hire for PP) £19.50 (820); Village Hall (hire for NDP) £19.50 (821); B&L PFA (Pavilion Committee loan overpaid) £78.00 (822); A Bayliss (play area checks 9 weeks) £45.00 (823); DC Gardening £855.00 (824); Vesey Arts & Crafts (stationery for NDP) £16.95 (825); Village Hall (hire for PP) £9.75 (826); M J Hopkins (L'sman administration £117.70 (827); PWLB £3,116.51 (DD); Herefordshire Council (hard copied of planning) £4.00 (828); M J Hopkins (Salary & Room Allowance) £776.85 (829); E Wilson (Nov Salary & Room Allowance) £233.84 (830); E Wilson (Dec Salary & Room Allowance) £233.84 (831) and HMRC (PAYE) £274.40 (832).

Resolved: Payments agreed.

6.2.3. To agree the cost of repair of the Play Area fence

A quote of £150 received to repair the existing fence. However, it was also noted that the existing fence does not meet current regulations. One quote received for a replacement galvanized metal fence was £6,000, which included £2,000 for erection.

Resolved: To consider finding a temporary cheaper repair in the short term and to obtain further quotes for a metal fence. Also to explore the possibility of obtaining a grant towards funding the costs. To review at the next meeting.

6.2.4. To receive a review of the Financial Regulations

An updated financial risk assessment was circulated.

Resolved: It was agreed to consider the financial regulations at the next meeting.

7 To Adopt the Recommendations made at the HALC Conference and AGM: (2979)

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, for 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 above points were discussed and it was agreed that the necessary information would be obtained and be discussed at the next Meeting.

7.2 That the Finance Work Group investigate and report back to the Parish Council re:

7.2.1. The requirements for the introduction and operation of electronic payment of bills on which the Government are about to pass legislation following its acceptance by the Minister

7.2.2. 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: It was agreed that the Finance Working Group would report back at a future Meeting.

7.3 The Responsible Officer considers that:

7.3.1. In the present financial climate, the suitability of our banking services provider, compared with other providers and reports back to Parish Council via the Finance Work Group

7.3.2. The Public Sector Deposit Fund as a suitable recipient for the Parish Council Reserves and reports back to Parish Council via the Finance Work Group

Resolved: It was agreed that the Responsible Finance Officer would report back at a future Meeting.

8 To consider and agree the Budget for 2014/15 (2980)

Resolved: Various budget items were discussed and it was agreed that the Finance Working Group would present the draft Budget at the next Parish Council Meeting.

9 To consider and agree the Precept for 2014/15 (2981)

Resolved: On the advice of HALC this item was deferred to the January meeting

10 To consider Tenders for Grass Cutting and Ground Maintenance Contracts 2014/15 (2982)

Resolved: After consideration it was agreed to award the contract as follows:-
DC Gardening:

The Playing Fields – Contract A (£1,815) and A1 (£165)

Weed Treatment – Contract C (£150)

Grass Mowing – when requested Contract D (£120)

St Peter's Church Graveyard Contract E (£2,000) and E1 (£125)

Daniel Squire:

The Play Area Contract B (£567) and B1 (£27)

Land at Bartestree Cross Roads Contract F (£330) and F1 (£30)

11 Planning Matters: (2983)

11.1 To Receive a verbal report from the Planning Committee

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

Resolved: The Minutes of this Planning Meeting will be circulated.

11.2 To Note the Minutes of the Planning Committee meetings dated 24 September 2013, 8 October and 23 October 2013

Resolved: The Minutes having been circulated were noted.

11.3 To Receive items to be added to the S106 Wish List

The existing wish list, contained in the letter sent to Yvonne Coleman on the 19 July 2013 included a rearrangement of pavements and access points to provide safer pedestrian routes to school, a foot/cycle bridge across the River Lugg, widening splay and entrance road to Village Hall and Playing Fields for safer egress and entry and improved bus shelter giving real protection from weather and road splash.

Resolved: The above letter to be re-circulated to all Councillors and they in turn to notify the clerk of any items they wish to be added to that list.

12. Neighbourhood Development Plan Steering Group [NDPSG] (2984)

12.1 To Receive a Verbal Report from the NDPSG

Meeting held on 24th October

Mike Wilson reported that, as a result of recent planning decisions, the NDPSG should not rush ahead with the NDP.

The amended Vision was agreed.

The Group Parish relevant 'Strengths and Weaknesses' were confirmed.

The Core Strategy policies dealing with the following were agreed as being suited to our needs and could be accepted as they stand: Community Facilities; Transport; Economy & Employment and Natural Environment. However, it was agreed to build in a safeguard against the building of an eastern bypass.

A document of draft Objectives and draft Policies was presented for consideration but received a dismissive and negative response from some members and was deferred.

However it was agreed to look into the possibility of professional help to write the policies once we know what we want. One member has agreed to find a list of suitable planning consultants for us to choose from.

Our advisor Gemma Webster thinks that our draft Objectives and draft Policies are 'excellent' and has made only two minor amendments. She will be attending our next meeting.

The list of SHLAA sites, both current and rejected, set out as a questionnaire was introduced but again met with a fairly negative response from some members. However, it was agreed to advertise for people to offer building plots for consideration that could support fewer than five houses.

Apart from obtaining a grant, not a great deal of progress has been made over the last year. In December, we have to send a progress report to 'Localities', who provided the grant. This is why the Parish Council was asked at the last meeting to impose some targets and deadlines on the NDPSG to be achieved at its next meeting and to speed up the process.

Resolved: Report noted.

13. Parish Plan Steering Group [PPSG] (2985)

13.1 To Receive a Verbal Report from the PPSG

The Parish Plan Steering Group submitted their draft 'Action Plan' for each of the seven themes to the Parish Council for discussion and comment.

Resolved: With some additions and minor adjustments, made at the time, the Parish Council approved the set of Action Plans. (Attached)

14. Highway Matters (2986)

14.1 To Note the Placement of SID's until March 2014

Resolved: 2013: November - Williams Mead. 2014: January - Kartway, February - Ivy Cottage and March - Stella

15. To Consider Holding Monthly Meetings (2987)

Discussion was held to consider monthly or 6 weekly meetings.

Resolved: It was agreed to defer this to the January Meeting.

16. To Receive Questions from Councillors [Tabled 7 days prior to meeting] (2988)

Resolved: No questions submitted.

17. To Note the Information Sheets (2989)

Resolved: Information sheet was noted.

18. To Raise Items for the next Scheduled Parish Council Meeting - No Discussion (2990)

Resolved: All items referred from this meeting.

19. To Note the Date and Time of the next Scheduled Parish Council Meeting (2991)

Resolved: The next regular meeting is scheduled for Tuesday 14th January 2014 at 7.30pm.

Meeting concluded at 9.35pm

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Signature of Chair

14th January 2014