

**BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON**  
**TUESDAY 8<sup>th</sup> OF JANUARY 2013 AT 7.30 PM IN BARTESTREE VILLAGE HALL**

**Present:**

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

**In Attendance:**

Mr E Wilson (RFO) and M Hopkins (Parish Clerk)

**Members of the public:** Two

1. **To Accept Apologies for Absence (2860)**  
PC N James and CSO D Wall.
2. **To Adopt the Minutes of the Parish Council Meeting held on Tuesday 13<sup>th</sup> November 2012 (2861)**

**Resolved:** Remove erroneous words '*Then if approved*' between items 7.2 and 7.3. With this amendment the minutes were adopted and signed by the Chair.

3. **To Receive Declarations of Interests and Applications for Dispensations (2862)**

Declarations of other interest received from: Cllr's N Shore & R Williams as members of the Playing Field Association re item 7.3, 9 and 11. Cllr P Wargent as Representative to the Village Hall re item 11.

All Parish Councillors present who reside within the Group Parish declared a Disclosable Pecuniary Interest re items 11 and 12.

Dispensation: The Parish Council had previously at the November 2012 PC meeting granted a dispensation to all Parish Councillors living within the Group Parish to consider item 11 (2013/14 budget) and item 12 (2013/14 precept).

**Resolved:** Declarations of Interest and previous Dispensation noted.

4. **To Receive Brief Reports from: (2863)**

**4.1 Herefordshire District Councillor**

Cllr Greenow reported on the poor condition of the roads especially Black Hole Lane.

Traffic calming measures to be considered on Whitestone Lane.

Herefordshire Planning Committee to consider the Tidnor Orchards application on 20<sup>th</sup> February and the appeal to fell a Yew Tree at Lodge Bungalow, Lugwardine Court Orchard to be heard on the 16<sup>th</sup> January.

Local bus services - DRM may operate on a reduced service.

Complaints received re the smoke and smell drifting from Wye Valley Reclamations at Rotherwas.

**Resolved:** Report noted and Cllr Greenow thanked.

**4.2 Local Police**

No report this month.

December and January Newsletters for Herefordshire Rural East (Hagley) previously circulated.

Neighbourhood/Rural Watch - details on how to sign up to this scheme also circulated.

The Chair expressed concern about a taxi driver, over the legal drink limit, was about to collect children from Lugwardine Academy

**5. Open Time (2864)**

No items

**6. To Note the Information Sheets (2865)**

In addition to items contained within the Information Sheet the meeting was informed of the following information:

At a meeting of Herefordshire Council held on Friday 4<sup>th</sup> January it was recommended that the Ward remains as Hagley Ward and not change to Lugwardine Ward.

**Resolved:** Information sheet noted. It was also agreed to apply to HALC to be a pilot Parish Council for the Enhanced Lengthsman Scheme if their bid is successful

**7. Finance Matters (2866)**

**7.1 To Receive a Report from the RFO**

The RFO, Mr E Wilson, circulated the Financial Notes for January, this including bank balances plus income and expenditure since the last meeting.

**Resolved:** Financial Report noted.

**7.2 To Consider and Agree**

**7.2.1 Payments Made Since Last Meeting**

St Michael's Hospice 2012 donation £225.00 (726); Lugwardine Christian Fellowship (2012 donation) £110.00 (727); Clerks salary (Oct/Dec) £973.10 (728); PAYE (Oct/Dec) £221.45 (729); Clerk (Lengthsman admin) £100.29 (730); Void cheque (731); A Bayliss (playground inspection) £50.00 (732); Tudors Builder (Parish Plan) £18.86 (733); PC World (memory stick) £9.99 (734); Daniel Squire (hedge cutting) £300.00 (735) and Daniel Squire £96.00 (736)

**Resolved:** Payments agreed.

**7.2.2 Payment of Outstanding Invoices**

Michael Dyer (P3 scheme) £220.00 (737); Michael Dyer (L'sman scheme) £110.00 (738); Michael Dyer (P3 scheme) £44.00 (739); HALC training £72.00 (740) and A Bayliss (playground inspection) £40.00 (741)

**Resolved:** Payments agreed.

**7.2.3 To Consider the Renewal of the CPRE Membership**

**Resolved:** The Council agreed to renew the membership at £34.00.

**7.2.4 To Consider the Renewal of the Herefordshire & Gloucestershire Canal Trust Membership (£25.00)**

**Resolved:** The Council agreed not to renew the membership on a vote of 3 In Favour and 6 Against renewing.

**7.3 To Receive a Report from the Finance Working Group**

Full report contained in the Information Sheet attached to these minutes. The report was discussed at length and particular emphasis was placed on:

- The need for the PC Risk Assessment to be updated annually.
- Cllr Wilson questioned the allocation of contracts for the Grass Cutting and Ground Maintenance 2013 and requested to see them.
- Hedge cutting contracts for 2013.

- The allocation of £500 to the NDP.
- The possible capping of the precept for 2014/15.

**Resolved:** The report was noted. Re the above items particularly mentioned:

- It was necessary to review the Risk Assessment annually because of the annual fire & safety checks etc required especially for the Village Hall, Play Area and Insurance Policy. Also as part of good practice a representative from the Insurance Company has been invited to check the Risk Assessment.
- The Grass Cutting & Ground Maintenance contracts would be circulated to all Cllrs for information also to ensure that the work does not conflict with the Parish Lengthsman.
- To confirm all the hedges that the PC are responsible for and the contractors who would undertake the work. Also to confirm that £300 allocated in the budget would be sufficient to cover this work.
- In case the Precept for 2014/15 is capped Cllr Wilson suggested that the Precept for 2013/14 should be increased. He also confirmed that the PC would receive 100% of the Precept requested and it would not be reduced to cover Council Tax Benefits in the Group Parish. A decision would be taken under item 12.

#### 7.4 **To Receive an Update on the PCC Reserve Fund**

Cllr Wilson reported that the PCC reserved fund is still required for the treatment of moles and Stone Gate Pillar refurbishment.

**Resolved:** Noted

### 8. **Neighbourhood Planning (2867)**

#### 8.1 **To Receive a Report from the Core Steering Group**

The Core Steering Group held two meetings - minutes attached.

**Resolved:** Noted

#### 8.2 **To Consider Signing a 'Service Level Agreement' with Herefordshire Council.**

**Resolved:** Agreed to sign the SLA.

#### 8.3 **This Council Resolves that a Reserve of £1k be included in the 2013/14 budget for use in Producing a NDP with Agreement that if Greater Expenditure should be Required, then, with the Parish Councils Approval, it should be taken from Reserves.**

**Resolved:** Following discussion it was agreed to leave the £500 contained within the budget with the proviso that extra funding is available from contingencies or reserves on the approval of the PC.

#### 8.4 **To Confirm Membership of NDP Steering Group.** The Core Steering Group recommends to the Parish Council that: Rebecca Clegg, Andy Hughes, David Evans, Liz Evans & Ben Pardoe should be added to those of the Core Steering Group to Form the NDP Steering Group.

**Resolved:** The above membership list was agreed.

### 9. **To Confirm the Tenders for Grass Cutting & Ground Maintenance Contracts 2013/14 (2868)**

**Resolved:** On the recommendation of Cllr's W Soilleux and N Shore of the FWG it was agreed to allocate the contracts as per 2012:

**DC Gardening:** The Playing Fields (Contract A, A2, A3), Weed Treatment (Contract C), Gang Mowing as requested (contract D) and St Peter's Church Graveyard (contract E).

**Daniel Squire:** The Play Area(Contract B) and land at Bartestree Cross Roads (Contract F)

**10. To Receive Update on the Provision of a Litter Bin at Lugwardine Primary School (2869)**

At the last meeting it was not clear to all Cllrs that there was already a litter bin in close proximity to the school entrance and that it may be better employed by moving it to a more central location.

**Resolved:** It was agreed to defer purchase for 6 months.

**11. To Consider and Agree the Budget for 2013/14 (2870)**

**Resolved:** The budget, having previously been circulated, was approved by the meeting. Copy attached to these minutes.

**12. To Consider and Agree the Precept for 2013/14 (2871)**

**Resolved:** The Precept of £23,700 was approved, with the exception of Cllr Wilson, by the meeting.

**13. Planning Matters (2872)**

**12.1 To Receive a Report from the Planning Committee**

**11<sup>th</sup> December 2012**

**Decisions/Notifications Received from Hereford Planning Dept**

**S122439FH** - Redlands, Black Hole Lane, Bartestree HR1 4BE - granted.

**S122948F** - Lugwardine Primary School, Barneby Avenue, Bartestree HR1 4DH - granted.

**Planning Application Considered:**

**S123229FH** - 2 St Peters Close, Lugwardine, Hereford HR1 4AT

Proposed bay window to replace existing window

**Comments:** Application supported. However it was felt that the new window did not match the existing bay window.

**To Consider the allegation made to Herefordshire Planning that building work is being carried out at Threepenny Bit Cottage, Lugwardine, HR1 4DP without Planning Consent.**

**Resolved:** That the Parish Clerk advise the Planning Authority of the development and seek their view regarding the way forward. No planning application has come before this Planning Committee.

**8<sup>th</sup> January 2013**

**Decisions/Notifications Received from Hereford Planning Dept**

**Re item 5 of meeting on 11<sup>th</sup> December 2012:** To consider the allegation made to Herefordshire Planning that building work is being carried out at Threepenny Bit Cottage, Lugwardine, HR1 4DP without Planning Consent.

**Response from Mark Lane (Enforcement Officer):** *I investigated the complaint from Mr Brown as it was sent directly to planning enquiries in November 2012.*

*I made a site visit and I found no breach of planning control taking place as the works fall within permitted development, Mr Brown was informed of this by letter on 30<sup>th</sup> November 2012.*

*At the time of my visit the roof of the building had not been completed although this may have a bearing if the height of the roof exceeds limits I have closed the investigation.*

*If the situations changes I will reinvestigate.*

**Planning Application Considered:**

**S123216F** - The Coach House, Lumber Lane, Lugwardine HR1 4AG

Change of use from residential to a holiday cottage

**Comments:** Application supported

**S123078L** - Hagley Hall, Bartestree HR1 4BA - Proposed removal of two fireplaces

**Comments:** Application supported

**S123399L** - Hagley Hall, Bartestree HR1 4BA - Internal & external alterations to existing kitchen and utility

**Comments:** Application supported

**S121952J:** To Note the Hearing and possible Attendance at the Appeal to fell 1 x Yew tree at Lodge Bungalow, Lugwardine Court, Lugwardine, HR1 4AE) to be held at The Library, Shirehall, Hereford HR1 2HY on Tuesday 16<sup>th</sup> January 2013 at 10.00am.

To Note the Planning Application Process from the 1<sup>st</sup> January 2013 (circulated 13/12/2012) i.e. potential cost of £4 per planning application in hard copy.

**14. To Receive Updates on (2873):**

**14.1 The Parish Plan**

Members of the steering committee are continuing to compile and refine questions for the questionnaire. Next meeting is 17<sup>th</sup> January.

**Resolved:** Report noted.

**14.2 The Transfer of Ownership of the Lugg & Hampton Meadows**

Transfer is slow but still progressing. Joe Costley from Plantlife is to meet with Cllr Soilleux to help try and move the matter forward.

**Resolved:** Report noted

**15. To Consider the Website and its Future (2874)**

**Resolved:** The Parish Clerk would continue to update all PC web pages. It was agreed to consider obtaining the voluntary services of a PC or Parishioner to take control and update other community pages. To discuss with Sarah Fisher and then place advertisements on the website, notice boards and Parish Magazine.

**16. To Consider Holding Monthly Meetings (2875)**

**Resolved:** After discussion it was agreed (8 to 3) not to change to monthly meetings.

**17. To Receive Questions from Councillors [Tabled 7 days prior to meeting] (2876)**

Cllr Wilson: *Please can the Chairman explain why the resolution at Para 13 of the minutes for the Parish Council meeting of 8<sup>th</sup> May 2012 has not been executed? Eight months can hardly be considered short-term.*

This item had also been discussed under item 7.3. The reply from the Chairman:

The maintenance to make the trees safe (Option 1) was carried out by tree surgeon, Andrew Fathers in June 2012. Additional tree work (Option 2) has not been carried out for the following reasons:

1. It is not a condition required for the transfer of the land to the Herefordshire Nature Trust and would save the Parish Council money if not carried out unless absolutely necessary.
2. Conditions on the Upper Lugg Meadows have not been safe for carrying out such work in recent months.
3. A reasonable period of time to prove ownership of the 1.9 acres of land, obtain a Title, which is essential for the transfer of ownership and achieve the transfer of ownership, is difficult to ascertain.

Option 1 had made the trees safe for insurance purposes.

Cllr Wilson contended that 'short term' had implied until the end of the nesting season and that no discussions had taken place with the tree warden about its deferral. Option 2 has still to be undertaken. He was also of the opinion that this would be a breach of insurance requirements, having had advice from Natural England.

**Resolved:** It was agreed that to ensure the PC was complying with the insurance policy, without excessive spending whilst the transfer of ownership was still making steady progress, a representative from the Insurance Company would be invited to inspect the trees and advise.

At the request of Cllr Wilson the Clerk would liaise with Natural England to inform them that the immediate and essential work under option 1 had been completed and that option 2 was on hold whilst a representative from the Insurance Company had visited the site.

**18. To Raise Items for the next Scheduled Parish Council Meeting - No Discussion (2877)**

**Resolved:** All items referred from this meeting plus

**19. To Note the Date and Time of the next Scheduled Parish Council Meeting (2878)**

**Resolved:** The next scheduled Parish Council Meeting will be held at 7.30pm on Tuesday 12<sup>th</sup> March 2013

**Meeting concluded at 9.00pm**

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Signature of Chair

12<sup>th</sup> March 2013  
Date