

BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
TUESDAY 9th OF JULY 2013 AT 7.00 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); M Hopkins (Parish Clerk) and from David Wilson Homes: J Rowson, R Walker and P Deeley.

Members of the public: 15

1. To Receive Declarations of Interests and Applications for Dispensations (2913)

Resolved: Cllr M Wilson – Non disclosable pecuniary interest re item 2 (step sons owns the land); Cllr's N Shore and R Williams – a non pecuniary interest re items 8.2.4, 11.4 and 11.5 as representatives of the Playing Field Association and Cllr P Wargent a non pecuniary interest re item 11.4 as representative to the Village Hall Committee.

2. To Received a Presentation from Jon Rowson (Planning Manager); Ray Walker (Land Manager) and Phillip Deeley of David Wilson Homes David on the Proposed Development of Land on the A438, West of William's Mead, Bartestree. (2914)

It was explained that the Core Strategy is a key document in the Local Plan, which shapes future development and sets the overall strategic planning framework for the county. The Core Strategy policies will eventually replace the Unitary Development Plan policies, against which current planning applications are determined. The proposals for the development were outlined and a copy of the presentation distributed a copy of which is attached to these minutes.

Questions were asked by Councillors and members of the public which included parking, sewerage, water and electricity supply, estimated vehicular movement in and out of the development combined with the average speed of traffic on the A438.

Resolved: Presentation noted and the representatives from David Wilson Homes thanked.

3. To Accept Apologies for Absence (2915)

PC N James and CSO D Wall.

4. To Adopt the Minutes of the Annual Parish Council Meeting held on Tuesday 14th May 2013 (2916)

Resolved: The minutes were adopted and signed by the Chair.

5. To Receive Brief Reports from: (2917)

5.1 Herefordshire District Councillor (Cllr Greenow)

There was no report this month but Cllr Greenow was requested to enquire why the data on the average speed of traffic on the A438 provided by Herefordshire Council to David Wilson Homes did not reconcile with that regularly supplied by the SID's.

Resolved: Cllr Greenow agreed to the request.

- 5.2 **Local Police**
No report this month.
June and July's Newsletters for Herefordshire Rural East (Hagley) previously circulated.
6. **Open Time (2918)**
No items
7. **Neighbourhood Development Steering Group [NDPSG] (2919)**
- 7.1 **To Receive a Verbal Report and Draft Budget from the NDPSG**
It was explained that the NDPSG now reflected a good mix of people and professions from across the group parish.
Members are at present considering what skills they have to offer.
The relationship between the UDP and Core Strategy had been explained.
The Core Strategy figure of 118 houses over the next 18 years is only a guide.
Draft budget not yet fully completed
Resolved: Verbal report noted. Minutes of the NDPSG meeting will shortly be available on the Parish website.
- 7.2 **To Approve the Application for a 'Neighbourhood Plan' Grant**
The application for a NP grant still to be finalised.
Resolved: It was agreed that the completion and submission of the budget and application for a grant was of some urgency. It was proposed that both would be completed and presented to the NDPSG at their meeting on the 17th July and if agreed brought to an extraordinary meeting of the Parish Council on Tuesday 23rd July.
- 7.3 **To Note the Steering Group Membership**
The current membership of the NDPSG had been circulated.
Resolved: Steering group membership noted.
8. **Finance Matters (2920)**
- 8.1 **To Receive a Report from the RFO**
The Financial Notes for July, including bank balances plus income and expenditure since the last meeting, were circulated.
Resolved: Financial Report noted.
- 8.2 **To Consider and Agree**
- 8.2.1 **Payments Made Since Last Meeting**
DC Gardening (May) £555.00 (768) and Daniel Squire (May) £162.00 (769). The following two payments were agreed but a query on procedures relating to them would be clarified under item 10: Print Plus (PP) £456.00 (770) and Hoople (PP) £10.80 (771).
Resolved: Payments agreed.
- 8.2.2 **Payment of Outstanding Invoices**
Clerks salary (April-June) £777.05 (772); HMRC (PAYE) £172.20 (773); DC Gardening (June) £405.00 (774); Daniel Squire (June) £126.00 (775);
Resolved: Payments agreed.

8.2.3 To Agree the cost of the Annual Inspection of Trees Maintained by the Parish Council

Resolved: It was agreed to accept a verbal report at no cost.

8.2.4 To Agree a Financial Contribution of £200 to Mr Godfrey for the Purchase of the Fence between the Copse and the Playing Field

Resolved: It was agreed to make a payment of £200.

8.2.5 To Consider Applying to 'Go-online @ Fastershire' for a Grant(s) to Promote the Use of the Internet by both the Members of the Parish Council and Residents within the Local Community.

Resolved: It was agreed that Cllr Wilson, Parish Clerk and any interested member of the community submit an application for an appropriate grant.

9. Planning Matters (2921)

9.1 To Receive a Verbal Report from the Planning Committee

Cllr Davies gave details of the items considered at the Planning Meetings on 25th June and prior to this meeting. This report included:

1. To agree the next step in the appeal to Herefordshire Planning against their refusal to remove a Yew Tree at Lodge Bungalow.
2. To seek guidance from the Parish Council whether planning applications for large developments should continue to be considered by the Planning Committee or by the Parish Council.

Resolved: Report noted.

1. It was agreed that the Planning Committee proceed to a higher level within Herefordshire Council re the Lodge Bungalow appeal.
2. It was agreed for the Planning Committee to continue to consider all Planning Applications regardless of their size.

It was also requested that a letter be sent to the Planning department of Herefordshire Council requesting to be informed what negotiations are being made with developers to secure S106 money for use by the Parish Council for use within the group parish

9.2 To Note the Minutes of the Planning Committee Meeting dated 25th June 2013

Resolved: The minutes having been circulated were noted.

9.3 To Note the Potential Housing Development Sites within the Parishes

Maps of the potential housing sites in the group parish were circulated.

Resolved: The sites were noted.

10. To Receive Questions from Councillors [Tabled 7 days prior to meeting] (2922)

Cllr M Wilson:

1. Please can the Chairman explain why the Parish Plan questionnaire, issued in the PC's name, was circulated to the Parishes without the questionnaires being approved by the PC?

Resolved: Stringent time schedules had resulted in a deviation from normal procedures.

2. Please can the Chairman confirm that expenditure by the Parish Plan SG on such things as maps, printing of the questionnaire and analysis of the questionnaire returns by HC Research Department etc had the prior approval of this Council before orders were placed? (Minute 2813)

Resolved: It was confirmed that funding for both items was within the approved parish plan budget.

11. To Receive Updates on: (2923)

11.1 The Parish Plan

Questionnaires were handed out to about 837 households and 403 completed ones were collected in - a response of almost 47%. In addition an encouraging number of people have come forward who are willing to help with various projects such as IT and acting as link people in the Neighbourhood Network. To date 45 Youth Surveys were also completed.

The completed questionnaires and surveys have been sent to Herefordshire Council to be analysed at an estimated cost of £600,

Resolved: Report noted. The estimated cost of £600 for analysing the questionnaires and surveys was agreed.

11.2 The Register of Trees owned/maintained by the Parish Council

Resolved: The register of trees having been circulated was agreed.

11.3 The Register of Hedges owned/maintained by the Parish Council

Resolved: The register of hedges having been circulated was agreed.

11.4 Plans to improve the entrance to the Village Hall and Playing Fields

Cllr Shore reported that a working group, consisting of representatives from interested parties using the village hall and playing field facilities, had been formed. Two phases had been suggested:

Phase 1 – to remove hedges from either side of the entrance and install new signage as seen from the A438. Estimated cost would be in the region of the £2,000 already allocated in the reserve.

Phase 2 - Widen the splay and the first part of the access road. The cost to widen up to the Stalls Farm junction was £32,000 and to continue as far as the turn at the playpark would make the total £48,000. The viability of Phase 2 would therefore depend on grants, or could be a target for any Section 106 funding associated with new housing.

Resolved: Report noted.

11.5 Modifications to the football pitch fencing and dugouts

Cllr Shore outlined the proposed changes which would involve moving the dugouts to the opposite side (east) of the football pitch. This would enable a fence to be erected the length of the west side of the pitch to form an enclosure for spectators to comply with the requirements of the West Midlands League and allow the Club to progress in the League structure.

The erection and maintenance costs would be at the expense of the football club.

Resolved: The proposed modifications were agreed.

12. To Agree the Way Forward to Resolving Ownership of Land on the Lugg Meadows (2924)

Cllr Soilleux outlined the various avenues she had followed to try and resolve ownership but unfortunately without success. A letter from Gabbs solicitors was circulated.

Resolved: It was agreed, as a last general resort, to seek the assistance of another solicitor more experienced in this field.

13. To Agree the Purchase of IT Equipment with the Assistance of the Grant Received from Herefordshire Council (2925)

Grant received from Herefordshire Council - £890.00

Resolved: It was agreed to purchase the following IT equipment:

▪ <i>In124 3200 Lumens HDMI projector</i>	<i>£400.00</i>
▪ <i>Celexon portable screen (Mobile Professional 180 x 102cm)</i>	<i>£175.00</i>
▪ <i>Celexon adjustable height projector table with 4 castors</i>	<i>£105.00</i>
▪ <i>10 Metre VGA cable</i>	<i>£25.00</i>
▪ <i>Samsung 300 Series laptop, Intel i3 3110 processor, 15.6in LED screen, 8Gb DDR3 RAM, 500Gb HDD, DVD-RW, Wi-Fi, Bluetooth, Card Reader, W7 Professional 64 bit</i>	<i>£ 375.00</i>
▪ <i>Canon MP282 multifunction printer</i>	<i>£32.00</i>
▪ <i>Set up and Test as a system</i>	<i><u>£120.00</u></i>
<i>Sub Total</i>	<i>£1,232.00</i>
<i>VAT</i>	<i>£246.40</i>
<i>Total</i>	<i>£1,478.40</i>

Resolved: It was agreed to purchase the above items.

14. To Note the Information Sheets (2926)

Resolved: Information sheet noted.

15. To Raise Items for the next Scheduled Parish Council Meeting - No Discussion (2927)

Resolved: All items referred from this meeting plus update on the Parish website.

16. To Note the Date and Time of the next Scheduled Parish Council Meeting (2928)

Resolved: Extraordinary meeting on Tuesday 23rd July at 7.30pm and the next regular meeting on Tuesday 10th September 2013 at 7.30pm.

Meeting concluded at 9.30pm

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Signature of Chair

10th September 2013
Date