

BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON
TUESDAY 14th OF MAY 2013 AT 7.30 PM IN BARTESTREE VILLAGE HALL

Present:

Councillors: Mrs W Soilleux (Chair); G Davies (Vice-Chair); J Colley; 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 Elect a Chairman/Sign Declaration of Office (2895)

Resolved: There only being one nomination Cllr W Soilleux was elected Chair and duly signed the Declaration of Office.

2. To Elect a Vice Chairman (2896)

Resolved: There only being one nomination Cllr G Davies was re-elected Vice Chairman.

3. To Accept Apologies for Absence (2897)

Apologies received from Cllr D Greenow; PC N James and CSO D Wall.

4. To Adopt the Minutes of the Parish Council Meeting held on 13th March 2012 (2898)

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

Two amendments requested: Item 11 remove the words '*before submission*' and item 12.2 add a final sentence '*Cllr Wilson considered the matter premature and was not in favour.*'

Resolved: With these amendments the Minutes of the 13th March 2012 were adopted and signed by the Chair.

5. To Receive Declarations of Interest or Applications for Dispensations (2899)

No Declarations of interest or Applications for Dispensation were received.

6. To Elect other Officers, Committees and Working Groups: (2900)

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| 6.1 | Responsible Finance Officer: | Mr E Wilson |
| 6.2 | Planning Committee: | Cllr's: G Davies, L Hoppé, J Karayiannis, P Wargent and M Wilson |
| 6.3 | Finance Working Group: | Cllr's: W Soilleux, N Shore, P Wargent and Mr E Wilson (RFO) |
| 6.4 | Transport Working Group: | Cllr's: M Wilson, R Williams, J Colley and M Postians |
| 6.5 | Footpath Officer: | Cllr M Wilson |
| 6.6 | Tree Officer: | Cllr M Wilson |
| 6.7 | Resilience Co-ordinator: | Cllr M Wilson |
| 6.8 | Representatives to the Playing Fields Association: | Cllr's N Shore & R Williams |
| 6.9 | Representatives to the Village Hall Committee: | Cllr's P Wargent |
| 6.10 | Parish Plan Steering Group: | Cllr's W Soilleux, J Colley, G Davies and D Greenow |

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- 6.11 Neighbourhood Development Plan Steering Group: Cllr's W Soilleux, J Colley, G Davies, D Greenow and M Wilson
- 6.12 Representative to the Lugwardine and Diana Caroline Hopton Charities: Cllr W Soilleux
- 6.13 Two Representatives to the HALC SAM Meeting: Cllrs M Wilson & W Soilleux
- 6.14 To consider nomination to HALC Executive Committee: Cllrs M Wilson

Resolved: The above were duly elected.

7. To Receive Brief Verbal Reports: (2901)

7.1 Herefordshire District Councillor D Greenow

Resolved: In the absence of Cllr Greenow there was no report.

7.2 Local Police Officer PC N James

Resolved: In the absence of PC N James there was no report. The March and April Newsletters for Herefordshire Rural East (Hagley) had been circulated.

8. Open Discussion (2902)

No items were discussed

9. Finance (2903)

9.1 To Receive a Report from the RFO

The RFO gave his report and commented that bank balances to date were in order. Community A/C £22,011.63 and Business Saver Account £18,901.24.

The Financial report including payments made and income received since the last meeting was circulated and a copy attached to these minutes.

Resolved: The Financial Report was noted and accepted by the Council with grateful thanks to Mr E Wilson for the work undertaken.

9.2 To Approve the Annual Accounts for 2012/13

The proposed accounts were circulated.

Resolved: The Accounts were agreed.

9.3 To Approve the Annual Governance Statement for 2012/13

Resolved: The circulated Governance Statement was approved by the Council

9.4 To Appoint an Internal Auditor for 2013/14

Resolved: RFO confirmed that Mr Bruce Wilson was willing to continue.

9.5 To Confirm Cheque Signatories

Resolved: It was agreed that Cllr's G Davies, W Soilleux, R Williams and M Wilson are the cheque signatories for 2013/14

9.6 To Consider and Agree:

9.6.1 Payments Made since last Meeting

Resolved: The following payments made were agreed - Total Play Ltd £1,256.90 (755); Sarah Fisher (website) £42.00 (756); Village hall hire (NDPSG) £19.50 (757); DC Gardening April £570.00 (758) and Daniel Squire April £96.00 (759)

9.6.2 To Agree Payment of Outstanding Invoices

Resolved: The following outstanding invoices were agreed - Clerks expenses (2012/13) £252.19 (760); A Bayliss (Play area) £45.00 (761); PCC (overcharge) 30.00 (762) and HALC training £30 (763).

9.6.3 To Approve Donations to Local Charities

Resolved: The payments of £250 to St Michael's Hospice and £130 to the Christian Fellowship were approved.

9.6.4 To Approve the HALC Membership for 2013/14 of £564.20 incl vat

Resolved: Approved.

9.6.5 To Agree the Renewal of the Insurance Policy at £769.24

Resolved: Approved.

9.6.6 To Approve the Cost of the Play Area Inspection of £5 per Week

Resolved: Approved.

9.6.7 To Approve the Annual Inspection of the Play Area

Resolved: It was agreed that Stuart Griffiths, an RP11 inspector, recommended by Herefordshire Council, would carry out the inspection at a cost of £40.60 + vat.

9.6.8 To Approve any Costs Incurred by the Annual Inspection of Trees owned by the Parish council

Resolved: This item was deferred.

10. Planning Matters: (2904)

10.1 To Receive a Verbal Report from the Planning Committee

Cllr G Davies reported on the Planning meeting held prior to this meeting:

Decisions Received from Hereford Planning Dept - Works to trees

130746K Porch House, Lumber Lane, Lugwardine HR1 4AG - granted

130935K The Old School House, Lugwardine HR1 4AW - granted

Planning Application Considered:

130919FH - Ivy Cottage, Bartestree HR1 4BY - Proposed two storey rear extensions

Comments: Application supported. However the plans were considered difficult to decipher and unclear. The garage, which is rather large, has not been submitted for permission. The question was asked if the cladding is in keeping with the existing building.

131023FH - The Old Cider Mill, 2 Cotts Farm, Lugg Bridge HR1 3ND

Minor extension to an existing conservatory at the rear of property.

Comments: Application supported.

To Consider Proceeding with Further Action on Lodge Bungalow, Lugwardine HR1 4AE

Resolved: The Planning Committee will continue to pursue the matter with Herefordshire Council at director level or above.

10.2 To Note the Minutes of the Planning Committee dated 26th March and 9th April.

Resolved: Both set of minutes, having been circulated, were noted.

11. To Receive Updates on (2905):

11.1 The Parish Plan

The adult questionnaire, consisting of 19 pages, is being printed. One copy will be delivered to and collected from every household. Additional copies will be available

for households who require more than one. One Youth Survey will be given to each young person aged 11-17.

Resolved: Update noted

11.2 The Maintenance and Condition of Trees owned by the Parish Council

All of the trees owned by the Parish Council have been inspected by tree surgeon Andrew Fathers. A register of the larger trees has been compiled for twice-yearly inspection, once by the PC Tree Officer and once by Andrew Fathers. Any tree work required will be carried out and recorded in the register. The register will form part of the PC Risk Assessment and ensure that our public liability insurance cover is valid. A copy of the 1st draft of the register was circulated.

A quote from Andrew Fathers for carrying out the work had been received. The tree work at the playing field site would cost £285 and for the Lugg & Hampton Meadows £420 plus hire of traffic control.

Resolved: From comments received from Cllrs it would appear that the register will require clarifying and updating. It would then be re-circulated.

It was agreed to accept the quote for the playing field trees and for the work to go ahead as soon as possible. The work required would not include removing the branches of the plum/damson trees overhanging the car park and the quote would be adjusted accordingly.

11.3 The Maintenance of Hedges for which the Parish Council is Responsible

After an in-depth investigation by Cllr Wargent, a list of all the hedges has been drawn up. It would appear that a number of people are involved in cutting the hedges and that, in some cases, different people cut the same hedge but at different times. A copy of the 1st draft of the register was circulated.

Resolved: Information received from Cllrs on the ownership of the various hedges would be used to update the register which would then be re-circulated.

It was agreed that the quote for cutting all the hedges from Mr J Barrell would be accepted.

11.4 The Transfer of Ownership of the Lugg & Hampton Meadows

The Chair outlined the various avenues she had explored to try and resolve the ownership issue.

Resolved: The Chair agreed to undertake the following actions:

- To ask Dr. G Barnes for more documentation from the Lugwardine Charities.
- To look in the Common Land Register for the Upper Lugg Meadows held by George Thompson, Herefordshire Council.
- To write to the Charity Commission to ask for a statement of land owned by the Parish Council or transferred to the Parish Council.

12. To Receive a Verbal Report from the Neighbourhood Plan Steering Group (2906)

Fifteen parishioners, the Ward Cllr and our advisor Gemma Webster, attended the meeting held on Wednesday 17th April. There were two apologies for absence. A nineteenth person has since come forward and offered to act as secretary. A very positive outcome

Resolved: Minutes of the last meeting circulated and report noted. Request for Sarah Fisher to update website as per the email sent from Cllr Wilson.

13. To Approve the Updated Risk Assessment (2907)

The updated Risk Assessment had been circulated prior to the meeting.

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Resolved: The Risk Assessment was agreed.

14. To Agree a Procedure for Submitting Parish Council Items for Inclusion in the Parish Magazine (2908)

All items relating to the Parish Council, including the Parish Plan and Neighbourhood Development Plan, should be submitted to the Parish Clerk at least two days before the deadline, which is 15th of the month.

These will then be considered by the Chair or Vice-Chair and Clerk and if required edited to fit the allocated one page slot.

The Clerk will then convert the information into 'Microsoft Publisher' and email it to the editor.

Resolved: This procedure was agreed.

15. To Approve the Circulated Dates for Scheduled Parish Council/Planning Meetings for 2013/14 (2909)

Dates circulated to all Councillors prior to meeting. The first meeting of the Planning Committee, if required, would be the 28th May 2013.

Resolved: Dates agreed

16. To Receive Questions from Councillors [Tabled 7 days prior to meeting] (2909)

Resolved: No questions received.

17. To Note the Information Sheets (2910)

Resolved: Information sheet noted.

18. To Raise Items for the next Scheduled Parish Council Meeting - No Discussion (2911)

All items referred from these minutes.

19. To Note the Date of the next Scheduled Meetings (2912)

Tuesday 9th July 2013 at 7.30pm

Meeting concluded at 9.05pm

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Signature of Chair

9th July 2013
Date