

**BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON**  
**TUESDAY 13<sup>th</sup> OF NOVEMBER 2012 AT 7.30 PM IN BARTESTREE VILLAGE HALL**

**Present:**

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

**In Attendance:**

Mr E Wilson (RFO); PC N James and M Hopkins (Parish Clerk)

**Members of the public:** None

**1. To Accept Apologies for Absence (2840)**

Cllrs D Greenow; Mrs L Hoppé; M Postians and CSO D Wall

**2. To Adopt the Minutes of the Parish Council Meeting held on Tuesday 11<sup>th</sup> September 2012 (2841)**

**Resolved:** The Minutes were adopted and signed by the Chair.

**3. To Receive Declarations of Interests and Applications for Dispensations (2842)**

Declarations of other interest received from: Cllr's N Shore & R Williams as members of the Playing Field Association re item 8.

All Parish Councillors present declared a Disclosable Pecuniary Interest in items 9 & 10

**Resolved:** Declarations of Interest noted

Dispensation: The Parish Council considered dispensation request from all Parish Councillors living within the Group Parish and having made a declarable pecuniary interest in their register re item 9 (2013/14 budget) and item 10 (2013/14 precept).

The reasons for requesting this dispensation were:

1. Without the dispensation the majority of members of the Council would be affected by the requirement to declare a disclosable pecuniary interest and so impede the transaction of the business by rendering the meeting inquorate.
2. Granting the dispensation is in the interest of persons living in the Council's area.

**Resolved:** The Parish Council granted a dispensation to all Councillors living within the Group Parish and having made a declarable pecuniary interest in their register to enable them to consider and agree the Budget and Precept for a period of 3 years until May 2015.

**4. To Receive Brief Reports from: (2843)**

**4.1 Herefordshire District Councillor**

**Resolved:** No report this meeting

**4.2 Local Police**

PC N James explained that covering 19 Parish Councils makes it impossible for him to attend all Parish Council meetings. However regular Newsletters will be circulated to keep everyone updated on all issues.

Newsletter for Herefordshire Rural East (Hagley) circulated.

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

**Resolved:** Reported noted. Cllr Wilson requested an occasional police presence at both schools particularly at the start and finish of the day re parking issues.  
Cllr Soilleux circulated the Neighbourhood Network list and requested help from the Council by nominating people to fill the vacancies.

5. **Open Time (2844)**

No items

18. **To Note the Information Sheets (2857)**

At the request of Cllr Wilson this item was taken next.

**Resolved:** Information sheet and Pavilion Report dated November 2012 noted. It was agreed to move this item to follow 'Open Time' on all future agendas.

Cllr Wilson asked the Chairman if she would confirm that she had received the assurance requested by Council at Para 5 of the minutes for the meeting of 11<sup>th</sup> September 2012. She confirmed that she had.

**Resolved:** Cllr Wilson moved that the Council consider the matter closed and it was agreed.

6. **Finance Matters (2845)**

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

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

The RFO also produced and circulated a performance v budget year to date report.

**Resolved:** Financial Report and performance v budget noted.

6.2 **To Consider and Agree**

6.2.1 **Payments Made Since Last Meeting**

**Resolved:** Smiths of Derby (service church clock) £217.20 (712); Michael Dyer (P3 scheme) £44.00 (713); Lengthsman Scheme (Sept) £ 99.00 (714); 123 Registrations (website) £16.75 (715); Hfds Council (ROSPA) £54.60 (716); Broadlands School (PP printing) £48.00 (717); Daniel Squire (Sept) £162.00 (718); DC Gardening (Sept) £390.00 (719); Hoople (maps for PP) £108.00 (720); Bookers (PP Pfr event) £20.96 (721); Michael Dyer (P3 scheme) £276.00 (722); HALC training £60.00 (723); Hfds Fire Protection Svs £109.79 (724); DC Gardening (Oct/Nov) £660.00 (725).

6.2.2 **Payment of Outstanding Invoices**

**Resolved:** The Council approved the payments of: St Michael's Hospice 2012 donation £250.00 (726); Lugwardine Christian Fellowship (2012 donation) £130.00 (727); Clerk's salary & room allowance £973.10 (728); HMRC/PAYE £221.45 (729); M J Hopkins Lengthsman administration £100.29 (730); PWLB £3,116.51 (731) and A Bayliss (playground inspection for 10 weeks) £50.00 (732).

**Resolved:** Payments agreed.

Cllr Wilson questioned whether the Parish Plan payments could be made prior to their authorisation by the Parish Council.

**Resolved:** After discussion it was agreed that the Parish Plan Steering Group, as an official body authorised by the Parish Council, could settle their debts by making payments from their restricted funds.

Cllr Wilson questioned if there was still a need for £320 for the PCC in the restricted fund.

**Resolved:** Cllr Wilson agreed to check with the PCC and report back at the next meeting.

**6.3 To Consider Establishing an Allowance Scheme for Councillors and/or Chair of Parish Council**

**Resolved:** It was agreed not to adopt this scheme.

**7. Neighbourhood Planning (2846)**

**7.1 To Respond to the Neighbourhood Planning Questionnaire from Herefordshire Council**

**Resolved:** The NP questionnaire was completed by the Parish Council for submission to Herefordshire Council.

**7.2 This Council resolves that a Neighbourhood Development Plan (NDP) should be produced.**

Lengthy discussion followed, especially on cost of producing a NDP and the funding of the same. Consideration was also given to combining circulars for the NDP with any from the Parish Plan Steering Group.

**Resolved:** It was agreed to produce a NDP on the understanding that the Parish Council are free at any time to withdraw from producing one.

**7.3 This Council resolves that a core steering group be set up for the production of the Neighbourhood Development Plan. The group will:**

- (i) Consider membership of the full steering group
- (ii) Report back to the next PC meeting and
- (iii) Commence gathering necessary data.

The core steering group is authorised to take necessary actions to prepare the plan, reporting progress to subsequent PC meetings but is to obtain PC authorisation for expenditure beyond normal clerical work.

**Resolved:** It was agreed that: (i) Cllr's M Wilson, J Colley and W Soilleux be appointed to form a core steering group. (ii) Agreed. (iii) Agreed. To report back at the next Parish Council meeting.

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

**Resolved:** To consider at the next meeting.

**7.5 This Council resolves that a reserve of £5k be included in the 2013/14 budget for use in producing a Neighbourhood Development Plan. Cllr Wilson stated that this would equate to an increase of 11 pence/household/week.**

**Resolved:** To consider at the next meeting.

**8. To Consider Tenders for Grass Cutting & Ground Maintenance Contracts 2013/14 (2847)**

Five contractors had been invited to tender but only two had submitted tenders.

**Resolved:** Following examination of the tenders it was agreed that there was a need to verify with both contractors that they had tendered correctly. It was also agreed to delegate the decision to Cllr's W Soilleux and N shore who would report back to the full Council.

**9. To Consider and Agree the Budget for 2013/14 (2848)**

Many budget items were discussed including: the placement of 10 SID's at a cost of £1,500, request for £5,000 for the development of the NDP, replacement of the two old public cricket nets at a cost of £1,000 and the financial support for the Village Hall.  
**Resolved:** It was agreed that the Finance Working Group would report back at the next Parish council meeting.

**10. To Consider and Agree the Precept for 2013/14 (2849)**

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

**11. Planning Matters (2850)**

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

**25<sup>th</sup> September 2012**

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

**S121956/FH** - Rose Cottage, Hemhill, Lugwardine, Hereford HR1 4AJ

Two storey extension - Granted

**Planning Application Considered:**

**S122439** - 15 Wilcroft Park, Bartestree, Hereford HR1 4DG

Two storey extension

**Comments:** The committee were of the opinion that whilst the principal of a second storey extension over the garage and kitchen extension was not in question there were several areas of concern that led to them not supporting the application:

- The loss of one parking space, the garage, in an area that already has major on-street parking problems.
- The loss of light by taking the extension the full length of the kitchen extension, rather than to the rear building line, up to gutter height. A hipped roof from the rear kitchen wall to the gutter line, rather than a gable end, would have obviated this, albeit with a reduced length dressing room.
- Aesthetically, from a design perspective, the hipped roof would also have matched the adjoining semi.
- The lack of a design and access statement does not provide information as to whether the obscure glazed windows are fixed or opening units. In the north facing aspect it could intrude upon privacy, where a west facing unit or roof lights would have overcome the situation.

**9<sup>th</sup> October 2012**

**Planning Application Considered:**

**S113607/O** - Tidnor Wood Orchards, Tidnor Lane, HR1 4DF

To consider an agricultural appraisal prepared by the applicant to substantiate his case for a dwelling.

**Comments:** The two members of the public were permitted to make comment:

Mr Smith expressed his concern about the application and felt strongly that it should not be allowed to proceed. He referred to the history of the site and his correspondence with the Planning Authority over recent years.

He claimed that the caravan on site was there without Planning permission. He also claimed that there was very strong lighting on the site.

Mr Smith again expressed the view that the building of any dwelling on this site would be a violation of regulations. He was however unable to provide a realistic

argument/reason to object to the application apart from the fact that it was on a greenfield site.

Mr Clifford, the other member of the public present, a neighbour of Mr May's Orchard site, was generally uncomfortable with the overall possibility of agreeing development on a greenfield / agricultural site.

Councillor Wilson made the point that Policy H7 was no longer a valid reason to refuse development.

A debate about the Planning Guidelines ensued. In conclusion the Committee agreed to support the application by a vote of 4-1.

**23<sup>rd</sup> October 2012**

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

**S120452FH / S120454L** - Wilcroft, Bartestree HR1 4BB. Change of use of former Coach House to small residence - Refused

**Notification: S121952J** - Lodge Bungalow, Lugwardine Court HR1 4AE - fell 1 Yew Tree appeal against refusal. Date and venue of appeal to be notified.

**S122439FH** - 15 Wilcroft, Bartestree, Hereford HR1 4DG. Notification of amended plans submitted. Any comments to be submitted by 26<sup>th</sup> October 2012

**Resolved:** Application supported.

**Planning Application Considered:**

**S122642FH** - 27 Wilcroft, Bartestree, Hereford HR1 4DG

Part demolition of dayroom / garage and erection of a two storey extension

**Comments:** Application Supported

**S122738F** - St Mary's RC High School, Lugwardine, Hereford HR1 4DR

Inclusive access works to entrance lobbies to classrooms

**Comments:** Application supported. The Planning Committee however considered that the alterations could have been better planned.

**13<sup>th</sup> November 2012**

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

**S122439FH** - 15 Wilcroft Park, Bartestree HR1 4DG - Granted with conditions.

**Planning Application Considered:**

**S122594FH** - Redlands, Black Hole Lane, Bartestree, Hereford HR1 4BE

Single storey extensions.

**Comments:** Application supported.

**S122948F** - Lugwardine Primary School, Bartestree, Hereford HR1 4DH

Proposed removal of mobile classroom and provision of extension to main school.

**Comments:** Application supported. However it is considered important that the temporary building is removed. Builders working on site limit their working hours to start no earlier than 8am so giving consideration to local residents. During this project could consideration be given to providing a better access from the school onto Barneby Avenue.

To Discuss Support in Principal for an Application from the Parish Council for Car Parking at the Church. **Comments:** The Committee agreed to support the request and bring the matter to the attention of the full Parish Council for their approval.

**Resolved:** The report was noted. It was agreed to support the request from the PCC re car parking at the Church with the Parish Council submitting the planning application

**12. To Receive Updates on (2851):**

**12.1 The Parish Plan**

The results of the consultation have been recorded on a spreadsheet. Further comments are being sort from the various groups in the parishes and questions are being formulated for the questionnaires. The first part of the grant (£800) had been received.

**Resolved:** Report noted.

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

Extract from a letter from Mr J Lee of Gabbs Solicitors was circulated in which he agreed to limit the legal charges to a maximum of £500 plus vat to resolve the issue.

**Resolved:** It was agreed to spend up to £500 plus VAT.

**13. To Consider Matters Raised by the Transport Working Group): (2852)**

**13.1 Lugwardine Primary School:**

**13.1.1 To Consider Action for Notification of Events:**

The school is willing to notify local residents of events to be held by text or email.

**Resolved:** Cllr Wargent to provide the school with contact details of those residents requiring notification.

**13.1.2 Provision of Litter Bin:** The school claim the litter problem lies with the parents and children. The school forbid sweets etc to be consumed during school time and it is the parents who provide the sweets etc when they collect the children at end of school.

**Resolved:** It was agreed to provide a free standing litter bin. Cllr Wilson to liaise with Highways re siting of the litter bin and to obtain quotes for purchasing a litter bin.

**13.2 To Consider Responding to the Local Transport Plan.** The suggested response by the Transport Working Group was circulated.

**Resolved:** It was agreed to submit the response as circulated.

**14. To Consider Adoption of the Standing Orders 2010 as Revised 2012 (2853)**

**Resolved:** The revised Standing Orders, as circulated, were agreed.

**15. To Consider Responding to The Boundary Commission for England Consultation on the Revised Proposals for the New Parliamentary Constituencies in England (2854)**

**Resolved:** It was agreed to submit a response, as proposed by Cllr Wilson, that the Hagley Ward should be part of the Hereford CC as are the rest of the Wards adjoining the city boundary.

**16. To Consider the Disposing of the Photocopier in the Parish Office (2855)**

**Resolved:** It was agreed that Cllr Soilleux would undertake this task.

**17. To Receive Questions from Councillors [Tabled 7 days prior to meeting] (2856)**

**Resolved:** No questions tabled.

19. **To Raise Items for the next Scheduled Parish Council Meeting - No Discussion (2858)**  
**Resolved:** All items referred from this meeting plus the website and its future and to consider monthly meetings.
20. **To Note the Date and Time of the next Scheduled Parish Council Meeting (2859)**  
**Resolved:** The next scheduled Parish Council Meeting will be held at 7.30pm on Tuesday 8<sup>th</sup> January 2013

**Meeting concluded at 10.03pm**

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Signature of Chair

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