

BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT BARTESTREE VILLAGE HALL ON TUESDAY 13th MARCH 2018 AT 7.30 PM

Present: Councillors: Mrs. W. Soilleux (Chair); Mr. G Davies (Vice-Chair); Mr. P. Wargent; Mr. M. Wilson;
Mr. D. Forrest; Mrs. L. Hoppe; Mr. R. Williams; Mr. N. Shore and Mrs. J. Karayiannis.

In attendance: Mrs. E. Thomas – Parish Clerk and Mr. J. Jackson – GFCTG Secretary

Public: Six

1. **To receive apologies for absence**
Apologies were RECEIVED and ACCEPTED from Cllrs. Mrs. F. Matthews and Mr. S. Garner
2. **To receive declarations of interest and applications for dispensations**
Cllr. Mr. R. Williams declared a NPI for item 9.1 and 14 and signed the register of interest book.
Cllr. Mr. N. Shore declared a NPI for item 9.1 and 14 and signed the register of interest book.
Cllr. D. Forrest declared a NPI for item 6.3 and signed the register of interest book.
3. **To adopt the minutes of the Parish Council meeting held on 9th January 2018 and the 28th February 2018**
It was RESOLVED to amend the minutes of the meeting held on 9th January 2018 at item 6.3. These were then APPROVED and SIGNED by the Chair.

It was RESOLVED to approve the minutes of the meeting held on 28th February 2018. These were signed by the Chair.
4. **To receive brief verbal reports from:**
 - 4.1 **District Councillor** – Cllr. Mr. D. Greenow sent his apologies but was unable to attend.
 - 4.2 **Local Police Officer** – None present
5. **Open Time**
 - 5.1 **To note matters raised by local residents relevant to the Parish**
None raised – planning items would be heard against the relevant agenda item.
6. **Planning**
 - 6.1 **To receive a verbal report from the Planning Committee**
A brief report was received – summarising recent applications.
 - 6.2 **To note the minutes of the Planning Committee dated 9th January 2018 and 23rd January 2018**
Noted
 - 6.3 **To consider an update on planning application 174454 – removal of condition 9.**
It was REPORTED that, following the response from the Parish Council given at the meeting on the 23rd January, Crest had now written and emailed the relevant land owners regarding permission to put a footpath along the front of their properties. All had responded but their answers were not clear regarding compensation so more time would be needed to resolve the issue of condition 9. It was RESOLVED that when feedback was received it would be deferred to the planning committee for further discussion.
7. **Policies:**
 - 7.1 **To consider adopting a Discipline and Grievance policy – Appendix 1**
It was RESOLVED to adopt the Discipline and Grievance Policy. It was RESOLVED to set up a Staffing Committee when the need arose.
 - 7.2 **To set up a General Data Protection Regulations Working Group to consider NALC's GDPR Toolkit and report back to the next meeting of the Parish Council.**
It was RESOLVED to set up a GDPR Working Group to consider NALC's Toolkit and report back at the next meeting. It was RESOLVED that the group would be comprised of Cllr. Mr. M. Wilson and Cllr. Mrs. W. Soilleux alongside the clerk.
8. **Financial Matters**
 - 8.1 **To receive a report and financial statement from the RFO – incl. spend against budget. Appendix 2**
The financial report was RECEIVED from the clerk. Finances were healthy and looking like having an end of year underspend against this year's budget. It was RESOLVED to approve the report and it was signed.
 - 8.2 **To note bi-monthly audit check by Cllr J Karayiannis**
The bi-monthly audit check was NOTED as in order.

8.3 To approve invoices for payment

It was RESOLVED to approve the following invoices for payment. The cheques were signed.

- 8.3.1 Clerks Salary – Feb and March
- 8.3.2 Clerks expenses £129.00
- 8.3.3 Daniel Squires invoices - £972
- 8.3.4 HMRC PAYE – last quarter payment - £373.60
- 8.3.5 Repayment to clerk for HMRC payment - £4.62
- 8.3.6 HALC subscription fee 1st April 2018 – 31st March 2019 £1031.20
- 8.3.7 Signs and Labels £18.50
- 8.3.8 Balfour Beatty – Sid Hire £1041.41
- 8.3.9 Mike Dyer – Gate and fingerpost installation £185.00
- 8.3.10 R. Francis - £40

8.4 To note following invoices paid under clerks delegated power.

The following invoices were NOTED as paid under clerks delegated power.

- 8.4.1 Mr. R. Francis – Play area inspection £40.00
- 8.4.2 HMRC outstanding PAYE payment £105.00

8.5 To consider renewing membership of CPRE £36.00

It was RESOLVED to renew membership to CPRE for another year.

9. Gifted Field:

9.1 To receive an update from the GFCTF (Gifted Field Community Task Force).

A brief report was RECEIVED from Mr. J. Jackson of the GFCTF as to the history and present issues being discussed within the group. Part of the terms of the gift was that it had to have both a football and cricket pitch on it. Various options for the use of the field had been put forward and the final proposal was made of a compromise of all of these. How much would be achieved would depend on future fund raising by the parish council, Playing Field Association and the GFCTF.

1 member of the public entered.

The Chair RECEIVED questions and queries from the public and parish council, which were answered by Mr. J. Jackson. These included:

- Would the transfer of ownership be done legally? The response was "yes" and that the Parish Council had a solicitor ready to proceed.
- Would full surveys be done – especially on the water tables? The response was "yes" and that money had been set aside to ensure that surveys could be undertaken before any works commenced. Professional advice will also be taken to fully assess the impact of any "soil movements".
- Is there a planning requirement? The response was "No" –the parish council could proceed with placing smaller equipment under devolved powers. Items such as a MUGA or pavilion would need pre-planning advice though.
- What was the timescale? The response was that this would start as soon as the formal transfer was in place and funding obtained.

9.2 To consider a proposal for the uses of the gifted field from the GFCTF.

It was RESOLVED to accept the attached proposal from the GFCTG. See appendix 5

10. Play Areas

10.1 To consider the responses to the play area consultation and any updates

It was REPORTED that several responses to the consultation had been received from members of the public as well as pupils at Lugwardine Primary. Play equipment and costs were now being investigated.

2 members of the public left the meeting

10.2 To consider taking over ownership of the Frome Park Play Area from Herefordshire Council.

Several options were DISCUSSED (Appendix 3). It was RESOLVED to approve moving forward with Option 3 – taking formal ownership of the play area from Hereford Council.

11. Footpaths and Trees

11.1 To Receive a Report from the Footpaths and Trees Officer

A short report was RECEIVED from the officer: It was RESOLVED that the clerk would email the locality steward regarding a hedgerow in Longworth Lane.

It was RESOLVED that Cllr. L. Hoppe would change the defaced signs on LU10 and 12.

It was noted that the sign on LU5 had been done by Mrs. L. Williams. The Parish Council passed on their thanks.

12. Highways

12.1 To consider any highways issues for reporting

The following items were NOTED for reporting:

- Flooding on Longworth Lane.
- Blocked drains at the top of the Lugg Pitch – Hep Hill.
- Re-log all the blocked drains in the parishes with Linzy Outtrim for attention.

12.2 To consider an update on the feasibility study undertaken at Bartestree Cross

A meeting had taken place with Rob Hemblade of Hereford Council and Balfour Beatty. The report delivered to the Council was deemed inadequate. It was RESOLVED to query the cost of the report and to request any outstanding monies be returned. This section of highway was now being looked at by Hereford Council, and the Parish Council would continue to liaise with them to improve this section of highway.

12.3 To consider the telephone box at Bartestree Cross

It was RESOLVED to request that the telephone box be removed as it has now become a traffic hazard.

12.4 To consider the bus shelter at Bartestree Cross

It was REPORTED that the bus shelter is hopefully being replaced by Hereford Council – using S106 money.

12.5 To consider the Hereford Transport Package – Consultation 2

The consultation was NOTED.

12.6 To consider road speed in the village

It was REPORTED that the “Area of Community Concern” road signs had disappeared. It was RESOLVED that the clerk find out why.

13. Village Hall

13.1 To receive any updates from the Village Hall Representatives

It was REPORTED that the toilets had been refurbished.

14. Playing Fields Association

14.1 To receive any updates from the Playing Fields Association Representative

It was REPORTED that general maintenance was being carried out at present.

15. Lengthsman

15.1 To consider work done/required under the Lengthsman Scheme

The clerk REPORTED that the Lengthsman would be completing another maintenance day on the grips and drains as well as clearing the path by the school.

15.2 To receive an update on LM and P3 grant monies claimed

The clerk REPORTED that all Footpaths grant monies had been claimed. There is still a further £231.60 of lengthsman grant to claim but this should be used by the end of March.

16. Mowing

16.1 To consider the mowing tenders and appoint a contractor.

The tenders were considered. IT was RESOLVED to appoint Daniel Squire for the financial year 2018-19.

16.2 To consider adding the hedges behind the new houses to the contractor's jobs and the area by the cricket nets.

It was RESOLVED that Daniel Squire be requested to undertake this work.

17. To consider the consultation on the River Lugg Revised Byelaws

Noted

18. To consider signing up to Hereford Councils “Stop the Drop” litter campaign

It was RESOLVED to sign up to this campaign.

19. To consider eligibility to use the General Power of Competence.

It was RESOLVED that, as the clerk was now qualified, and more than two thirds of councillors had been elected at the last relevant election, the council would use the General Power of Competence moving forward.

20. To note the Information Sheet – Appendix 4 Noted

21. To consider the outstanding actions and updates table below.

Date/ Meeting	Item	Action
9.1.18 – 6.3	Planning Permission Query for Summer House	Clerk emailed Abigail Molyneux – planning officer. Investigation requested by Enforcement Officer. Awaiting a response. Response received – Owner can submit a suitable planning application or put in obscured glass.
9.1.18 – 10.1	TPO on Oak tree on Corner of Hagley Park	Clerk spoke to tree officer. He will investigate. No response received yet.
9.1.18 – 10.2	Replacing the gate at LU23	Clerk ordered gate and instructed lengthsman - completed
9.1.18 – 10.3	Sign for the gate –PROW LU5	Clerk ordered sign - completed
9.1.18 – 10.1	Waymarker replacement at Prospect Cottage	Clerk ordered waymarker and instructed lengthsman - completed
9.1.10 – 10.1	Waymarker replacement LU23	Cllr LH to replace. This was found so the new marker placed at C1130 instead
9.1.18 – 11.2	Bus layby Opposite Malvern View	Clerk queried this with Ed Thomas – it was never formally agreed as a condition
9.1.18 – 11.3	Issues faced by Primary School After-school club walking along road to Gateway Nursery	Clerk emailed Clive Hall – who responded and said he would look into it.
9.1.18 – 11.4	Issues caused by parking outside of school in the parishes at drop-off and pick up times.	Clerk emailed police. Response was there is not much that can be done about it.
9.1.18 – 11.4	Issues caused by cars parking on pavements at Wilcroft Park	Clerk emailed police. Response was there is not much that can be done about it.
9.1.18 – 11.3	Issues caused by Welsh Water van parking over the footpath	WS spoke to the van owner.

22. To Receive Questions from Councillors (tabled 7 days prior to Meeting)
None

A resolution was passed to exclude the public from the following confidential item – employment matters

23. To consider the clerk's salary in light of achievement of her six month appraisal, the CiLCA qualification and contractual obligations.
It was RESOLVED to increase the clerk's salary to SCP 27 due to her successful appraisal and qualification of the CiLCA. It was NOTED that her position as clerk is now permanent.

24. To Raise Items for the next Scheduled Parish Council Meeting [no discussion]
New Salt Box; Lengthsman tenders

25. To Note the Date and Time of the next Scheduled Parish Council Meeting – 8th May 2018
Noted. It was RESOLVED that Planning would start at 6.30pm to allow time for the Annual Parish Meetings to start at 7pm and Annual Meeting of the Parish Council to follow at 7.30pm.

Signed: _____

Dated: 08-05-18.