

BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD AT BARTESTREE VILLAGE HALL ON TUESDAY 8th MAY 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, Mrs F. Matthews, Mr. S. Garner and Mrs. J. Karayiannis.

In attendance: Mrs. E. Thomas – Parish Clerk

Public: None

1. **To elect a Chair who then signs the declaration of office form**
It was RESOLVED to elect Cllr. W. Soilleux to the office of Chair for a further year. She signed the Declaration of Office Form.
2. **To elect a Vice Chair**
It was RESOLVED to elect Cllr. G. Davies to the office of Vice-Chair for a further year.
3. **To receive apologies for absence**
None – all present
4. **To receive declarations of interest and applications for dispensations**
Cllrs. R. Williams, N. Shore and F. Matthews declared non-pecuniary interests for items 12 and 17 and signed the book.
Cllr. S. Garner declared a non-pecuniary interest for item 13.1 and signed the book.

4.1 **To remind all councillors to check that their Register of Interest forms are up to date and accurate.**
Noted
5. **To adopt the minutes of the Parish Council meeting held on 13th March 2018**
It was RESOLVED to approve the minutes of the 13th March and they were duly signed by the Chair.
6. **To Elect other Officers, Committees and Working Groups**
 - 6.1 **To receive the meeting attendance register for councillors during the year 2017-18. – NOTED**

It was RESOLVED to elect the following councillors to the following roles.
 - 6.2 **Planning Committee** – Cllrs: M. Wilson; P. Wargent; J. Karayiannis; L. Hoppé and G. Davies
 - 6.3 **Public Right of Way (PROW) Officer** – Cllr. L. Hoppé
 - 6.4 **Tree Officer** – Cllr L. Hoppé if the clerk cannot find a suitable parishioner to take the role on.
 - 6.5 **Resilience Officer/Emergency Co-ordinator** – Cllr. M. Wilson
 - 6.6 **Representatives to the Playing Fields Association** – Cllrs. R. Williams and N. Shore
 - 6.7 **Representatives to the Village Hall Committee** – Cllrs. F. Matthews and P. Wargent
 - 6.8 **Representatives to the Lugwardine and Diana Caroline Hopton Charities** – Cllr. W. Soilleux
 - 6.9 **Representatives to Longworth Chapel Trust** – Cllr W. Soilleux
 - 6.10 **Representatives (2) to HALC Area Meetings (SAM)** – Cllrs. M. Wilson and J. Karayiannis
 - 6.11 **Put forward for HALC Executive Committee** - Cllrs. M. Wilson and J. Karayiannis
 - 6.12 **Webmaster** – Cllr. S. Garner
 - 6.13 **To consider appointment of Data Protection Officer**
It was RESOLVED to await the outcome of the imminent bill – stating that Parish Councils will not need a DPO. In the event one is needed, it was RESOLVED to use HALC.
7. **To Consider, approve and adopt the following Council documents and policies**
The following documents and policies were REVIEWED and it was RESOLVED to (RE)ADOPT them all.
 - 7.1 **Standing Orders – Appendix 1**
 - 7.2 **Financial Regulations – Appendix 2**
 - 7.3 **Code of Conduct – Appendix 3**
 - 7.4 **Financial Controls and Risk Assessment – Appendix 4** – It was RESOLVED that the financial controls and risk assessment were sufficient for the coming year
 - 7.5 **Asset Register – Appendix 5**
 - 7.6 **Risk Schedule – Appendix 6** - It was RESOLVED that the risk schedule was sufficient.
 - 7.7 **Press and Media Policy – Appendix 7**
 - 7.8 **Grant and Donations Policy – Appendix 8**
 - 7.9 **Complaints Procedure – Appendix 9**
 - 7.10 **Publication Scheme – Appendix 10**
 - 7.11 **Website Policy – Appendix 11**
 - 7.12 **Planning Committee Terms of Reference – Appendix 12**
 - 7.13 **Discipline and Grievance Policy – Appendix 13**

- 7.14 Data Protection Policy, General Privacy Notice, Staff Privacy Notice, Subject Access Request Form, Security Incident Procedure, Retention Schedule and Privacy Consent Form Appendix 14 and 14a – 14f
- 7.15 Equality Policy – Appendix 15
- 7.16 Health and Safety Policy – Appendix 16
- 7.17 Urgent Business between meetings policy – Appendix 17
- 7.18 Risk Management Policy – Appendix 18
- 7.19 Training and Development Policy – Appendix 19
- 7.20 Bullying, Harassment and Unacceptable Behaviour Policy – Appendix 20
- 7.21 To consider the Council's insurance schedule, amend if necessary and approve for renewal
- It was RESOLVED that the insurance was adequate for the coming year and would be revisited next May. It was RESOLVED to renew the policy
- 7.22 To reaffirm approval to act under the General Power of Competence
- Reaffirmed
- 7.23 To remind all councillors of the self-disqualification law.
- Noted
8. To receive brief verbal reports from:
- 8.1 District Councillor – Not present
- 8.2 Local Police Officer – Not present
9. Open Time
- 9.1 To note matters raised by local residents relevant to the Parish
- None present
10. Planning
- 10.1 To receive a verbal report from the Planning Committee
- A brief report was RECEIVED from the Chair of the planning committee.
- 10.2 To note the minutes of the Planning Committee dated 13th March, 10th April and 24th April 2018
- Noted
- 10.3 To consider the NDP public consultation from Hampton Bishop Parish Council
- It was RESOLVED to make the following comments:
- Referring to the settlement boundary as one was confusing when there were two of them.
 - Map 8 was missing.
11. Financial Matters
- 11.1 To receive the End of Year report and financial statement from the RFO – incl. spend against budget. Appendix 21
- The clerk REPORTED that there was just over £10,000 underspend on this years budget. It was RESOLVED to move this sum to the reserve bank account. It was NOTED that such savings were necessary at present as there were plans in the pipeline for refurbishing the play areas and village hall entrance.
- 11.2 To receive Finance Report – April 2018 from RFO – Appendix 22
- The clerk REPORTED that so far only a handful of payments had been processed and that the first precept payment had come in.
- 11.3 To note bi-monthly audit check by Cllr J Karayiannis
- The bi-monthly check was REPORTED as all in order.
- 11.4 To consider and approve the accounting procedure is to continue on a receipts and payments basis.
- It was RESOLVED to continue with the receipts and payments accounting procedure for 2018-19.
- 11.5 To consider the internal auditors report – Appendix 23
- The clerk REPORTED that all recommendations from the 2016-17 audit had been addressed and that there were no recommendations for the year 2017-18.
- 11.6 To Approve the Annual Governance Statement for 2017/18 – Appendix 24
- It was RESOLVED to approve the Governance Statement for 2017-18. This was signed by the Chair and RFO.
- 11.7 To Approve the Accounting Statements for 2017/18 – Appendix 25
- It was RESOLVED to approve the Accounting Statements for 2017-18 and they were signed by the Chair and RFO.

- 11.8 To Appoint an Internal Auditor for 2018/19**
It was RESOLVED to continue to use HALC as the internal auditor – as it was felt a thorough job was done.
- 11.9 To Agree the Cheque Signatories**
It was RESOLVED that Cllrs, M. Wilson; G. Davies; W. Soilleux and R. Williams would continue as signatories for 2018-19.
- 11.10 To note the VAT return 2017-18**
The clerk REPORTED that she had not managed to complete the VAT return yet but would report back at the July meeting.
- 11.11 To consider and approve payments made since 13 March 2018 under clerk's delegated power**
11.11.1 Invoice from Mike Dyer – Lengthsman tasks £254
11.11.2 Invoice from Daniel Squire for hedges at entrance to Village Hall £300
 It was RESOLVED to approve both payments
- 11.12 To approve invoices for payment**
11.12.1 Clerks Salary – April and May
11.12.2 Clerks expenses £84.00 (previously circulated)
11.12.3 Rob Francis – Weekly Play area checks – March and April - £45
11.12.4 Zurich Municipal Insurance - £517.19
11.12.5 123 Connect for domain names and hosting £112.80 +£58.80 = £171.60
11.12.6 Autela Payroll Services £46.08
11.12.7 Eyelid productions for annual web support £100
11.12.8 Daniel Squire - Grounds Maintenance – Bartestree Cross, play area, Village Hall £354
11.12.9 Daniel Squire –Grounds Maintenance – Burial Ground £264
11.12.10 Secure-a-field – gate mechanism £18.54
 It was RESOLVED to approve the above invoices for payment and the cheques were signed.
- 11.13 To approve donations to St Michael's Hospice and Longworth Chapel**
It was RESOLVED to donate £50 to Longworth Chapel and £250 to St Michael's Hospice for the financial year 2018-19. The cheques were signed.

Mr. Jonathon Jackson – Secretary for the Gifted Field Community Task Force entered the meeting

- 12. Gifted Field:**
12.1 To receive an update from the GFCTF (Gifted Field Community Task Force).
 A report was received from Jonathon Jackson – this included:
 - The Task Group would now be disbanded and a PFA sub-committee formed to take the Gifted Field proposal forward. Their first meeting is planned for 15th May.
 - Next steps were to start working through the surveys, consultants, and funding needed to further the project.
 - The committee would like to re-leaflet the village again by way of further consultation and communication. It was RESOLVED that the Parish Council would contribute up to £100 for this.
- 13. Play Areas**
13.1 To consider an update from the Frome Park Working Group
 Cllr. S Garner REPORTED that the idea was to complement the area not compete with it. The first report had been circulated – Appendix 26. It was REQUESTED that whilst looking at play equipment, the group also choose another piece for the play area by the village hall.
- 13.2 To consider fees for legal transfer of play area - Trudie Nicholas – TA Matthews**
 A summary of costs for the above had been sent by Trudie Nicholas. This was as follows:

Searches and enquiries	£200-£300
Land registry fee	£40
Solicitors Fees	£600- £800
TOTAL	£840-£1140

As this had been previously approved this was for noting only. In the first instance these fees would come from the PC budget and reserves.

It was REPORTED that the papers had yet to be sent through by HC – these would be chased up.
- 14. Footpaths and Trees**
14.1 To Receive a Report from the Footpaths and Trees Officer
 - The PC is still waiting to hear back from HC about the TPO on the oak tree at Hagley Park.
 - The clerk has requested that the footpath LU7 across the fields to the North of Burden Drive, Wilcroft Park are re-instated after ploughing.
 - kissing gates need stones under them to stop them becoming boggy in the winter.

- Still need more evidence if the council wish to pursue with registering the footpath in Hagley Park.

15. Highways

15.1 To consider any highways issues for reporting

It was RESOLVED that the clerk would re-request that the kerbs are swept.

15.2 To consider purchasing a new salt box

It was RESOLVED that the clerk investigate costs of a box and of keeping it filled and bring to the July meeting for further discussion.

15.3 To consider requesting the speed limit from Bartestree Crossroads eastwards to the River Frome be reduced from 40 to 30 mph

It was RESOLVED that this needs doing urgently. It was RESOLVED that the clerk would start the process in the hope that any costs can be approved at the July meeting.

15.4 To consider using S106 monies to assist with item 15.3.

It was RESOLVED that the clerk would investigate costs and bring them to the July meeting for final approval – but using S106 monies for this was AGREED.

15.5 To consider using S106 monies to improve the footways in the group parish

15.6 To consider using S106 monies to improve the entrance to the village hall

15.7 To consider using S106 monies to replace the bus shelter at Bartestree Crossroads

15.8 To consider using S106 monies to build a foot/cycle bridge over the River Lugg

All of the above items were deemed as important but required further investigation. It was RESOLVED that the clerk would develop a spreadsheet of S106 monies available and bring the item back to the July meeting for further discussion. Cllr. W. Soilleux offered to further investigate item 15.8.

16. Village Hall

16.1 To receive any updates from the Village Hall Representatives

It was REPORTED that a cider festival was planned for 30th June 2018

17. Playing Fields Association

17.1 To receive any updates from the Playing Fields Association Representative

It was REPORTED that maintenance was being undertaken as usual but that the following were hoped for – Construct an area between the nets to build a BBQ – in order to help fund raise; a second shed to go near the brown shed for storing club equipment and the possibility of putting some sort of fence or barrier up at the edge of the field to stop people joy-riding on the cricket green.

It was RESOLVED to approve all of the above items

17.2 To consider the request from the PFA to erect metal “next home fixture” signs by the entrance to the village hall

It was RESOLVED that the clerk would investigate whether planning was needed for this to occur. Cllr. F. Matthews will also investigate costs of various options to bring to the July meeting for a final decision.

18. Lengthsman

18.1 To consider work done/required under the Lengthsman Scheme

Stones/gravel need putting under the kissing gates on footpaths. It was RESOLVED to go ahead with this.

18.2 To receive an update on LM and P3 grant monies claimed in 2017-18

The clerk REPORTED that all bar £80 had been claimed.

18.3 To consider putting the lengthsman contract out to tender following resignation of present lengthsman

It was RESOLVED to put the lengthsman work out to tender – to be appointed at the July meeting.

18.4 To consider signing the lengthsman and footpaths contract with Balfour Beatty

The contract with Balfour Beatty was signed.

19. To consider the outstanding actions and updates table attached.
Item 9.1.18 – 11.3 HC should contact the Primary School not the Nursery.

Date/ Meeting	Item	Action
13.03.18 10.2	Ownership of Frome Park	Clerk wrote to Herefordshire Council requesting the process for taking over ownership of Frome Park begin. Awaiting response
13.03.18 11.1	Hedgerow on Longworth Lane	Clerk emailed the Locality Steward – awaiting a response
13.03.18 12.2	Feasibility Study	The clerk emailed Herefordshire Council regarding feedback on the cost of the feasibility study and to request the remaining monies be returned. Money being reimbursed.
13.03.18 12.3	Telephone Box	Clerk Had emailed BT to request its removal. It is on the list for removal but in the meantime the glass will be cleaned or removed to aid visibility.
13.03.18 12.6	Community Concern signs	Clerk emailed SNT 26/03/18. No response
9.1.18 – 10.1	TPO on Oak tree on Corner of Hagley Park	Clerk spoke to tree officer. He will investigate.
9.1.18 – 11.3	Issues faced by Primary School After-school club walking along road to Gateway Nursery	Clerk emailed Herefordshire Council – who responded and said he would look into it. HC trying to contact nursery but getting no response.

20. To Receive Questions from Councillors (tabled 7 days prior to Meeting)
None
21. To Raise Items for the next Scheduled Parish Council Meeting [no discussion]
None
22. To Note the Date and Time of the next Scheduled Parish Council Meeting – 10th July 2018

The meeting closed at 9.15pm

Signed: _____

王新機市議員代表簽署
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Dated: 10-07-18