

## **BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL**

### **MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT BARTESTREE VILLAGE HALL ON TUESDAY 10<sup>th</sup> JULY 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 F. Matthews.

**In attendance:** Mrs. E. Thomas – Parish Clerk  
Ward Councillor Dave Greenow  
Mr. S. Wetson – Headteacher of St. Mary's RC High School  
Mr. Burbidge – Chair of Governors at St. Mary's RC High School  
Mrs. L. Outtrim – Balfour Beatty  
Mr. J. Jackson – Secretary for the Community Recreation Group  
Mr. J. Fennessey – Parish Council Tree Officer

**Public:** 27

1. **To receive apologies for absence**  
Apologies were RECEIVED and ACCEPTED from Cllrs. Mr. S. Garner and Mrs. J. Karayiannis.
2. **To receive declarations of interest and applications for dispensations**  
Cllrs Mr. R. Williams; Mr. N. Shore and Mrs F. Matthews declared non-pecuniary interests for items 9, 12 and 14 and signed the book.
3. **To adopt the minutes of the Parish Council meeting held on 8<sup>th</sup> May 2018**  
It was RESOLVED to approve the minutes and they were duly signed by the Chair.
4. **To receive brief verbal reports from:**
  - 4.1 **District Councillor** – to be included under item 6.1
  - 4.2 **Local Police Officer** – none present – apologies were given.
5. **Open Time**
  - 5.1 **To note matters raised by local residents relevant to the Parish**  
All matters raised were in relation to item 6.1. Points included:
    - The A438 is very dangerous for pupils of the school to try and cross.
    - The lack of safe footpaths along the highway means that pupils have to cross the road at some point if they walk to school.
    - School bus transport had previously refused to turn into the school car park to drop pupils off – forcing them to have to cross the road. This has, since the accident, been re-negotiated.
    - Parents are allowed to pull into the school in the morning to drop their children.
    - The school's traffic management policy doesn't appear to be having the desired effect on pupil safety.
    - A letter from the School Council had been sent to Balfour Beatty requesting a crossing be put near the school entrance. The response had not been sent to the Parish Council. Balfour Beatty read the response. It summarised why it was very difficult to put a crossing at that point on the A438 as specific criteria had to be met.
    - SID data collated on behalf of the Parish Council does not show a speeding issue through the parishes.
    - Several suggestions were put forward as to various types of safety measures that could be considered.
    - It was noted that timescales for putting any long term measures in place would take a long time.
    - If parents picked their children up after the school buses had left this would alleviate the issue in the short term.
    - It was requested that more "School" signs are put along the A438 warning drivers of the danger.
    - Could S106 money be used to fund a safety scheme?
6. **Highways**
  - 6.1 **To consider highway safety by St. Mary's R C High School.**  
It was RESOLVED that the Parish Council would continue to liaise with Balfour Beatty, St Mary's RC High School, the Police, Herefordshire Council and the spokesperson for the parents of pupils at St Mary's RC High School in the hope that a co-ordinated response to highway safety through the parishes could be agreed and implemented in the future.  
  
1 member of public remained at the meeting – the rest left, along with Mr. Wetson, Mr Burbidge and Mrs Outtrim.
  - 6.2 **To consider any highways issues for reporting**  
It was REPORTED that the hedge along the footpath by the A438 – Lugg Flats is over grown. It was RESOLVED that the clerk report it.

- 6.3 To consider an update on reducing the speed limit eastwards from 40 to 30mph between Bartestree Cross and the Frome River bridge.  
The clerk REPORTED that the Traffic Regulation Order has been submitted and is now being assessed by Balfour Beatty.
- 6.4 To consider the costs of a new Salt Box and the costs of keeping it filled.  
It was REPORTED that Balfour Beatty are just stream-lining their pricing system and would come back with a price shortly.
- 6.5 To consider the temporary traffic lights by the junction of Wilcroft Park  
It was REPORTED that these had now been moved. It was RESOLVED that the clerk ask Balfour Beatty that temporary traffic lights are not put into operation during school pick up and drop off times.
7. **Planning**
- 7.1 To receive a verbal report from the Planning Committee  
It was REPORTED that the Arrowsmith application has gone to appeal and the Wilcroft application is due before the Herefordshire Council Planning Committee on the 25<sup>th</sup> July.
- 7.2 To note the minutes of the Planning Committee dated 22<sup>nd</sup> May, 5<sup>th</sup> June and 19<sup>th</sup> June 2018  
Noted
8. **Financial Matters**
- 8.1 To receive a report and financial statement from the RFO – incl. spend against budget.  
Appendix 1  
The clerk REPORTED that all finances were in order and that few receipts or payments had been made. The report and bank statements were signed by the Chair as evidence of budget monitoring and reconciliation.
- 8.2 To note bi-monthly audit check by Cllr J Karayiannis  
Cllr J Karayiannis emailed in advance of the meeting to say that she had completed the bi-monthly check and all was in order. This was ACCEPTED by councillors.
- 8.3 To approve invoices for payment
- 8.3.1 Clerks Salary – June and July
  - 8.3.2 Clerks expenses £129.30
  - 8.3.3 HMRC PAYE £452.41
  - 8.3.4 Daniel Squire – grounds maintenance, weeding, strim and cut footpath hedge by school £1656
  - 8.3.5 Balfour Beatty SID deployment (Oct 2017 – July 2018) £2314.27
  - 8.3.6 Autela payroll services £46.80
  - 8.3.7 Cllr Wendy Soilleux – black bags for play area bin £5.98
  - 8.3.8 Mr R Francis – weekly play area inspection (May – June) £45
- It was RESOLVED to approve all the above invoices for payment. The cheques and invoices were signed.
- 8.4 To note the credit from Balfour Beatty of £425.05 from Feasibility Study.  
Noted
- 8.5 To consider funding for replacement defibrillator pads  
It was RESOLVED that the Parish Council would pay for the replacement pads and battery for the defibrillator in rotation with the PFA and Village Hall Association. It was agreed that the invoice for the pads be forwarded to the clerk for payment in September.
- 8.6 To note the payment of £1 by the Playing Field Association for the annual rent  
Noted
9. **Global Recreation Scheme**
- Gifted Field:**
- 9.1 To receive an update from the Community Recreation Group (CRG).  
An update was RECEIVED. See Appendix 2
- 9.2 To receive an update on the transfer of ownership  
It was REPORTED that the PC solicitor's details had been requested in order that the transfer can begin.
- 9.3 To consider taking over ownership and management of the SUDs basin.  
It was RESOLVED to not take over ownership and management of the SUDs basin. - Inca site



## Play Areas

- 9.4 To receive an update from the Frome Park working party on the development of Frome Park Play Area and Village Hall Play Area.

Herefordshire Council have met to discuss the use of s106 funds to develop these areas. It was AGREED at this meeting that the Frome Park Play Area be cleared before any discussions on equipment be undertaken. It was RESOLVED that the Tree and Footpath Officer would look at the area, and the clerk would obtain quotes to clear several trees and re-seed the area, in time for the meeting in September.

- 9.5 To consider an update taking over ownership of the Frome Park Play Area from Herefordshire Council.  
It was REPORTED that this was still underway although Herefordshire Council are acting very slowly.

## Open Spaces

- 9.6 To consider taking over other open spaces in the group parish  
It was RESOLVED to not take over any further open spaces at present.

## 10. Footpaths and Trees

- 10.1 To Receive a Report from the Footpaths and Trees Officer

The Footpaths Officer REPORTED that:

- path BJ3 is heavily overgrown.
  - LU5 has been cut back and the hedges cut.
  - The bramble bush on LU5 is causing problems
  - following ploughing some of LU7 footpath has been reinstated (by walkers) whilst the other section has yet to be.
- It was RESOLVED that the clerk would log the issues.

- 10.2 To welcome Mr. Jonathan Fennessy as the Parish Councils new Tree Officer.  
Mr. Fennessy was welcomed as new Tree Officer for the Parish Council. It was REQUESTED that the clerk investigate if his work as a tree surgeon would need declaring. + *whether it was a suitable role for him to undertake.*

- 10.3 To consider asking for the conifers at the Southern end of Cotts Lane to be reduced in height to about 3 metres.  
It was RESOLVED to make this request. The Tree Officer ADVISED that other legislation such as the "High Hedgerows Regulations" and "health and safety duty of care" could be used by the council to press for the conifers to be reduced in height.

## 11. Village Hall

- 11.1 To receive any updates from the Village Hall Representatives  
The minutes of the recent meeting had been previously circulated to councillors. It was REPORTED that the recent cider and beer festival had been successful and raised a lot of money for charity.

## 12. Playing Fields Association

- 12.1 To receive any updates from the Playing Fields Association Representative  
It was REPORTED that maintenance work had been on-going and that a small BBQ kiosk would be erected shortly. *A new green/white metallic shed had also been completed.*

- 12.2 To receive an update on costs and planning issues for a new sign at the entrance to the Village Hall.  
The clerk REPORTED that HC planning had advised that planning was not needed to erect a new sign by the entrance to the village hall as long as it was not lit and was no bigger than the sign already in situ.

## 13. Lengthsman

- 13.1 To consider the lengthsman tenders received and appoint a lengthsman  
The clerk REPORTED that one tender had been received. It was RESOLVED to appoint Mr. A. Thomas as lengthsman for the coming year. The Chair viewed the necessary insurance documents.

- 13.2 To consider work done/required under the Lengthsman Scheme  
It was RESOLVED that the lengthsman clear the weeds at Wilcroft Park and Bartestree Cross as soon as possible. Cllrs L. Hoppé and M. Wilson offered to show the new lengthsman the key areas of concern around the parish at a suitable time in September.

## 14. S106 Monies

- 14.1 To consider the S106 money spread-sheet and priorities for allocating it.  
It was RESOLVED to defer this item until the September meeting. It was RESOLVED that the clerk would circulate the spread sheet as an excel document, and summarise the total figures available beforehand.

15. **To consider communication between councillors between meetings.**  
The clerk REQUESTED that councillors should bring any issues to the next Council meeting rather than discussing it via email between meetings – this would avoid misinterpretation and confusion.
16. **To note the Information Sheet**  
Not presented
17. **To consider the outstanding actions and updates table. - NOTED**

Date/ Meeting	Item	Action
8.05.18 11.10	VAT Return	Clerk submitted this on 23 <sup>rd</sup> May 2018 £2082.44
13.03.18 12.6	Community Concern signs	Clerk emailed SNT 26/03/18. Police responded to say that based on SID data they would not enforce the community traffic concern.
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
9.1.18 – 10.1	TPO on Oak tree on Corner of Hagley Park	Clerk spoke to tree officer. He will investigate. WS chased this and it will be considered at the next relevant HC meeting.
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. Clerk emailed HC to recommend that they contact the school

18. **To Receive Questions from Councillors (tabled 7 days prior to Meeting)**  
None
19. **To Raise Items for the next Scheduled Parish Council Meeting [no discussion]**  
Cllrs were REQUESTED to email the clerk if they had any items
20. **To Note the Date and Time of the next Scheduled Parish Council Meeting – Tuesday 11<sup>th</sup> September 2018 at 7.30pm.**  
Noted

The meeting closed at 9.40pm

Signed: \_\_\_\_\_



Dated: 11-09-18.