

BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT BARTESTREE VILLAGE HALL ON TUESDAY 11th SEPTEMBER 2018 AT 7.30 PM

Present: Councillors: Mrs. W. Soilleux (Chair); Mr. S. Garner; Mrs. J. Karayiannis; Mr. P. Wargent; Mr. M. Wilson; Mrs. L. Hoppe; Mr. R. Williams and Mrs F. Matthews.

In attendance: Mrs. E. Thomas – Parish Clerk
Mr. J. Fennessy – Parish Council Tree Officer

Public: 1

1. **To receive apologies for absence**
Apologies were RECEIVED and ACCEPTED from Cllrs. Mr. G Davies; Mr. D. Forrest and Mr. N. Shore.
2. **To receive declarations of interest and applications for dispensations**
Cllr R. Williams declared a NPI for item 9 and 12 and signed the Register of Interest book.
Cllr S. Garner declared a NPI for item 9.4 and signed the Register of Interest book.
Cllr F. Matthews declared a NPI for item 9 and 12 and signed the Register of Interest book.
Cllr F. Matthews declared a DPI for item 8.3.3 and signed the Register of Interest book.
3. **To adopt the minutes of the Parish Council meeting held on 10th July 2018**
Three minor alterations were made to the minutes (items 9.3; 10.2 and 12.1). The minutes were then APPROVED and duly signed by the Chair.
4. **To receive brief verbal reports from:**
 - 4.1 **District Councillor** – Not present
 - 4.2 **Local Police Officer** – Not present
5. **Open Time**
 - 5.1 **To note matters raised by local residents relevant to the Parish**
The issue of parking around St. Mary's High School at drop-off and pick-up times was mentioned as an on-going concern.

Mr. J. Jackson – Secretary for the Community Recreation Group arrived

6. **Highways**
 - 6.1 **To consider update on highway safety by St. Mary's R C High School.**
It was REPORTED that the Parish Council had been looking at traffic calming measures throughout the two parishes – see item 14.
It was NOTED that some parents were arriving at school at 3.45pm as requested but not many.
It was NOTED that the school were not consistently providing staff at the road side during arrival and departure times.
It was RESOLVED that the land registry fee be paid to ascertain ownership of the land in front of the school along the A438.
It was RESOLVED that the clerk raise the above issues with the school as well as the possibility of putting a pedestrian gate on the left-hand side of the entrance way. Pupils would then not need to cross over.
It was RESOLVED that the clerk also raise the possibility of the school arranging for a crossing over the roadway on the school grounds.
It was RESOLVED that the clerk would contact the Police to ask that they enforce parking restrictions at the entrance to Traherne Close.
It was RESOLVED that the clerk investigate the possibility of a lollipop person being utilised near the school.
 - 6.2 **To consider any highways issues for reporting**
The following issues were raised for reporting:
 - The works entrance sign near Wilcroft Park was obstructing vision and needs to be re-sited.
 - Could a "pedestrians in roadway" sign be considered for the bridge over the River Lugg?
 - The Lugwardine Primary School sign on the A438 is obscured by hedge.
 - 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 quote from Balfour Beatty to investigate the possibility of the above alterations had come in at £1156.41 + VAT. It was AGREED to defer a decision until item 14 was discussed.

It was RESOLVED that the clerk request the Safer Roads Partnership undertake speed checks in the area.

6.4 To consider the costs of a new Salt Box and the costs of keeping it filled.
The clerk REPORTED that Balfour Beatty had yet to agree a price for a new salt box. It was AGREED to defer this item until November.

6.5 To consider comments for submission on the pothole consultation
The following comments were APPROVED for submission.
- Potholes need repairing before the marker paint has worn off.
- Why is one hole always left unfilled?
- The quality of filling needs improving.

It was RESOLVED that any other comments for submission must be sent to the clerk by 14th September.

7. Planning

7.1 To receive a verbal report from the Planning Committee
It was REPORTED that:
- There were still a few determinations awaited within the parishes.
- The Arrowsmith appeal had been upheld.

7.2 To note the minutes of the Planning Committee dated 10th, 24th July, 7th and 21st August 2018
Noted

7.3 To consider the issue of street lighting on the development south of the A438.
It was RESOLVED that, in line with parish policy, no street lighting was wanted on this development.

8. Financial Matters

8.1 To receive a report and financial statement from the RFO – incl. spend against budget - App 1
The clerk REPORTED that the finances were all in order and the Council spending was well within budget at about a third of the annual spend used to date.

8.2 To note bi-monthly audit check by Cllr J Karayiannis
The bi-monthly check was NOTED and signed as an accurate report and as evidence of budget monitoring and bank reconciliation.

8.3 To approve invoices for payment
8.3.1 Clerks Salary – August and September
8.3.2 Clerks expenses £62.62
8.3.3 Fiona Matthews for defibrillator pads £92.14
8.3.4 PKF Littlejohn LLP – External Audit - £240
8.3.5 Daniel Squire – Grounds maintenance – July and August £1908
8.3.6 Mr. R. Francis – Play Area Weekly Inspections - July and August £45
8.3.7 Fran White – Annual play area inspection report - £58.60
8.3.8 HALC – 2017-18 Internal Audit - £180
8.3.9 Autela – Payroll services £46.80

It was RESOLVED to approve the above invoices for payment and the cheques were signed.

8.4 To note the payment to TA Matthews for transfer searches for £200 paid under clerk's delegated power. – NOTED

It was resolved to take item 8.6 before item 8.5.

8.6 To note the findings of the 2017-18 external audit and arrange for preparation and publication of "Notice of conclusion of audit"
The external audit findings as follows were NOTED.

"On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."

It was RESOLVED that the clerk would publish the "Notice of Conclusion of Audit" by the 30th September.

8.5 To consider a mid-year internal audit
It was RESOLVED that as the clerk seemed to have the finances accurately in hand, and that no issues had been raised by the external auditor there would be no need for a mid-year audit this year.

8.7 To consider setting up a Finance Working Group to prepare the 2018-19 budget and precept figure.

It was RESOLVED to set up a Finance Working Group to prepare the draft budget and precept figure in readiness for the November meeting. It was RESOLVED that Cllrs: Mrs. W. Soilleux, Mr. R. Williams and Mr. M. Wilson would form this group alongside the clerk.

9. Global Recreation Scheme

Gifted Field:

9.1 To receive an update from the Community Recreation Group (CRG).

The Parish Council RECEIVED the following update from Mr. J. Jackson.

- Next meeting of implementation group to be arranged around end of month
- Legal Transfer still on-going
- Limited actions possible until legal transfer takes place but as well as 'scoping' meetings with Council and English Cricket Board previously reported have also had
 - Similar meeting with Football Association. Again positive encouragement. Agree need agronomist survey before we can go further but extensive engineering/drainage highly unlikely.
 - Involvement with meeting at Council to consider Highways impact of S106 money – little impact on CRG plans as most of road works are on private land, but will assist with splay
- Meeting with Western Power has gained a 'you dig the trench and we will provide the cable' response. Quotes for trench digging being sought. Will 'mole' the cable under Stalls Lane to reduce disruption. Needs an easement with Western Power and must tie in with work on development side (chasing WP for easement to go to the lawyer)
- Contact has been made with contractors on development site to see if their machines could assist with landscaping. Need access across Hagley Court drive to make it feasible- being investigated.
- Leaflet design approved in principle and will distribute once legal transfer made
- Draft Lease to PFA provided to Wendy for comment by lawyer
- Next steps are formal legal transfer, lease to PFA, agronomist survey, project consultants and full costing"

It was RESOLVED that, in order to allow the Western Power Cable to be laid at the most cost efficient price, following three quotes being sought for works by Mr. Jackson, the clerk could instruct the "best value" contractor to complete the works up to a sum of £3500.

9.2 To receive an update on the transfer of ownership

It was REPORTED that the transfer was underway. It was RESOLVED that the clerk would chase for completion to be achieved as soon as possible. It was CONFIRMED that the transfer was for ownership of the field by the Parish Council – with a covenant.

9.3 To Consider Village Green Status for the Gifted Field

It was RESOLVED that the clerk investigate whether designating the gifted field area as a village green would be beneficial.

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 and consider Area schemes and quotes.

One scheme that had been quoted for was displayed for all Cllrs to see. Thanks were given to the working party – and Mrs P. Garner in particular - for their dedication with this project. It was REPORTED that two more quotes were now being sought. The S106 team at Herefordshire Council had been consulted.

9.5 To consider an update taking over ownership of the Frome Park Play Area from Herefordshire Council.

The clerk REPORTED that still nothing had happened on the transfer despite chasing. She REPORTED that she had now been promised that the paperwork would be ready by the end of the month.

9.6 To consider clearing Frome Park Play areas.

It was REPORTED that the area needed clearing in order to get proper quotes for play schemes. Having seen the detail, the Parish Tree Officer was happy with the proposals. It was NOTED that the works needed to take place between November and March. It was RESOLVED that the clerk should request that these works can start even if the paperwork has not been finalised.

9.7 To appoint a contractor for item 9.6 as appropriate – quotations previously circulated

It was RESOLVED that the contract would be awarded to Daniel Squire as this represented "best value". It was RESOLVED that the Parish Council would inform local residents of these works before they commenced.

- 9.8 To note the annual play area inspection report and to action any works as appropriate.
The inspection report was NOTED. It was RESOLVED that the maintenance issues highlighted could take place alongside the play area works planned under item 9.4 as none were urgent.
10. **PRoWs and Trees**
- 10.1 **To Receive a Report from the PRoW Officer**
It was REPORTED that several way marker signs had been replaced. The following issues were raised as tasks for the lengthsman:
- LU23 by Whitestone Lane to St. James Close needs urgent clearing.
- LU12 through Stalls Farm behind the new playing field needs clearing.
- It was RESOLVED that the clerk would report the LU29 to Crest Nicholson for clearing.
It was RESOLVED that the clerk log the need for PRoW signs at relevant points throughout Orchard View.
- 10.2 **To consider PRoW issues:**
- i) **Meet Landowners re: PRoWs**
It was RESOLVED that the PRoW Officer would endeavour to meet landowners as and when appropriate.
- ii) **Ask Landowner of PRoW LU13 to level the area of field churned up by horses**
It was RESOLVED that there was no longer a need for this other than that the Clerk request that the water tank be moved and the horses fed at the Western end of the unadopted lane near Sunset Cottages.
- iii) **More Gates on PRoWs**
It was RESOLVED to think further on the best way to proceed.
- 10.3 **To Receive a Report from the Tree Officer**
Nothing to report
- 10.4 **To consider the number of dog fouling notices needed.**
It was RESOLVED that the clerk request as many signs as possible.
- 10.5 **To Consider action regarding dogs on the playing fields**
It was RESOLVED to defer this matter to the PFA for further discussion.
11. **Village Hall**
- 11.1 **To receive any updates from the Village Hall Representatives – minutes previously circulated**
The minutes were NOTED
12. **Playing Fields Association**
- 12.1 **To receive any updates from the Playing Fields Association Representative**
It was REPORTED that the BBQ shed had now been erected and used. Maintenance was also on-going.
13. **Lengthsman**
- 13.1 **To consider work done/required under the Lengthsman Scheme**
The clerk REPORTED that the lengthsman had begun work clearing the Wilcroft Park roadsides. He also had Traherne Close on the list. He had REPORTED that, as the roadsides had not been maintained in a long while the amount of debris he was collecting was excessive and taking much longer than the 1.5 days a month allocated. **CLLR WILSON REPORTED THAT THE SIDE ROADS REQUIRED ATTENTION.**
It was RESOLVED that the Lengthsman could put the debris on the un-adopted road by Lumber Lane.
It was RESOLVED that the lengthsman should carry out a "deep-clean" of the area between now and the November meeting. At this point Cllrs could make a decision on the costs needed to maintain the areas moving forwards.
14. **S106 Monies**
- 14.1 **To receive a report on the meeting held with Yvonne Coleman on 7th September regarding S106 monies**
It was REPORTED that Cllrs: Mrs. W. Soilleux; Mr. R. Williams and Mr. M. Wilson had met – along with Mr. J. Jackson and the clerk - Yvonne Coleman and Bruce Evans from Herefordshire Council to start formulating a plan for the S106 monies allocated to transport issues. It was AGREED that item 6.3 would be better discussed as part of the overall scheme.
- 14.2 **To consider setting up a working party to prioritise S106 monies.**
It was RESOLVED that the following Cllrs (Mrs. W. Soilleux; Mr. M. Wilson; Mr. R. Williams and Mr. P. Wargent) should form a working party to continue the work started above, in order that the initial ideas can be returned to Yvonne Coleman as soon as possible to start formulating an overall scheme for the area.

15. To consider the outstanding actions and updates table attached.
The following table was NOTED

Date/ Meeting	Item	Action
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. Contact Oliver Kaye. The clerk had left messages but had had no response yet.

16. To Receive Questions from Councillors (tabled 7 days prior to Meeting)
None
17. To Raise Items for the next Scheduled Parish Council Meeting [no discussion]
Noticeboards; co-ordination by contractors and requirement to tidy up afterwards.
18. To Note the Date and Time of the next Scheduled Parish Council Meeting – Tuesday 13th November 2018 at 7.30pm.
Noted

The meeting closed at 10pm

Signed: _____

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Dated: 13-11-15