

BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL TO BE HELD AT BARTESTREE VILLAGE HALL HELD ON TUESDAY 13th NOVEMBER 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; Mr. G Davies; Mr. D. Forrest and Mr. N. Shore

In attendance: Mrs. E. Thomas – Parish Clerk
Mr. J. Jackson – Secretary for the Community Recreation Group
Cllr. Mr. Dave Greenow – Ward Councillor

Public: 1

1. **To receive apologies for absence**
Apologies were RECEIVED and ACCEPTED from Cllr Mrs. F. Matthews
2. **To receive declarations of interest and applications for dispensations**
Cllr Mr. M. Wilson declared a NPI against item 8.5 and signed the Register of Interest Book.
Cllr Mr. R. Williams declared a NPI against items 7 & 13 and signed the Register of Interest Book.
Cllr Mr. N. Shore declared a NPI against items 7 & 13 and signed the Register of Interest Book.

A resolution was passed to exclude the press and public from the following confidential item.

All members of the public and the clerk left the room while the following confidential item was discussed.

3. **Employment matters – to consider the clerk's first year appraisal.**

The clerk re-entered the meeting to minute the resolutions from the above item.

It was RESOLVED that following a successful first annual appraisal the clerks salary would increase to SCP 32 from the 1st November 2018 and then to the new 2019 SCP30 from 1st April 2019. The Chair REPORTED that she had visited the clerk's office and found it to be suitable for the work undertaken.

The public re-joined the meeting

4. **To adopt the minutes of the Parish Council meetings held on 11th September and 16th October 2018**
Minor amendments were made to the 11th September minutes (LU13 changed to LU14 under item 10.1 and the following sentence added to item 13.1 – "Cllr Wilson REPORTED that the side roads required attention". Both sets of minutes were then APPROVED as accurate and duly signed by the Chair.

5. **To receive brief verbal reports from:**

5.1 **The Ward Councillor**

The Ward Councillor gave a brief report which included the following items:

- He has requested that the bridge over the River Lugg be mended or the lights removed.
- Thanks to both Parishes for their patience during the resurfacing of roads. It went very well. Cllr Greenow has written to Jesse Norman – the Minister for Roads to request further funds to finish resurfacing the remaining sections.
- He was chasing Dinedor Parish Council to try and speed up the advertising of the Frome Park Play Area – as their advert needs to be presented at the same time.

5.2 **Local Police Officer – not present**

6. **Open Time**

6.1 **To note matters raised by local residents relevant to the Parish**

The following matters were raised:

- Concern was voiced about the lack of a barrier on the tarmac path coming from the Bell Homes towards Frome Park Play Area – the path slopes into the lane and it was feared an accident could occur.
- It was queried why the Parishes seemed to do nothing towards Armistice Day. *This was due to no-one coming forward to organise it. The church did have a service with Withington and a wreath was laid. Longworth Chapel was also open.*

7. **Global Recreation Scheme**

Gifted Field:

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

Mr. Jonathan Jackson delivered a report on behalf of the CRG – it is as follows –

- 2nd meeting of implementation group taken place- minutes due out shortly
- Field now to be known as Community Field (not East or West or Gifted...)
- Legal Transfer complete (just)

- Electricity cable buried across field connected to existing buried supply across football field and Wayleave agreement in place. £100 one-off payment to be received. This is a 5yr term but will be converted to a permanent Easement in due course
- Total Cost £3,220 plus VAT (budget was £3,500+VAT) (to include c£300 still to come)
- Leaflet drop soon around village to try and engage further
- Further approaches to school via PTA contacts to try and get their involvement. CRG also considering whether another village 'open day' would be beneficial
- Lease to PFA needs comment from lawyer – been on hold until legal transfer taken place
- ECB grant not now available until Feb 2020. Once we know full need we will decide whether to wait or proceed without. Field will need managing meantime, either by PC or PFA depending on timing of lease
- PC needs to confirm that as landowner will want to install items and undertake groundworks. PFA will manage and arrange funding but PC to own and pay (VAT benefit and legal control)
- Tender for consultants being prepared at the moment
- Next steps are lease to PFA, agronomist survey, project consultants and full costings

7.2 To receive an update on the transfer of ownership

The clerk REPORTED that the legal transfer of ownership of the field had taken place. The Parish Council are now the legal owners. Congratulations and thanks were given to Mr. Jackson for his hard work and continuous efforts to ensure that the electricity cable was laid in time – saving thousands of pounds. Thanks were also given to the clerk for keeping the momentum going on the legal side of the transfer.

7.3 To Consider Village Green Status for the Gifted Field

The clerk ADVISED that as the Council owned The Field anyway – it could be limiting in the future to give it Village Green Status. It was RESOLVED not to look at this further.

7.4 To consider renting out the gifted field on a short-term basis.

It was AGREED that it was sensible to rent The Field out on a short-term basis. It was RESOLVED that enquiries should be made and possible suggestions of people interested in renting The Field be brought to the January meeting for a decision.

7.5 To consider the lease needed between the PC and PFA on the gifted field.

It was AGREED that the lease for The Field now needed putting in place between the PFA and the PC. It was RESOLVED that the clerk could instruct the solicitor to draw up terms to bring back to the Council for approval.

7.6 To note the Wayleave document signed by the Chair and Vice-Chair as agreed on 16th October 2018 – agenda item 5.1

It was NOTED that this had been signed as agreed.

Play Areas

7.7 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.

It was REPORTED that further quotes and play schemes were being sought in preparation of taking over ownership.

7.8 To consider an update taking over ownership of the Frome Park Play Area from Herefordshire Council and to consider sending a letter of complaint to the CEO of Herefordshire Council regarding the unreasonably slow nature of this transfer.

The clerk REPORTED that the transfer had still not taken place. Herefordshire Council had to advertise the transfer in the Hereford Times. In order to keep costs as low as possible they try to arrange for several adverts to be printed at once. They are therefore waiting on a further Parish Council before starting the advertising process. Cllr Greenow was contacting this Council to try and speed the matter along. It was RESOLVED that if necessary the clerk could write a letter of complaint to the CEO regarding the unreasonably slow nature of the transfer without coming back to the Council.

7.9 To receive an update on clearing Frome Park Play areas.

The clerk REPORTED that again she was waiting on an answer from Property Services as to whether the area could be cleared in advance of the transfer of ownership. She would continue pressing for an answer.

8. PROWs and Trees

8.1 To Receive a Report from the PROW Officer

It was REPORTED that the LU16, from Lumber Lane to Cotts Lane, now had a dog friendly stile at the Cotts Lane end. It was REPORTED that the LU7 PROW had not been cleared since planting Oil Seed Rape. It was RESOLVED that the clerk would arrange a meeting with Herefordshire Council PROW department – which Cllr. Lin Hoppe would attend, to discuss this issue and that several of the footpaths seem to be inaccurately marked on the Parish Map.

8.2 To consider PROW issues

It was REPORTED that the LU4 was impossible to get through at one point, and that the LU5 by the school needed the hedge trimming right back. It was RESOLVED to ask the Lengthsman to do both tasks.

8.3 To Receive a Report from the Tree Officer

The Tree Officer sent his apologies and submitted the following report for information:

- Trees in conservation area - 183918 Old Court Farm, Lumber Lane

Recommend to proceed

- Trees on cross road (old village Hall site)

Further to site visit I recommend the tree closest to property to be removed and second tree to be pollarded

- Frome park play area

Has the Parish Council received the relevant Risk and Method Statements along with copy of public liability insurance before the work can proceed – the response was yes it has received this.

8.4 To consider trimming/ removing the trees at the Old Village Site at Bartestree Crossroads.

It was RESOLVED to ask Daniel Squire to undertake the work needed to the trees at this site.

8.5 To consider replacing the gate giving access from the A438 to the track to the Burial Ground (U72424).

It was RESOLVED to replace the gate using IronArt as quoted - £480 but to further ask the gate to be galvanised at a cost of £120 more. (Cllr. M. Wilson abstained from the voting).

9. Planning

9.1 To receive a verbal report from the Planning Committee

A brief verbal report was RECEIVED from the Chair of the Planning Committee regarding the two applications supported this evening.

9.2 To note the minutes of the Planning Committee dated 11th September 2018

The minutes were NOTED.

9.3 To consider commenting of Hampton Bishop's NDP during the Reg 16 consultation period.

It was RESOLVED to submit the following response:

"It is a very comprehensive and well-presented document. We apologise that our Regulation 14 consultation comment regarding the settlement boundary was not clearly explained by us. We were aiming to point out that the settlement boundary appears to consist of two areas within the parish and that this is not referred to or explained in the accompanying text. We would suggest that it says 'two settlement boundaries' or a 'settlement boundary consisting of two discrete areas'."

The boundary line was also NOTED as incorrect – the corrected boundary map will also be submitted.

10. Highways

10.1 To consider an update on the transport S106 monies scheme including highway safety by St. Mary's R C High School.

The clerk REPORTED that she had passed on the working document with the proposed S106 highway scheme improvements to Yvonne Coleman. She also REPORTED that the improvements to the entrance way at the High School were due to be completed during February 2019 half-term week. This was to be funded from S106 Education money. Alongside these improvements the school had also agreed to pay for a Road Crossing Patrol to assist pupils crossing the A438. Balfour Beatty had already started work on the Council's S106 highway wish list and had drawn up a solution to prevent traffic undertaking at Bartestree Cross. Yvonne Coleman had reported that the highway improvements would hopefully take place during the 2019-20 financial year. The clerk also REPORTED that the 4th SID in the parishes near to the school was to be included in the SID rota again – thanks to the goodwill of the parishioner whose property it is on.

10.2 To consider any highways issues for reporting

- It was REPORTED that there had been an issue of under-cutting at the entrance to Lugg Court Orchard, that had almost caused an accident.

- It was REPORTED that the rubbish from households by Malvern View was piling up again. It was RESOLVED that the clerk should re-report the issue to Balfour Beatty.

- The Locality Steward had promised to have all drains cleared and swept.

- Could the clerk please chase for a response to item 6.3 (11th September 2018) for speed checks to be undertaken.

10.3 To consider the costs of a new Salt Box and the costs of keeping it filled.

The clerk REPORTED that Balfour Beatty had suggested it would be more cost effective if the Council bought and filled their own saltbox on Wilcroft Park. It was RESOLVED that the clerk would purchase a salt box at a price of around £100 and arrange for salt to put in it. Cllr. Mr. R. Williams AGREED to monitor the box.

- 10.4 To consider the co-ordination of highway contractors and cleaning services.**
The clerk had REQUESTED Balfour Beatty endeavour to co-ordinate highway work and highway cleaning so that one does not negate the other. Balfour Beatty agreed to try.
- 10.5 To consider the broken railing by the Lugg Bridge**
The railings had first been logged for attention on 28th July 2016. They have still not been done. The issue was raised with Bruce Evans during the S106 discussions. Asset Management promised to repair it the week following the 9th October 2018. As yet nothing has been done. It was RESOLVED that the clerk write a formal letter to Herefordshire Council requesting this section of highway be looked at urgently. Not only are the railings broken – but they are the wrong size. The River Lugg is also seriously under-cutting the walkway.
- 11. Financial Matters**
- 11.1 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 – including spend against budget. It was RESOLVED to approve the report.
- 11.2 To note bi-monthly audit check by Cllr J Karayiannis**
It was NOTED that the bi-monthly checks had been completed and were satisfactory. Both the bank statements and report had been signed as evidence of budget monitoring and bank reconciliation.
- 11.3 To approve invoices for payment**
 11.3.1 Clerks Salary – October and November
 11.3.2 Clerks expenses £264.67 – incl annual home allowance.
 11.3.3 Mr. R. Francis – Play Area Weekly Inspections – Sept and Oct £40
 11.3.4 Martin Meredith – Trenching work for electric cable £2013
 11.3.5 Daniel Squire – Mowing (Sept and Oct) £1278
 11.3.6 GlassAct – bus shelter cleaning - £80.00
 11.3.7 Johns Water Services Ltd – Install duct for Western Power £1512
 11.3.8 ITSA Marine Ltd – Lengthsman maintenance – July, Sept and Oct £912
- It was RESOLVED to approve all the above invoices for payment and the cheques were signed.
- 11.4 To note the wayleave payment of £39.11**
Noted
- 11.5 To consider the mowing tenders received for 2019-20 and appoint a contractor.**
It was RESOLVED to appoint Daniel Squire as mowing contractor for the Council for the financial year 2019-20 as he provided “best value”.
- 11.6 To consider the noticeboards in the parishes**
It was RESOLVED to defer this item until the January meeting.
- 11.7 To consider the draft 2018-19 budget and precept figure. – Appendix 2**
The clerk explained all aspects of income and expenditure. It was RESOLVED to approve the draft budget and precept for 2019-20.
- 12. Village Hall**
- 12.1 To receive any updates from the Village Hall Representatives – minutes previously circulated**
It was REPORTED that the hall had lost a few users recently but was otherwise fine.
- 13. Playing Fields Association**
- 13.1 To receive any updates from the Playing Fields Association Representative**
It was REPORTED that general maintenance was being undertaken at present.
- 14. Lengthsman**
- 14.1 To consider work done/required under the Lengthsman Scheme**
It was RESOLVED to ask the Lengthsman to complete the following tasks:
- Clear the ditches and drains on the minor roads – see Cllr. Mr. M. Wilson for locations.
 - Cut any over-hanging long briars off the hedges.
 - Clear the kerbsides in Traherne Close
- 15. Correspondence**
- 15.1 To consider a tribute to Anthony Bush – Parish Liaison Officer HC.**
It was RESOLVED to send a letter of thanks to Mr. Anthony Bush ahead of his leaving his post on 15th November 2018.

16. To consider the outstanding actions and updates table attached.

The 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. Due to go to committee in November

17. To Receive Questions from Councillors (tabled 7 days prior to Meeting)

None

18. To Raise Items for the next Scheduled Parish Council Meeting [no discussion]
PWLB loan to fund equipment on The Community Field

19. To Note the Date and Time of the next Scheduled Parish Council Meeting – Tuesday 8th January 2019 at 7.30pm.
Noted

The meeting closed at 21.45

Signed: _____

Dated: _____

08-01-19

2019 Meeting dates – unless otherwise stated meetings are held in Bartestree Village Hall and start at 7.30pm

8th January 2019

12th March 2019

14th May 2019 – to include Annual Parish Meetings (these will start at 7pm)

9th July 2019

10th September 2019

12th November 2019