

## BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL

### MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT BARTESTREE VILLAGE HALL ON TUESDAY 8<sup>th</sup> JANUARY 2019 AT 7.30 PM

**Present:** Councillors: Mrs. W. Soilleux (Chair); Mr. S. Garner; Mrs. F. Matthews; Mr. P. Wargent; Mr. M. Wilson;  
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  
Mr. J. Fennessy – Parish Council Tree Officer

**Public:** 0

1. **To receive apologies for absence**  
Apologies were RECEIVED and ACCEPTED from Cllrs Mrs. J. Karayiannis, Mrs. L. Hoppe and Mr. R. Williams.
2. **To receive declarations of interest and applications for dispensations**  
Cllr Mrs. F. Matthews declared a NPI against item 6 and signed the Register of Interest Book.
3. **To adopt the minutes of the Parish Council meetings held on 13<sup>th</sup> November 2018**  
The words "Old Village Hall" were added next to "– Trees on the cross road" in item 8.3. The minutes were then APPROVED and duly signed by the Chair.
4. **To receive brief verbal reports from:**
  - 4.1 District Councillor – Not present. Cllr Greenow sent his apologies.
  - 4.2 Local Police Officer - Not present.
5. **Open Time**
  - 5.1 **To note matters raised by local residents relevant to the Group Parish**  
None present
6. **Global Recreation Scheme**  
**Community Field:**
  - 6.1 **To receive an update from the Community Recreation Group (CRG).**  
Mr. J. Jackson delivered the following report:

*Update to Parish Council 8<sup>th</sup> January 2019*

- *Quotes in from 3 consultants to undertake 'feasibility' study (a bit more than the agronomist survey as previously described) on plans for Community Field*
- *Each was recommended by ECB and essential to enable funding applications from ECB and FA.*
- *Will also address local concerns about water table etc.*
- *Quotes are £1,500, £3,200 and £3,240 although on initial review seem to be doing the same thing*
- *Being reviewed at the moment by Malcolm Harris before discussion by CRG and then presented to PC*
- *Need to consider who pays for this – are there funds in PC? It was RESOLVED that the PC would pay for the feasibility study.*
- *These consultants will also be able to quote to project manage all the facilities – separate quotes to be sought once feasibility study complete, although their suitability to perform both tasks may sway the decision*
- *Wayleave with Western Power to bury cable now converted to a permanent Easement*
- *Leaflet drop around village soon – date to be determined but volunteers all informed and printing of leaflets completed*
- *Will also include some targeted leaflets for Parish Mag and also Gardening Club as two Community entities needed a bit of a boost and might benefit from new village residents!*
- *Communication with Donors re their written agreement that the facilities currently planned do not activate the Overage clause and they give us permission to install them*
- *Further meeting with FA scheduled for 16/1/19. Possibly duplication of meeting already held but ensures we stay on the right radar*
- *Potential of £10,000 funding from Hfdshire Council for enhancing local green spaces – we feel this is specific to Frome Park so Wendy is following that up It was REPORTED that the PC are not eligible for this grant.*
- *Malcolm Harris is touching base with the funding consultant the PFA used for an initial survey in 2016 and in addition Emma has given details of a consultant with experience in finding funds for playing fields and play areas who we will contact in due course.*
- *S106 funds received from Quarry Field development show a slight increase in funds for Open Spaces – additional £1,700.*
- *Need to progress Lease to PFA and also proposal for additional funding from PC – Works Board Loan*



Following the report it was RESOLVED that the clerk should email Daniel Squire regarding cutting the sides of the hedges around the field before the 1<sup>st</sup> February. Mr. J. Jackson would inform Mr. Ingram that his hedge trimmer was no longer needed to do the task.

**6.2 To consider renting out the community field on a short-term basis.**

It was RESOLVED that the Chair and clerk would liaise with the recent tenant of the field to draw up a short-term 6 month lease in order that they could continue to keep their horses on the field until the PC is ready to start development works. Following the 6 months it was AGREED that the lease should become a one month rolling agreement.

**6.3 To consider an update on the lease needed between the PC and PFA on the community field.**  
The clerk REPORTED that this was underway with the solicitors.

**6.4 To consider sending a thank you letter to the donors of the Gifted Field.**

It was RESOLVED to send a letter once all the paperwork had been completed. Mr. J. Jackson AGREED to let the clerk know when this had happened.

**Play Areas**

**6.5 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 quotations.**

It was REPORTED that further quotes were being sought. It was hoped that by the next meeting the PC would be in a position to choose a contractor. Thanks were given to Cllr S. Garner for his hard work in this matter.

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

The clerk REPORTED that the paperwork was now with the legal department of Herefordshire Council.

**6.7 To receive an update on clearing Frome Park Play area.**

The clerk REPORTED that the go ahead had been given to clear the area just before Christmas. It was being cleared this week. A flyer had gone to all nearby residents.

*Mr J. Jackson left the meeting.*

**7. PRowS and Trees**

**7.1 To receive a Report from the PRow Officer**

The PRow Officer was not present but made the following comment via email prior to the meeting:  
- She had met with HC regarding the accuracy of the maps with regard to LU7. She had been informed that OS maps were often out of date.

**7.2 To consider PRow issues (incl. stile possibly needed at HB10)**

The clerk REPORTED that she had had a call from a parishioner regarding the stile at HB10. The PRow Officer was going to confirm that it is not in these parishes on her return.

The following issues were NOTED for attention by the Lengthsman:

- The junction between LU7 and LU5 needs clearing and the stile replacing with a gate if the landowner permits. Cllr. M. Wilson AGREED to contact the landowner.
- LU7 needs clearing – and a gate installing if agreed by the landowner. Cllr. M. Wilson AGREED to contact him.
- LU5 path to the school needs a good cut back.

**7.3 To note the ownership of the track from the Burial Ground**

It was REPORTED that in light of no more recent registration having been made, it was presumed that the path was owned by the Ecclesiastical Commissioner.

**7.4 To consider a barrier onto the path leading from the Malvern View (Keepmoat Homes) to Frome Park**

It was REPORTED that Keepmoat Homes would be erecting a barrier – at their cost – in this situation.

**7.5 To receive a Report from the Tree Officer**

Following a request from the clerk, the Officer had looked at the trees contained within planning application 184251. He confirmed that the application had no impact on the trees. Thanks were expressed to Mr. Fennessy for his time undertaking the role of Tree Officer

**7.6 To consider the quotations for tree work on the Village Hall site and the Old Village Hall site.**

It was RESOLVED to accept the quote from Daniel Squire to undertake the above tree works for a cost of £500.



## 8. Planning

### 8.1 To receive a verbal report from the Planning Committee

It was REPORTED that both applications at the committee meeting tonight had been supported.  
It was NOTED that a response to application 182144 had been submitted between meetings as per the Council policy. The response was to support the application.  
It was NOTED that the appeal on application 174565 had been granted.

### 8.2 To note the minutes of the Planning Committee dated 13<sup>th</sup> November 2018

Noted

### 8.3 To consider a tribute to Planning Officer Ed Thomas

It was RESOLVED that the clerk should write a letter of thanks to Mr. Ed. Thomas.

### 8.4 To consider a response to Withington Parish Council NDP Regulation 16 consultation

It was RESOLVED that the following comment should be submitted as a response:  
-Paragraph 4.1, line 8 should have the word "in" or "on" contained within it.  
-There is mention of 1 settlement boundary when in fact there are two.

*Mr. J. Fennessy left the meeting.*

## 9. Highways

### 9.1 To consider an update on the transport S106 monies scheme including highway safety by St. Mary's R C High School – incl. ownership of St Mary's front field.

The clerk REPORTED that the S106 alterations at the entrance to St Marys R C High School would be going ahead as planned in the February half term. Herefordshire Council were continuing to work on the S106 highway scheme for the Parish Council.

It was REPORTED that HC owns the front field of the high school along the A438.

### 9.2 To consider any highways issues for reporting

The following items were NOTED for logging by the clerk:  
- Waste bins by Bartestree Crossroads and Frome Park Play area are over-flowing.  
- A manhole cover on the A438 by Tidnor Lane is loose.  
- There has been fly-tipping by Whitestone Business Park.  
- The hedges along the A438 belonging to 23 and 24 Williams Mead and Buckland need cutting back.

### 9.3 To consider an update on the broken railing by the Lugwardine Bridge

It was REPORTED that these have now been fixed.

### 9.4 To consider changing the mirror on the A438 by St. Peters Church

It was RESOLVED that the clerk request the mirror is changed.

## 10. Financial Matters

### 10.1 To receive a report and financial statement from the RFO – incl. spend against budget. Appendix 1

The clerk REPORTED that finances were all in order. The report and bank statements were signed by the Chair as evidence of budget monitoring and bank reconciliation.

### 10.2 To note bi-monthly audit check by Cllr J Karayiannis

Cllr J Karayiannis confirmed by email that she had completed the check and all was in order.

### 10.3 To approve invoices for payment

10.3.1 Clerks Salary – December and January

10.3.2 Clerks expenses £58.75

10.3.3 HMRC £133.90

10.3.4 Mr. R. Francis – Play Area Weekly Inspections – Nov and Dec £45

10.3.5 Autela – Payroll Services and auto enrolment for pension £75.55

10.3.6 ITSA Marine Ltd (Lengthsman) for November work on footpaths £138

10.3.7 Herefordshire Fire Protection Services – Extinguisher Service £130.31

10.3.8 HALC – web-hosting services £120

10.3.9 Herefordshire Tree Warden Network annual fee £25

10.3.10 CPRE membership 2019 £36

10.3.11 Mr. J. Jackson for hire of equipment needed to lay the Western Power cables on the community field. £249.60

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

### 10.4 To consider the noticeboards in the parishes – including the village shop

It was RESOLVED that Cllr G. Davies would speak to the shop owner to request the Council can hang a noticeboard on the premises. It was NOTED that it would be a good idea to put a noticeboard in Frome Park in the near future.



- 10.5 To consider the need for a PWLB loan to cover the Community Field facilities desired.**  
The clerk REPORTED that the Council could apply for a PWLB loan through HALC if they wanted one. There was no limit to the amount they could borrow as long as they could evidence the financial capacity to pay it back. The clerk REPORTED that increasing the precept is another way to raise the funds.
- 11. Village Hall**
- 11.1 To receive any updates from the Village Hall Representatives – minutes previously circulated**  
Minutes NOTED. It was REPORTED that the defibrillator battery would need replacing in April. It was the Council's turn to pay for it as agreed at 10<sup>th</sup> July 2018 meeting – item 8.5. This was APPROVED.
- 11.2 To note the satisfactory certificate of inspection of fire extinguishers and fire fighting equipment.**  
NOTED
- 12. Playing Fields Association**
- 12.1 To receive any updates from the Playing Fields Association Representative**  
On-going general maintenance was REPORTED.
- 13. Lengthsman**
- 13.1 To consider work done/required under the Lengthsman Scheme**  
As well as the footpath works listed under item 7.2, the following were NOTED as needing undertaking:  
- Clearing the kerbs of Traherne Close  
- Cutting back the vegetation on the C1130 Whitestone Road by the railway bridge.
- 14. To consider the request to increase the number of Parish Councillors**  
It was RESOLVED that the clerk would discuss how this could be achieved with HALC.
- 15. Correspondence**
- 15.1 Parking by the Hospice**  
It was REPORTED that parishioners had complained because of overspill car parking in Frome Court and Frome Park from users of the Hospice. The Hospice is aware of the issue and are trying to ask HC for more parking space. It was RESOLVED the clerk write a letter to HC in support of more parking spaces.
- 15.2 Green Funding Grant**  
It was REPORTED that this grant is to enable Parish Council's to take the management of HC green spaces on. As such the PC are therefore not eligible.
- 16. To consider the outstanding actions and updates table.**  
The following item 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. <b>TPO completed</b>

- 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]**  
Planting more trees; elections
- 19. To Note the Date and Time of the next Scheduled Parish Council Meeting – Tuesday 12<sup>th</sup> March 2019 at 7.30pm.**  
Noted

*A resolution was passed to exclude the press and public from the following confidential matter – employment*

- 20. To consider the clerk's pension.**  
See confidential minute

The meeting closed at 9.15pm

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



Dated: 12-03-19.