

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

### **MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT BARTESTREE VILLAGE HALL ON TUESDAY 12<sup>th</sup> MARCH 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 Mrs. J. Karayiannis, Mrs. L. Hoppe and Mr. R. Williams.

**In attendance:** Mrs. E. Thomas – Parish Clerk  
Cllr. Dave Greenow – Ward Councillor  
Mr. J. Fennessy – Parish Council Tree Officer

**Public:** 2

1. **To receive apologies for absence**  
Apologies were RECEIVED and ACCEPTED from Cllr. Nigel Shore
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.  
Cllr Mr. R. Williams 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 8<sup>th</sup> January 2019**  
It was RESOLVED to approve the minutes of the meeting and they were duly signed by the Chair.
4. **To receive brief verbal reports from:**
  - 4.1 **District Councillor**  
Cllr Dave Greenow's report included the following:
    - He has served on the licensing Committee for the last 4 years and has seen an increase in the sale of illicit cigarettes and alcohol during that time. Spot checks are taking place successfully in an attempt to curb this.
    - Cllr Greenow was questioned about the mess that been made of the hedges on the Lugg Flats due to the highway construction. He replied that a formal complaint had been submitted due to the lack of response from the area Locality Steward to jobs raised.
    - It was NOTED that this section of highway is now more dangerous for the traffic using it as a result of the hedges being taken down.
  - 4.2 **Local Police Officer**  
Not present
5. **Open Time**
  - 5.1 **To note matters raised by local residents relevant to the Group Parish**  
The following items were raised:
    - Lugwardine Primary PTA would like to see the speed limit in Barnaby Avenue decreased to 20mph to help ensure the safety of pupils and parishioners alike. It was NOTED that this was due to be discussed under item 9.3.
    - Mr. R. Sweetman was attending to give Councillors the opportunity to discuss his recently submitted planning application 190279. It was NOTED that an objection had already been submitted to this application as it is outside the NDP settlement boundary and has unsuitable access onto Cotts Lane.
6. **Global Recreation Scheme**  
**Community Field:**
  - 6.1 **To receive an update from the Community Recreation Group (CRG).**  
Mr J. Jackson had forwarded his apologies for the meeting and his report was read by the clerk as follows:
    - Further detail been sought for the Feasibility studies but hope to make a decision before end of month.
    - Leaflet drop around village completed – 3 expressions of interest in helping but on further investigation 2 are for physical help, and one to be on Committee.
    - Still awaiting written agreement from Donors that the facilities currently planned do not activate the Overage clause and they give us permission to install them. Agreed in principle but just need it signed by all four.
    - Meeting with FA 16/1/19 went well and reinforced the 'favoured' status the Football Club has within the local FA. This was a bit box ticking exercise but keeps us on the radar for funding
    - Lease to PFA being progressed with lawyers – looking to tie it into current lease, probably extended but bearing in mind part of current land is owned by Village Hall and part by PC!
    - Once Feasibility Study complete we can be more accurate with allocation of available funds (S106, FA, ECB) and likely shortfalls.
    - Field now being grazed by David Pincus of Sheeppcote. Horses only for 8mthd. Will know expected timeline for grounds works by the end and can review extension accordingly.

- 6.2 To receive an update on renting out the community field on a short-term basis.**  
It was REPORTED that the community field is being rented out to Mr D. Pincus for grazing for the short-term future at a rate of £60 per month.
- 6.3 To consider an update on the lease needed between the PC and PFA on the community field.**  
It was REPORTED that the Parish Solicitor is drawing up the lease and it will hopefully come to the next meeting for signing.

#### **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.**  
Cllr Garner REPORTED that he was still collecting quotes from various companies but would soon be in a position to bring these to the Council for discussion.
- 6.6 To consider the provisions of the overage included in the transfer documents for ownership of the Frome Park Play Area from Herefordshire Council**  
It was RESOLVED to approve the provisions of the overage. It was also RESOLVED that the transfer of Ownership documents could be signed between meetings if need be.
- 6.7 To consider the quote of £333.60 to complete searches on the Frome Park Play Area.**  
IT was RESOLVED to approve the costs to complete the searches on the Frome Park Area and the cheque was signed.
- 6.8 To consider the quote to grind the stumps on the Frome Park Play area.**  
It was RESOLVED that two more quotes were needed before approving a quote. The Tree Officer agreed to email the clerk contact details for one contractor.

#### **7. PRoWs and Trees**

- 7.1 To receive a Report from the PRoW Officer**  
The PRoW Officer REPORTED that LU23 was now clear and the fallen tree had been removed. LU5 was also clear – She thanked the Lengthsman for his hard work. It was RESOLVED that the PRoW Officer would discuss the possibility of gates on the LU7 with the land owner.
- 7.2 To consider PRoW issues**  
It was REPORTED that some barbed wire had been uncovered along LU5. It was RESOLVED that the clerk ask the lengthsman to remove it.
- 7.3 To receive a Report from the Tree Officer**  
The Tree Officer REPORTED that if a planning application was submitted that cited damage to walls as a reason to fell trees, an arboriculturalist or engineer's report was needed if the trees were in a conservation area. It was also NOTED that two trees had been felled on the Old Village Hall site not one as minuted in January.
- 7.4 To consider the request to reduce an Ash Tree in height**  
It was NOTED that the Tree Officer's advice was not to fell or cutback Ash Trees at present due to the Ash Dieback situation. It was therefore RESOLVED not to reduce this tree in height.

#### **8. Planning**

- 8.1 To receive a verbal report from the Planning Committee**  
It was REPORTED that two applications and one appeal had been looked at by Planning Committee this evening. The applications were supported and the appeal objected to as before.
- 8.2 To note the minutes of the Planning Committee dated 8<sup>th</sup> Jan and 5<sup>th</sup> Feb 2019**  
NOTED

#### **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.**  
It was NOTED that the S106 highway works at St Marys had been completed over half-term. There had been three accidents since. It was RESOLVED that the clerk should write to Herefordshire Council raising the issue of increased danger at this site since the works. The traffic lights by Quarry Field were not helping the situation. The clerk will find out how much longer they are due to be in place.
- 9.2 To consider any highways issues for reporting**  
The following items were raised for reporting:  
- The drainage issue by Ashleigh House on the A438 has not been resolved and needs further work.  
- The water on Wilcroft Park, as one turns right into it, no longer drains away and needs attention.  
- Can the builders on the Crest site please not park at the entrance to Wilcroft Park?



- 9.3 **To consider the request to complete a TRO to decrease the speed limit to 20mph on Barnaby Avenue.**  
It was RESOLVED that the clerk should contact the S106 team to check if this was included in the Parish wide highway improvement scheme being developed at present – and if not what were the issues surrounding including it.
- 9.4 **To consider the replacement bus shelter at the western end of the Crest site.**  
It was RESOLVED to approve the erection of a new bus shelter by Crest. The shelter will be financed by S106 money and the base by s278 money. The developers will install the base and Queensbury will erect the bus shelter.
- 9.5 **To consider the speed limit consultation on the as yet unnamed road – Crest Development.**  
It was RESOLVED to request that the speed limit be 20mph in light of the comments made in item 9.3. It was also QUERIED why the Council had not been consulted on the highway speeds on the other new developments. The clerk will look into it.
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 well in line with budget – and that the Council should have carry-forward money available to use as funding for the highway scheme or Community Field next year appropriate. The report was APPROVED.
- 10.2 **To note bi-monthly audit check by Cllr J Karayiannis**  
Cllr Karayiannis REPORTED that she had completed the bi-monthly audit check at that everything was in order. She signed the finance report and bank statements as evidence of budget monitoring and bank reconciliation.
- 10.3 **To approve invoices for payment**  
10.3.1 Clerks Salary – February and March  
10.3.2 Clerks expenses £88.26 – previously circulated  
10.3.3 HMRC £193.59  
10.3.4 Mr. R. Francis – Play Area Weekly Inspections – Jan and Feb £45  
10.3.5 Pioneer Prototype – Salt bin and grit - £276  
10.3.6 Bartestree Village Hall – Biffa Bin Contribution £100  
10.3.7 Herefordshire Fire Alarm Services – Fire alarm and emergency lighting check £156.60  
10.3.8 HALC - Election Special Training (MW, WS and Clerk) and HALC affiliation fee 2019-20 £1233.70  
10.3.9 Daniel Squire – Clear Frome Park Play Area and removal of two trees by Bartestree Cross £3180  
10.3.10 ITSA Marine Ltd (Lengthsman) 8 days footpath clearing in Jan and Feb £1248  
10.3.11 Balfour Beatty – SID deployments less £425.05 credit note for feasibility refund £859.37  
  
It was RESOLVED to approve all the above invoices for payment and the cheques were signed.  
  
10.3.12 GlassAct – Bus shelter cleaning – to rewrite the cheque authorised on 13.11.18 in name of person not business as the bank is not accepting the original cheque. £80  
  
It was RESOLVED that the clerk could issue a new cheque when the old one was returned.
11. **Village Hall**
- 11.1 **To receive any updates from the Village Hall Representatives**  
It was REPORTED that the Football Club wishes to hang banners on the inside of the wooden fence surrounding the pitch. This was APPROVED by all.
- 11.2 **To note the Fire Alarm servicing certificate and emergency lighting test certificate.**  
Noted
12. **Playing Fields Association**
- 12.1 **To receive any updates from the Playing Fields Association Representative**  
It was REPORTED that on-going general maintenance was taking place. A grant of £1000 had been received from the ECB – this was due to be spent on a glass washer for the pavilion and a fridge for the BBQ hut.
13. **Lengthsman**
- 13.1 **To consider work done/required under the Lengthsman Scheme**  
The following items were NOTED as needing doing:  
- Sweep Traherne Close and clear the ditches along Lumber Lane.

- 13.2 To note the expression of interest form 2019-20 submission**  
Noted
- 13.3 To consider putting the lengthsman contract out to tender for the year 2019-20**  
It was RESOLVED to put the contract out to tender in readiness for the May meeting.
- 13.4 To note the P3 claim for £646.80 submitted in January and the remaining £108.20 left to claim.**  
The Clerk REPORTED that all grant monies had now been claimed.
- 13.5 To consider the composting of PRoW trimmings.**  
It was RESOLVED that Cllrs would approach landowners within the Parishes to see if anyone would be willing to offer the use of a corner of land for composting footpath trimmings. It was REQUESTED that the clerk investigate the possibility of other of the lengthsman's parishes jointly purchasing a shredder to assist with this.
- 14. To consider the forthcoming elections and the use of Poll Cards if required.**  
It was RESOLVED to issue POLL Cards at a cost to the Parish of £834, if the need arose.  
The clerk advised that all Councillors who stand for election, be it contested or not must complete an expenses form and submit it before coming to the meeting in May. It is an offence not to do so and fines may be issued.
- 15. Correspondence**
- 15.1 Invoice from Iron Art for the gates ordered - £580**  
It was RESOLVED to approve this invoice and the cheque was signed. Cllr. Wilson was thanked for finding an excellent gate maker.
- 15.2 Notification of Transfer and Registration of Title of Community Field Land from T A Matthews Solicitors.**  
It was RESOLVED that the clerk ask the solicitor to raise an invoice for work as agreed. It was RESOLVED that this cheque could be signed between meetings – in order to fall within this financial year. The cost will be £1960 + VAT for work; £63 for disbursements and £1 for sale of land.
- 16. To consider the outstanding actions and updates table.**  
The following table was NOTED.

Date/ Meeting	Item	Action
08.01.19	9.4 Mirror on A438	Clerk to request a replacement from HC. Requested
08.01.19	10.4 Noticeboard by shop	Cllr G. Davies to speak to shop owner. The shop owner is happy to have a noticeboard erected but would like to know size. It was RESOLVED that the sign should be 70 by 100 cm. It was RESOLVED that the Lengthsman should collect and dispose of the old notice board. The clerk REQUESTED that she be able to offer the old board to another of her Parishes for a small donation. This was AGREED.
08.01.19	14 – Increase in Councillors	Clerk to discuss process with HALC. HALC recommends not to do this, as it is an immensely lengthy and drawn out procedure with very little gain. NOTED

- 17. To Receive Questions from Councillors (tabled 7 days prior to Meeting)**  
None received
- 18. To Raise Items for the next Scheduled Parish Council Meeting [no discussion]**  
Speed limits on other two new developments.
- 19. To Note the Date and Time of the next Scheduled Parish Council Meeting – Tuesday 14<sup>th</sup> May 2019 at 7.30pm, to be preceded by the individual Annual parish Meetings at 7pm and 7.15pm.**  
NOTED

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

Dated: 14-05-19.