

BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD AT BARTESTREE VILLAGE HALL ON TUESDAY 14th MAY 2019 AT 7.30 PM

Present: Councillors: Mrs. W. Soilleux (Chair); Mrs. F. Matthews; Mr. M. Wilson; Mr. G Davies; Mrs. J. Karayiannis; Mr. N. Shore; Mrs. L. Hoppe and Mr. R. Williams.

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

Public: 7

1. **To elect a Chair who then signs the declaration of office form**
It was RESOLVED that Cllr. W. Soilleux continue as Chair for a further year and she signed the Declaration of Acceptance of Office form.
2. **To elect a Vice Chair**
It was RESOLVED that Cllr. G. Davies continue as Chair for a further year and he signed the Declaration of Acceptance of Office form.

It was RESOLVED to take item 8 next as the Ward Cllr had to leave early.

8. **To receive brief verbal reports from:**
 - 8.1 **District Councillor**
The Chair welcomed the new Ward Cllr. His short report included the following items:
 - he was pleased to have been elected
 - is here to help
 - a short discussion about the NDP followed.
 - 8.2 **Local Police Officer**
It was NOTED that PCSO Skye Jenkins had attended the Annual Parish Meeting to introduce herself but had had to leave to attend other PC meetings.

The agenda resumed in the correct order.

3. **To receive apologies for absence**
None – all present
4. **To receive declarations of interest and applications for dispensations**
Cllr Mrs. F. Matthews declared a NPI against item 12 and signed the Register of Interest Book.
Cllr Mr. R. Williams declared a NPI against items 12 and 16 and signed the Register of Interest Book.
Cllr Mr. N. Shore declared a NPI against items 12 and 16 and signed the Register of Interest Book.
 - 4.1 **To remind all councillors to submit their Register of Interest forms to Herefordshire Council.**
The clerk REMINDED all Cllrs to submit their Register of Interest forms to Herefordshire Council. The clerk RECEIVED a copy of each of them.
 - 4.2 **To receive all Acceptance of Office forms from Councillors**
The clerk RECEIVED all Acceptance of Office forms from Cllrs.
5. **To adopt the minutes of the Parish Council meeting held on 12th March 2019**
The minutes of the meeting of the 12th March were APPROVED and duly signed by the Chair.

The Ward Cllr left the meeting.

6. **To Elect other Officers, Committees and Working Groups**
 - 6.1 **To consider holding monthly Parish Council meetings**
It was RESOLVED to continue to hold 2-monthly meetings with the planning committee meeting fortnightly.

- 6.2 To receive the meeting attendance register for councillors during the year 2018-19.
The following table was NOTED

Name	Total meetings attended	Total meetings held
Wendy Soilleux	7	7
Geoff Davies	6	7
Paul Wargent	7	7
Daniel Forrest	5	7
Mike Wilson	7	7
Jenny Karayiannis	4	7
Lin Hoppe	6	7
Ron Williams	5	7
Fiona Matthews	5	7
Scot Garner	6	7
Nigel Shore	5	7

- 6.3 Planning Committee – Cllrs: M. Wilson; G. Davies; L. Hoppe; J. Karayiannis and one vacancy
 6.4 Public Right of Way (PROW) Officer – Cllr L. Hoppe
 6.5 Tree Officer – Mr. J. Fennessy
 6.6 Resilience Officer/Emergency Co-ordinator – Cllr. M. Wilson
 6.7 Representatives to the Playing Fields Association – Cllrs: R. Williams and N. Shore
 6.8 Representatives to the Village Hall Committee – Cllr F. Matthews
 6.9 Representatives to the Lugwardine and Diana Caroline Hopton Charities – Cllr. W. Soilleux
 6.10 Representatives to Longworth Chapel Trust – Cllr. W. Soilleux
 6.11 Representatives (2) to HALC Area Meetings (SAM) – Cllrs: M. Wilson and J. Karayiannis
 6.12 Nomination for HALC Executive Committee – Cllr. M. Wilson
 6.13 Webmaster - Vacancy
 It was RESOLVED that the above Cllrs should fill the positions above.

- 6.14 To consider co-opting councillors to fill current vacancies
 It was AGREED that Cllrs should encourage anyone interested in becoming a Cllr to contact the clerk. They would then be invited to the July meeting to give a resume after which a vote would take place if necessary and new Cllrs co-opted. The clerk will put notices on the boards, the website and the parish magazine.

7. To Consider, approve and adopt the following Council documents and policies

- 7.1 Standing Orders – Appendix 1
 7.2 Financial Regulations – Appendix 2
 7.3 Code of Conduct – Appendix 3
 7.4 Financial Controls and Risk Assessment – Appendix 4
 7.5 Asset Register – Appendix 5
 7.6 Risk Schedule – Appendix 6
 7.7 Press and Media Policy – Appendix 7
 7.8 Grant and Donations Policy – Appendix 8
 7.9 Complaints Procedure – Appendix 9
 7.10 Publication Scheme – Appendix 10
 7.11 Website Policy – Appendix 11
 7.12 Planning Committee Terms of Reference – Appendix 12
 7.13 Discipline and Grievance Policy – Appendix 13
 7.14 Data Protection Policy, General Privacy Notice, Staff Privacy Notice, Subject Access Request Form, Security Incident Procedure, Retention Schedule and Privacy Consent Form Appendix 14 and 14a – 14f
 7.15 Equality Policy – Appendix 15
 7.16 Health and Safety Policy – Appendix 16
 7.17 Urgent Business between meetings policy – Appendix 17
 7.18 Risk Management Policy – Appendix 18
 7.19 Training and Development Policy – Appendix 19
 7.20 Communications Policy – Appendix 20
 7.21 Bullying, Harassment and Unacceptable Behaviour Policy – Appendix 21

It was RESOLVED to approve and adopt and re-adopt the above policies for the coming year. None of the policies in plain type had had any changes except the renewal date adding. The following comments were made about the policies in bold.

- Standing Orders had been tidied up to include timings of the public participation session and other sections left to the Parish Council to decide. This is to assist with the smooth running of the meeting if needed.
- The Code of Conduct is the Local Authority one. Due to new incoming legislation, Parish Councils must either adopt the Local Authority Code or the LGA Code. As the LGA code is yet to be circulated the clerk advised that this one should be adopted. It was RESOLVED that a cover sheet be added, until such a time as the legislation becomes law, to make the Code better linked to the Parish Council.

- The Asset Register was updated to include the new community field, two new grit bins and to note the disposal of a noticeboard.
- The Risk Schedule was updated to include the latest dates. The clerk REPORTED that she had been advised by the internal auditor that it would be better to adopt the auditors pro-forma. Once this has been sent over she will transfer the Schedule to the new format. It was AGREED that the risks were acceptable to the Council for the coming year and had been insured against.
- It was REQUESTED that the word "initial" be added to the Planning Committee terms of Reference at the end of paragraph 2. This was AGREED.
- The clerk REPORTED that the Data Protection policy and Security Incident Policy had been updated to reflect the exemption of Parish Councils to have to appoint a Data Protection Officer. It was RESOLVED to approve all the above changes.

7.22 To consider the Council's insurance schedule, amend if necessary and approve for renewal
The clerk REPORTED that she had put the Council's insurance out to tender. The quote from Came and Company was the "best value". She REPORTED that she had sent the asset register to the company to enable their quote to be accurate. It was RESOLVED that the Parish Council would change to Came and Company for their insurance for the next three years and the schedule was APPROVED to be sufficient for the Council's needs.

7.23 To reaffirm approval to act under the General Power of Competence
It was RESOLVED to continue to act under the General Power of Competence as the Council still met the criteria following recent elections.

7.24 To remind all councillors of the self-disqualification law.
The clerk REMINDED all Cllrs about the self-disqualification law. This was NOTED.

9. Open Time

9.1 To note matters raised by local residents relevant to the Parish

The following items were NOTED.

- Could a notice be put up by Bartestree Crossroads reminding parishioners of the need to pick up dog waste? - Yes
- Could the clerk log the issue of waste disposal at Orchard View with Herefordshire Council again? - Yes
- When was the replacement of the bus shelter at Bartestree Crossroads going to be looked at? *This was included in the S106 money transport scheme that the clerk hoped to report back on in July.*
- When would the Frome Park bus shelter be repaired? *This is due to be discussed in item 14.3.*
- What was happening about the replanting of the hedge alongside the Lugg Flats road? *A new hedge is due to be replanted during the Whitsun bank holiday.*

10. Planning

10.1 To receive a verbal report from the Planning Committee

As the Planning Committee had been dissolved following the elections there was no report to give.

10.2 To note the minutes of the Planning Committee dated 12th and 26th March and 23rd April 2019
The minutes of these meetings were NOTED.

11. Financial Matters

11.1 To receive the End of Year report and financial statement from the RFO – incl. spend against budget. Appendix 22

The clerk gave her EOY finance report. Finances were healthy and on target regarding budget. The report was APPROVED and signed by the Chair as evidence of budget monitoring.

11.2 To receive Finance Report – April 2019 from RFO

The clerk REPORTED that there had been little activity as it was the start of a new financial year. It was NOTED that a new line had been added to the spreadsheet. This is to highlight the difference between spend and budget for each cost code and has been included at the request of the auditor. The report was APPROVED.

11.3 To note bi-monthly audit check by Cllr J Karayiannis

Cllr Karayiannis REPORTED that the bi-monthly check had been completed and all was in order. She signed the Finance report and bank statements as evidence of bank reconciliation and budget monitoring.

11.4 To consider and approve the accounting procedure is to continue on a receipts and payments basis.

It was RESOLVED to continue using the "payments and receipts" accounting procedure for the coming year.

- 11.5 To consider the internal auditors report – Appendix 23**
It was RESOLVED to approve the internal auditors report.
- 11.6 To Approve the Annual Governance Statement for 2018/19 – Appendix 24**
It was RESOLVED to approve the Annual Governance Statement which was duly signed by the Chair and the clerk.
- 11.7 To Approve the Accounting Statements for 2018/19 – Appendix 25**
It was RESOLVED to approve the Accounting Statements and they were duly signed by the Chair.
- 11.8 To Appoint an Internal Auditor for 2019/20**
It was RESOLVED to appoint HALC as the internal auditor for the coming year.
- 11.9 To Agree the Cheque Signatories and approve online viewing access of the accounts for the Clerk.**
It was RESOLVED that the following cheque signatories were adequate for the Council and would continue to be signatories for the coming year – Cllrs; W. Soilleux; G. Davies; M. Wilson and R. Williams. It was RESOLVED that the clerk should have online viewing access of the Councils accounts to assist with financial paperwork. The relevant forms were signed.
- 11.10 To note the VAT return 2018-19**
The VAT return for £3585.38 was NOTED as having been submitted.
- 11.11 To approve invoices for payment**
- 11.11.1 Clerks Salary – April and May
 - 11.11.2 Clerks expenses £128.68 (previously circulated)
 - 11.11.3 Rob Francis – Weekly Play area checks – March and April £40
 - 11.11.4 Came and Company Insurance £372.71
 - 11.11.5 123 Connect for domain names and hosting £58.80
 - 11.11.6 Autela Payroll Services £61.00
 - 11.11.7 Eyelid productions for annual web support £100
 - 11.11.8 Fiona Matthews – Replacement Defibrillator Battery £282
 - 11.11.9 HALC – Planning Training – Cllr Lin Hoppe - £120
 - 11.11.10 Lengthsman – Work as requested – March, and April £1920
 - 11.11.11 Daniel Squire – work as per the tender agreement - £1254
- The above invoices were APPROVED for payment and the cheques were signed.
- 11.12 To note and approve the monthly pension payment for the coming financial year. Taken by direct debit and currently £67.39**
The monthly pension payments for the clerk, taken by direct debit and currently £67.39, were APPROVED for the coming year.
- 11.13 To approve donations to St Michael's Hospice and Longworth Chapel**
It was RESOLVED to give a donation of £250 and £50 to St Michaels Hospice and Longworth Chapel respectively and the cheques were signed.
- 12. Global Recreation Scheme**
- Community Field:**
- 12.1 To receive an update from the Community Recreation Group (CRG).**
The following update from Mr. J. Jackson was RECEIVED.
- CRG met end of last month – minutes circulated separately
 - Agreed that TGMS were the best consultants (of the three recommended by the sport governing bodies) for the Feasibility Study. Their cost is £3,200 for the Feasibility Study. This is within the budget agreed at the January PC meeting but we would appreciate confirmation from PC to engage.
 - This Feasibility Study will include an initial assessment of the impact the landscaping works will have on the water table. Depending on this assessment they will either be able to make an immediate comment or we will need a more in-depth hydro-geologist report (although there is a certain amount of information available from work done by INCA).
 - 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.
 - Easement for power cable across Community Field all agreed between lawyers- needs sign off by PC
 - 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!
 - Due to restrictions on unincorporated charities holding land (including Leases) PFA is exploring the option to convert to a Charitable Incorporated Organisation (similar to a sole trader forming into a limited company)

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- Once Feasibility Study complete we can be more accurate with allocation of available funds (S106, FA, ECB) and likely shortfalls.
- Options for funding of community facilities (as opposed to sporting) may include an increase in Precept. This would reduce the need for a loan (which although 'cheap' still has to be repaid).
- Investigations into funding sources (charitable foundations, philanthropists etc) will begin for Community facilities.
- PC does also need to consider how much it can/is willing to contribute to sporting facilities but this can be considered further once we know what funds are available for both Community and Sporting facilities from other sources
- Hope that facilities would be paid through the PC partly to ensure Community ownership and partly to benefit from PC being able to reclaim VAT is not possible. All payment has to be through PFA as lessee of the ground.

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

12.3 To sign the Deed of Grant between Western Power and The PC
It was APPROVED that the Chair and vice-chair sign the Deed of Grant between the PC and Western Power as previously discussed.

12.4 To consider an update on the cost of the feasibility study – agreed to be funded by the PC at 8/1/19 meeting
It was NOTED that the feasibility study would be within the £3200 agreed at the January meeting. It was AGREED that this could go ahead using TGMS to carry it out.

Play Areas

12.4 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 quotations.
It was REPORTED that several quotes had now been received and that the Working Party would call a meeting to discuss options and ideas.

12.5 To consider an update on the transfer of ownership on the Frome Park Play Area.
The clerk REPORTED that this was with Herefordshire Council solicitors and should be ready to sign in the July meeting.

12.6 To consider the quotes to grind the stumps on the Frome Park Play area.
The quotes for grinding the stumps were considered. It was RESOLVED to use Daniel Squire to do the work at a cost of £600.

12.7 To consider approval to remove length of overgrown domestic hedge in the Autumn.
It was reported that the hedge did not need to be removed, which would have cost £200, but only strongly cut back. It was RESOLVED that the clerk would ask Daniel Squire if he would undertake the cutting back of the hedge and the stump grinding at a combined reduced price for both jobs.

Mr J. Jackson left the meeting.

13. PRoWs and Trees

13.1 To receive a Report from the PRoW Officer
The PRoW Officer gave a brief report which included the following issues:
- BJ2 ~~and BJ3~~ through Malvern View should be opening soon
- LU28 is presently being diverted around the field. It is hoped this is only temporary.
- LU10 to be dealt with in 13.3

13.2 To consider PRoW issues
The following issues were REPORTED
- Does any further action need to be taken regarding the Japanese Knotweed found on LU5? It was AGREED that the clerk would check with Balfour Beatty.
- The junction with LU5 and LU7 needs clearing by the Lengthsman. The clerk would action this.
- A parishioner had requested that a gate be put in place of the stile by Hagley Court Cottage driveway. *at Easter end of 2014*
It was AGREED that the PRoW Officer should investigate.

13.3 To consider the re-opening the westerly part of PRoW LU10 as soon as appropriate to do so.
It was REQUESTED that this PRoW be opened as soon as possible. The contractor, present at the meeting, hoped it would be opened as soon as the kerbs were in place. It was queried whether a temporary footpath around the edge of the development site could be put in place. The contractor stated that he had been willing to do so but excessive litigation measures had prevented this from happening. It was RESOLVED to take up this matter with the Herefordshire Council PRoW Officer.

13.4 To receive a Report from the Tree Officer
The Tree Officer had sent his apologies as he was unable to attend the meeting.

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14. Highways

14.1 To consider an update on the transport S106 monies
The clerk REPORTED that she hoped to have more to report on the proposed scheme at the July meeting.

14.2 To consider any highways issues for reporting
It was AGREED that the clerk should write to the owners of Hilltop requesting that they cut back their hedges as they are now encroaching on the footpath. *highway*

14.3 To consider quotes to repair the Frome Park Bus Shelter
It was RESOLVED to accept the quote of £325 +VAT to repair the bus shelter.

15. Village Hall

15.1 To receive any updates from the Village Hall Representatives – minutes previously circulated
The minutes were NOTED. It was also NOTED that the Bartestree Cider & Beer Festival would take place there on 29th June.

16. Playing Fields Association

16.1 To receive any updates from the Playing Fields Association Representative
It was REPORTED that there was on-going maintenance taking place. The burger bar was also open now on Wednesday and Thursday evenings.

17. Lengthsman

17.1 To consider work done/required under the Lengthsman Scheme
It was RESOLVED that the lengthsman should be instructed to work up to 1 day a week to maintain the current tidiness of the highways and footpaths in the parishes, even though it was NOTED this would go over budget. It was AGREED to monitor this.

17.2 To consider any tender documents received for the lengthsman contract for the year 2019-20 and appoint a lengthsman
It was NOTED that the only tender document received was from the current lengthsman. He was therefore duly appointed to the role for a further year.

17.3 To note the submission of the Annual Maintenance Plan 2019-20 - NOTED

18. War Memorial – To note that the Lugwardine War Memorial now has Grade II Listed Building Status.
Noted

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

Date/ Meeting	Item	Action
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. It was NOTED that the Council was just waiting on instruction on where to site the board before purchasing one.
12.03.19	To consider the request to complete a TRO to decrease the speed limit to 20mph on Barnaby Avenue	The clerk has been asked if there are currently signs with flashing lights advising that there is a school on the road? If so 20mph signs can be introduced onto existing signs without the need for a formal Traffic Regulation Order - they are not formally enforceable but are a deterrent. It was NOTED that there are no flashing lights on Barnaby Avenue. It was AGREED that the clerk should go back to BB to see if they could be erected any other way.
12.03.19	Speed limits on other new developments	This is a new consultation process. The PC will be asked in the future. This was NOTED
12.03.19	To consider the composting of PROW trimmings.	Cllrs to ask landowners as and when appropriate to. This was NOTED

20. To Receive Questions from Councillors (tabled 7 days prior to Meeting) - None

21. To Raise Items for the next Scheduled Parish Council Meeting [no discussion]
New speed reminder sign to be erected along the A438

22. To Note the Date and Time of the next Scheduled Parish Council Meeting – 9th July 2019
NOTED

The meeting closed at 9.25pm

Signed: _____

Dated: 09-07-19