

07/19

BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL

**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT BARTESTREE VILLAGE HALL ON
TUESDAY 9th JULY 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
Mr. J. Jackson – Secretary for the Community Recreation Group
Mr. Alan Long – Potential Parish Councillor to be co-opted
Mr. David Evans – Potential Parish Councillor to be co-opted

Public: 7

1. **To receive apologies for absence**
None – all present.
2. **To receive declarations of interest and applications for dispensations**
Cllr Mrs. F. Matthews declared a NPI against item 8 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.
Cllr Mrs. W. Soilleux declared a DPI against item 9.4 and signed the Register of Interest Book
3. **To consider the co-option of councillors to fill the three vacant positions.**
Mr Scot Garner had sent his apologies by email along with a short resume of why he wished to be a Cllr. This was previously circulated to all Cllrs. Both Mr. David Evans and Mr. Alan Long were invited to give brief resumes about themselves before Cllrs asked questions of both of them. A paper vote was then taken and all three were duly co-opted onto the Parish Council. Cllrs. Mr. Alan Long and Mr. David Evans then joined the meeting.
4. **To adopt the minutes of the Parish Council meeting held on 14th May 2019**
Minor alterations were made to agenda items 13.1, 13.2 and 14.2. The minutes were then APPROVED as accurate and duly signed by the Chair.
5. **To adopt the minutes of the Annual Parish Meetings held on 14th May 2019 and consider any issues therein.**
The minutes of both Annual Parish Meetings were APPROVED as accurate and duly signed by the Chair. Any issues raised had already been dealt with.
6. **To receive brief verbal reports from:**
 - 6.1 **District Councillor**
Cllr Paul Andrews was unable to attend the meeting and had sent his apologies. He emailed the Clerk the following report to read.
"I had a ward tour with the locality steward Maynard Smith on the 2nd of July on which I mentioned the pooling outside Ashley Cottage which Maynard followed up and report back to me with some suggestions but the job scores 30/100 so is going to be a while yet.

Also on the 2nd of July I had a meeting with the s106 team which updated me on the current funds which I know is also going to yourselves. I am very keen that the proposed safety scheme outside the entrance of St Marys School is actioned as soon as possible.

I have sent an email to the cabinet member for infrastructure with regards to a crossing over the River Lugg at Lugwardine to see if we can get funding for this. This has been passed on to the director of services and I will be having a meeting in due course to discuss.
 - 6.2 **Local Police Officer - not present**
7. **Open Time**
 - 7.1 **To note matters raised by local residents relevant to the Group Parish**
The following point was NOTED:
- There is a water leak in the pipework up to Stalls Farm. The pipeline will be dug up in sections in order to find the issue.

It was RESOLVED to bring item 9.4 forward as parishioners had come to listen to this item.

Cllr Wendy Soilleux delivered a summary of the situation and then left the meeting. Cllr Geoff Davies chaired the item.

9.4 To consider purchasing the Green Space in Traherne Close

It was RESOLVED to purchase the Green Space in Traherne Close.

It was RESOLVED to try to purchase the land prior to the auction but that if need be two Cllrs with bank signatory authority could attend the auction and complete the purchase on that evening.

It was RESOLVED to pay up to £1000 for the land.

It was NOTED that residents of Traherne Close wished to donate to the Parish Council to cover the cost of the transaction. It was however RESOLVED that should donations not cover the cost, the Parish Council would cover the difference.

It was NOTED that the maintenance of the land would continue to be covered by Traherne Close Residents Association. The Clerk REPORTED that this was an area of future potential risk to the Parish Council should this maintenance ever stop and fall to the Council to cover. It was RESOLVED that this risk would have a low impact should it come to pass and was deemed acceptable.

It was AGREED that if the purchase goes ahead the clerk will contact the insurance company to ensure that Public Liability is extended to this area.

Thanks were given to the Parish Council, by residents, for its support in this matter.

Cllr Wendy Soilleux re-joined the meeting

3 parishioners left the meeting.

**8. Global Recreation Scheme
Community Field:**

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

Mr. J. Jackson gave a resume of the situation for the benefit of the new Cllrs then gave the following report.

- No CRG meeting since last PC meeting
- Feasibility Study undertaken 6/6/19 – results expected w/c 15/7/19
- Initial indication is that we do not need significant pitch drainage but will want a land drain between football pitch and Stalls Farmhouse running to a soak-away towards Eastern corner.
- Wells are about 10m+ deep so will not be affected
- Have formal written confirmation from INCA that planned facilities do not trigger overage clause.
- Lease to PFA still 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!
- PFA progressing (slowly) conversion to a Charitable Incorporated Organisation (similar to a sole trader forming into a limited company)
- No real progress with investigations into funding sources (charitable foundations, philanthropists etc) for Community facilities as limited CRG resource. Will need to revisit external funding consultants
- Whether funding is from grants/donors or PC via Works Board Loan/precept will be decided once further costs known (feasibility study) and advice from external consultants and consultation with PC
- 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

8.2 To consider an update on the lease needed between the PC and PFA on the community field.

The clerk REPORTED that this was awaiting changes in the PFA legal status before being progressed.

8.3 To note the letter from The Donors with regard to the Overage Deed

The letter was NOTED. The clerk REPORTED that a letter of thanks had been sent.

Play Areas

8.4 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 a meeting had been held with the residents of Frome Park, Frome Court and Malvern View. Three updated quotes were now being sought.

8.5 To consider an update on the transfer of ownership of the Frome Park Play Area.

The clerk REPORTED that there is a discrepancy in the land registration of the Frome Park Area. It was RESOLVED that Herefordshire Council should rectify this before the transfer takes place.

8.6 To consider an update on quote to grind the stumps on the Frome Park Play area and cut back the overgrown domestic hedge.

The clerk REPORTED that Daniel Squire had agreed to cut the hedge at no extra cost.

8.7 To consider the quote to repair the rocking see-saw in the play area.

It was REPORTED that the see-saw was not repairable. It was RESOLVED that the clerk would see if it could be replaced under the Council insurance policy. Otherwise it would be updated when the play area was improved in the Autumn. The see-saw had meanwhile been made safe for Health and Safety purposes.

9. PRowS and Trees

9.1 To receive a Report from the PRow Officer

The following report was given.

- The footpath through Malvern View was not quite ready to be opened yet. LU10 had been granted a further year extension on its closure. This had been done without any consultation with the PC PRow Officer and a complaint had been made to Herefordshire Council regarding this. A petition was in circulation to request that the western section of LU10 between Traherne Close and Cotts Lane be opened, with the eastern part to remain closed.

9.2 To consider PRow issues

None

9.3 To receive a Report from the Tree Officer

The Tree Officer had sent his apologies as he was unable to attend the meeting. It was RESOLVED that The Tree Officer look at the Ash Tree on the playing field to see if work is required.

9.4 To consider purchasing the Green Space in Traherne Close

Item moved to after item 7 – see above.

10. Planning

10.1 To receive a verbal report from the Planning Committee

It was NOTED that there was still a place on the Planning Committee. It was RESOLVED to offer the role to one of the newly co-opted Cllrs. Cllr Alan Long ACCEPTED the role and was duly elected onto the Planning Committee.

10.2 To note the minutes of the Planning Committee dated 11th June 2019

It was NOTED that these had been approved at the planning meeting held earlier this evening.

11. Highways

11.1 To consider an update on the transport S106 monies scheme

The clerk REPORTED that HC and BB were looking at the feasibility of the options drawn up. Once this is complete and costings are alongside they will present the scheme to the PC.

11.2 To consider any highways issues for reporting

The following issue was REPORTED:

The bus stop sign by Lugwardine Court Orchard, going Eastward, is missing.

11.3 To consider a sign reminding traffic of 30mph.

It was RESOLVED that the clerk should get costs and investigate the feasibility of erecting two signs at the top of the hill between Bartestree and Lugwardine Parishes.

12. Financial Matters

12.1 To receive a report and financial statement from the RFO – incl. spend against budget.

Appendix 1

The clerk REPORTED that the VAT return had now come into the bank account and that spend was in line with expectations. The report was APPROVED and the report and bank statement signed as evidence of bank reconciliation and budget monitoring. It was RESOLVED to transfer £5000 into the Reserve Account.

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

Cllr Karayiannis REPORTED that the bi-monthly finance check had been in order.

12.3 To approve invoices for payment

12.3.1 Clerks Salary – June and July

12.3.2 Clerks expenses £109.85 – previously circulated

12.3.3 Mr. R. Francis – Play Area Weekly Inspections – May and June £45

12.3.4 Ricky Baker – Repair of bus shelter £390

12.3.5 Autela Payroll Services £52.69

12.3.6 ITSA Marine – Lengthsman 29th April – 24th June incl £1163.23

12.3.7 Daniel Squire – May and June maintenance £1734

12.3.8 Balfour Beatty – SID deployment – March, April and May – £746.40

12.3.9 To note the payment made between meetings to HMRC for £312.07 – NOTED

12.3.10 Daniel Squire – Grinding stumps - £600

12.3.11 TGMS Ltd – Community Field Feasibility Study Part 1 - £1140

All of the above invoices were APPROVED for payment and the cheques were signed.

13. Village Hall

13.1 To receive any updates from the Village Hall Representatives – minutes previously circulated

It was REPORTED that new front doors would be fitted shortly. The Beer and Cider Festival had been very successful – although several of the advertising signs have gone missing.

14. Playing Fields Association**14.1 To receive any updates from the Playing Fields Association Representative**

It was REPORTED that general maintenance had been on-going and that benches had been put in place around the field.

15. Lengthsman**15.1 To consider work done/required under the Lengthsman Scheme**

The following items were NOTED for the lengthsman to undertake:

- LU5 clearance.
- Frome Park weed clearance
- Dig the ditch and run-off gap on Lumber Lane a bit deeper.

16. To consider introducing a policy regarding the reduction of single-use plastic in the Parishes.

It was RESOLVED that a working party should be set up to encourage and educate parishioners in ways to decrease the use of single-use plastics in the parishes. It was RESOLVED that Cllrs. Fiona Matthews; Lin Hoppe and Alan Long should form this working party.

17. Correspondence

17.1 - Thank you letter from St Michaels Hospice for £250 donation and a thank you email from Longworth Chapel for £50 donation- NOTED

17.2 - Letter from Herefordshire Council regarding Parish Councillor Allowances – It was RESOLVED that the Parish Council would not partake in this scheme.

18. To consider the outstanding actions and updates table.

The following items were considered:

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. Donation of £25 has been received from Bosbury and Coddington. Space allocation on the shop wall has been determined. 3 quotations for boards to fit the space have been sought for a decision at the July meeting. It was RESOLVED that the board from thenoticeboardcompany.com should be purchased along with magnets for a cost of £442.96 ex. VAT
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. Clerk to follow up with BB as to other options as there are no flashing lights. Awaiting a response
14.05.19	Consider the CCTV system at the Village Hall	Waiting feedback from the Village Hall Committee. It was confirmed that the CCTV was in the process of being removed.

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

None

20. To Raise Items for the next Scheduled Parish Council Meeting [no discussion]

None

21. To Note the Date and Time of the next Scheduled Parish Council Meeting – Tuesday 10th September 2019 at 7.30pm.

Noted

The meeting closed at 8.53pm

Signed: _____

Dated: _____

10-09-19