

BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL

**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT BARTESTREE VILLAGE HALL ON TUESDAY
10th SEPTEMBER 2019 AT 7.30 PM**

Present: Councillors: Mrs. W. Soilleux (Chair); Mrs. F. Matthews; Mr. M. Wilson; Mr. G Davies; Mrs. L. Hoppe; Mr. R. Williams; Mr David Evans; Mr Scot Garner and Mr Alan Long.

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

Public: 8

1. **To receive apologies for absence**
Apologies were RECEIVED and ACCEPTED from Cllrs Mrs. J. Karayiannis and Mr. N. Shore.
2. **To receive declarations of interest and applications for dispensations**
Cllrs Fiona Matthews and Ron Williams DECLARED NPI against items 6 and 12 and signed the Register of Interest book.
3. **To adopt the minutes of the Parish Council meeting held on 9th July 2019**
The minutes were APPROVED and duly signed by the Chair.
4. **To receive brief verbal reports from:**
 - 4.1 **District Councillor**
Cllr Paul Andrews gave his report which included the following issues:
 - He is waiting for the health and safety report on the A438 new road and will then let the PC know of any measures that are needed to be undertaken by highways to improve safety. It was NOTED that the hedge should be reinstated and that he would request better signage was put in place.
 - There will be another consultation period on the Cotts Lane planning application (190279)
 - He has been speaking the Safer Neighbourhood Team about speeding through the villages.
 - He is willing to campaign for a foot/cycle bridge to be put over the River Lugg. It was AGREED that Cllr Wendy Soilleux would email over details of bridges as the PC have been looking at this issue for a long time.
 - 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 issues were RAISED:
 - Parking in Traherne Close during school pick up hours has been awful since the schools went back. Highway regulations (incl. Highway code 250) are being broken and residents are receiving verbal abuse. The clerk REPORTED that she had contacted the Safer Neighbourhood Team and would be in touch with the school.
 - A group of paragliders has been using the Lugg Flats to take-off and land. They have been flying illegally low over the residential area. This has caused near misses on the highway due to frightened horses. It was AGREED that the clerk would contact the landowner, Natural England and Planning Enforcement.
 - Frome Park Play Area – it was AGREED that this issue would be dealt with under item 6.4 when the public could air their views.
6. **Global Recreation Scheme**
Community Field:
 - 6.1 **To receive an update from the Community Recreation Group (CRG).**
Mr Jonathan Jackson DELIVERED the following report:
 - No CRG meeting since last PC meeting
 - Feasibility Study undertaken 6/6/19 – preliminary results received but misunderstanding on requirement has resulted in plans for significantly better facilities than required and some questionable costings
 - Improved facilities come at significant cost and impact on options
 - We are checking with funding bodies as to minimum pitch sizes that they will fund and awaiting confirmation that pragmatic approach will be taken (Cricket have said yes, waiting on Football).
 - Clubs are wanting facilities to improve and nurture youth sections which is what Governing bodies want so all are working to same end.
 - We need to ensure/prove that any investment by Governing bodies is value for money so if we ignore any recommendations by consultants, the impact has to be fully understood and justified
 - We will be working with Consultant to reassess options and costings

- Initial impact on drainage and neighbouring wells is still as originally thought but will be confirmed.
- We will be communicating with all neighbours with wells to reassure and assess as necessary
- Progression of PFA to a Charitable Incorporated Organisation still slow but happening. Will require slight tweak to final version of Lease from PC but not significant.
- Also waiting on update from fund Raiser as to best approach to raise funds for other facilities around Village Hall (entrance way, car parking, Multi Use Games Area). Will need to discuss this with PC once sports pitches costs better known.

6.2 To consider an update on the lease needed between the PC and PFA on the community field. It was REPORTED that this was still awaiting the Charitable Incorporation of the PFA before progressing.

6.3 To note the Register of Title document for the Community Field.
NOTED

Play Areas

6.4 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. Cllr Scot Garner gave a summary of the situation and showed preliminary plans of some of the ideas that had come from a Play Area specialist. These works would come to an approximate figure of £60,000 plus hedge and fence line works. It was also REPORTED that the apple trees were now being properly managed and the grass and hedges cut. As agreed in item 5 the public raised concerns that there had been no consultation. It was confirmed that the PC had posted a leaflet to all properties in Frome Park at the start of the consultation; all residents had been invited to join the working party, all suggestions by residents had been included in the plans, the Play Area has been an agenda item at every PC meeting since the consultation began and the minutes are freely available on the website. The Chair thanked the residents for their interest moving forward and invited them to assist in the work being done on the project. It was AGREED that the PC would look at how often the area was sprayed for weeds.

4 members of the public and Mr Jonathan Jackson left the meeting

6.5 To consider an update on the transfer of ownership of the Frome Park Play Area. It was REPORTED that no further action had been taken over the summer. The clerk will continue to liaise with the solicitor.

6.6 To consider the further cutting of the hedge along the side of the Frome Park play area. It was RESOLVED that Daniel Squire be asked to cut the hedge back to head height. A maximum figure of £300 was APPROVED in order that the works could proceed before the November meeting.

6.7 To consider the Annual Village Hall Play Area inspection report and approve any works needed as a result. It was RESOLVED that the clerk seek quotes for the remedial works listed in the report to be undertaken over the winter. None were imminent risks.

6.8 To consider the response from the insurance company to replace the rocking see-saw in the Village Hall play area. The clerk had received no response as yet.

6.9 To consider replacing the broken wooden post at the Village Hall play area. Further damage had been done to the Village Hall Play Area. The clerk will contact the insurance company about both this item and agenda item 6.8.

7. PROWs and Trees

7.1 To receive a Report from the PROW Officer
The PROW Officer reported the following issues:
- The footpath signage through the Malvern View estate is not very clear. It was AGREED that the clerk request another post and finger sign be erected.
- The closure of the LU10 is still causing issues for parishioners. It was AGREED that the PROW Officer could meet with the developer to discuss this further.

7.2 To consider PROW issues
The following issue was REPORTED for logging with Balfour Beatty.
- The hedge on the Hereford side of Lammas Lodge needs cutting back as it is obstructing the pavement.

7.3 To receive a Report from the Tree Officer incl. a report on the Ash Tree on the playing field
The Tree Officer had sent his apologies. He emailed the clerk that the Ash Tree was suffering from too much soil compression. It was AGREED that the clerk ask a tree surgeon to quote for removal of dead branches and maintenance work to the tree.

- 7.4 **To consider an update on purchasing the Green Space in Traherne Close**
It was REPORTED that the price for this piece of land had exceeded the maximum figure approved by the PC. It sold for £1150.

8. Planning

- 8.1 **To receive a verbal report from the Planning Committee**
The Chair of the Planning Committee REPORTED that application 191875 had been looked at this evening – it had been resolved to continue to object to this.
- 8.2 **To note the minutes of the Planning Committee dated 9th and 23rd July 2019**
The minutes were NOTED
- 8.3 **To consider submitting a response to the Holmer and Shelwick Regulation 16 NDP Consultation**
It was AGREED that no comment be made.
- 8.4 **To consider a response to the email from the developer regarding planning application 190279 to build 8 bungalows off Cotts Lane, Lugwardine.**
It was RESOLVED that a response be sent saying "the amended application would be considered, following due process, by the Planning Committee once it had been formally sent to the PC for comment."

The Ward Councillor and two members of the public left the meeting

9. Highways

- 9.1 **To consider an update on the transport \$106 monies scheme**
It was REPORTED, by the Ward Cllr, that the costings for the scheme were due to be made available next week.
- 9.2 **To consider any highways issues for reporting**
None
- 9.3 **To consider an update on the sign reminding traffic of 30mph.**
It was NOTED that Balfour Beatty did not consider the sign to be legal and would therefore not allow it to be erected on the highway.
- 9.4 **To consider the effects of a potential eastern by-pass on the Group Parish.**
It was NOTED that Cllrs should begin thinking about the issues surrounding such a proposal should it be forthcoming in the future.

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 there had been little change in finances since the July meeting. It was NOTED that the PC is slightly underspent against budget for this period. It was AGREED this was a strong position in order to continue saving for the Community Field works and play area costs. The report was APPROVED and signed by the Chair as evidence of budget monitoring and bank reconciliation.
- 10.2 **To note bi-monthly audit check by Cllr J Karayiannis**
The clerk REPORTED that, although absent, Cllr Karayiannis had emailed confirmation that the Bi-monthly check was all in order.
- 10.3 **To approve invoices for payment**
10.3.1 Clerks Salary – August and Sept
10.3.2 Clerks expenses £33.10 – previously circulated
10.3.3 HMRC – PAYE £64.07
10.3.4 Mr. R. Francis – Play Area Weekly Inspections – July and August £45
10.3.5 PKF Littlejohn LLP – External Audit - £240
10.3.6 Daniel Squire – Routine maintenance – July and August - £2226
10.3.7 ICO fee - £40
10.3.8 Fran White – Playground Inspection £58.60
10.3.9 TA Matthews – Legal fees in relation to Deed of Grant with Western Power £366
10.3.10 TGMS – Community Field Feasibility Study £2700
It was RESOLVED to approve all the above invoices for payment and the cheques were signed.

One member of the public left the meeting

10.3.11 To note the payment made between meetings to Thenoticeboardcompany.com as agreed on 9th July 2019 for £531.56
The payment was NOTED. The board had yet to be delivered and it was AGREED that the clerk should follow this up.

10.4 To approve the external auditors report for the financial year 2018-19.
The external auditors report was APPROVED. It was NOTED that there were no issues arising.

10.5 To consider setting up a Finance Working Group to present a draft 2020-21 budget in November
It was RESOLVED that Cllrs Wendy Soilleux, Mike Wilson and David Evans should form this group, and along with the clerk, prepare the draft budget for presentation in November.

11. Village Hall

11.1 To receive any updates from the Village Hall Representatives – minutes previously circulated
It was REPORTED that there was an issue with the boiler at the moment. This was the likely cause of the damp patch in the PC office. It was being sorted. It was also NOTED that one of the tables in the cupboard appeared to be broken.

12. Playing Fields Association

12.1 To receive any updates from the Playing Fields Association Representative
It was REPORTED that general maintenance was on-going and that the old nets had been taken down.

13. Lengthsman

13.1 To consider work done/required under the Lengthsman Scheme
It was REQUESTED that the lengthsman do an annual clearance of all the grips along the side roads. It was also REQUESTED that he continue with his on-going schedule of road sweeping.

14. Eco-friendly Working Party.

14.1 To consider an update from the Eco-Friendly Working Party.
It was REPORTED that they had held their first meeting on 7th August. Responses were being collated and a further update would be given in November.

15. Correspondence

15.1 To consider the BT Telephone box consultation
It was RESOLVED that the phone boxes should be removed.

16. 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. 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. Purchased but not yet delivered. The clerk will follow up.
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. The clerk will follow up.

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]
Local Council Award Scheme; Updated Finance Regulations; Clerks Annual Appraisal; WiFi in the Village Hall; CCTV for the Village Hall Play Area.

19. To Note the Date and Time of the next Scheduled Parish Council Meeting – Tuesday 12th November 2019 at 7.30pm.
Noted

The meeting closed at 21.28

Signed: _____

Dated: _____

12 - 11 - 19.