

BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL

**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT BARTESTREE VILLAGE HALL ON
TUESDAY 10th MARCH 2020 AT 7.30 PM**

Present: Councillors: Mrs. W. Soilleux (Chair); Mr. M. Wilson; Mr. G Davies; Mr. S Garner; Mrs. F. Matthews; Mr. N. Shore; and Mr. A. Long.

In attendance: Mrs. E. Thomas – Parish Clerk
Ms. Di Hemming – Lugwardine Primary Academy

Public: 0

1. **To receive apologies for absence**
Apologies were RECEIVED and accepted from Cllrs: Mr. D. Evans; Mr. R. Williams and Mrs. L. Hoppé.
2. **To receive declarations of interest and applications for dispensations**
Cllrs Fiona Matthews and Nigel Shore DECLARED NPI's against items 6 and 12 and signed the Register of Interest book.
Cllr Mike Wilson DECLARED a NPI against items 7.4 and 16 and signed the Register of Interest book.

Cllr Paul Andrews joined the meeting.

3. **To adopt the minutes of the Parish Council meeting held on 14th January 2020**
The minutes were APPROVED and duly signed by the Chair.
4. **To receive brief verbal reports from:**
 - 4.1 **District Councillor**
Cllr Paul Andrews report included the following items:
 - Please report any highway issues to Balfour Beatty as extra highway finance is being applied for.
 - He is chasing up the blocked gully by the Crest Home development.
 - He is meeting MP Bill Wiggin on Friday – please email any issues that need raising.
 - Please email your support of a Withington rail station and park and ride scheme
 - Please email your support for a roundabout at the junction of the A4103 and A465.

Cllr Paul Andrews left the meeting

- 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

It was RESOLVED to delay this item until a further member of the PFA had arrived.

6. **Global Recreation Scheme**
Community Field:
 - 6.1 To receive an update from the Community Recreation Group (CRG).
 - 6.2 To consider the request for funding to cover Phase 2 costs.
 - 6.3 To consider an update on the lease between the PFA and Parish Council**Play Areas**
 - 6.4 To receive an update on the development of Frome Park Play Area and Village Hall Play Area – incl signs; path and trees
 - 6.5 To consider the Play Area Inspections

The meeting therefore continued with item 7

7. **PRoWs and Trees**
 - 7.1 **To receive a Report from the PRoW Officer**
Not present
 - 7.2 **To consider PRoW issues**
 - The footpath post on LU9 by the A438 is loose – Can the Lengthsman please re-position it?
 - The new footpath by Malvern View doesn't appear to be in the correct place. Cllr S. Garner will email the clerk photos to follow this up.

- 7.3 To receive a Report from the Tree Officer**
Not present
- 7.4 To consider trees for the parishes**
Ms. Di Hemming from Lugwardine Primary Academy explained the tree project that the school is undertaking at present. It was AGREED that Cllr Mike Wilson would ask the PCC if seven trees could be planted on the new burial ground to support this project. It was AGREED he would liaise directly with Ms. Hemming. Once a planting date has been set it was AGREED that Ms. Hemming would let the clerk know so that as many Councillors as possible could attend to make it a joint community event.

Ms. Di Hemming left the meeting

8. Planning

- 8.1 To receive a verbal report from the Planning Committee**
As there had been no planning meeting tonight – there was nothing to report.
- 8.2 To note the minutes of the Planning Committee dated 28th Jan and 25th Feb 2020**
The minutes were NOTED. The clerk REPORTED that following the meeting of the 28th January – the comments submitted had been changed to an objection following agreement from the Planning Committee. This was undertaken due to a misunderstanding at the meeting of what could be submitted as the application was out of parish.
- 8.3 To consider an update from the NDP Review Working Party**
Cllr A. Long gave the following report:
 - NDP grant applications for 2020-21 had not yet opened.
 - A leaflet had been prepared ready for handing out. The following changes were NOTED as necessary – a short explanation of what the NDP is and what benefit it brings to the community.
 - Two consultant quotes for review assistance had been received.
 - A useful meeting with Herefordshire Council Neighbourhood Planning Team had illustrated a clear way forward for the review process.
 - The clerk had requested updated housing figures from Herefordshire Council.
- 8.4 To consider an update on the complaints made regarding the approval of planning application 190279**
The clerk REPORTED that she had now received responses to both formal complaints. She will now write to all Herefordshire Council members stating that NDP's do still carry significant weight despite being over two years old. It was NOTED that the microphones at the Planning Committee meetings only record what is spoken in the immediate vicinity of the switched-on microphone and not comments made from a distance – hence why Mr Bishops comment was not recorded.
- 8.5 To note the response submitted regarding the License application for Into the Woods 2020 and consider a response to the updated application.**
The initial response was NOTED. It was RESOLVED to submit the same response for the second application – updated to include two nights.
- 8.6 To consider the Settlement Hierarchy Review 2020 Consultation**
The Consultation document was completed ready for submission to Herefordshire Council.

9. Highways

- 9.1 To consider an update on the transport S106 monies scheme**
The clerk REPORTED that she had collated Councillors opinions on the first report received from Balfour Beatty regarding the transport plan. It was RESOLVED that a meeting should be set up with Balfour Beatty to discuss the options further. It was AGREED that Cllrs Wendy Soilleux, Mike Wilson, Geoff Davies and Alan Long should attend this meeting. It was QUERIED whether the roundabout mentioned in item 4.1 could be added to the plan.
- 9.2 To consider any highways issues for reporting**
The following items were NOTED for reporting:
 - Potholes on Lumber Lane between Blackhole Lane and the rise.
 - A drain that used to take the run-off from Malvern View has been tarmacked over.

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 the budget appeared to be significantly overspent – this was due to the Play Area payments and S106 monies were being requested to cover this figure. If these figures are taken out the budget is on track for the time of year. The report was APPROVED and signed as evidence of budget monitoring and bank reconciliation.

- 10.2 To note bi-monthly audit check by Cllr J Karayiannis**
Not present.
- 10.3 To approve invoices for payment**
- 10.3.1 Clerks Salary – February and March
 - 10.3.2 Clerks expenses £109.91 – previously circulated
 - 10.3.3 Mr. R. Francis – Play Area Weekly Inspections – Jan and Feb £45
 - 10.3.4 ITSA Marine – Lengthsman tasks – Dec £312 and Frome Park path £1293.40 = £1605.40
 - 10.3.5 HALC – Planning training – Cllr Long - £150
 - 10.3.6 Secure-a-field – Frome Park Play Area Fence £8628.00
 - 10.3.7 Playdale – Village Hall Play Area Repairs - £1130.69
 - 10.3.8 CPRE membership £36
 - 10.3.9 Wendy Soilleux – Padlock for play area £12.49
 - 10.3.10 HMRC - £188.07
 - 10.3.11 Autela – Payroll Services £67.57
 - 10.3.12 Daniel Squire £396
- 10.4 To note the following payments made between meetings as agreed**
- 10.4.1 Creative Play – Village Hall Play Area Installation – remaining 50% £4759.80
 - 10.4.2 GritBins.net – Grit bin and salt for Cotts Lane - £278.03
 - 10.4.3 Playdale – closer for Village Hall Play Area gate £54.50
- The above invoices were APPROVED for payment and the cheques were signed. It was REPORTED that Playdale have lost the cheque (item 10.4.3) so another one needs issuing. It was RESOLVED to make this payment £54.50 + VAT = £65.40 and the cheque was signed.
- 10.5 To note the receipt of the remaining S106 monies for the Village Hall Play Area installation**
£3966.50
NOTED
- 11. Village Hall**
- 11.1 To receive any updates from the Village Hall Representatives – minutes previously circulated**
It was REPORTED that a new boiler was needed and that funding possibilities were being explored. The main hall lights will be replaced when the ceiling is done too.
- 11.2 To consider the requirement for an Energy Efficiency Certificate to be displayed.**
It was NOTED that this is not a Parish Council decision as the hall is managed by the Village Hall Committee.
- 12. Playing Fields Association**
- 12.1 To receive any updates from the Playing Fields Association Representative**
It was REPORTED that maintenance jobs were on-going and that a new TV had been installed in the pavilion for sporting events to be shown.
- 13. Lengthsman**
- 13.1 To consider work done/required under the Lengthsman Scheme**
None – except the item raised under item 7.2
- 13.2 To note the submission of the Lengthsman Expression of Interest Form 2020-21**
NOTED
- 14. Eco-friendly Working Party.**
- 14.1 To consider an update from the Eco-Friendly Working Party.**
It was REPORTED that the recycling bins and signs are in place by the Village Hall Play Area and have been well used so far. The leaflet is still underway.
- 14.2 To consider an update on the Climate Emergency within the Parishes**
Cllr Alan Long REPORTED that he had been meeting with other parishes once a month. It was hoped that all eco-initiatives could be advertised on one site moving forwards.
- 14.3 To consider an update on setting up a Facebook page for the KOP group and the PC**
The clerk REPORTED that although she had set up pages for the PC, NDP and KOP groups, they were not showing on the site. She apologised for the delay and will get this rectified as soon as possible. It was NOTED that the old NDP Facebook page will be deleted shortly to avoid confusion.
- 15. Communications**
- 15.1 To note issues with the clerk's emails and parish website**
The clerk REPORTED that all of her emails had been deleted when the website and email address had been moved to a new host and server. This had been very frustrating and has amounted in a significant amount of extra work. The clerk felt the move could have been managed much better. The clerk hoped that any parishioners with on-going email correspondence would make contact with her. It was

AGREED that the clerk should investigate the possibility of a different host managing both the website and the emails.

15.2 To consider erecting a noticeboard in Frome Park

It was RESOLVED that the clerk should obtain quotes. Cllr Scot Garner AGREED to find a suitable place to site the board.

15.3 To consider replacing the noticeboard at A438/Lumber Lane junction.

It was RESOLVED that the clerk should obtain quotes for a new board – in both metal and wood. It was NOTED that the board stands in a conservation area.

16. Correspondence

The following correspondence was discussed:

- VE Day celebrations – no action to be taken.
- Lumber Lane TRO consultation. It was RESOLVED to fully support this scheme.
- Two invoices for repayment of recycling bins as agreed at 14th January 2020 meeting – item 14.3 – payment one: £40.96 and payment two: £90.85. It was RESOLVED to pay these invoices and the cheques were signed.
- The quote from Smiths of Derby to mend the chime on Lugwardine church clock. It was RESOLVED that the clerk should seek two further quotes and investigate funding possibilities and that Cllr Mike Wilson would ask if the PCC would share the cost of the repairs and investigate the possibility of obtaining a grant.

17. To consider the outstanding actions and updates table if necessary.

None

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

None

19. To Raise Items for the next Scheduled Parish Council Meeting

Green Network; Malvern View.

20. To Note the Date and Time of the next Scheduled Parish Council Meeting – Tuesday 12th May 2020 at 7.30pm.

NOTED – It was further NOTED that this meeting would be preceded by the Annual Parish Meetings which would start at 7pm.

It was RESOLVED to take item 6 next even though the PFA member had not arrived.

6. Global Recreation Scheme

Community Field:

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

The following report was given:

The development of the Community Field and expanded facilities on the existing site can be seen in roughly three phases:

- 1) Legal transfer of land and preparation of agreement between PC and PFA - this phase is virtually complete.*
- 2) Surveys, planning applications, hydrology, feasibility study as precondition for ECB/FA funding, preparation of tenders. - This phase has begun and can now proceed but requires funding.*
- 3) Award of contracts, purchases and physical implementation. - This phase is dependent on obtaining major funding, which can only be obtained when the phase 2 steps are completed.*

6.2 To consider the request for funding to cover Phase 2 costs.

It was RESOLVED that the planning application would be paid for outright by the Parish Council as they own the land. It was further RESOLVED that the sum of £9500 plus VAT would be set aside to cover the cost of the works detailed below.

- Survey of village hall area for planning application for MUGA, additional car parking, road widening etc (quote from Dan Forrest) £600
- Cost of addition to Feasibility Study (estimate) £1,000
- Howard Giddens Surveying, tender preparation and tender management fee estimate £5,000
- Hydrologist (estimate) £2,500

6.3 To consider an update on the lease between the PFA and Parish Council

On-going

Play Areas**6.4 To receive an update on the development of Frome Park Play Area and Village Hall Play Area – including signs; path and trees**

It was REPORTED that the Village Hall play area repairs had been completed and two new items of equipment installed. The gate closer needed attaching and some grass seed needs sowing. Otherwise this area is now complete.

Frome Park Play area equipment is all in situ. The wet-pour surface will be undertaken this week – weather permitting. The path is ready for tarmacking; the signs are underway and the trees have been planted. It was RESOLVED that the clerk could pay all invoices relating to this project between meetings in order that they are paid before the end of this financial year. It was further RESOLVED that she could continue to ensure that all S106 monies relating to the project were reclaimed. Cllr Wendy Soilleux was thanked for her hard work in ensuring the momentum of the project kept going.

It was NOTED that the play area would remain closed for a few weeks until the ground had time to recover from the installation and the terrible weather.

6.5 To consider the Play Area Inspections

It was RESOLVED to pay Mr. Francis an extra £5 per week to undertake the weekly inspection of this play area as well as the Village Hall area. Cllr Wendy Soilleux will continue to undertake the three monthly inspections and the clerk will ensure the area is added to the Annual Inspection list.

The meeting closed at 9.40pm

Signed: _____

Dated: 12-05-2020