

**BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL**

**MINUTES OF THE MEETING OF THE PARISH COUNCIL  
HELD ONLINE VIA ZOOM – DUE TO THE CORONAVIRUS PANDEMIC  
ON TUESDAY 12<sup>th</sup> MAY 2020 AT 7.30 PM**

**Present:** Councillors: Mrs. W. Soilleux (Chair); Mr. G Davies; Mr. S Garner; Mrs. F. Matthews; Mr. N. Shore; Mr. A. Long; Mrs. J. Karayiannis; Mr. D. Evans; Mr. R. Williams and Mrs. L. Hoppé

**In attendance:** Mrs. E. Thomas – Parish Clerk

**Public:** 1

1. **To receive apologies for absence**  
NONE
2. **To receive declarations of interest and applications for dispensations**  
2.1 **To remind all councillors to update their Register of Interest forms with Herefordshire Council.**  
NOTED. Cllrs: N. Shore; R Williams and F. Matthews DECLARED NPI's against items 7.10 and 8.1.
3. **To adopt the minutes of the Parish Council meeting held on 10<sup>th</sup> March 2020**  
The minutes were APPROVED and will be signed by the Chair as soon as possible.

*Cllr M. Wilson joined the meeting.*

4. **Open Time**
  - 4.1 **To note matters raised by local residents relevant to the Parish**  
The following items were raised:
    - The highways in the parishes are unsuitable for the heavy farm traffic using them – with particular reference to Lumber Lane.
    - The Parish accounts do not look the same as other business accounts.
5. **Council Policies; Committees, Working Groups, Officers and Powers:**
  - 5.1 **To note that due to the Coronavirus Pandemic, there is no requirement for an Annual Meeting of the Parish Council this year. (*The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*)**  
NOTED
  - 5.2 **To note that therefore Committee Structures; Officers; Council Powers; Banking Signatories and Council Policies will all remain in place for a further year until May 2021 without need for review.**  
NOTED
  - 5.3 **To note the updated Asset Register – Appendix 1**  
NOTED
  - 5.4 **To consider the Council's insurance schedule, amend if necessary and approve for renewal**  
The insurance policy was REVIEWED and it was AGREED that no amendments were required as the new play area has already been added to the policy. It was AGREED to pay the invoice for £610.42
6. **Planning**
  - 6.1 **To receive a verbal report from the Planning Committee**  
The Chair of the Planning Committee REPORTED the following:
    - Applications 201086 and 200512 were supported at the Planning Committee meeting earlier this evening.
  - 6.2 **To note the planning submissions made under The Planning Committee Terms of Reference item 11bii. – Appendix 2**
    - 6.2.1 200696 30 Quarry Field, Lugwardine, HR1 4BS
    - 6.2.2 200886 Land at Bartestree off A438 (Opp Lower Lodge ), Bartestree.
    - 6.2.3 200934 Land adjacent to Three Penny Bit Cottage, Lugwardine, HR1 4DPNOTED
  - 6.3 **To consider an update from the NDP Review Working Party; consider the consultants quotations for the NDP review and appoint a consultant.**  
The consultant quotations were considered. It was RESOLVED to appoint DJ Nicholson as NDP Consultant for the NDP Review.
  - 6.4 **To approve the clerk applying for an NDP grant from Groundwork UK**  
It was AGREED that the clerk should apply for NDP Grant funding from Groundwork UK to cover this.

## 7. Financial Matters

- 7.1 To receive the End of Year report and financial statement from the RFO – incl. spend against budget. Appendix 3**  
The clerk REPORTED that if the Recreational Development income and expenditure were removed from the cash sheet then income and expenditure were as expected at the year end. Due to the Coronavirus pandemic, S106 monies requested were not transferred by Herefordshire Council on time and the clerk therefore transferred £5000 from the Business Reserve account to cover costs. This has now been transferred back. The large VAT return for 2019-20 has now been received and finances once again reflect the true picture.
- 7.2 To consider and approve the accounting procedure is to continue on a receipts and payments basis.**  
It was AGREED to continue with the receipts and payments accounting procedure for 2020-21
- 7.3 To consider the internal auditors report – Appendix 4**
- 7.4 To approve the Annual Governance Statement for 2019/20 – Appendix 5**
- 7.5 To approve the Accounting Statements for 2019/20 – Appendix 6**  
Items 7.3; 7.4 and 7.5 were DEFERRED to the July meeting as the paperwork had not returned from the Internal Auditor yet.
- 7.6 To appoint an Internal Auditor for 2020/21**  
It was RESOLVED to use Mr Brough as the internal auditor for 2020-21.
- 7.7 To note the VAT return 2019-20**  
It was NOTED that the 2019-20 VAT Return for £17,331.50 has been submitted.
- 7.8 To note and approve the monthly pension payment for the coming financial year. Taken by direct debit and currently £67.39**  
The pension direct debit payment was NOTED and APPROVED for the coming year.
- 7.9 To approve donations to St Michael's Hospice and Longworth Chapel**  
Donations of £250 and £50 respectively were APPROVED.
- 7.10 To consider donating £36.50 to the Cricket Club to cover the cost of wild flower seeds to be planted on the bank in the extreme north-western corner of the Playing Fields**  
It was RESOLVED to approve this donation.
- 7.11 To note the following payments made under Clerks Delegated Authority (Finance Regulations item 5.5) and as agreed at the meeting held on 10<sup>th</sup> March 2020.**
- 7.11.1 Lengthsman – Path in Frome Park Play Area £492.00
  - 7.11.2 Hop Pocket Garden Centre – Trees for Frome Park Play Area £173.00
  - 7.11.3 Creative Play – remaining 50% of Frome Park Play Area installation cost £32,399.99
  - 7.11.4 Signs and Labels – signs for play area £170.60
  - 7.11.5 Balfour Beatty – Dec SID deployment £105.60
  - 7.11.6 Wendy Soilleux – Padlock for play area £9.00
  - 7.11.7 T.A. Matthews – Legal work due to purchase of Frome Park £1947.00
  - 7.11.8 Balfour Beatty – Feb SID Deployment £234.00
  - 7.11.9 Eyelid Productions – Annual Web Support £100.00
  - 7.11.10 Clerks Expenses – March- April £26.30
  - 7.11.11 Clerks April Salary
  - 7.11.12 Lengthsman March- April works incl Frome Park Play Area £716.00
  - 7.11.13 Scot Garner – Security Chains £29.97
  - 7.11.14 Mr. R. Francis – Play Area safety checks £15
- The above payments were NOTED
- 7.12 To note the following receipts:**
- 7.12.1 £32,912.07 S106 monies claim for Frome Park Play Area
  - 7.12.2 £25,250.00 Precept Part 1
  - 7.12.3 £71.94 Fastershire Grant to cover 6 months of Zoom subscription for online meeting.
- The above receipts were NOTED

*It was RESOLVED to defer item 8 until Mr. J. Jackson of the Community Recreation Group joined the meeting.*

## 9. Play Areas

- 9.1 To receive an update on the development of Frome Park Play Area and remaining S106 money.**  
It was REPORTED that all works had now been completed against difficulties caused by the flooding and the Coronavirus Pandemic. The area has just been re-seeded. Cllr Scot Garner was thanked for his efforts with keeping the trees watered, and Cllr Geoff Davies for keeping a photographic log of developments. The clerk REPORTED that there was in the region of £3000 more S106 money to claim. This will leave a remaining £2000 to spend on a notice board and installation.
- 9.2 To note that the advert for the Play Area Checks contract for the coming year will be advertised.**  
NOTED

*Mr. J. Jackson joined the meeting*



**8. Community Field****8.1 To receive a brief update on the Community Field.**

The following update was RECEIVED: Not much has been able to happen due to the Coronavirus Pandemic. Options moving forward with regard to VAT were listed. It was REQUESTED that the PFA bring a properly formulated proposal to another meeting for consideration. The clerk ADVISED that extreme caution should be taken by the Parish Council with regard to reclaiming VAT. She has already ADVISED the Council as to the situation over the last year, and any changes, with regard to VAT reclamation, put forward by beneficiaries of the scheme, should be treated cautiously.

*Mr. J. Jackson left the meeting*

**10. Highways****10.1 To consider an update on the transport S106 monies scheme**

The clerk REPORTED that following the last email sent to Balfour Beatty after the March meeting, she has been unable to get any further details on the progression of the scheme. It was RESOLVED that the clerk should write a letter of complaint as to the time this scheme was taking. The Parish Council have been waiting for nearly two years for costings. In the event that the scheme was delayed further it was REQUESTED that aspects of the scheme (Bartestree Crossroads and the Village Hall entrance) should be looked at by the Parish Council, at the next meeting, as a scheme they may undertake themselves.

**11. Lengthsman****11.1 To note that the advert for the Lengthsman contract for the coming year will be advertised.**

NOTED

**12. Eco-friendly Working Party.****12.1 To consider an update from the Eco-Friendly Working Party.**

It was REPORTED that the KOP Facebook page has 17 members. There is a leaflet on the page detailing what can be recycled at the Village Hall. The recycling bins at the Village Hall are working well and have been emptied once. Once the Coronavirus Pandemic has passed, other recycling options will be looked at. If anyone wants anything posted on Facebook, they need to contact the clerk.

**12.2 To consider an update on setting up a Facebook page for the KOP group and the PC**

The clerk REPORTED that all Facebook pages were now up and running.

**12.3 To consider becoming members of the Hereford Green Network at a cost of £50**

It was RESOLVED to become members.

**13. Communications****13.1 To consider quotes to erect a noticeboard in Frome Park**

The clerk REPORTED that the cost of this notice board, and installation, would come out of the S106 monies.

**13.2 To consider quotes to replace the noticeboard at A438/Lumber Lane junction.**

It was RESOLVED to approve a figure of £1600 for each of items 13.1 and 13.2. Exact choice of design will be undertaken by email.

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

A thank you letter be sent to Bartestree Stores; Canvas the Parish with regard to a pedestrian/cycle bridge over the River Lugg; Application for a grant for the bridge; Obtaining permissions from Landowners to erect a bridge; Put forward proposals for a suitable bridge.

**15. To Note the Date and Time of the next Scheduled Parish Council Meeting – Tuesday 14<sup>th</sup> July 2020 at 7.30pm.**

NOTED

*The meeting closed at 8.45pm*

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

Dated: 14-07-2020