

**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 14<sup>th</sup> JULY 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. M Wilson and Mrs. L. Hoppé

**In attendance:** Mrs. E. Thomas – Parish Clerk  
Ward Cllr Paul Andrews

**Public:** 0

1. **To receive apologies for absence**  
Apologies were RECEIVED and ACCEPTED from Mr. R. Williams
  2. **To receive declarations of interest and applications for dispensations**  
Cllr Nigel Shore DECLARED a NPI against item 12.1 and the clerk signed the Register of Interest book on his behalf.
  3. **To adopt the minutes of the Parish Council meeting held on 12<sup>th</sup> May and 9<sup>th</sup> June 2020**  
The minutes were APPROVED and duly signed by the Chair.
  4. **Open Time**
    - 4.1 **To note matters raised by local residents relevant to the Parish**  
None
  5. **To receive brief verbal reports from:**
    - 5.1 **District Councillor**  
The Ward Cllrs report included the following items:
      - The PC should receive information on the S106 scheme in 6 weeks.
      - A pedestrian bridge next to the Lugwardine Bridge would be supported by him.
  6. **Global Recreation Scheme**  
**Community Field:**
    - 6.1 **To receive an update from the Community Recreation Group (CRG).**  
It was RESOLVED to defer this item until Mr Jackson had arrived.  
**Play Areas**
    - 6.2 **To receive an update on the development of Frome Park Play Area**  
It was REPORTED that works at Frome Park had finished and had been signed over to the Parish Council. Areas of grass still needed to grow. The ROSPA H&S sign from Creative Play is still awaited. Thanks were given to Cllrs Scot Garner and Geoff Davies for watering the area and keeping an eye on developments.
- One parishioner joined the meeting*
- 6.3 **To consider the tenders received for the weekly Play Area Inspections**  
The clerk REPORTED that one tender had been received from Mr Rob Francis. It was RESOLVED that he should undertake the weekly play inspections for the coming year. These would now also include Frome Park Play Area.
- Mr. J. Jackson – Secretary for the Community Recreation Group joined the meeting*
- 6.4 **To consider the re-opening of the play areas.**  
It was RESOLVED that following guidance from Herefordshire Council, the play areas could re-open from Saturday 18<sup>th</sup> July 2020. It was RESOLVED that the clerk would complete the necessary risk assessment and ensure that signage is erected at both sites. It was AGREED that the number of children able to use the sites at one time would be equal to the pieces of equipment in the areas. It was NOTED that once the Frome Park playground was open the two bins would need adding to the Herefordshire Council emptying schedule.

It was AGREED to take item 6.1 next as Mr Jackson had arrived.

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

The following update was RECEIVED:

- No CRG meeting since last PC meeting
- Significant changes to economic circumstances due to Covid19
- Football Foundation confirm funding still available but Cricket Board say while still a priority they cannot confirm funding is actually still available
- Reassessment of Clubs' needs (both Clubs are in a different situation to where they were 7 years ago when this first started, and even 2½ years ago when we held the consultation.
- Impact of reduced funding, Clubs' needs and the general economic climate suggest a less dramatic landscaping project in the New Field is more appropriate.
- This will focus on creating a Football and Cricket pitch that is useable rather than the higher specification pitch that funding from the governing bodies would require
- Would still need drainage to protect neighbours from run off caused by the (reduced) landscaping and certain investigation to confirm no impact on neighbouring trees or well water
- Village Hall side works (MUGA, car parking, roadway widening) would progress separately
- Group chair, Malcolm Harris, will be able to devote more time to the projects in the Autumn and will be looking to progress over the autumn/winter months.
- Meanwhile conversion of PFA into a Charitable Incorporated Organisation continues

Mr. J. Jackson – Secretary for the Community Recreation Group left the meeting

## 7. PRowS and Trees

### 7.1 To receive a Report from the PRow Officer

The PRow gave the following report:

- PRow maps and the Walkers' Code had been placed in every parish noticeboard.
- The Landowner has removed the barbed wire along LU23

### 7.2 To consider PRow issues

The following PRow issues were NOTED:

- The stiles are still broken at either end of LU15 and a tree has fallen in the copse. It is hard to find out who is dealing with the field as it is under probate. Cllr David Evans AGREED to find out.
- Finger signs for both BJ2 and BJ1 have been ordered from BB.

### 7.3 To consider purchasing "Keep Your Dog on a Lead" and "pick up after you dog" signs

It was RESOLVED that the clerk should purchase 10 of each sign.

### 7.4 To consider the proposals for improvements to PRow LU5 – previously circulated

It was RESOLVED that the following proposal would be undertaken.

- External contractor to reduce the height of the hedge to approx 2 metres/ 6 feet all the way along, shred and clear debris;
- Temporary privacy barrier to be erected inside garden along part of hedge to front of house if deemed necessary.
- Cost to be shared equally between Stalls House and Parish Council.  
Quotation £595
- Lengthsman would then trim back and tidy remaining vertical edge of hedge on the Eastern side and the base area of LU5 and install new footpath sign.  
Cost to be met by Parish Council.
- Overhanging branches of willow tree to be cut back in Winter and vegetation overhanging fences to be removed by Stalls House.

### 7.5 To receive a Report from the Tree Officer

The Tree Officer was not present.

## 8. Planning

### 8.1 To receive a verbal report from the Planning Committee

The following update was RECEIVED:

Applications 201757/58; 201726; 201742; 193406 and 201960 had been discussed at the meeting earlier in the evening – see the planning committee minutes for details.

### 8.2 To note the minutes of the Planning Committee dated 12<sup>th</sup> May and 9<sup>th</sup> June 2020

NOTED

### 8.3 To consider an update from the NDP Review Working Party

It was REPORTED that the grant of £10,000 had now been received. It was RESOLVED that a leaflet could now be sent out to all parishioners advertising the setting up of the NDP working party. It was AGREED that, under the guidance of the consultant, the Call for Sites, could begin in September.



**8.4 To consider a response to Herefordshire Council's Affordable Housing Supplementary Planning Document (SPD)**

It was RESOLVED that a response should be submitted supporting this new document.

**9. Financial Matters**

**9.1 To receive the July report and financial statement from the RFO – incl. spend against budget. Appendix 1**

The clerk REPORTED that the format of the Finance Report had changed in line with Internal Audit recommendations. It was NOTED that the insurance budget was overspent due to an increase in premium due to Frome Park Play Area equipment being added. It was further NOTED that the allocated funds and unallocated reserves had been arrived at by deducting the Recreational Development spend from the figures. It was RESOLVED to approve the report as evidence of budget monitoring and bank reconciliation.

**9.2 To note bi-monthly audit check by Cllr J Karayiannis**

Cllr J Karayiannis reported that the bi-monthly check was in order.

**9.3 To note the change in interest rates on the Parish bank accounts**

Cllr's NOTED that the interest rates on Parish business premium account had changed from 0.10% to 0.01%

**9.4 To consider the following invoices for payment:**

9.4.1 Clerk's July Salary

9.4.2 Clerk's July expenses £51.33 – previously circulated

9.4.3 Autela – Payroll Services £82.37

9.4.4 ITSA Marine Ltd – Lengthsman maintenance – June - £492

9.4.5 Daniel Squire – June Mowing £804

The above invoices were APPROVED for payment.

**9.5 To consider allowing the clerk to purchase a new laptop**

It was RESOLVED that the clerk could purchase a new laptop up to a sum of £700

**9.6 To consider contributing to a new chair for the clerk £34.95 plus VAT**

It was AGREED to contribute to a new chair for the clerk.

**10. Highways**

**10.1 To consider an update on the transport S106 monies scheme and the formal complaint**

The clerk REPORTED that she had received no further details on the S106 highway scheme. It was RESOLVED that the following response should be made to the formal complaint response received:

1. The PC first attended a meeting with HC & BB at the Plough Lane Offices on 07-09-2018.
2. A reply to our complaint was received on 05-06-2020 but we have not heard from BB nor have any of the issues been addressed since that time.
3. The unacceptable length of time that this has been going on for was not referred to in the reply.
4. The most important part of the scheme, improvements at Bartestree Crossroads, had been almost totally ignored and our more recent request for its inclusion as a priority has still not been acknowledged.

It was AGREED this response should be sent to the Chief Executive; HC Leader and Ward Cllr Paul Andrews.

**10.2 To note any highway issues for reporting.**

The following issues were NOTED for reporting:

- Hagley Cottage hedge.

**10.3 To consider purchasing "no smoking" signs for the four bus shelters**

It was AGREED the clerk could purchase four "no smoking" signs for the bus shelters.

**10.4 To consider a response to the Lumber Lane TRO Consultation.**

It was RESOLVED to support the Lumber Lane TRO

**11. Village Hall**

**11.1 To receive any updates from the Village Hall Representatives**

The update included the following items:

- A new ceiling and LED lighting has been installed in the main hall
- The main hall and committee room have been redecorated.

12. **Playing Fields Association**  
12.1 **To receive any updates from the Playing Fields Association Representative**  
The update included the following items:  
- Cricket has now restarted – following all Covid-19 secure government guidelines.
13. **Lengthsman**  
13.1 **To consider the tenders received for the Lengthsman contract for the coming year.**  
The clerk REPORTED that she had only received one tender for the position of Lengthsman for the coming year. It was RESOLVED that Mr Thomas should continue as Lengthsman for a further year.  
13.2 **To consider any Lengthsman tasks that need undertaking.**  
The following tasks were NOTED for undertaking by the Lengthsman:  
- Clearing the kerbs in St Peters Close  
- LU5 as per item 7.4
14. **Eco-friendly Working Party.**  
14.1 **To consider an update from the Eco-Friendly Working Party.**  
The update included the following items:  
- The recycling bins are being used regularly  
- The recycling of tins would be looked at next. It was AGREED that clerk would obtain commercial recycling collection prices for consideration at the next meeting.
15. **To consider a response to the LGA consultation on the Draft Model Member Code of Conduct**  
It was RESOLVED that a comment should be made to the effect that Parish Council's use Herefordshire Council for their Monitoring Officer.
16. **Lugg Bridge**  
16.1 **To consider canvassing the Parish with regard to a pedestrian/cycle bridge over the River Lugg**  
It was RESOLVED that Cllr Long could canvass the community via leaflet; website; noticeboards; parish magazine and social media. It was further RESOLVED that Cllr Long would obtain a cost from Balfour Beatty for undertaking a feasibility study into the viability of a bridge.  
16.2 **To consider submitting an application for a grant for the bridge**  
16.3 **To consider obtaining permissions from Landowners to erect a bridge**  
16.4 **To consider putting forward proposals for a suitable bridge.**  
It was AGREED that the above 3 items would be deferred until a later meeting – date to be confirmed.
17. **Correspondence**  
The clerk REPORTED that she had received the following correspondence:  
- An email from a parishioner primarily regarding Facebook and communications. The clerk AGREED that she would continue to post Parish information – including road closures and planning applications on a regular basis. It was NOTED that the clerk only works part-time though so this would not necessarily be on the day the closures occurred. It was further NOTED that as the Parish Council is a tier of government, the Facebook page cannot be added to by everyone.
18. **To consider the outstanding actions and updates table if necessary.**  
None
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]**  
Church Clock Maintenance
21. **To Note the Date and Time of the next Scheduled Parish Council Meeting – Tuesday 8<sup>th</sup> September 2020 at 7.30pm.**  
NOTED

The meeting closed at 9.27pm

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

Dated: 08-09-2020