

**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 8<sup>th</sup> SEPTEMBER 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;  
Mr. D. Evans; Mr. M Wilson; Mr. R. Williams 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 Cllr Mrs. J. Karayiannis
2. **To receive declarations of interest and applications for dispensations**  
Cllr Mike Wilson DECLARED a NPI against item 16. The clerk signed the Register of Interest book on his behalf. Cllr Ron Williams DECLARED NPI's against items 6.1 and 12. The clerk again signed the book.
3. **To adopt the minutes of the Parish Council meeting held on 14<sup>th</sup> July 2020**  
The minutes were APPROVED and duly signed by the Chair.

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

4. **Open Time**
  - 4.1 **To note matters raised by local residents relevant to the Parish**  
The following items were RAISED:
    - Parishioners would now need to book online to use Rotherwas Recycling Centre
    - Could green waste recycling bags be available to purchase from Bartestree Stores? *It was NOTED that the store could purchase these at a cost of £200 if they wished to sell them.*
    - Can further traffic calming measures be considered for the junction with Tidnor Lane? *It was NOTED as vital that all accidents are reported to the police if traffic calming measures are to be approved.*
    - Does Lammas Lodge still need the recruitment sign permanently displayed?
    - Why is the mobile Post Office no longer at the village hall?

*One member of the public joined the meeting.*

5. **To receive brief verbal reports from:**
  - 5.1 **District Councillor**  
Cllr Paul Andrews gave his report which included the following items:
    - The S106 highway plan has been paused whilst a "Value for Money" investigation is undertaken on works completed by Balfour Beatty.
    - A better transport Plan for St Marys High School is being instigated.
    - A request has been made for planning application 202524 to go before the Planning Committee.

*Cllr Paul Andrews left the meeting*

6. **Global Recreation Scheme**  
**Community Field:**
  - 6.1 **To receive an update from the Community Recreation Group (CRG).**  
Mr Jonathan Jackson gave the following report:
    - There has been little to report since the last meeting.
    - Mr Malcolm Harris will be helping more in the Autumn.
    - The PFA Charitable Status is underway.

*Mr. J. Jackson left the meeting*

- Play Areas**
  - 6.2 **To consider the Annual Play Area Inspection Reports for Bartestree Village Hall and Frome Park Play Area, and organise any issues that need attending.**  
It was NOTED that the Annual Inspection undertaken had missed pieces of equipment out and not noted some clear and obvious defects. It was RESOLVED that the reports should be re-done. Significant issues had been found with the new equipment at Frome Park Play Area. It was RESOLVED that Creative Play should be written too requesting replacement of the items with defects.

It was RESOLVED that the Lengthsman should undertake any other maintenance jobs on the play equipment at the Village hall.

- 6.3 To consider issues with the Frome Park Play Equipment – for undertaking by Creative Play**  
See item above.

- 6.4 To consider ways to slow traffic down by Frome Park Play Area.**  
It was RESOLVED that the clerk would arrange for two temporary signs to be erected whilst waiting for the formal sign application to be approved.

- 6.5 To consider safe weed control in Frome Park Play Area and further hedge cutting.**  
It was RESOLVED to ask Daniel Squire to undertake both weed spraying and hedge trimming in the area. It was further NOTED that two trees outside of the play area need trimming. It was AGREED to ask Daniel Squire to undertake this too.

## **7. PRowS and Trees**

- 7.1 To receive a Report from the PRow Officer**

The report included the following items:

- LU10 is fully open after 2 years.

- 7.2 To consider PRow issues – incl puddles forming on the LU5**

The following items were RAISED Rhystone Lane:

- The stile on PRow LU15 just off Rhystone Lane needs repairing, despite being unable to find out who the landowner is.
- The issue with puddles on LU5 is due to the land either side being higher. It was AGREED that Herefordshire Council PRow team should be contacted to rectify the issue.
- The hedges on the school side of LU5 have still not been done despite contact with the school. It was AGREED that Herefordshire Council should be contacted.

- 7.3 To receive a Report from the Tree Officer**

The Tree Officer had submitted his apologies but emailed the following report:

- Planning Enforcement is ensuring that tree protection is carried out on the Cotts Lane site.
- Putting TPO's on the remaining trees on site is being investigated.

It was REPORTED that two small pear trees on the Old village Hall site need attention. It was AGREED that Cllr Fiona Matthews would purchase a stake to help prop up one of the trees.

- 7.4 To consider contacting the school regarding the need to further trim their hedges on the LU5.**  
See item 7.2

- 7.5 To note the "support" given to the Public Path Diversion Order LU8(part) submitted 30<sup>th</sup> July 2020**  
NOTED

## **8. Planning**

- 8.1 To receive a verbal report from the Planning Committee**

A brief summary of the Planning Committee meeting held this evening was given.

- 8.2 To note the minutes of the Planning Committee dated 14<sup>th</sup> and 28<sup>th</sup> July 2020**  
NOTED

- 8.3 To consider an update from the NDP Review Working Party – Working Party members and Call for Sites**

It was REPORTED that a few parishioners had expressed an interest in joining the working party and a few others had offered various voluntary services. It was AGREED that the NDP Steering Group should contact those interested to increase membership of the group. It was further NOTED that the Call for Sites documents had been drawn up by the Consultant. It was AGREED that the Steering Group should meet to finalise these and start the process. Thanks were given to Cllr Alan Long for arranging delivery of all of the leaflets and to those who assisted. The Impact of The Planning for The Future" White Paper was discussed. It was AGREED that the NDP Group would formulate a response to the consultation and submit it on behalf of the Parish Council. All Councillors were encouraged to submit a response. It was AGREED that the consultation should be advertised on the Parish Website, Parish notice boards and Parish magazine.

- 8.4 To consider Herefordshire Council's HELAA 2020**

It was RESOLVED to respond saying that the NDP was under review at present and a Call for Sites was being undertaken. It was AGREED that it should be further NOTED that the housing target until 2031 had been exceeded in the Group Parish.



## 9. Financial Matters

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

The clerk REPORTED that finances were healthy for the period. It was NOTED that the budget for notice boards is showing as overspent because the money is being reclaimed from the S106 budget. Likewise the clerk's expenses budget appears overspent as the invoice for the laptop presently sits under this heading. The report was APPROVED.

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

It was REPORTED that Cllr Karayiannis had confirmed that the audit check and bank reconciliation had been completed and was in order.

### 9.3 To note the following payments made under clerks delegated Authority (Finance Regulations item 5.5)

9.3.1 Noticeboard Company - £1900.92 (agreed 12/05/2020 13.20)

9.3.2 John Walsh Tree Surgery - £595 (agreed 14/07/20 7.4)

9.3.3 Parks and Playground – Annual Inspection Reports - £115.20

9.3.4 Bartestree Village Hall – Annual Biffa Bin Contribution - £100

9.3.5 Danial Squire Ltd – July Maintenance £804

9.3.6 Clerks August Salary

9.3.7 Clerks expenses £127.97

9.3.8 Clerk – Laptop and software (Agreed 14/07/20 9.5) £635.96

NOTED

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

9.4.1 Clerk's September Salary

9.4.2 Clerk's expenses £28.96 – previously circulated

9.4.3 HMRC £156.42

9.4.4 ITSA Marine Ltd – Lengthsman tasks – July/August £639.55

9.4.5 ICO Annual Subscription £40

9.4.6 Daniel Squire Ltd – August maintenance £1062

9.4.7 HALC – Web Hosting £60

9.4.8 Hoople – Addresses for NDP delivery £27.60

9.4.9 Mr R Francis – Play Area Inspections – July/August £70

9.4.10 Mr Alan Long – KOP leaflet and postage (Agreed 01/20 14.2) £126.02

9.4.11 PKF Littlejohn – External Audit - £360

The above invoices were APPROVED for payment and the cheques were signed.

### 9.5 To note the External Auditor's Report and Certificate for the 2019-20 Annual Governance and Accountability Return.

NOTED

### 9.6 To approve the Clerk preparing the "Notice of Conclusion of Audit" and publishing it along with the AGAR Sections 1,2 &3.

IT was AGREED that the Notice should be published and hung for 14 days.

## 10. Highways

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

The clerk reported that she had not received any further information.

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

The following items were NOTED for reporting:

- Hedges by Porch House and the new development behind are encroaching on the highway.
- Subsidence by the manhole near Wilcroft House.
- Pavements throughout the parishes need clearing
- The verge trimming along the Lugg Flats was poor.

## 11. Village Hall

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

The following update was received:

- A lot of work has been undertaken. The boiler has been replaced and works to the toilets completed.
- The ceiling has been replaced and new lighting installed.
- Bookings are increasing
- The defibrillator pads are being replaced.

## 12. Playing Fields Association

### 12.1 To receive any updates from the Playing Fields Association Representative

The following update was RECEIVED

- General maintenance has been undertaken

- The sports clubs are continuing in a Covid-Safe way.

**13. Lengthsman**

- 13.1 To consider any Lengthsman tasks that need undertaking.**  
The following item was NOTED for undertaking:
- A drain and culvert check on the lanes in the parishes.

*Cllr Lin Hoppe left the meeting*

**14. Eco-friendly Working Party.**

- 14.1 To consider an update from the Eco-Friendly Working Party.**  
The following update was RECEIVED:
- Recycling leaflets had been delivered. As a result of this a lot more recycling had been put in the bins by the village hall.
  - It is hoped more members will join the group.
  - The clerk REPORTED that she had received concerns about the amount of paper being issued recently by the Parish Council

- 14.2 To consider the costs of commercial recycling collection.**  
It was NOTED that the costs were a matter for the Village Hall Committee.

**15. Lugg Bridge**

- 15.1 To consider an update on the canvassing of the Parish with regard to a pedestrian/cycle bridge over the River Lugg**  
The following update was RECEIVED:
- The Working Party had been set up.
  - A company was developing a logo for the group free of charge.
  - A list of people to contact had been drawn up and contact would be made once the logo was ready.
  - There had been a lot of support for the venture.
  - Cllr Alan Long was thanked for his efforts.

- 15.2 To consider the costs of asking Balfour Beatty to undertake a feasibility study on a new pedestrian bridge by the Lugwardine Bridge.**  
It was NOTED that a feasibility study would cost between £5-10,000.

*Cllr Lin Hoppe re-joined the meeting*

**16. Church Clock**

- 16.1 To consider the church clock maintenance**  
It was RESOLVED to defer this item

- 16.2 To consider the Church Clock Service Agreement**  
It was RESOLVED to sign a further contract for 5 years at a cost of £857 plus VAT, paid in advance, to be divided 50/50 with the Parochial Church Council.

**17. Correspondence**

**17.1 Local Speed Enforcement**

The clerk REPORTED that she had received an email from a parishioner, who had reported the road markings and speeding vehicles on the A438 between Malvern View and Frome Park. It was NOTED that Local Policing Teams have been made aware of the issues.

- 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]**  
None

- 21. To Note the Date and Time of the next Scheduled Parish Council Meeting – Tuesday 10<sup>th</sup> November 2020 at 7.30pm.**  
NOTED

*The meeting closed at 21.10*

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

Dated: 10-11-2020