

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 12th JANUARY 2021 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. M. Wilson; Mr. R. Williams; Mr. D. Evans and Mrs. L. Hoppé

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

Public: 1

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

Cllrs: R. Williams, N. Shore and F. Matthews DECLARED NPI's against item 6.1, 13 and 14.
Cllrs: M. Wilson and W. Soilleux DECLARED NPI's against item 10.
The clerk SIGNED the Register of Interest book on their behalf.

3. To adopt the minutes of the Parish Council meeting held on 10th November 2020

The minutes were APPROVED and duly signed by the Chair.

4. Open Time - To note matters raised by local residents relevant to the Parish

The following items were RAISED:

- Could the salt bin be Lugwardine Court Orchard be moved outside the fence?

5. To receive brief verbal report from the District Councillor

The clerk read the report emailed by Ward Cllr Andrews. The content was NOTED.

6. Global Recreation Scheme

Community Field:

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

The following update was RECEIVED:

- *Slow progress due to work commitments of the volunteers but Howard Giddens (who devised the revised layout plan) is being approached to draw up an implementation schedule and costings*
- *From this we can decide whether funding should be sought from the sporting bodies (who are short of funds anyway due to Covid19 and also demand potentially higher commitment from the Clubs than if we did it ourselves at a lower standard*
- *HG will also include hydrology reporting to ensure neighbours water supply is unaffected and drainage to protect run-off to neighbours' properties*
- *Impact of Covid19 on sporting participation, ground use and funding is causing us to review implementation schedule – more likely to be significant phases rather than all in one.*
- *Positive action being taken to progress the works around the Hall, hoping to engage renewed involvement from the community.*

It was queried whether the field could be used for community use. This will be reviewed once the Implementation Schedule and Costings are known.

Play Areas

6.2 To consider an update on issues with the new Frome Park and Village Hall Play Equipment

It was REPORTED that although some of the defects reported in the play areas had been rectified, there were still some that needed more attention. It was AGREED that the clerk should send the report back with the outstanding items marked and request they are completed.

Mr Jonathan Jackson left the meeting

- 6.3 To consider putting the Play Area Checks contract out to tender for 2021-22**
It was AGREED that the advert should be displayed on the website; notice boards; Facebook page and parish magazine.

7. PRowS and Trees

7.1 To receive a report from the PRow Officer

The following items were included in the report:

- LU15 is much more accessible now that the Lengthsman has replaced the stile at the Tidnor Lane end and removed the broken one at the Rhystone Lane end.
- The attempt to add the unofficial footpath from the Hagley Park Estate to just North of Hagley Court to the definitive map is ongoing. The PRow Officer needs to receive evidence from parishioners before she can submit anything.
- The stile on LU16/17 is stable and does not require any action.

7.2 To consider PRow issues – incl gate on LU17

It was AGREED not to contribute to replacing the gate on LU17 as the stile is stable and the stile at the other end of the property is remaining as one too. The PRow Officer will let the land-owner know.

7.3 To receive a report from the Tree Officer

The tree officer had sent his apologies. He had nothing to report except to note that a large tree has fallen into the community field. It was AGREED that the clerk should contact the owner of the tree.

7.4 To consider issues caused by dog mess.

It was REPORTED that dog mess was causing issues in some areas of the parishes. It was AGREED that the clerk should put notices on boards and on Facebook, reminding owners to clear up the mess.

8. Highways

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

The clerk REPORTED that no further information has been given regarding these issues.

8.2 To consider all matters in relation to the recent highway consultation from Herefordshire Council with regards a crossing by St Mary's School and any appropriate actions needed.

The Chair asked any Cllrs if they had any facts related to this matter that they wished to make known. There was no response.

The clerk read a factual report which clarified the sequence of events leading up to the current Herefordshire Council consultation on a crossing by St Mary's School. The report highlighted the fact that the Parish Council had apparently been deliberately kept out of all discussion on the matter by the behaviour of Ward Councillor Andrews and Parish Councillor Long. The general surprise and consternation amongst councillors who were present led to a proposal that the Parish Council should refer the conduct of Ward Councillor Andrews and Ward Councillor Long to the Monitoring Office for investigation. The proposal was seconded. Following a vote, it was RESOLVED that this action should be taken. The clerk reminded everyone that as the matter was going to be put forward to the Monitoring Officer then no further discussion should take place.

8.3 To consider the Parish Council response to the consultation referred to in item 8.2

It was RESOLVED to submit the following response: The Parish Council do not wish to see a crossing at either point as they do not believe it is a safe solution for the school children.

*One parishioner joined the meeting.
Cllr Alan Long left the meeting.*

One parishioner left the meeting

8.4 To note any highway issues for reporting.

The following items were NOTED for reporting:

- Pothole by the westbound entrance to the field.
- Pothole by Parklands, Cotts Lane on the Parklands side of the highway
- Pothole on Tidnor Lane by the turning to Lugwardine House. Drivers are having to swerve onto the verge.
- The anti-skid surface on the eastbound side of the highway on the Lugg Bridge needs renewing.
- LU5 issues need chasing up as urgent.

Cllr Alan Long re-joined the meeting.

9. Planning

9.1 To receive a verbal report from the Planning Committee

There was no meeting this evening so nothing to report. Application 201742 was NOTED as having been refused.

9.2 To note the minutes of the Planning Committee dated 24th November 2020
The minutes were NOTED

9.3 To consider an update regarding enforcement of issues at Orchard Vale
It was REPORTED that there is still a gap in the hedge. It was AGREED that the clerk should investigate whether the Parish Council is able to erect a fence to fill the gap and if so, ask the Lengthsman for a quote.

10. NDP

10.1 To consider an update from the NDP Review Working Party

It was REPORTED that following the Call for Sites, the NDP Consultant had now completed the Housing Site Assessment (HSA). This has led to 7 sites being recommended for taking forward to an informal parish-wide consultation.

10.2 To consider the Terms of Reference for the NDP Steering Group
The Terms of Reference were APPROVED.

10.3 To consider putting the Call for Sites submissions and subsequent recommendation from the NDP Steering Group out for informal parish wide consultation.
It was RESOLVED to put the recommended informal consultation out for Parish feedback.

11. Financial Matters

11.1 To receive the January report and financial statement from the RFO – incl. spend against budget. Appendix 1
The clerk REPORTED that finances were healthy. The report was APPROVED as evidence of budget monitoring and bank reconciliation.

11.2 To note bi-monthly audit check by Cllr J Karayiannis
It was REPORTED that Cllr Karayiannis had undertaken the checks and all was found to be in order.

11.3 To note the following payments made under clerk's delegated authority

- 11.3.1 Balfour Beatty – SID Hire Bartestree deployments £552
- 11.3.2 Daniel Squire – October Maintenance £804
- 11.3.3 Autela Payroll Services - £65.52
- 11.3.4 HMRC PAYE £265.96
- 11.3.5 ITSA Marine Ltd – Lengthsman tasks £398
- 11.3.6 Clerk's December Salary

The above payments were NOTED

11.4 To consider the following invoices for payment:

11.4.1 Clerk's January Salary

11.4.2 Clerk's expenses £65.80 – previously circulated

11.4.3 Balfour Beatty – SID Hire – Lugwardine deployments £552

11.4.4 DJN Planning Ltd – NDP advice and housing assessment £5040

11.4.5 ITSA Marine Ltd – Lengthsman tasks £194

11.4.6 CPRE Subscription £36

11.4.7 Rob Francis – Play Area checks November & December £90

The above invoices were APPROVED for payment.

12. Noticeboards

12.1 To consider putting a “useful numbers” contact sheet on each noticeboard.

It was AGREED to put up a contact sheet on each notice board. Cllrs were REQUESTED to email any suggestions of relevant numbers to Cllr. Wendy Soilleux to collate.

12.2 To consider purchasing a laminator to assist hanging notices.

It was AGREED that a laminator could be purchased.

13. Village Hall

13.1 To receive any updates from the Village Hall Representatives

The following update was RECEIVED:

- The hall is quiet at the moment due to the pandemic.

13.2 To consider paying for all remaining emergency lights to be replaced.

It was RESOLVED to pay for the replacement of the remaining emergency lights and to change the maintenance company to Besecure. Cllr Fiona Matthews will liaise with Mr. Jonathan Jackson.

14. Playing Fields Association

14.1 To receive any updates from the Playing Fields Association Representative

The following update was RECEIVED:

- It is quiet at the moment due to the pandemic.

- New dog signs are being printed – along with a map showing where dog walkers are allowed to walk their dogs at the Village Hall site.

15. Lengthsman

15.1 To consider any Lengthsman tasks that need undertaking.

None

15.2 To consider putting the Lengthsman contract out to tender for 2021-22

It was AGREED that the advert should be displayed on the website; notice boards; Facebook page and parish magazine. It was further NOTED that the mowing contract will also be advertised.

16. Eco-friendly Working Party.

16.1 To consider an update from the Eco-Friendly Working Party.

The following update was received:

- The bins are being emptied regularly. More schemes will be planned once the current pandemic eases. The group were thanked for their efforts.

16.2 To consider the purchase of compost for the flower tubs - £18

It was RESOLVED that compost should be purchased.

17. **Lugg Bridge**
 17.1 To consider an update from the pedestrian/cycle bridge over the River Lugg working party
 The following update was RECEIVED:
 - lots of emails have been written to Cllr John Harrington and MP Mr. Bill Wiggin. The message still needs to be spread but it is hard at the moment due to Covid-19.
- 17.2 To consider funding signage and leaflets to advertise the campaign.
 IT was RESOLVED to approve £50 to fund 1000 leaflets to advertise the campaign.
 Signage is not thought necessary at present.
18. **Church Clock**
 18.1 To consider the church clock auto-wind repairs/upgrade
 It was AGREED to remove this from the agenda as the clock is working at present.
19. **Correspondence**
 An email from Mr. Bruce Evans had been received shortly before the meeting. It was NOTED that no decision could be made on this item. However, it was AGREED that due to the short timeframe, the Parish Council would contact properties on Rhystone Lane, Cotts Lane, Lumber Lane and Traherne Close for their comments on the possible introduction of double yellow lines at the entrances to all these highways to attempt to make the highway safer for users. It was NOTED that this would be a temporary measure for approx. 18 months. Any comments would be passed back to Herefordshire Council for their consideration.
20. To consider the outstanding actions and updates table if necessary.
 None
21. To Receive Questions from Councillors (tabled 7 days prior to Meeting)
 None
22. To Raise Items for the next Scheduled Parish Council Meeting [no discussion]
 None
23. To Note the Date and Time of the next Scheduled Parish Council Meeting – Tuesday 9th March 2021 at 7.30pm
 NOTED

The meeting closed at 21.33

Signed: _____ Dated: 09-03-21