

01/21

BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL

**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ONLINE VIA ZOOM –
DUE TO THE CORONAVIRUS PANDEMIC
ON TUESDAY 4th MAY 2021 AT 7.30 PM**

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

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

Public: 0

1. **To elect a Chair who then signs the declaration of office form**
Cllr. W. Soilleux was elected as Chair and signed the acceptance of office form.
2. **To elect a Vice Chair**
Cllr. Geoff Davies was elected a vice-chair
3. **To receive apologies for absence**
None
4. **To receive declarations of interest and applications for dispensations**
4.1 To remind all councillors to review their Register of Interest forms submitted to Herefordshire Council.
All councillors NOTED the need to review their forms.
Cllrs: R. Williams, N. Shore and F. Matthews DECLARED NPI's against item 10.1, 16.1 and 17.1. The clerk SIGNED the Register of Interest book on their behalf.
5. **To adopt the minutes of the Parish Council meeting held on 9th March 2021**
The word 'pay' was changed to 'submit' under item 13.1. The minutes were then APPROVED and duly signed by the Chair.
6. **To Elect other Officers, Committees and Working Groups**
 - 6.1 **To receive the meeting attendance register for councillors during the year 2020-21.**
NOTED
 - 6.2 **Planning Committee**
It was AGREED that Cllrs M. Wilson; L. Hoppe; J. Karayiannis; W. Soilleux and G. Davies should sit on the Planning Committee for the coming year.
It was AGREED that the following people should fill the respective roles:

Cllr N. Shore joined the meeting

- 6.3 **Public Right of Way (PROW) Officer – Cllr. Lin Hoppe**
- 6.4 **Tree Officer – It was AGREED to defer this until Mr Fennessey could be asked**
- 6.5 **Resilience Officer/Emergency Co-ordinator – Cllr M. Wilson**
- 6.6 **Representatives to the Playing Fields Association – Cllrs N. Shore and R. Williams**
- 6.7 **Representatives to the Village Hall Committee – Cllrs F. Matthews and A. Long**
- 6.8 **Representatives to the Lugwardine and Diana Caroline Hopton Charities – Cllr W. Soilleux**
- 6.9 **Representatives to Longworth Chapel Trust – Cllr W. Soilleux**
- 6.10 **Representatives (2) to HALC Area Meetings (SAM) Cllrs M. Wilson and J.**

6.12 Webmaster – Cllr S. Garner

6.13 NDP Review Steering Group – Cllrs W. Soilleux; M. Wilson; L. Hoppe and A. Long

7. To Consider, approve and adopt the following Council documents and policies

7.1 Standing Orders – Appendix 1

7.2 Financial Regulations – Appendix 2

7.3 Code of Conduct – Appendix 3

7.4 Financial Controls and Risk Assessment – Appendix 4

7.5 Asset Register – Appendix 5

7.6 Risk Schedule and register – Appendix 6

7.7 Press and Media Policy – Appendix 7

7.8 Grant and Donations Policy – Appendix 8

7.9 Complaints Procedure – Appendix 9

7.10 Publication Scheme – Appendix 10

7.11 Website Policy – Appendix 11

7.12 Planning Committee Terms of Reference – Appendix 12

7.13 Discipline and Grievance Policy – Appendix 13

7.14 Data Protection Policy, General Privacy Notice, Staff Privacy Notice, Subject Access Request Form, Security Incident Procedure, Retention Schedule, IT Disposal and Privacy Consent Form - Appendix 14 and 14a – 14g

7.15 Equality Policy – Appendix 15

7.16 Health and Safety Policy – Appendix 16

7.17 Urgent Business between meetings policy – Appendix 17

7.18 Risk Management Policy – Appendix 18

7.19 Training and Development Policy – Appendix 19

7.20 Communications Policy – Appendix 20

7.21 Bullying, Harassment and Unacceptable Behaviour Policy – Appendix 21

7.22 Reserves Policy – Appendix 22

It was RESOLVED to adopt and re-adopt the above policies – including the new Code of Conduct; IT Disposal Policy and Reserves Policy. It was AGREED the Reserves Policy should be re-visited when the budget is looked at. The Risk Schedule and Management Policy were discussed and AGREED to be relevant for the coming year. The remaining policies in bold had all had minor alterations made to them to keep them updated and in line with guidance and advice from HALC. It was NOTED when discussing the Data Protection Policies, that the subject access complaint to the ICO had been fully answered.

7.23 To consider the Council's insurance schedule, amend if necessary and approve for renewal £627.23

It was AGREED that the policy remained suitable for the Parish Council's activities and payment was APPROVED

7.24 To reaffirm approval to act under the General Power of Competence

It was AGREED that the Council could continue to act under the General Power of Competence.

7.25 To remind all councillors of the self-disqualification law.

This was NOTED by all Councillors.

8. To receive brief verbal reports from:

8.1 District Councillor

The Ward Cllr was not present but had emailed the following report:

'I would like to thank publicly all the parishioners who replied to the consultation regarding a pedestrian crossing in Lugwardine to which I know the cabinet member for highways reported to parish council the results that showed the parish was firmly in favour of a crossing. This will be formally reported to the parish in the near future probably by email and to all residents

Regarding TTRO's in various areas in Lugwardine for parking restrictions these have not be decided by Herefordshire Council and will go to the parish before being instated.

Regarding dog waste removal from extra bins I am still waiting on a formal response but Cllr Harrington has asked for BBLP more of this but they are wanting to do less. We also asked FCC to do this in normal waste but the answer was no. Once I have a firm response in writing I will pass this onto to the parish clerk.

In regards to Ron Williams emailing me on parking charges I have asked Cllr Harrington to respond.'

It was NOTED that not all Cllrs thought the return on the crossing consultation was high enough to justify the scheme going ahead.

9. Open Time

- 9.1 To note matters raised by local residents relevant to the Parish**
None RAISED

**10. Global Recreation Scheme
Community Field:**

- 10.1 To receive an update from the Community Recreation Group (CRG).**

The following update was RECEIVED:

- Still waiting on updated report from surveyor – expected middle of this month
- This report will provide information on design, costs, breakdown of works etc that will enable us to push on with/instigate conversations about funding with:
- Funding Agent – has already commented that some funding is available but a difficult market
- Hfd Council – communication with Spencer Grogan has been started. He is Parks and Leisure Commissioning Manager and deals with grants for Green/open spaces
- BLGpPC regarding a Public Works Loan Board loan. Appreciate need to make our case to PC and Community through consultation.
- Still hopeful that works on Village Hall side (Multi Use Games Area, additional car parking, road widening) will be able to progress separately and with easier funding more quickly
- We feel we can progress the lease now, in the name of the new Charitable Incorporated Organisation. I will deal with Emma/Wendy directly on this.

Why can the Community Field not be used whole awaiting development? – There are difficulties with this – including dog waste and cost to maintain. It was AGREED to not open the field to the public.

Mr. J. Jackson left the meeting

Play Areas

- 10.3 To consider appointing RoSPA to undertake the Village Hall Annual Play Area Check £236 + VAT**

It was AGREED to appoint RoSPA to undertake the inspection.

Following the weekly inspection the following works were NOTED as needing undertaking and were APPROVED.

- Frog Bin in the VH Play Area needs replacing at a cost of £48.16 plus £5.99 delivery. Bin bags need purchasing too at a cost of £7.99
- Laminated notice at the Village Hall needs replacing.
- FPPA sign needs lifting again

11. PRowS and Trees

11.1 To receive a report from the PRow Officer

The report included the following items:

- 9 evidence forms have been submitted for the footpath at the Northern Corner of Hagley Park, where it joins LU29/LU13
- LU15 branch obstructing the path.
- LU16/17 stile has had the ground raised that makes using it easier.
- LU10/12 blockage has been reported to enforcement.
- LU5 – although the hedge has been reported as leaning over, the PRow is clear.
- BJ3 – the broken footpath has been reported and the area closed.

11.2 To consider PRow issues

None

11.3 To receive a report from the Tree Officer

None received

12. Highways

12.1 To consider an update on the transport S106 monies scheme and how to begin a public consultation on the 18 schemes

It was NOTED that no further update was forthcoming from Herefordshire Council.

It was AGREED to begin a parish wide consultation on the schemes that Parish Council had put forward as important. A steering group comprised of Cllrs: R. Williams; G.Davies; A. Long; W. Soilleux and M. Wilson was set up with authority to put out consultation material as they thought appropriate on all 18 schemes and to bring the results back to the PC as soon as possible. A budget of £300 was given for leaflets. It was NOTED that the PC had already agreed to fund the Village Hall Entrance Works. This will be a separate agenda item at the July meeting – an updated quote will be sought in preparation.

12.2 To consider an update on the recent highway consultation by Herefordshire Council with regards a crossing by St Mary's School.

It was NOTED that no further update had been received from Herefordshire Council. It was AGREED to press for an update.

12.3 To consider the clerk and Chair asking for a meeting with the school as suggested in the school/Herefordshire Council minutes from last September.

It was AGREED that the clerk and Chair should meet with the school.

12.4 To consider an update on proposed yellow lines at the entrances to Lumber, Cotts & Rhystone Lanes and Traherne Close.

It was NOTED that no further update had been received from Herefordshire Council. It was AGREED to press for an update.

12.5 To note any highway issues for reporting.

The following issues were NOTED for reporting:

- anti-skid surface need replacing over the Lugg Bridge
- entrance to Croft Close road surface is poor.
- Better signage is needed on as the A465 joins the A4103
- White lines at the entrance to Lumber Lane need renewing

12.6 To consider the possibility of Herefordshire Council building an Eastern Bypass

No further information was forthcoming to date – it was AGREED to defer this to a later date.

12.7 To consider installing a new SID base by Orchard View and adding to the rota.

It was AGREED that all costs should be sought so that this could be considered at the July meeting.

13. Planning

13.1 To receive a verbal report from the Planning Committee

A brief summary of the planning meeting held at 6.30pm this evening was given.

- 13.2 To note the minutes of the Planning Committee dated 9th March 2021**
NOTED

14. NDP

- 14.1 To consider an update on the NDP Review and approving the housing sites to move forward to Regulation 14 consultation.– Appendix 23**
It was AGREED that the plan should be updated in line with the consultation results and put forward for Regulation 14 consultation when ready.

15. Financial Matters

- 15.1 To receive the End of Year report and financial statement from the RFO – incl. spend against budget. Appendix 24**
The clerk REPORTED that finances were healthy at the end of the year. Spend against budget was largely on track – with those cost codes that have slight overspends being previously reported upon. The report was APPROVED as evidence of budget monitoring and bank reconciliation.
- 15.2 To receive Finance Report – April 2021 from RFO**
The clerk REPORTED that few transactions had taken place this financial year yet but that the first precept payment had been received.
- 15.3 To note bi-monthly audit check by Cllr J Karayiannis**
The bi-monthly check was REPORTED as being in order.
- 15.4 To consider and approve the accounting procedure is to continue on a receipts and payments basis.**
It was AGREED to continue on this basis
- 15.5 To consider the internal auditors report – Appendix 25**
The internal auditors report was APPROVED
- 15.6 To Approve the Annual Governance Statement for 2020/21 – Appendix 26**
The Annual Governance Statements were considered, agreed with and APPROVED.
- 15.7 To Approve the Accounting Statements for 2020/21 – Appendix 27**
The Accounting Statements were APPROVED.
- 15.8 To Appoint an Internal Auditor for 2021/22**
It was AGREED to continue to use Mr P. Brough for the coming year.
- 15.9 To Agree the Cheque Signatories**
The following signatories were AGREED: Cllrs W. Soilleux; R. Williams; G. Davies; M. Wilson; L. Hoppe and J. Karayiannis
- 15.10 To consider changing banks to Unity Trust Bank Ltd for online banking**
It was AGREED to change banks to Unity Trust Bank Ltd to allow for easy online banking and appropriate authorities. It was NOTED that there is a £6 monthly bank charge.
- 15.11 To note the VAT return 2020-21**
The return for £3003.91 was NOTED
- 15.12 To note the following payments made under clerk's delegated authority**
- 15.12.1 Clerks April Salary
 - 15.12.2 Fiona Matthews – Tree Stake as agreed - £9.99
 - 15.12.3 Autela Payroll Services £75.12
 - 15.12.4 Signs and Labels – Dog signs as agreed £51.55
- The above invoices were NOTED as paid
- 15.13 To approve invoices for payment**
- 15.13.1 Clerk's Salary – May
 - 15.13.2 Clerks expenses £149.28 (previously circulated)
 - 15.13.3 Rob Francis – Weekly Play area checks – £90 March and April
 - 15.13.4 Eyelid Productions – Annual web support £100
 - 15.13.5 DJN Planning – NDP Review meeting and leaflet £300
 - 15.13.6 DJN Planning – NDP Housing Site Results assessment £500
 - 15.13.7 Groundwork UK Ltd – remaining NDP Grant repayment £3399.68
 - 15.13.8 A. Thomas – Lengthsman tasks as agreed – Dec-April £384

15.13.9 Bartestree Village Hall – Biffa Contribution 2021-22 £100

The above invoices were APPROVED for payment

15.14 To note and approve the monthly pension payment for the coming financial year. Taken by direct debit and currently £69.25

NOTED and APPROVED

15.15 To approve donations to St Michael's Hospice and Longworth Chapel

It was AGREED to make the following donations:

St. Michaels Hospice - £250

Longworth Chapel - £50

16. Village Hall

16.1 To receive any updates from the Village Hall Representatives

The following update was RECEIVED:

- Virtual meetings have been continuing
- Corner by the play area has been filled in and made safe

16.2 To consider running a Community Hub

It was AGREED not to take this further at this stage.

17. Playing Fields Association

17.1 To receive any updates from the Playing Fields Association Representative

The following update was RECEIVED:

- General maintenance has been ongoing
- Footpaths signs should be installed soon
- Advertising banners could be strung along the cricket nets
- Planning permission for the cricket score board is underway but slow.

18. Lengthsman

18.1 To consider any Lengthsman tasks that need undertaking.

The following tasks were NOTED for undertaking:

- Weeding the kerbs in Traherne Close and Wilcroft Park
- FPPA sign needs lifting
- Clearing the branch from LU15
- Hedge around the signs on the A438 needs a trim

1 parishioner joined the meeting

19. Eco-friendly Working Party.

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

The following update was RECEIVED:

- The recycling bins continue to be emptied.

19.2 To consider and update on both the potential wildflower verges and the single-cut verges in the parishes

It was REPORTED that single-cut verges would be left to grow in the parishes.

It was REQUESTED that the Glebeland site be left to grow – with Dan Squire requested to cut a path through it and continue to do the hedges. The area called Beech Meadow by the Village Hall entrance will be cultivated to encourage wild flowers. Dan Squire will be asked not to do this area. Balfour Beatty need contacting about cutting back the brambles on the bank by Lugwardine Court Orchard

20. Correspondence

20.1 - Herefordshire Council Minerals and Waste Consultation

NOTED

07/21

20.2 – To note the U72400 highway closure in June
NOTED

21. **To consider the outstanding actions and updates table if necessary.**
None
22. **To Receive Questions from Councillors (tabled 7 days prior to Meeting)**
None
23. **To Raise Items for the next Scheduled Parish Council Meeting [no discussion]**
None
24. **To Note the Date and Time of the next Scheduled Parish Council Meeting – Tuesday 13th July 2021 at 7.30pm – Venue: Bartestree Village Hall**
NOTED. The clerk will book the large hall.

The meeting closed at 21.51

Signed: _____ Dated: 13-07-21