

08/21

BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL

**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT BARTESTREE VILLAGE HALL
ON TUESDAY 13th JULY 2021 AT 7.30 PM**

Present: Councillors: Mrs. W. Soilleux (Chair); Mr. G. Davies; Mr. S. Garner; 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
Rev. Simon Tarlton – Rector Bartestree Cross Group of Parishes
A Councillor from Orleton Parish Council.
Mr. Richard Wenner – Open Source Traffic Monitoring Schemes
Mr. J. Fenessey – Parish Tree Officer

Public: 3

1. **To receive apologies for absence**
Apologies were RECEIVED and ACCEPTED from Cllrs N. Shore and F. Matthews
2. **To receive declarations of interest and applications for dispensations**
Cllr. R. Williams DECLARED an NPI against item 8.5 and 16.1 and SIGNED the Register of Interest book.
Cllr. W. Soilleux DECLARED an NPI against item 9.5 and SIGNED the Register of Interest book.
3. **To adopt the minutes of the Parish Council meeting held on 4th May 2021**
The minutes were APPROVED and duly signed by the Chair.

Cllr A. Long joined the meeting

4. **To welcome Rev Simon Tarlton to give a presentation on The Great Collaboration**
The Chair welcomed Rev Simon Tarlton to the meeting. His presentation included a brief discussion about The Great Collaboration. Following the presentation, it was AGREED that the clerk would email to make contact with the other parishes and arrange informal meetings times for this to be discussed further.

The Rev Simon Tarlton and the visiting Councillor left the meeting

5. **To consider the minutes of the two Annual Parish Meetings held on 4th May 2021**
The minutes were APPROVED and duly signed by the Chair. No issues were raised for comment.
6. **To receive brief verbal report from the Ward Councillor**
The Ward Cllr submitted a report by email:
 - The S106 team has 4 new members to help Yvonne Coleman in her busy role and to get things moving. So expect updates in the near future.
 - TTRO's in various areas in Lugwardine for parking restrictions have still not be decided by Herefordshire Council.
 - It has now been confirmed by BBLP that any bin can accept dog waste this includes bins in playgrounds.
 - I am glad to see that the Parish Council has done a consultation within the parish on highway concerns and I wait to see the results.
 - I have had a report on PROW being diverted in Lugwardine and I am going to pass this onto enforcement with other matters
 - I would like to remind members that as a councillor I or any other councillor cannot comment on planning applications before an application has been submitted or during as this classes as predetermination.

7. To note matters raised by local residents relevant to the Parish

The following items were raised:

- Can any actions taken between meetings be reported to parishioners?
- None of the trees at Willow Lea have been planted yet. Can the PC please ask why?

8. Global Recreation Scheme

Community Field:

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

The following update was RECEIVED:

- *2nd Surveyor's report is now in.*
- *This provides the fourth variation of how to convert the field into a sport and recreation area – and the costs are significantly down*
- *However, we believe we can reduce costs still further by not doing everything at once and doing a certain amount through our own labour (or at 'mate's rates')*
- *Malcolm Harris is also running the reduced options past a specialist ground consultant for advice*
- *We are also now focusing on reducing the whole into smaller parcels for ease of funding and implementation*
- *Need to talk to Clubs to ensure long term interest/requirement is fully met*
- *Talking to Rachel Scott, fundraising consultant, about what funding is still available for which bits – Covid has, not surprisingly, had an impact on this*
- *Also talking to Hfd Council, for both sports and general funding advice*
- *Quotes being sought for tarmacking type work on current site – costs coming in high so will probably revert to hardcore/levelling in most places*
- *Suggest once quotes in and Field costings clarified that PC, VH and PFA meet as there is considerable cross over on responsibility and access to funds*
- *Public Works Board Loan still seems to be necessary and need to consider how to best utilise this – assuming PC is prepared to make it available – as well as S106 funding*
- *Lease is in final drafting but will be ready for Sept meeting – will be for both new field and current (both Football and Cricket sides)*
- *Meanwhile field has been let to Jamie Barrell for hay and then grazing in return for continual management*

8.2 To consider and sign the new Community Field Lease and update the existing lease.

This item was DEFERRED until September.

Play Areas

8.3 To consider the annual RoSPA play area report for Bartestree Village Hall Play Area and repairs needed.

The repairs and quotes received from Playdale were considered. It was AGREED to fund the repairs to the Toddler Swing; Swinging Steps; Junior Swing and Bench as well as surface upgrades around the bench; toddler swing; rocker and seesaw at a cost of £8138.

9. PRoWs and Trees

9.1 To receive a report from the PRoW Officer

The PRoW Officer thanked the lengthsman for his works on footpaths in the parishes.

9.2 To consider PRoW issues

The following items were RAISED:

- Over grown path at Malvern Grange on LU29. It was AGREED the lengthsman should clear a path through while ownership of the area was determined.

9.3 To appoint a Tree Officer for 2021-22

It was RESOLVED to appoint Mr. Jonathan Fenessey as Tree Officer for a further year.

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9.4 To receive a report from the Tree Officer

The following report was received:

- The TPO at Three Penny Bit Cottage has expired.
- The two oak trees included as a condition at the site have not been planted
- The trees in the parishes need surveying – as do the ones owned by HC on Wilcroft Park.

The clerk REPORTED that she had instructed Tree Surgeon John Walsh to remove a dangerous hanging branch from above the path in St Peters Burial Ground for Health and Safety reasons. It was AGREED to pay the invoice for £175 for this work.

9.5 To consider the Proposed Public Path Diversion Order – Footpath LU10/12 (PART) – pre-order consultation

It was RESOLVED unanimously to approve the “dog-leg” diversion. It was RESOLVED, by a majority, to approve the diversion of the path behind the garage.

10. Highways

10.1 To consider undertaking an “Open Source traffic monitoring scheme”

Mr Richard Wenner was welcomed to the meeting. He gave a presentation on the use of “Open Source” monitoring schemes. It was AGREED that the clerk should contact Mr Wenner to arrange an initial meeting to discuss the idea further.

Mr. Wenner left the meeting

10.2 To consider an update on the transport S106 monies scheme public consultation on the 18 schemes and next steps

The clerk REPORTED that over 200 responses had been received and the raw data put in a table. It was AGREED that this needed working on to make it a usable document. It was AGREED that the Highways Working Group should meet before the end of July to undertake this in preparation for the September meeting.

It was also AGREED that a summary of the consultation and next steps should be put on the PC website and in the Parish Magazine and Hereford Times for information.

It was further AGREED that the clerk should send inform the S106 team that the consultation has taken place and that the results being worked on and a list produced asap as a result.

10.3 To consider moving forward with the Village Hall entrance scheme

It was NOTED that quotes were being sought. It was AGREED that this should be looked at alongside the recent consultation results if S106 money was to be used to pay for it. It was AGREED that plans could be drawn up by the Highways Working Group in order that they can be approved for submission as a planning application at the September meeting.

10.4 To consider an update on the recent highway consultation by Herefordshire Council with regards a crossing by St Mary’s School.
No update has been received.

10.5 To consider an update on proposed yellow lines at the entrances to Lumber, Cotts & Rhystone Lanes and Traherne Close.
No update has been received.

10.6 To note any highway issues for reporting.

The following issues were NOTED for reporting:

- No update has been received on LU5 flooding adjacent to the A438 – Cllr R. Williams AGREED to chase this up.
- The highway from the bottom to the top of Tupsley Pitch is becoming substantially worse. The clerk will re-log it.

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

It was AGREED that this should be considered alongside the other highway S106 schemes.

11. Planning

11.1 To receive a verbal report from the Planning Committee

Recent decisions by Herefordshire Council were NOTED. Application 212510 was supported at the committee meeting this evening.

11.2 To note the minutes of the Planning Committee dated 23rd March, 6th April and 4th May 2021

NOTED

11.3 To consider the Notification of Application for Variation of Club Premise Certificate

It was AGREED to support this application

11.4 To consider an update on the Design Code Pilot and next steps

An update on the Design Code Pilot was RECEIVED. Cllrs were requested to log onto "Placecheck" during the next seven days in order to test the process.

Mr. J. Jackson and Mr. J. Fenessey left the meeting

11.5 To consider a response to the future Strategic Housing Provision engagement by Herefordshire Council

It was AGREED to make no response

12. NDP

12.1 To consider an update on the NDP Review and Regulation 14 consultation.

It was REPORTED that the grant had been received and the Consultant is working on a draft to go out for consultation at Regulation 14. When this is available, the NDP Steering Group will consider it and bring any recommendations to the Full Council. It was AGREED that the PC would like to retain the format of their NDP before making alterations.

12.2 To consider the clerks overtime of 31.5 hours during NDP Consultation collation as agreed 9th March 2021

It was AGREED to pay this.

13. Financial Matters

13.1 To receive Finance Report – July 2021 from RFO

The clerk REPORTED that finances were healthy for the period. It was REPORTED that an overpayment had been made to D. Squire but this has been rectified through subsequent invoices. It was NOTED that the insurance budget code was marginally overspent. It was NOTED that the total payments rows needed updating to reflect the Barclays payments made on the old spreadsheet – this will be done by the next meeting. The report was APPROVED and signed as evidence of budget monitoring and bank reconciliation.

- 13.2 To note bi-monthly audit check by Cllr J Karayiannis**
Cllr Karayiannis REPORTED that the check was in order.
- 13.3 To consider an update on changing banks to Unity Trust Bank Ltd**
The clerk REPORTED that both accounts were now with Unity and the Barclays accounts closed.
- 13.4 To note the following payments made under clerk's delegated authority**
- 13.4.1 Clerks June Salary
 - 13.4.2 Daniel Squire – April Maintenance £1164
 - 13.4.3 Glasdon – Play Area Bin as agreed 4th May 2021 £74.28
 - 13.4.4 RoSPA Play Safety Annual Report – Bartestree Play Area as agreed 4th May 2021 £283.20
 - 13.4.5 Print Giants – Highway Consultation papers as agreed 4th May 2021 £326.40
 - 13.4.6 Daniel Squire – May Maintenance £432
- The above invoices were NOTED as paid.
- 13.5 To approve invoices for payment**
- 13.5.1 Clerk's Salary – July
 - 13.5.2 Clerks expenses £85.29 (previously circulated)
 - 13.5.3 Rob Francis – Weekly Play area checks – £90 May - June
 - 13.5.4 A. Thomas – Lengthsman tasks as agreed – March - June £1460
 - 13.5.5 Secure-a-Field – Gate buffer £47.78
 - 13.5.6 Herefordshire Green Network membership fees £50
 - 13.5.7 HMRC PAYE £174.21
 - 13.5.8 Daniel Squire – June maintenance £930
 - 13.5.9 Autela Payroll Services £65.52
- The above invoices were APPROVED for payment by BACS
- 14. Protocols:**
- 14.1 To consider a protocol for dealing with parishioner contravention issues.**
It was AGREED to adopt the protocol as follows:
If you are acting on behalf of the Parish Council:
1. Speak to the person/household concerned if you feel comfortable to do so.
 2. If no co-operation, ask the Clerk to contact them by telephone or letter.
 3. If there is still no co-operation, ask the Clerk to report the situation to the Enforcement Team.
- 15. Village Hall**
- 15.1 To receive any updates from the Village Hall Representatives**
None received.
- 16. Playing Fields Association**
- 16.1 To receive any updates from the Playing Fields Association Representative**
The following update was RECEIVED:
- General Maintenance is being undertaken
 - The tractor shed is to be expended by 50%
 - The new scoreboard is due to be installed shortly.
 - Would the PC act a guarantor on a loan to allow the Cricket Club to purchase a new roller? It was AGREED that, if legally allowed to, the PC would act as guarantor.
- 17. Lengthsman**
- 17.1 To consider any Lengthsman tasks that need undertaking**
As per item 9.2. The lengthsman was thanked for his work clearing weeds.
- 17.2 To consider a response to Balfour Beatty's lengthsman consultation**
It was AGREED not to respond.

18. Eco-friendly Working Party.

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

The following update was RECEIVED:

- Two parishioners have joined the group to help with planting etc.
- The group will concentrate to the entrance to the village hall site (Beech Meadow) and the Old Village Hall site (Glebelands).
- It was AGREED that the Glebelands area needs re-organising to be as the group would like – with wider paths and the area under the hedge trimming back.
- It was AGREED that £400 could be spent on wildflower seeds and native bulbs for these areas.
- The Eco-Friendly Working Group AGREED to maintain any ^{hedges} ~~trees~~ planted on these areas.

18.2 To consider an update on both the potential wildflower verges, the single-cut verges and the Old Village Hall site in the parishes
As above.

18.3 To consider applying for funds to plant a hedge in the community
It was AGREED to apply for funds to plant a hedge along the back of the Glebelands and alongside the A438 by Orchard View if allowed. Cllr L. Hoppe will liaise with the clerk with regards the applications. The Eco-Friendly Working Group AGREED to maintain the hedges.

18.4 To consider planting trees in the parishes for The Queens Green Canopy
It was AGREED to purchase and plant a tree for the occasion. The PCC offered a space in the Burial Ground if wanted. ~~The Eco-Friendly Working Group AGREED to maintain the tree.~~

19. Police

19.1 To consider three options for inclusion in the Local Police Charter

The following three items were NOTED for inclusion:

- Speeding
- Speed and size of agricultural vehicles on the highways
- Parking around St Mary's School and Lugwardine Primary Academy.

It was also AGREED that a monthly newsletter would be useful and attendance at meetings by an officer when needed.

19.2 To consider the response to the PCC Parish Council Consultation

It was AGREED to make individual responses if Councillors wished to.

20. Correspondence

- Solar Project north of Larport Lane - NOTED
- Thank you from St Michaels Hospice - NOTED

21. To consider the outstanding actions and updates table if necessary.

It was NOTED that no response had been received from the Monitoring Officer regarding the Formal Complaint submitted in January. It was AGREED Cllr W. Soilleux could follow this up.

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

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24. To Note the Date and Time of the next Scheduled Parish Council Meeting – Tuesday
14th September 2021 at 7.30pm – at Bartestree Village Hall
NOTED

The meeting closed at 21.57

Signed: _____ Dated: 14-09-21