

BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL

**MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD AT BARTESTREE VILLAGE HALL
ON TUESDAY 14th SEPTEMBER 2021 AT 7.30 PM**

Present: Councillors: Mrs. W. Soilleux (Chair); Mr. G. Davies; Mr. M. Wilson; Mr. R. Williams; N. Shore; Mr. A. Long and Mrs. L. Hoppé

In attendance: Mrs. E. Thomas – Parish Clerk
Ward Cllr Mr. P. Andrews
Ward Cllr Mr. J. Harrington – Cabinet member in responsible for Highways

Public: 1

1. To receive apologies for absence

Apologies were RECEIVED and ACCEPTED from Cllrs Mr. D. Evans and Mrs. J. Karayiannis. Apologies were also RECEIVED and ACCEPTED from Cllrs Mr. S. Garner and Mrs. F. Matthews. The circumstances of the latter two mean they may well miss several forthcoming meetings. It was AGREED that this was acceptable under these conditions and the self-disqualification law will not apply in these cases.

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

2. To receive declarations of interest and applications for dispensations

Cllrs: R. Williams and N. Shore DECLARED NPI's against item 6 and 13.1 and SIGNED the Register of Interest book.

Cllr. A. Long DECLARED an NPI against item 12 and SIGNED the Register of Interest book.

3. To adopt the minutes of the Parish Council meeting held on 13th July 2021

The following changes were made to the minutes:

- Item 18.1 bullet point 5 – the word "trees" was changed to "hedges"
- Item 18.4 the final sentence – "The Eco-Friendly Working Group AGREED to maintain the tree" was deleted.

The minutes were then APPROVED and duly signed by the Chair.

4. To receive brief verbal report from the Ward Councillor

Ward Cllr Mr. P. Andrews REPORTED the following items:

- There is now a free bus service on Saturdays and Sundays
- Free swimming classes are being offered at all Halo pools for those over 16 who cannot swim a length.
- £250,000 will be made available to those parishes that support the lengthsman scheme over the next year to assist with drainage issues.
- £250,000 will be made available annually over the following few years for potholes and highway repairs to C and U Class roads.

Ward Cllr Mr. J. Harrington responded to questions:

- There is a new Interim Director in post who is keen to address the issue of S106 highway monies. A meeting will be arranged shortly to move this forward. Balfour Beatty's contract to deliver all works ends in 2024. A variety of options are being looked at for highway management after this date.
- The design of the crossing by St Mary's High School is being worked on. An update is due to the Parish Council before it comes into the public domain.
- Options are being looked at for sorting out the flooding issue on LU5. Cllr R. Williams AGREED to forward photos of all the issues to Cllr Harrington.
- Two of the trees in Hopton Close are due to be trimmed by 21st September 2021

- Croft Close is not on the resurfacing programme at present but Cllr Harrington is trying to ensure works are done to this area by way of a trial for a new piece of machinery arriving shortly.
- Works on the C1130 have been delayed as a second drainage issue has been discovered. It is hoped all issues can be resolved at the same time by the end of the year.

Both Ward Cllrs left the meeting.

5. **To note matters raised by local residents relevant to the Parish**
None

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

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

The following update was received:

Revised layout – football pitch now running north/south from road downwards. Will need more ball stop netting at both ends but ground would not be maintainable in old layout. Neighbours to be informed

- *Both Clubs confirm acceptance of and need for new layout*
- *Discussions with HALC have confirmed that PC should 'create' the new field as a Community Asset and the PFA should then manage the finished product. This ensures PC retains control and ultimate responsibility. Also enables VAT to be reclaimed but will need a revisit on the formal agreement between the PC and the PFA. Further legal discussions to be had but in any event the formal transfer is unlikely to take place before the ground works are all completed*
- *Suggestion of additional Petanque pitch to be incorporated near MUGA*
- *Waiting on outcome of discussions with Fund Raiser and Hereford Council about available funds (will include possibility of Herefordshire Community Foundation as previously circulated to Councillors), but still expect to want further discussion about a Public Works Board Loan*
- *Both Clubs agree to contribute to annual Public Works Board Loan repayments – amount to be determined when final costings confirmed*
- *Still waiting on second quotes for various tarmacking around current site, but think the entrance way, Playground corner and additional parking at old nets will be the only ones taken forward due to high costs. Clarification needed as to final responsibility for each section*

Mr. J. Jackson left the meeting

- 6.2 **To consider an update on the new Community Field Lease**
As above

Play Areas

- 6.3 **To receive an update on the replacement of equipment and surfacing at the VHPA.**

It was REPORTED that works would start on 7th October 2021

- 6.4 **To note the Annual Check and repairs to be carried out at FPPA on September 23rd.**
NOTED

7. **PRoWs and Trees**

- 7.1 **To receive a report from the PRoW Officer**

The report included the following items:

- Parts of LU12 are overgrown from the junction of Traherne Close/Willow Lea and Cotts Lane. The clerk will write to the landowner.

- LU29 Crest Nicholson and the Bartestree Grange Management Committee have accepted responsibility for this, have carried out a major clearance and will maintain it moving forwards.
- LU5 – see item 4
- The application has been submitted to add the Hagley Park PRoW to the Definitive Map. Cllr L. Hoppe AGREED to write to residents informing them of this. It was AGREED to refund postage costs of £6.75 to Cllr Hoppe.

7.2 To consider PRoW issues

It was NOTED that LU5 issues are under discussion as per item 4.

7.3 To receive a report from the Tree Officer

No report received. The clerk AGREED to email the Tree Officer to apologise for the fact he had not received the agenda – although one had been sent.

7.4 To consider undertaking a Tree Survey

It was NOTED that the bi-annual tree survey was now due. The clerk has received one quote for the works but will seek 2 more for approval in November.

7.5 To receive an update on correspondence regarding planting nine trees as landscaping for Willow Lea – application P174505/XA2 – revised landscaping plan

It was NOTED that the clerk has recently written to the developer requesting a date when the trees will be planted.

8. Highways

8.1 To consider an update on undertaking an “Open Source traffic monitoring scheme”

It was REPORTED that a meeting had been held at HALC. It was AGREED to set up a working group to develop the project further. It was AGREED the group would consist of Cllrs: Mrs. L. Hoppe; Mrs. W. Soilleux and Mr. A. Long as well as a representative from St Mary’s High School and Lugwardine Primary Academy. A Governor of the Primary School was present at the meeting and she will pass the details on to the school. It was AGREED that a budget of up to £500 should be given to allow a pilot unit to be installed by each school.

8.2 To consider an update on the transport S106 monies scheme public consultation on the 24 schemes and next steps

It was REPORTED that a meeting to discuss the above has been imminently promised by Herefordshire Council.

8.3 To consider submitting the Village Hall entrance scheme planning application

It was AGREED to submit the original plans although concern was raised about the effect that any works would have on the nearby tree roots.

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

See item 4

8.5 To note any highway issues for reporting.

The following items were NOTED for reporting:

- White lines need repainting at the entrance to Lumber and Rhystone Lanes
 - Check what is happening to the request for dropped kerbs by Malvern View
- It was NOTED that the village shop has parking difficulties when the large lorries are delivering goods.

9. Planning

9.1 To receive a verbal report from the Planning Committee

No meeting was held this evening. The Chair summarised the 4 sets of minutes listed under 9.2.

9.2 To note the minutes of the Planning Committee dated 13th & 27th July and 10th & 24th August 2021

NOTED – These minutes will remain drafts until the next Planning Committee meeting.

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

It was REPORTED that this has now finished and results will go back to those designing the Code.

9.4 To consider the following application for determination by Herefordshire Council

9.4.1 213290 - Porch House, Lumber Lane, Lugwardine, HR1 4AG

T1 Acacia: tree to be felled due to severe die back in crown caused by mistletoe. Due to its location, on the busy roadside the tree is not a good candidate for heavy frame work reduction or pollarding as this could cause weak union formation and lead to further problems. Replanting will not be recommended as there is a Yew already growing at the base of the tree which will be better suited to the house and the space.

This application was NOTED along with the presumption that a qualified tree surgeon had written a report on the trees involved.

10. NDP

10.1 To consider an update on the NDP Review and next steps.

It was REPORTED that the consultant had now prepared the draft NDP ready for submission to HC for an environmental assessment prior to Regulation 14. It was NOTED that the Steering Group are meeting on Monday 20th September to go through the draft. It was AGREED that if the Steering Group were happy, it could be submitted to HC.

11. Financial Matters

11.1 To receive Finance Report – September 2021 from RFO

The Clerk REPORTED that finances are healthy for the period. The report was APPROVED as evidence of budget monitoring and bank reconciliation. It was AGREED to set up a Finance Working Group to prepare the draft budget and precept in time for the November meeting. Cllrs: Mrs. W. Soilleux; Mr. M. Wilson and Mr. A. Long will form the working party.

11.2 To note bi-monthly audit check by Cllr J Karayiannis

It was NOTED that whilst Cllr Karayiannis had reported issues in matching the statement to the report, this had been checked by the Chair. The Chair confirmed the report was in order. The clerk will liaise with Cllr Karayiannis to determine the problem.

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

11.3.1 Clerks August Salary

NOTED

11.4 To approve invoices for payment

11.4.1 Clerk's Salary – September

11.4.2 Clerks expenses £53.69 (previously circulated)

11.4.3 Rob Francis – Weekly Play area checks – £80 July-August

11.4.4 A. Thomas – Lengthsman tasks as agreed – June - August £1196.50

11.4.5 PKF LittleJohn LLP – External Audit £480

11.4.6 ICO £40

- 11.4.7 Daniel Squire – July – August Maintenance as agreed £1116
- 11.4.8 SID Deployment – March, April and July £684
- 11.4.9 HMRC PAYE £422.57
- 11.4.210 Autela Payroll Services £65.52

The above invoices were APPROVED for payment by BACS

11.5 To consider the external auditors review of the Annual Governance and Accountability Return and any actions necessary.

The External Auditor Report and Certificate were considered. No issues were raised for concern. It was NOTED that the clerk would now hang the Conclusion of Audit Notices and Annual Governance and Accountability Return

12. Village Hall

12.1 To receive any updates from the Village Hall Representatives

The following update was received:

- Use of the hall is continuing to grow.
- The committee will have its first face-to-face meeting, since the pandemic started, on Monday

13. Playing Fields Association

13.1 To receive any updates from the Playing Fields Association Representative

The following update was received:

- Cricket has now finished for the season – all went well
- Football is now starting
- The paperwork for the ECB loan is underway
- The ambition for the future is to extend the green machinery shed.
- It was NOTED that some school children have been sitting on the wicket covers.

14. Lengthsman

14.1 To consider any Lengthsman tasks that need undertaking.

The following tasks were raised for undertaking:

- Weeding in the Closes
- Help clearing the Old Village Hall Site
- Annual ditch survey and clearance

15. Eco-friendly Working Party.

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

It was REPORTED that the bins were being well used. A third bin may be used for blister packs in the future.

15.2 To consider an update on both the wildflower area, the single-cut verges and the Old Village Hall site in the parishes

It was REPORTED that the bulbs and seeds had now arrived at a cost of £338.10 (agreed 13th July 18.1). Cllr. N. Shore has AGREED to scarify the Beech Meadow area. The single cut verges have appeared to work well and will shortly be getting their winter cut back.

15.3 To consider an update on applying for funds to plant a hedge in the community
It was REPORTED that funds to fill the hedging gaps at Old Village Hall site had been successfully applied for. Formal notification will be received shortly.

15.4 To consider an update on planting trees in the parishes for The Queens Green Canopy

It was REPORTED it has been AGREED that two trees will be planted on the Community Field – one an oak – in commemoration of the Queens Jubilee. It was NOTED that the PCC will be planting trees at the Burial Ground.

15.5 To receive up update regarding The Great Collaboration

It was REPORTED that the first meeting of “Bartestree with Lugwardine Great Collaboration” had been held – Appendix 2. An initial project of a bio-diversity survey has been agreed as a way to start engaging with parishioners and local groups.

20/21

16. To note the outcome of the formal complaint submitted to the Monitoring Officer – Minutes – 12th January 2021 item 8.2

It was NOTED that the formal complaint had been reviewed and concluded that the Ward Cllr did not break the Code of Conduct. The complaint against the Parish Councillor was rejected. It was agreed not to take the matter to appeal but to put it behind us and move on.

17. Correspondence
None

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]
Clerk's Annual Review; Budget and Precept

21. To Note the Date and Time of the next Scheduled Parish Council Meeting – Tuesday 9th November 2021 at 7.30pm – at Bartestree Village Hall
NOTED

The meeting closed at 21.13

Signed: _____ Dated: 09-11-21