

**BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL**

**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT BARTESTREE VILLAGE HALL  
ON TUESDAY 9<sup>th</sup> NOVEMBER 2021 AT 7.30 PM**

**Present:** Councillors: Mrs. W. Soilleux (Chair); Mr. G. Davies; Mrs. J. Karayiannis; 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  
Mr. J. Fennessy – Parish Tree Officer

**Public:** 1

1. **To receive apologies for absence**  
Apologies were RECEIVED and ACCEPTED from Cllrs Mr. D. Evans and Mr. S. Garner
2. **To receive declarations of interest and applications for dispensations**  
Cllrs. R. Williams and N. Shore DECLARED NPI's against items 6 and 13 and signed the Register of Interest book.  
Cllr. M. Wilson DECLARED an NPI against item 16 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 14<sup>th</sup> September 2021**  
The minutes were APPROVED and duly signed by the Chair

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

4. **To receive brief verbal report from the Ward Councillor**  
The following report was received:
  - The design works for the crossing by St Mary's school should be complete by the end of the year.
  - Phase 1 is due to be 21<sup>st</sup> – 26<sup>th</sup> February 2022 and Phase 2 – 8<sup>th</sup> – 22<sup>nd</sup> April 2022.
  - The priority is the crossing followed by the footpath
  - There should be a planning decision on the Traherne Close application by the end of the week.
  - Application 212765 is still waiting for a report from highways.
  - The TRO to reduce the speed limit by the Frome Park from 40 to 30mph is being looked at.
  - Herefordshire Council will be looking at issues with the gate on LU5 as well as continuing to work on drainage issues on the same path.

The clerk passed on a complaint from a parishioner about large vehicles, for the C1130 works, parking behind the bus shelter overnight.

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

*Ward Cllr Paul Andrews left the meeting*

6. **Global Recreation Scheme**  
**Community Field:**
  - 6.1 **To receive an update from the Community Recreation Group (CRG).**  
The following update was received:
    - ☐ As usual further investigations have exposed further complications due to complexity of fitting in two sports pitches, exercise track, open space etc.

- Discussion with landscaping contractor highlighted issues with latest layout due to impact of slope away from road
  - Football pitch close to road and so possibly affect stability – would need additional surveying, Highways approval, potentially significant supporting infrastructure
  - Massive soil movement – qtr of million ft<sup>3</sup> of soil
  - Surplus soil would either create large mound creating management and visual issues or need exporting – requiring more cost
- Reverted to a variation on original layout – diagonal football pitch and slightly rotated cricket pitch
- Needs to be finalised to minimise angle and proximity to road and neighbours
- Does create management issues over goal mouths and cricket square but not insurmountable
- Have approached landscaping contractor for indicative costings before finalising with Clubs at end of month meeting
- Will discuss material for exercise track with PC to take advantage of investigations into surface used for playground improvements
- Management of field as grazing pasture(for sheep) has been arranged

## 6.2 To consider access to Stall Farmhouse paddock over the Community Field

It was REPORTED that an issue had arisen over the Community Field being used for access by vehicle and horse to the field next to Stalls Farm. It was RESOLVED that the person renting the field for her horse could gain access to the area by walking her horse through the Community Field to her field for a period of 4 months until access directly to her field was organised. It was further AGREED that when works begin on the Community Field, the lady will be allowed to drive her horse box out of the field via the Community Field. It was NOTED that a sheep farmer is about to begin using the field for sheep grazing and will be locking the main gate.

## Play Areas

### 6.3 To consider purchasing the replacement parts needed to update the “hanging walkway” at the Village Hall play area.

It was RESOLVED to purchase the replacement parts for installation at a cost of £1896.02 + VAT

### 6.4 To note the Annual Inspection reports from Creative Play for Frome Park Play Area and recently installed play equipment at the Village Hall Play Area.

NOTED

### 6.5 To note the repairs to be undertaken by Creative Play under guarantee following item 6.4 reports.

NOTED

## 7. PRowS and Trees

### 7.1 To receive a report from the PRow Officer

The report included the following items:

- BJ3 is still blocked due to a broken bridge. The footpaths Officer has chased this up with Balfour Beatty.
- The stile on LU4 has been mended by the landowner and is now usable.

### 7.2 To consider PRow issues

The following issue was RAISED:

LU23 needs clearing. It was AGREED that the Chair will see if she can determine who owns the path. The clerk will report it to Balfour Beatty

### 7.3 To receive a report from the Tree Officer

The following items were included in the report.

- The overhanging tree by Porch House has been removed.
- The Tree Officer would like to do more for the Parish Council and would appreciate being informed when issues arise.



**7.4 To consider the quotes received for undertaking a Tree Survey**

The clerk REPORTED that the insurance company had confirmed that a competent person could undertake the tree survey. It was RESOLVED that the Tree Officer would undertake the survey free of charge. He was thanked for his time. A member of the Council will undertake it with him and fill in the table of issues arising.

**7.5 To consider the trees by Hagley Croft**

It was RESOLVED to not remove any trees from this area. The Tree Officer AGREED to take a look at any possible aspects that could be attended to when he did his survey.

*Mr. J. Jackson left the meeting*

**8. Highways****8.1 To consider an update on undertaking an "Open Source traffic monitoring scheme"**

It was REPORTED that both schools had met with Richard Wenner and the PC. Each would now liaise with Richard Wenner to start setting up the trial units.

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

None received. It was RESOLVED that the Chair should write to the Chief Executive of Herefordshire Council requesting answers to the following questions:

- 1. Please can we have a list of names of all the parishes who have had highways improvements carried out using s106 highways money since 2015 together with what those schemes were.*

*2. Why is another review of highways s106 money being undertaken?*

*3. Why is there such poor communication from the highways team?*

*4. If this state of inertia continues for much longer, will the period of ten years for spending the money be extended?*

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

It was NOTED that an email had been received just prior to the meeting. See item 4 also.

**8.4 To note any highway issues for reporting.**

A query was made regarding SID's. It was AGREED this should be an agenda item at the January meeting.

The pavement along the Lugg Flats (A438) needs weeding

**8.5 To note highway closure: A465 Railway Bridge to Nunnington 8<sup>th</sup>- 12<sup>th</sup> Nov**

NOTED

**8.6 To note highway closure: C1130 – between A4103 and A438 – 8<sup>th</sup> – 19<sup>th</sup> Nov**

NOTED

**8.7 To consider asking PC Josh Kitchen to arrange for a Community Speed Watch Group to talk to the parishes on how it works in practice.**

It was RESOLVED that the clerk should liaise with PC Kitchen to set up this meeting.

**8.8 To consider if Herefordshire Council Highways Safety Planner will support a meeting in the parishes to see what can be done about speeding as a more formal deterrent – including speed monitoring**

It was RESOLVED that the clerk should contact the safety planner to set up this meeting.

**8.9 To consider the complaint that a large number of excessively large agricultural vehicles are passing through the parishes.**

It was REPORTED that the clerk had passed this concern to the Ward Cllr. It was RESOLVED that the clerk should write to the owner of the biomass unit requesting large vehicles travel more slowly through the parishes and that covers are put on the trailers to prevent the drains being blocked by debris.

- 8.10 To consider the request from Cllr Andrews to write further in support of funding for a roundabout where the A465 joins the A4103**

It was RESOLVED to write to Ward Cllr Andrews; Cllr Harrington and Mr. B. Wiggin MP in support of this.

**9. Planning**

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

A brief report on the meeting held this evening was received as well as a summary of the meetings in item 9.2

- 9.2 To note the minutes of the Planning Committee dated 28<sup>th</sup> Sept & 12<sup>th</sup> Oct 2021**  
NOTED

- 9.3 To receive an update on the PC planning application (213837) – to widen the Village Hall entrance way.**

The clerk REPORTED that the application had been submitted, and following a re-submission of maps was now being processed.

*Mr. J. Fennessy left the meeting*

**10. NDP**

- 10.1 To consider an update on the NDP Review, next steps and approve the Statement of Modifications.**

It was REPORTED that the Steering Group were waiting on an update from Herefordshire Council before putting the draft NDP out for Regulation 14 consultation. It was RESOLVED to approve the Statement of Modifications to date.

- 10.2 To consider a response to Herefordshire Council's Local Plan Update – pre-consultation survey.**

It was RESOLVED that the NDP Steering Group should email any comments they wished to make to the clerk to collate and submit. It was AGREED the Chair would circulate her comments to Cllrs.

**11. Financial Matters**

- 11.1 To receive Finance Report – November 2021 from RFO – Appendix 1**

The clerk REPORTED that finances remained healthy for the period. The report was signed as evidence of budget monitoring and bank reconciliation

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

The finance report was confirmed as being accurate.

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

11.3.1 Clerks October Salary

11.3.2 Frank Matthews: Hedging (funding noted 15.3 14<sup>th</sup> Sept 2021) £719.52

11.3.3 Cllr Lin Hoppe – hedging as noted 15.3 on 14<sup>th</sup> Sept 2021 £182.16

11.3.4 Mr. AJ Howells – bus shelter cleaning £60.00

The above invoices were NOTED

- 11.4 To approve invoices for payment**

11.4.1 Clerk's Salary – November

11.4.2 Clerks expenses £351.11 (previously circulated)

11.4.3 Rob Francis – Weekly Play area checks – £90 Sept - Oct

11.4.4 Bartestree Village Hall – Meeting room hire £226

11.4.5 Daniel Squire – Sept - Oct Maintenance as agreed £486

11.4.6 Balfour Beatty – SID Hire August £240

11.4.7 Playdale – Play Equipment Repair as agreed 13<sup>th</sup> July 2021 8.3 - £5693.69

11.4.8 DJN Planning – Planning Advice with Review of NDP £2177.70

11.4.9 Mrs. W. Soilleux – bin bags and replacement hall key £12.98

The above invoices were APPROVED for payment by BACS



**11.5 To consider the draft budget and precept (Appendix 2) for 2022-23 alongside the Reserves Policy**

The draft budget and precept figure was considered. It was RESOLVED to approve the draft budget and precept.

It was NOTED that the Reserves Policy was an accurate reflection of the financial position of the reserves held. It was RESOLVED that a Reserves Fund should be added to the policy for Eco-working measures. It was AGREED that this would be made of any remaining budget from this cost code at the end of the financial year.

**11.6 To note that ICO will be paid by Direct Debit moving forwards £35 per annum (payment approved 14<sup>th</sup> Sept 2021 – 11.4.6)**

NOTED

**12. Village Hall**

**12.1 To receive any updates from the Village Hall Representatives**

The following update was RECEIVED:

- New committee members are being sought
- A £1000 grant has been successfully applied for to upgrade the kitchen
- Hall bookings are busy

**13. Playing Fields Association**

**13.1 To receive any updates from the Playing Fields Association Representative**

The following update was RECEIVED:

- There is a new Chair of the Association: Dave Price
- General maintenance is on-going
- The planning application to extend the green shed has been submitted
- The ECB will not allow the Parish Council to be a guarantor for a loan
- Considering making the front of the pavilion area more user-friendly

**14. Lengthsman**

**14.1 To consider any Lengthsman tasks that need undertaking.**

None

**15. Eco-friendly Working Party.**

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

The following update was received:

- Recycling is going well – Blister packs are now also recycled
- Planting at the village hall entrance went well.

**15.2 To consider adding the Eco-Friendly Working Party link to Herefordshire Wildlife site**

It was AGREED that a link could be added.

**15.3 To consider an update on Beech Meadow and The Glebelands**

The following update was RECEIVED:

- All the meadow seed has been planted at Beech Meadow
- The hedge planting day at The Glebelands will take place on 27<sup>th</sup> November 2021
- It was RESOLVED that the eco group continue with the hedging as per the grant with the request that as many gaps in the front hedge should be left as possible.
- Most of the homeowners adjoining The Glebelands have been approached and are pleased that the area is being looked after.
- The lengthsman is going to assist in preparing the area shortly
- Cllr Hoppe will ask the Tree Officer for his opinion on an overhanging branch in the area.

**15.4 To approve the cost of £50 to get the hedging plants (covered by funding grant) delivered**

The cost of delivery was APPROVED for payment.

**15.5 To consider The Community Climate and Nature Grant Scheme**

It was RESOLVED that the eco group could apply for three benches for placing around the outside of Bartestree Village Hall play area.

**15.6 To note the submission of The Active Green Spaces Grant application**

It was NOTED that a swing and bench had been applied for

**15.7 To receive up update regarding The Great Collaboration**

The minutes of the last two meetings were RECEIVED (Appendix 3 & 4). It was REQUESTED that draft minutes are circulated to give Cllrs time to comment before the next meeting.

It was REPORTED that the biodiversity survey went well, with another planned for the spring. A coffee morning had been held and the possibility of becoming a Talk Community Hub is being investigated. A community garden space is also being sought.

**16. Correspondence**

- *Christmas Tree Festival – Bartestree Cross Group of Churches*

NOTED

- *Resignation letter received from Cllr Fiona Matthews*

It was AGREED that the clerk should write and thank Fiona Matthews for her hard work and effort whilst serving as a Councillor – particularly with the defibrillator and start the process for replacing her.

**17. To consider the outstanding actions and updates table if necessary.**

It was queried whether a response had been received regarding the planting of trees on the Willow Lea development. The clerk confirmed that it had not. She will follow this up.

**18. To Receive Questions from Councillors (tabled 7 days prior to Meeting)**

None

**19. To Raise Items for the next Scheduled Parish Council Meeting [no discussion]**

None

**20. To Note the Date and Time of the next Scheduled Parish Council Meeting – Tuesday 11<sup>th</sup> January 2022 at 7.30pm – at Bartestree Village Hall**

NOTED

*A resolution was passed to exclude the press and public from the following confidential item*

**21. Employment Matters – Clerk's Annual Review**

The Clerk's Annual Appraisal was successful, and she was thanked for her hard work.

*The meeting closed at 22.15*

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

Dated: 11-01-22