

BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL

**MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD AT BARTESTREE VILLAGE HALL
ON TUESDAY 11th JANUARY 2022 AT 7.30 PM**

Present: Councillors: Mrs. W. Soilleux (Chair); Mr. G. Davies; Mrs. J. Karayiannis; Mr. M. Wilson; N. Shore; Mr. D. Evans; Mr. A. Long and Mrs. L. Hoppé

In attendance: Mrs. E. Thomas – Parish Clerk
Mr. J. Fennessy – Parish Tree Officer
Mr. Andrew Thomas – Co-option candidate for Parish Councillor

Public: 5

1. To receive apologies for absence

Apologies were RECEIVED and ACCEPTED from Cllrs Mr. R. Williams and Mr. S. Garner

2. To receive declarations of interest and applications for dispensations

Cllr N. Shore DECLARED a NPI against item 19 and signed the Register of Interest book
Cllr A. Long DECLARED a NPI against item 18 and signed the Register of Interest book

3. To consider the co-option of a Parish Councillor for Lugwardine Parish

The Chair welcomed Mr Andrew Thomas to the meeting. He was asked to say a few words about why he would like to be a Cllr. Cllrs then took a paper vote – Mr Andrew Thomas was duly co-opted onto the Council; signed his Acceptance of Office form and joined the meeting

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

4. To adopt the minutes of the Parish Council meeting held on 9th November 2021

The minutes were APPROVED and duly signed by the Chair.

5. To receive brief verbal report from the Ward Councillor

Ward Cllr Andrews' emailed his apologies. His emailed report included the following items:

1. *Been contacted by a resident from Orchard Vale regarding her concerns on speeding. The police are going to do a speed count in the near future.*
2. *Checked on the TRO position and has been told by the TRO team that there is no request for the limit to be changed from 40 to 30 mph on their list. The clerk confirmed that the TRO has been submitted twice and will contact the Ward Cllr.*
3. *White gates will be soon be able to be purchased directly and not need to go through BBLP. Funding can also happen for highway safety schemes from the Police Crime Commissioner. The clerk confirmed that white gates can already be purchased directly.*
4. *The Community Speed Watch Scheme is a good idea. Reminded the parish that Operation Snap details can be sourced from West Mercia Police. Helmet camera footage can be sent in also.*
5. *As per Councillor Harrington's email that was sent to the parish clerk, on the suggested roundabout at the A4103/A465 junction near Lugg Bridge. All I asked for was the parish to support my proposal, as it is within the parish boundary and write to Bill Wiggin MP to get Central Government funding for this to happen. I did not mention anything about S106 monies being involved at all. The PC confirmed that they did not think Ward Cllr Andrews had suggested it – they merely wanted it logging.
*I would also kindly ask for the residents to write to the MP on this matter.**
6. *Great to hear that a community hub is going to be held every third Wednesday at Lugwardine Church.*

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

The following items were RAISED:

- Why were the costs on the Village Hall entrance way planning application blacked out?
– *because they were out of date. New tenders will be sought when appropriate.*
- Can the Parish Tree officer assist with a query regarding trees on a private residence at Willow Lea? *The Tree Officer discussed the matter with the resident.*

One member of the public joined the meeting.

7. Global Recreation Scheme

Community Field:

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

The following update was RECEIVED:

- Layout agreed
- Club Usage agreed

Next steps are

- Update neighbours on layout
- Engage Howard Giddens to project manage
- Undertake hydrology survey to reassure neighbours that well water will not be affected
- Request formal tenders to get best total cost
- Discuss fund raising options

Meanwhile

- Sheep are grazing and fertilising the field
- Public footpath is fenced off to keep dogs away from sheep
- Person needing access across community field to Stall Farmhouse field has been given temporary permission

It was NOTED that volunteer fundraisers and those with an interest in a variety of sports would be welcomed. There is no timeframe set.

8. PRoWs and Trees

8.1 To receive a report from the PRoW Officer

The report included the following items:

- Can the Lengthsman clear LU6 behind Prospect Cottage? This was AGREED
- LU23 is now walkable although does need further clearing. Cllr Wendy Soilleux will follow this up with Herefordshire Council PRoW Team.
- LU5 needs clearing and scraping by the lengthsman

8.2 To consider PRoW issues

The following issues were RAISED:

- Can the steps on LU10 by Cotts Lane have gravel put on them as they are very muddy? The Chair will contact the developer to request this.

8.3 To receive a report from the Tree Officer

The following items were included in the report:

- Damage to an Ash Tree was reported
- A straightforward “works to trees” planning application has been received.
- The presumption is that the PCC own the trees in the burial ground – the clerk confirmed that she believed this was the case. Cllr. M. Wilson DECLARED a NPI Interest.

8.4 To consider any works needed addressing following the tree survey

The tree survey has been completed – Appendix 6. The Tree Officer was thanked for undertaking this. The minor works listed on the report could be put out for tender. It was NOTED that two further trees at Frome Park needed looking at. It was NOTED that it would be good to resurvey the trees in the Spring/Summer 2022 when they would be in full leaf. The Tree Officer AGREED to undertake this.

It was AGREED to take item 12.3 next

12.3 To receive an update on the PC planning application (213837) – to widen the Village Hall entrance way and consider the Tree Report needed

The clerk REPORTED that a Tree Report is needed to ascertain if any trees will need removing and if any damage will be done to trees already in situ. It was RESOLVED to withdraw the current application and with the assistance of the Tree Officer begin the process again to include a Tree Report.

9. Eco-friendly Working Party.

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

The update included the following items:

- Cllr Lin Hoppe reported back on the minutes of the Eco-Working Group meeting – Appendix 7
- Once final mulching has taken place, then the Tree Council final grant submission can be completed.
- The recycling bins are working well.

It was REQUESTED that the Eco-Working Group have delegated authority to apply for grants between meetings. This is to prevent funding opportunities being missed. It was RESOLVED to give the Eco-Working Group delegated authority to apply for grants between meetings, subject to the application forms being sent, via email, to the Full Council before submission and subject to final acceptance of the terms and conditions of any grant awarded being accepted at a Full Council meeting.

It was REQUESTED that the Parish Council ask for “no Spring cut of the verges” again this year. This was objected to for the safety of highway users.

It was NOTED that Lugwardine Primary Academy now have an Eco-Council. It was AGREED that the clerk should write to them offering support and involvement if needed.

9.2 To consider the proposed planting for Glebelands

The plan was APPROVED – appendix 3

9.3 To receive up update regarding The Great Collaboration

The minutes received were NOTED.

- There is a FaceBook page for the group “BWL Great Collaboration”
- There is now a well-being café at the Church on the 3rd Wednesday of every month.
- The group is now a Talk Community Hub – as one of its events there will be six sessions on topics such as the Godwin tiles, cross stitch and the Herefordshire Archive Centre.
- The group are also trying to get Beryl bikes for hire in the group parish.

9.4 To note that the Climate and Nature Grant Application was not successful
NOTED

9.5 To consider accepting the terms and conditions of the £10,000 Get Active – Green Spaces grant awarded

The terms and conditions were accepted. It was RESOLVED that the benches should be ordered. It was further RESOLVED that the clerk should contact Herefordshire Council with regards the siting of a swing in Wilcroft Park and who would be responsible for it moving forwards. It was NOTED that there would be a cost of £308.58 to the PC to complete all aspects of the application. It was AGREED the PC should cover this cost.

9.6 To consider approving the layout of Beech Meadow and the Village Hall Play Area with regards the grant – item 9.5

The layouts were APPROVED – appendices 4 and 5

Mr. J. Fennessy – Parish Tree Officer and Mr. J. Jackson – Secretary for the Community Recreation Group and one member of the public left the meeting

10. Highways

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

It was REPORTED that St Mary’s School have had to put the project on hold due to Covid-19 and Lugwardine Primary Academy have been setting up an Eco Council and will undertake the project shortly.

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

No update has been received from HC. The Chair has requested information as none of the smaller projects such as moving the bus shelter at Bartestree Cross can go ahead without this information.

10.3 To consider an update on the installation of a crossing by St Mary’s School.

It was REPORTED that the crossing will go ahead during the Easter holiday and the footpath along the A438 will follow afterwards.

10.4 To note any highway issues for reporting.

The following items were raised for reporting:

- Can the PC put a SID by Orchard Vale? Yes – this has already been discussed. The PC is waiting for S106 costs from HC.
- Can the road sweeper be requested? Yes, it has already been requested twice.
- There is a large pothole by the entrance to the village hall.

10.5 To consider an update on 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 REPORTED that although no response has been received from the PCSO, the Police Community Speed Watch Co-ordinator has been in touch and is happy to meet.

10.6 To consider an update on asking if Herefordshire Councils 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

A meeting in the parishes will not be supported at this time. Once a scheme has been drawn up for safety measures a meeting will be considered.

10.7 To consider submitting an application to the Commissioners Community Fund for speed reduction measures such as white gates; white lines on the lanes; 30mph road markings and a new SID

It was RESOLVED that a bid should be submitted.

10.8 To consider setting up a Community Highway Safety Working Group

It was RESOLVED to set up a working group. It was RESOLVED that this group would look at items 10.5; 10.6; 10.7 and 10.9 and put together a coherent plan of action for approval.

It was AGREED that initial working group members would be Cllrs: Alan Long, Wendy Soilleux and Andrew Thomas alongside Mrs Clare Long as a representative of Lugwardine Primary Academy. Further Community members can be sought.

10.9 To consider the SID rota and possibility of purchasing parish SID's

It was AGREED that the Highway Safety Working Group will look at this.

10.10 To note the submission of a Community Commissioning application for dropped kerbs at Malvern Place.

NOTED

10.11 To consider the correspondence received regarding speeding along Cotts Lane and the measures taken by the clerk

It was NOTED that the clerk receives regular correspondence from parishioners about traffic quantity and speeds along Cotts Lane as well as Lumber and Rhystone lanes. It was NOTED that the clerk forwards these emails to the Safer Neighbourhood Team for monitoring and reporting back to Herefordshire Council. The Parish Council itself has no power over the situation but can certainly bring it to the attention of those who have. It was NOTED that the Highway Safety Working Group (item 10.8) will be looking at safety issues.

11. Lengthsman

11.1 To consider any Lengthsman tasks that need undertaking.

The following items were RAISED for undertaking:

- LU6 as per item 8.1
- LU5 as per item 8.1
- Clearing drains

12. Planning

12.1 To receive a verbal report from the Planning Committee

It was REPORTED that applications discussed on the 7th December and at tonight's meeting had both been approved.

It was NOTED that the 9 trees due to be planted at Willow Lea had still not been. The Chair AGREED to talk to the developer and report back at the March meeting before taking this to Planning Enforcement.

Two members of the public left the meeting

12.2 To note the minutes of the Planning Committee dated 9th Nov 2021

NOTED

One member of the public left the meeting

13. NDP

- 13.1 To consider an update on the NDP Review and consider approving the draft plan for submission to Herefordshire Council to update the SEA and HRA.**
The clerk REPORTED that a way forward has been found with regards the writing of the SEA and AA (Appropriate Assessment) and the inclusion of mitigating factors to assist with the reduction of water pollution. It was AGREED the Steering Group should meet to discuss these changes, and if happy with them, have authority to submit the documents to Herefordshire Council to draw up the SEA and AA.

14. To consider the future of Traherne Close Central Reservation

It was AGREED that if the opportunity arose, the PC would still undertake to be the nominal owners of Traherne Close Central Reservation.

15. Financial Matters**15.1 To receive Finance Report – January 2022 from RFO – Appendix 1**

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

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

The bi-monthly check was NOTED as correct.

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

15.3.1 Clerks December Salary

15.3.2 Daniel Squire - October Maintenance £600

15.3.3 DCM Surfaces – playground works as agreed 13th July 2021 8.3 - £4450.80

15.3.4 HMRC PAYE £173.61

15.3.5 Autela Payroll Services - £65.52

The above payments were NOTED

15.4 To approve invoices for payment

15.4.1 Clerk's Salary – January

15.4.2 Clerks expenses £69.44 (previously circulated)

15.4.3 Rob Francis – Weekly Play area checks – £90 Nov – Dec

15.4.4 Balfour Beatty – SID Hire November - £276

15.4.5 HALC 2022-23 Subscription £1433.45

15.4.6 CPRE membership 2022 £36

The above invoices were APPROVED for payment by BACS

16. To consider adopting a Safeguarding Policy – Appendix 2

It was RESOLVED to adopt the Safeguarding Policy.

17. To consider requesting a Community Governance Review

It was RESOLVED to not pursue this issue further at the present time.

18. To receive any updates from the Village Hall Representatives

It was REPORTED the bookings were busy. A wine tasting event is planned for the 23rd April 2022 and hopefully a Cider Festival for 25th June 2022. Thoughts for how to celebrate the Queens Jubilee are being discussed.

19. To receive any updates from the Playing Fields Association Representative

It was REPORTED that most time has been taken up discussing the Community Field.

20. Correspondence

- Community Speed Watch Co-ordinator – as NOTED under item 10.5

- Cllr John Harrington – re roundabout on A4103 – it was NOTED that there is no intention to use S106 money for this project.

- Nick Layton – STL Energy – the clerk had been called by Mr Layton following correspondence as agreed at the Nov meeting. It was NOTED that not all vehicles belong to the plant. They do their best to keep the number of vehicles on the road to the shortest timeframe possible.

21. To consider the outstanding actions and updates table if necessary.
None
22. To Raise Items for the next Scheduled Parish Council Meeting [no discussion]
Litter pick
23. To Note the Date and Time of the next Scheduled Parish Council Meeting – Tuesday
8th March 2022 at 7.30pm – at Bartestree Village Hall
NOTED

The meeting closed at 21.31

Signed: _____ Dated: 08-03-22