

**BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL**

**MINUTES OF THE MEETING OF THE PARISH COUNCIL  
HELD AT BARTESTREE VILLAGE HALL  
ON TUESDAY 8<sup>th</sup> MARCH 2022 AT 7.30 PM**

**Present:** Councillors: Mrs. W. Soilleux (Chair); Cllrs Mr. R. Williams; Mr. M. Wilson; N. Shore; Mr. D. Evans; Mr. A. Thomas; Mr. A. Long and Mrs. L. Hoppé

**In attendance:** Mrs. E. Thomas – Parish Clerk  
Mr. J. Jackson – Secretary for the Community Recreation Group  
Ward Cllr. Mr. P. Andrews  
Mr. D. Hunter-Miller – Replacement clerk candidate  
Landowner of Item 8.5 – Mr. R. Shimmin  
Mr. Ian Gardner – Like; Lugg; Link presentation

**Public:** 9

- 1. To receive apologies for absence**  
Apologies were RECEIVED and ACCEPTED from Cllrs: Mr. G. Davies; Mrs. J. Karayiannis
- 2. To receive declarations of interest and applications for dispensations**  
Cllrs N. Shore and R. Williams DECLARED NPI's against item 19 and signed the Register of Interest book  
Cllr A. Long DECLARED NPI's against items 9.3 and 18 and signed the Register of Interest book  
Cllr M. Wilson DECLARED NPI's against items 8.5 and 8.6 and signed the Register of Interest book
- 3. To adopt the minutes of the Parish Council meeting held on 11<sup>th</sup> January 2022**  
The minutes were APPROVED and duly signed by the Chair.
- 4. To receive brief verbal report from the Ward Councillor**  
The Ward Cllr is liaising with Police over poor parking outside the village shop. He encouraged parishioners to sign up to Neighbourhood Matters alerts with the police.
- 5. To note matters raised by local residents relevant to the Parish**  
The following items were RAISED:
  - Poor parking outside the village shop as in item 4
  - It is important that the bus shelter at Bartestree Crossroads is replaced.
- 6. To receive a presentation of a Statement of Intent for a Pedestrian Footbridge across the Lugg by the road bridge on the A438 – Appendix 3 + 4**  
Mr. Gardner was welcomed to the meeting. A short presentation was received summarising possible sites and appearance of a bridge over the River Lugg. A statement of Intent has been prepared in order to attract interest from outside bodies in the project. Mr. Gardner will forward the Statement to the clerk for circulation. A possible connection along the Lugg Flats was also mooted. The next step of the independent group "Like; Lugg; Link" that is driving this project forward is to talk to Herefordshire Council. The Parish Council will be invited to this meeting. Mr Gardner was thanked for his efforts in drawing up these documents.

*Mr Gardner and a member of the public left 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:*

- ☐ Updated report from Fund Raising consultant due 25/3/21
- ☐ Quotes to Project manage received from two consultants – a third been investigated
- ☐ Further communication with Sporting Governing bodies re possible grants
- ☐ Initial conversation with Clerk regarding process for Public Works Board Loan
- ☐ Fund Raising Consultant advises PWBL is arranged first and grants etc to make up difference
- ☐ However she also advises that grants/donations tend not to be given to Parish Councils so need to investigate how to manage this
- ☐ Need to balance PC 'preparing' field to ensure beneficial VAT, Loan and Ownership treatment with long term commitment by PFA to manage
- ☐ Process from here is
  - Present proposal for Project Manager to PC and seek approval
  - Project Manager to make final surveys to allow tender documentation to be issued and final costings sought
  - Proposal to PC for final approval of works and costs
  - Public consultation on PWBL
  - PC to apply for PWBL approval in principle
  - PC to seek additional funding
  - Once all funding in place PC to process application for PWBL
- ☐ Meanwhile ground being managed by Jamie Barrell – hedge cutting, grazing, rolling, fertilising etc

## 8. PROWs and Trees

### 8.1 To receive a report from the PROW Officer

*The following report was received:*

- *Hagley Park PROW reinstatement. A letter has been delivered to all residents of Hagley Park with an update on our request to reopen this PROW. It can take anything from 1 – 12 years to do this. The application for reinstatement is currently being processed by Balfour Beatty.*
- *PROW from A438 to Weston Beggard Lane. A letter has been received from a parishioner asking why this footpath was closed and for how long. A response has been sent saying that the bridge has failed and there is a dispute as to where the bridge should be so it may be some time before this is resolved. BB are on to it.*
- *Herefordshire Trail. Request for volunteers. If anyone wishes to volunteer to help keep this Trail open, then please make contact with Ramblers Association direct.*

*Mr. Jonathan Jackson left the meeting*

### 8.2 To consider any PROW issues

None

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

The Tree Officer sent his apologies and had nothing to report.

### 8.4 To consider appointing a contractor to undertake works in the tree survey

The two quotes received were considered. It was AGREED to appoint Wetherall Tree Surgery at a cost of £480 + VAT

### 8.5 To consider oak tree loss during Storm Arwen

The loss of an oak tree on private land had been raised by a parishioner, it was AGREED that this is not a matter for the Parish Council. The landowner spoke passionately about the frustrations and difficulties of farming; including the improper use of PROWs; dog fouling on his land; theft of crops; garden waste being dumped

as well as the strains of economic decisions on farms today. He was thanked for his time in presenting his feelings.

It was NOTED that the upkeep of PRow's was being taken back in house by Herefordshire Council in the near future. It was AGREED that the purchasing some "country code" signs should be considered at the next meeting.

*Mr. R. Shimmin and Ward Cllr Paul Andrews left the meeting*

**8.6 To consider the donation of £120 from a parishioner to plant trees in the parishes for the Queens Jubilee and the subsequent recommendations from the Eco-Working Group as to where these may go and what trees to plant.**

It was RESOLVED that the recommendation of the Eco Working Group that three trees are planted at Beech Meadow should be accepted. Cllr Lin Hoppe AGREED to let the Village Hall know as a matter of courtesy and arrange for the trees to be planted.

It was further NOTED that the PCC had ordered 14 trees to be planted around the perimeter of the Burial Ground.

**9. Eco-friendly Working Party and Great Collaboration**

**9.1 To consider an update from the Eco-Friendly Working Party – Appendix 2**

The following update was received:

- *A change in policy at Walkers Crisps means that they will no longer be accepting recycled crisp packets which were being collected in one of the bins at the Village Hall. It has been decided that the crisp packet bin is removed for the foreseeable future, until another company who is prepared to recycle them can be found.*
- *Andrew Wood, who fronts Herefordshire Community Recycling has resigned and it was decided to remove the blister pack recycling bin. However, the issue has been resolved, and the blister pack bin has now been reinstated.*
- *The third bin, for aluminium has been continuing to be filled very often within a week, so has proved to be successful.*
- *There will be ink cartridge recycling facilities at the Community Café at both St Peters Church and the Village Hall.*
- *All-ability picnic bench scheduled for installation on Beech Meadow on Monday 14 March has had to be postponed due to the recent storms. They will notify us when they have rescheduled.*
- *Glebelands. Four beds have been marked out for wildflowers, which will help with the pattern of mowing. The beds will be planted on Friday, and then in about three weeks, the planned walkways will be mown, so whoever mows in the future can just follow the pathways.*
- *Village Hall play area. It has been requested that the Lengthsman lay three concrete bases in readiness for the installation of three benches.*

**9.2 To receive up update regarding The Great Collaboration – Appendix 5, 6 and 7**

The following update was received:

- *An event is planned on the 6<sup>th</sup> May, with local organisations being invited, to discuss and highlight ways in which the local environment could be improved.*

**9.3 To consider installing wi-fi at the village hall to enable a Talk Community Hub to run on a monthly basis.**

It was RESOLVED that Cllr A. Thomas should approach the village hall committee with the following:

- *The PC is willing in principle to purchase Wi-Fi for the hall so that a Talk Community Hub can function.*
- *Is the VHC willing for it to be installed?*

- Is the VHC willing to assist with the costs of this?  
If the answer is yes to the above, Cllr Thomas will seek three Wi-Fi quotes for consideration at the May meeting.

## 10. Highways

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

None received

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

None received. It was NOTED that the Chair and clerk are attending a Zoom meeting with Herefordshire Council regarding S106 monies on the 14<sup>th</sup> March 2022

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

The following update was RECEIVED:

*“The preliminary costs for the scheme have been submitted to the council, these were high and as such the council and BBLP have undertaken a task to review before committing to deliver. This work has now been completed and the costs returned are more realistic though due to current circumstances, fuel prices will continue to influence. The council is progressing and will provide and update on the programme as soon as this is confirmed.*

#### *BBLP Update*

*Budget – A budget cost was provided to indicate the expected range of the construction target cost and the total cost for the scheme. An RFQ process was undertaken to inform the civils construction costs of which two quotations were received and an average was added into this budget for consideration. The budget summary generated for the design and construction of the scheme estimated the total cost to be approximately £163,712.39. Given the results of this exercise, it was agreed that BBLP is to continue formulating a construction target cost to be included in the construction proposal and submitted to HC for review and approval.*

*Programme – A civils programme was also included from each subcontractor which indicated a 4 week or 7 week duration for the works. This does not include the durations for the street lighting or pedestrian signals works. Therefore, the works will not be able to be achieved in the St Marys RC School easter break window from April 8<sup>th</sup> to 22<sup>nd</sup> (9 working days only due to bank holidays). Due to the constraint for the works to be completed outside of the school being in session, the next available window will be during the summer break from Thursday July 21<sup>st</sup> to Friday September 2<sup>nd</sup>.”*

It was NOTED that this scheme would use all of the S106 monies that the Parish Council had hoped, following full parishioner consultation, could be spent on a variety of parish highway improvements.

### 10.4 To note any highway issues for reporting.

The following items were NOTED for reporting:

- The road surface at the entrance to Wilcroft Park is breaking up.
- There is a water leak half way along the C1130
- There is a large hole on the LHS of Cotts Lane as you turn off the A4103

### 10.5 To consider an update from the Community Highway Safety Working Party

The following update was received:

- The minutes of the working group meeting on 4<sup>th</sup> March were NOTED. – Appendix 8
- An aspirational long-term plan for the parishes in terms of highway safety would be compiled in order to start applying for funding for some elements.
- Approval was sought and given for the following:
  - Could parishioners be contacted and encouraged to put up “traffic scarecrows” as a speed deterrent?

- Could the setting of a Community Speed Watch Group be publicised
- Could the highways working group look to expand membership to interested parishioners
- Could the possibility of installing “white gates” be pursued?

It was further AGREED that costs should be sought for the following SID options for consideration at the May meeting:

- Keep renting from HC as at present
- Request the installation of a site at Frome Park
- Purchase PC owned SID's

**10.6 To note the update on the TRO for speed reduction by the Hospice**

It was REPORTED that the TRO sits at number 25 in the TRO list. This should mean it is undertaken during the financial year 2023-24

**10.7 To note the Hereford Rural Locality Draft Annual Plan from Balfour Beatty**  
NOTED

**10.8 To consider a response to the Locality Stewards Engagement Survey**

It was AGREED that the clerk should submit the agreed responses read out at the meeting. These requested weekly updates and improved engagement as none is present at the moment.

**10.9 To note the following two highway closure orders:**

**10.9.1 U72400 Black Hole Lane, Bartestree – 26<sup>th</sup> April for 18 months**

**10.9.2 U72400 Pomona Lane from C1130 – 26<sup>th</sup> April for 18 months**

NOTED

**10.10 To consider the bus shelter at Bartestree Crossroads**

It was REPORTED that a parishioner had emailed the clerk in support of this improvement. It was REPORTED that the total cost of a new shelter and base would be c£8,500 plus VAT. It was RESOLVED to pursue the permissions for this as soon as possible for approval at the May meeting. It was hoped that S106 monies could be used to pay for this improvement.

**11. Play Areas**

**11.1 To consider the Play Area Checks tenders received for 2022-23**

One tender has been received from Mr. R. Francis. It was RESOLVED that he should continue to complete the checks for a further year at a cost of £10 per week.

**11.2 To note the insurance claim for the damaged BVH Play Area fence; subsequent receipt of claim (£506.14) and order of the fence by the clerk under delegated authority on the grounds of Health and Safety.**

NOTED

**11.3 To consider returning the portion of the Get Active – Green Spaces Grant awarded for a swing at Wilcroft Park as this cannot be completed within the time frame.**

The clerk REPORTED that the grant may possibly still be used for a swing in a different area. It was RESOLVED that the clerk should contact the awarding body to see if the PC can purchase a swing for installation in the parishes at a later date.

**11.4 To consider booking RoSPA for the annual play area checks in July £345 + VAT**

It was RESOLVED to book RoSPA to complete the annual play area checks.

**12. Lengthsman**

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

The following tasks were NOTED:

The drainage channel along Lumber Lane needs clearing.

**12.2 To consider any lengthsman tenders received for 2022-23**

The clerk REPORTED that no tenders had been received. It was NOTED that the out-going lengthsman would be happy to be contacted to undertake individual tasks while a replacement is found.

- 12.3 To note the submission of the Lengthsman Expression of Interest and Annual Plan 2022-23 Forms**  
NOTED

- 12.4 To consider the grass mowing tenders received for 2022-23**  
It was REPORTED that one tender had been received. It was RESOLVED to appoint Danial Squire for the financial year 2022-23.

**13. Planning**

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

It was REPORTED that application 220301 had been supported and application 220400 objected to at the meeting this evening

- 13.2 To note the minutes of the Planning Committee dated 7<sup>th</sup> Dec 2021 & 11<sup>th</sup> Jan 2022**

NOTED

- 13.3 To receive an update on the PC plans to widen the Village Hall entrance way**

The clerk REPORTED that she had received details of potential architects to draw up plans but not yet had time to move this on. It was AGREED to defer this until May.

- 13.4 To receive an update on tree planting and Willow Lea and consider contacting planning enforcement.**

It was REPORTED that the trees had been planted on 9<sup>th</sup> February; that stone chippings had been added to the steps at the west end of PRoW LU12 and the tarmacking is underway.

**14. NDP**

- 14.1 To consider an update on the NDP Review and next steps – Appendix 7 and 8**

It was REPORTED that the SEA and AA will be in a position to allow the Draft Review NDP to go to Regulation 14 Consultation from the 11<sup>th</sup> April until the 30<sup>th</sup> May. It was RESOLVED that the proposals to modify the Bartestree with Lugwardine Neighbourhood Development Plan and the Statement of Modifications be approved for public consultation in accordance with Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 as amended and NOTED in Appendix 7 and the Regulation 14 action plan Appendix 8. Cllrs chose which photo they wanted for the front cover.

- 15. To consider celebrations for the Queens Jubilee on Saturday 4<sup>th</sup> June.**

It was REPORTED that community groups wished to put on an event on the 5<sup>th</sup> June at the village hall. It was RESOLVED that £1000 would be donated towards the costs of this event. Cllr Lin Hoppe AGREED to liaise. It was NOTED that Cllr. M. Wilson and Cllr W. Soilleux were against this donation.

**16. Financial Matters**

- 16.1 To receive Finance Report – March 2022 from RFO – Appendix 1**

The clerk REPORTED that the grant money from the Tree Council has now been received. A healthy sum will also be able to go into reserves at the end of the year in anticipation of the development of the Community Field. The report was signed as evidence of budget monitoring and bank reconciliation.

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

The bi-monthly check was NOTED as in order.

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

16.3.1 Clerks February Salary

NOTED

- 16.4 To approve invoices for payment**

16.4.1 Clerk's Salary – March

16.4.2 Clerks expenses £66.38 (previously circulated)

16.4.3 Rob Francis – Weekly Play area checks – £80 Jan - Feb

16.4.4 HMRC PAYE £173.81

16.4.5 Balfour Beatty SID Hire December and January £552

The above invoices were APPROVED for payment by BACS

**17. To consider changing the day the PC meet.**

It was AGREED to discuss this further when the new clerk is in post. Cllrs filled in a grid showing their availability.

**18. To receive any updates from the Village Hall Representatives**

The following update was received:

- Fire assessments have been done
- Bookings are busy

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

The following update was received:

- Under-going general maintenance
- Cricket Club has been awarded £8000 in grant money to build a patio by the BBQ hut.
- Planning permission has been granted for the extension of the tractor shed.

**20. Correspondence**

Talk Community; HALC and Herefordshire Council updates

**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]**

None

**23. To Note the Date and Time of the next Scheduled Parish Council Meeting – Tuesday 10<sup>th</sup> May 2022 at 7.30pm – at Bartestree Village Hall – this meeting will be preceded by the Annual Parish Meetings at 7.00pm**

NOTED

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

*Mr. D. Hunter-Miller left the meeting, alongside the remaining members of the public*

*Confidential Minute – 8<sup>th</sup> March 2022*

**24. Appointment of the Parish Clerk**

**24.1 To consider the resignation of the clerk**

The clerk's resignation was RECEIVED. Her employment will end on the 31<sup>st</sup> March 2022. She was warmly thanked for her time as clerk for the Council.

**24.2 To consider the offer of the clerk to continue to complete all end of year audit and financial returns necessary after the 31<sup>st</sup> March.**

It was RESOLVED that the clerk should complete all the financial returns for 2021-22. It was AGREED to pay the clerk an extra 5 hours to allow this to be completed. It was further AGREED to authorise the salary increase – as recommended by NALC – back paid to 1<sup>st</sup> April 2021.

*The clerk left the meeting*

**24.3 To consider the recruitment process for a new clerk**

It was NOTED that, as per the emails, a qualified clerk had been available for interview at short notice. It was AGREED to appoint Mr. Hunter-Miller to position of clerk and RFO on SCP 31 from the 14<sup>th</sup> March 2022. The draft contract from HALC will form the basis of this employment.

*The clerk re-joined the meeting*

**24.4 To consider using HALC for interim clerk cover.**

It was RESOLVED to use HALC for interim clerk cover if need be given the current circumstances under item 24.3

*The meeting closed at 22.00*