



Bartestree with Lugwardine Parish Council

Minutes of the Parish Council meeting held on Wednesday 8th November 2023 at 7.00pm in the
Lugwardine Primary Academy.

Minutes

Present:

Councillors: David Evans, Siobhan Green, Fiona Harris, Paul Hodges, Jennifer Karayiannis, Alan Long, Polly Smith, Wendy Soilleux Paul Wargent, Ron Williams & Lin Hoppe (Chair)

In Attendance:

Richard James - (Parish Clerk).
9 x Member of the public.

1. Apologies.

Cllr Ivan Powell (Ward Member)

2. To receive declarations of interest and written requests for dispensations.

Cllr S Green declared an interest in item 11.3 & 11.4.

Cllr L Hoppe declared an interest in item 17.

3. To approve the minutes of the meeting held on the 12.09.23.

Resolution – *There was an amendment to 9.1 to read “a local contractor had been appointed” after this amendment the minutes were adopted as a true record and then signed & dated by the Chair.*

4. Open Session. (20 minutes are allocated for this session)

- To receive a report from Cllr Ivan Powell (Ward Member)
- To receive representations from the member of public.

Note - The ward member gave their apologies.

Public Session

Q1.- Resident A said that the monitoring officers case made sad reading and made the Parish Council look bad.

Q2.- Resident A said those mentioned in the monitoring officers report should apologise.

Q3 - Resident A said what has happened to the missing agenda & minutes.

Q4 - Resident A said will the actions mentioned in the report be undertaken.

Q5 - Resident A said why were lay members being discussed in the confidential session.

Q6 - Resident A said the residents were getting poor service from the Parish Council.

Q7 - Resident B said they were shocked at the monitoring officer's report.

Q8- Resident B said there should be name plaques in front of the councillors so they can be recognised.

Q9 - Resident C said did the chair adhere to the Nolan principles.

Q10 - Resident C said they endorsed everything which had previously been said.

Q11 – Resident D said they also endorsed what had been said.

Resolution – *To note the statements by the public.*

5. Planning Applications.

	Application No	Address	Permission sought
5.1	P233070/AM	Trewedna Bartestree Hereford HR1 4BY	Non-material amendment to 222644 (Proposed two storey extension to side and single storey extension to front. Associated internal alterations.). To allow replacement of the Juliette balcony with usable balcony with glazed balustrade
5.2	P233075	Land behind Lammas Lodge Lugwardine HR1 4DS	Proposed conversion of outbuilding to 4 bed dwelling, with new mono pitch roof and external cladding.

Resolution – 5.1 - No comments were being taken on this application.

5.2 - Council Supported this application but were concerned about the poor visibility when coming out onto the A438 and light pollution. Complies with Policy B14 of the Bartestree with Lugwardine NDP.

6. Financial Matters

Resolution – 6.1 - Unity Bank Main Statement for October 23 is £

6.2 - Unity Bank Saver Statement for October 23 is £

6.3 – It was approved to transfer £70,000.00 from current account to Saving account.

6.4 – It was agreed to have an Extra Ordinary meeting to discuss the Draft budget once the Finance Working Group had gone through it.

7. To Approve Payments.

	Payment	Net	Vat	Total
7.1	Clerk Salary – Tax - September 23	As per Contract		
7.2	Clerks Expenses	215.07	4.17	219.24
7.3	HALC – Clerk Recruitment	220.00	44.00	264.00
7.4	Daniel Squire – October 23	835.00	167.00	1002.00
7.5	R Francis – Play Area Inspections	80.00	0.00	80.00

Resolution – All the payments were Approved for payment.

8. Footpaths Officer Report & consider actions.

Noted – Footpaths officer reported that the broken post on the PROW near Hopton Close will not be fixed in the near future, as there is no need of a gate according to the HC officer.

9. Tree Wardens Report & consider actions.

Noted - The Tree Warden reported that there were no issues within the Parish with regards to any trees.

10. Lengthsman Report & consider actions.

10.1 - List of Annual work

The Lengthsman addressed the meeting about the services he undertook. He said he would welcome an annual list of works.

Resolution – Council would investigate an annual list of works and check if a grant application had been made to the Herefordshire Council via Balfour Beatty.

11. Grants.

The grants policy and application form were discussed along with both grant applications.

Resolution

11.1 - Grants Policy was Approved.

11.2 - Grant Application Form was Approved.

11.3 - Grant Application – PTFA – Cllr S Green left the room whilst the discussion took place. The grant application for £1000 was Approved.

11.4 - Grant Application – Bartestree & Lugwardine Playing Fields Association – Cllr S Green left the room whilst the discussion took place. The grant application for £200 was Approved.

12. Play areas.

Resolution

12.1 - Frome Park – There was no work to be done at park, Cllr W Soilleux had arranged for the fallen apples to be collected by a local cider maker.

12.1.1 - Picnic Tables Frome Park – The previously purchased picnic table for the park would need to be concreted in the ground. Council agreed that the picnic table had to be moveable. It was Approved that the clerk should purchase a new picnic table.

12.2 - Village Hall play area - there were no works required in this area.

12.3 - Weekly inspections contract had now been taken over by Mr M Hill until the end of the contract. Council agreed to send Mr R Francis a thank you card for his 7 years' service in doing the weekly inspections.

13. Working Group Reports

Both the Highways working group (HWG) and Eco working group (EWG) reports were discussed by the council. Additional waste bins in the parish were discussed and the HWG had highlighted locations, some Councillors thought there may be other locations for bins to be sited.

The Eco working group requested rope to make a fence to protect wildflowers in the grass area from cars parking on the grass. Councillor's thought that the rope fence may not be adequate to stop the parking and a sturdier method should be investigated, like wooden posts /fencing.

Resolution - 13.1 - Highways Working Group – It was Agreed that discussion should take place about the safer schools and new bin locations investigated.

Resolution - 13.2 - ECO Working Group – It was Agreed to obtain a quote for posts / bollards to protect the area.

14. Working Groups.

Lengthy discussion took place about new operational guidance for the working groups, including the makeup of the working groups and possible voting rights of lay members.

Resolution - 14.1 - Operational Guidance – it was agreed that this would be reviewed with possible additional amendments.

Noted - 14.2 - Working Group vs Committee – The council noted the differences between both.

15. Community

15.1 - Dot Gov Email – (bartestreewithlugwardinegroup-pc.gov.uk)

- bartestree-lugwardine-pc.gov.uk
- bartestreewithlugwardine-pc.gov.uk

Resolution – It was Agreed that the clerk should investigate to possibility of bartestree-lugwardine-pc.gov.uk

15.2 - Dot Gov Emails

- fred.bloggs@
- f.bloggs@
- fbloggs@

Resolution – It was Agreed to use f.bloggs@ the clerk will progress.

15.3 - Community Café

The community café / youth club was discussed. The clerk said there could be grants available to get the project off the ground. Cllr S Green said that she would be interested in helping set up the project and had already spoken with like-minded volunteers.

Resolution – *It was Agreed that the Clerk should investigate a possible grant.*

15.4 - Village Signs

The previous design for the pick-up dog poo sign was thought to be busy and not very clear and a more user-friendly sign should be designed.

Resolution – *It was Agreed that council should approach the local school about a possible design competition.*

15.4 - Overgrown Hedge

Resolution – *That a Councillor would contact a family member of the resident about getting the hedge cut or permission for the Parish Council to get it cut on their behalf. .*

15.5 - Clerk Address

Due to the number of clerks the Parish Council has had over the years there were several different addresses for the Clerk.

Resolution – *It was Agreed that the Clerk should try and update the Clerk's address where possible.*

16. Clerk Report.

16.a – New Street sign for Burdon Drive BBLP need to know the precise location of the old sign.

Resolution – *A Councillor reported that the sign used to be between 25 & 26 Burdon Drive the clerk will inform BBLP.*

16.b – Clerk had a request for payment of £351.59 for additional Carparking Bartestree Village Hall. Council previously agreed to pay on the 08.11.22 - item 10.2.

Resolution – *It was Agreed to pay up to £400 the for the additional works.*

16c – Reported the two keep left bollards at Bartestree Crossroads junction A438/C1130

Noted – *The Clerk reported that these had now been replaced.*

16d – Reported debris on A438 (poor condition of surface)

Noted – *This was noted.*

16e – Would like to make some changes to the website, Approved minutes page, Working Group Notes page, Councillor Page – Picture and contact email Dot.Gov ideally. Improve the Finance page.

Resolution – *It was Agreed that the clerk could update and make changes to the website.*

16f – The Clerk has now purchased additional memory on the OneDrive.

Noted – *This was noted.*

16g – The Clerk has now purchased the licenced for Microsoft office 365 for an additional 12 months.

Noted – *This was noted.*

16h - Clerk reported the OneDrive is all backed up until when the last Clerk left.

Noted – *This was noted.*

16i – The Clerk reported that he had located the Council memory drive and picked it up.

Noted – *This was noted.*

16j - The Parish Council laptop has a fault; it says it is unable to find the Hard Drive. The Clerk has asked, his computer guy for a full report. Worst case it may need a new solid state Hard Drive.

Noted – *That the Clerk would report back once the laptop had been assessed.*

16k – Like to change the payroll provider from Autela Payroll Services to Marion Griffiths who charges a flat fee of £95 per year.

Resolution – It was Agreed to move the payroll provider to Marion Griffiths.

17. Breach of Code of Conduct

17.1- To note 2 Councillors have breached the Code of Conduct.

Noted - *The clerk reported that the parish council has no authority in this matter. All it can do is to note the breach in the Code of Conduct. If the Parish Council was mentioned in the report, then it could either choose to adhere to the recommendation or not.*

At this point two Councillors, stated that there were active on going private legal cases with regards to the monitoring officer report and they have been advised to make no comment.

17.2- Code of Conduct Training

It was reported in the Monitoring Officers report that all the Parish Councillors should undergo Code of Conduct training.

Resolution – *It was Agreed that all the Councillors would take Code of Conduct training and the clerk was to arrange suitable dates.*

18. Future Agenda Items.

19. Date of Future Meetings until May 2024

- *Changing the Dates of the Council meeting from January*
 - *2nd Wednesday of each month - Lugwardine Academy at 7pm*
 - *1st Thursday of each month – Village Hall Meeting Room at 7pm*

Resolution – *It was Agreed for the 1st Thursday of each month at the Village Hall Meeting Room at 7pm.*

To exclude the Public and members of the Press from this part of the meeting to discuss items of a confidential nature.

20. Missing Documents.

20.1 – Security Measures.

Resolution – *It was Agreed that if the missing Confidential papers could not be found or returned then the Police will be called in to investigate. It was Agreed to change the lock on the Parish Council's office door at the Village Hall.*

21. Community Field Working Group Lay Members.

A lengthy debate took place around the whole Lay membership on the Working Group's.

Resolution – *It was agreed to invite Mr J Jackson, Mr C Gibbons & Mr C Hughes onto the Community field working group as lay members.*

Signed:

Dated: 4th January 2023.