Minutes of the Parish Council meeting held on Thursday 8th October 2026 at 7.00pm in Bartestree Village Hall.

# Minutes

Present:
Councillors: Fiona Harris (Chair), Wendy Soilleux, Ron Williams, Siobhan Green, Paul Wargent, Andy Thomas & Jenny Karayiannis.

In Attendance:
Mr Richard James (Clerk)
1 x Member of the Public.

1. To receive apologies.

*To Note - Apologies were received from Cllr's Paul Hodges, Benjamin Pardoe, Brendan Finlow & Polly Smith.*

2. To receive declarations of interest and written requests for dispensations.
   Cllr S Green declared an interest in item 12.
   Cllr Paul Wargent declared an interest in item 13c.
   Cllr Andrew Thomas declared an interest in item 13c.

*To Note - The declarations of interest and written requests for dispensations were noted by the Council.*

3. To approve the minutes of the Meeting held on 10.09.26.

*Resolution - The Council approved the minutes of the meeting held on the 10.09.26 and were signed as a true record by the Chair following a couple of corrections.*

4. Open Session.
   (Ward Member)
   The ward member was not present, and no report had been submitted.

*To Note - This was noted by the Council.*

(Public Session)
A Member of the public came to speak on item 9.2c.

*To Note - This was noted by the Council.*

## 5. Financial Matters.

5.1 - Unity Bank Main Statement - September 26 - £42,460.81
5.2 - Unity Bank Saver Statement - September 26 - £171,289.84

***Resolution -*** *The Bank balances were noted by the Council.*

5.3 - Budget Monitoring - September 26.
5.4 - Monthly Bank Transactions - September 26.
5.5 - Accumulative Bank Reconciliation - September 26.

***Resolution -*** *The Council approved (5.3) (5.4) & (5.5).*

5.6 - Draft Budget - 2027/28.
Council went through the Draft Budget line by line, and the following alterations were made.

Income

- Deleted the £8000.00 under Grants.

Making the new Total for Income £78,039.00.

Expenditure.

- Legal was reduced from £10,000.00 to £5,000.00
- Councillor Training was reduced from £1,000.00 to £600.00
- Play Area Development (Capital) was reduced from £20,000.00 to 15,000.00
- The Christopher Gibbs Field had £0.00 budget would now receive £7,500.00

Making the new Revenue Expenditure £80,910.00
Making the new Capital Expenditure £22,500.00

Making the new Total Expenditure £103,410.00

***Resolution -*** *The Council approved this new budget with these agreed alterations.*

5.7 - AGAR External Auditor

***Noted -*** *Council noted the AGAR External Auditors report.*

5.8 - All Payments within 7 days.

Resolution - *The Council agreed for all Council invoices to be paid within 7 days of the Parish Council meeting agreeing the invoices for payment.*

## 6. Payments.

| | Payment | Net | Vat | Total |
|---|---|---|---|---|
| 6.1 | Clerk Salary- Tax & NI- July 26 | As per Contract | | |
| 6.2 | PKF Littlejohn- External Auditor- SB20261585 | 420.00 | 84.00 | 504.00 |
| 6.3 | Clerks Expenses- Remembrance Wreath | 35.00 | 0.00 | 35.00 |
| 6.4 | D Squire- 79173 | 1398.74 | 279.74 | 1678.48 |

***Resolution -*** *The Council approved all the invoices for payment.*

7. Payments under the Clerks delegated powers.

| | Payment | Net | Vat | Total |
|---|---|---|---|---|
| 7.1 | Gedney Bulb Company | 792.50 | 158.50 | 951.00 |
| 7.2 | Creative Play- 34358 | 1,321.00 | 264.20 | 1,585.20 |

***Resolution -*** *The Council noted all the payments made under the Clerks delegated power and approved them.*

8. Working Group Reports.

8.1 - Christopher Gibbons Field.

a) Tender – Update.

The Chair said that the new tender had been sent to both HALC and HC S106 for approval or comment. However, if nothing is received by the 16.10.26 then tender will go out regardless.

***To Note -*** *This was noted by the Council.*

8.2 - Highways & Infrastructure.

a) Traffic Calming – Update.

The Chair reported that the whole Traffic Calming was all up in the air, after the contracts found blocked drains in the highway, which had not been budgeted for.

To help balance the budget Herefordshire Council can no longer provide the full programme. So changes will occur this will mean the following.

- The White Gateway will no longer be installed.
- The removal of the centre white line will not happen.
- The white lines on the sides of the carriageway, which would create carriageway narrowing will not happen.
- And some of the resurfacing works will not take place.

The Herefordshire Council are now looking at adding a Double White line down the centre of the carriageway to stop any overtaking.

What is not negotiable for removal as far as the Parish Council is concerned is

- The Speed Indicator Devices.
- The Planters at the entrance to the villages.
- Raised Crossing.

The Herefordshire Council is also proposing to dig a new drainage soakaway to the Eastern side of the entrance of the village hall.

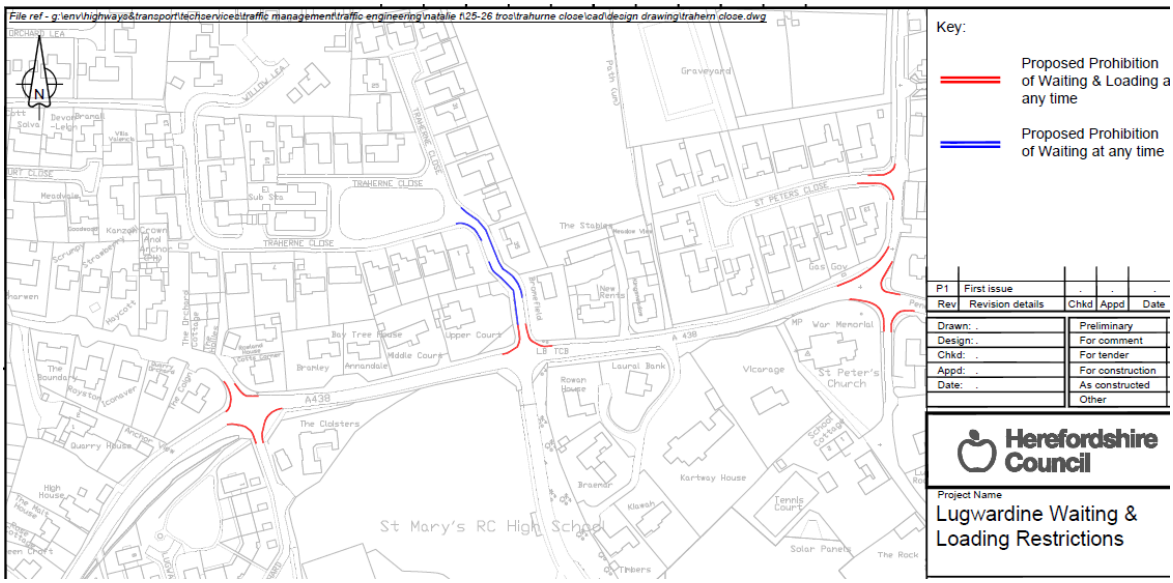
Herefordshire Council Highways are also looking for additional funding to resurface the whole entrance to Wilcroft Park.

***To Note –*** *This was noted by the Council.*

b) Traffic Regulation Order.

The Clerk reported that he had received the following Traffic Regulation Order from the Herefordshire Council Highways department. This involves adding yellow lines to prevent parking at the entrances to the side roads joining the A438.




*Resolution* - The Parish Council Supported these Traffic Regulation Order which it is hoped with help with the parking concerns at the schools' drop off and pick up times.

8.3 - Environment.

a) Bulb Planting Locations.

The Council acknowledged the hard work which had gone into the bulb planting locations, however there were some constructive comments on some of the locations.

- Frome Park - The Bulbs were too close to the main play area gate, and it was felt they would get trampled and the suggestion was to move them further away.

- Hollylea - The owner of this location needs to be approached for approval.
- Willcroft Park - The owner of this location needs to be approached for approval.
- Village Way - The Management company would need to give approval.
- Village Hall Play Area – This location was felt to be an absolute No.
- Hagley Orchard - The owner of this location needs to be approached for approval which the Council believes to be No1.

Cllr Andrew Thomas said there was a possible new location near to where he lived and the environment working group should contact him.

*To Note -* *This was noted by the Council.*

b) Nature Recovery Plan.

Cllr W Soilleux had filled in the Nature Recovery Plan on behalf of the Council.

*Resolution -* The Parish Council thanked Cllr Soilleux and approved it for formal submission.

8.4 - Play Areas.

a) Play Areas - Playdale.

Cllr W Soilleux had obtained quotes for the play area works from Play Dale as a base line for setting the budget. The Council asked Cllr. Soilleux to obtain two more quotations.

*Resolution -* The Parish Council Approved the action to go out for 2 more additional quotations.

8.5 - Communications.

a) Once or Twice a Year.

Cllr S Green had been looking at the cost of the printing of last year's newsletter and has found a more competitively priced printer. Quoting;

- 1200 x 8-page A5 on laminated paper - £301.00
- 1200 x 8-page A5 on standard paper - £244.00
- 1200 x 12-page A5 on laminated paper - £378.00
- 1200 x 12-page A5 on standard paper - £320.00

Discussion then took place on whether there should be 1 publication or 2 per year.

The Chair reported that Cllr P Smith would like to stand down as the editor of the newsletter. Cllr S Green said she would be happy to offer her services if that would help.

*Resolution -* The Parish Council Agreed for Cllr S Green to become the new editor and that there should be 2 publications per year.

Cllr A Thomas left the meeting at 8.30pm.

9. Other Reports.

9.1 - Lengthsman.

The Chair reported in the absence of Cllr P Hodges that the Lengthsman had a list of work, which he was working through.

*To Note -* *This was noted by the Council.*

9.2 - PROW.

a) LU15

Cllr W Soilleux reported that a new gate was required on this PROW which goes from Rhystone Lane to Tidnor Lane, however the ownership of the land needs to be established.

*To Note -* *This was noted by the Council.*

b) LU5

Cllr W Soilleux says this PROW ideally needs to be widened.

*To Note -* *This was noted by the Council.*

c) LU14

The Owner whose land LU14 presently goes across was in the public gallery and explained that he would like to have this PROW diverted, as currently people walk right past this window. The proposed new route would be across the Christopher Gibbons Field, with the end coming out on to the proposed Pump Track.

The owner is more than willing to fence the new diversion in case they or future owners of the property wanted to put livestock in the field, but this would require a gate at the end outing onto the pump track. The Parish Council said that a gate is required not only for the safety of walkers but users of the pump track.
However, currently the Herefordshire Council doesn't support installing a gate, as they feel this impedes walkers and it's their policy.

*Resolution -* The Parish Council fully SUPPORT the PROW diversion and for a gate to be installed for safety reasons. Cllr Soilleux said she would contact the Herefordshire Councils PROW officer, as there had already been a case of a gate being installed in the Parish.

9.3 - Tree Warden.

Cllr Chair reported that a Parish Tree Register and a separate Hedge Register had been created.

*To Note -* *This was noted by the Council.*

## 10. Parish Matters.

10.1 - Play Area - Hopton Close.

There is a location in Hopton Close, where local parents have installed a swing for the local children to play upon. However, there is another resident who finds it necessary to keep cutting this swing down.
The Council feels this swing does not cause a nuisance but needs to check whether it is covered by public liability insurance.

*Resolution -* The Parish Council agreed to write to the Herefordshire Council to check the insurance coverage.

10.2 - Grass & Hedge Cutting Contacts.

The Chair reported that with the help of the Vice Chair they have written a detailed Grass & Hedge Cutting Contacts, as the Council needs to go out to tender for the next year.

*To Note -* *This was noted by the Council.*

10.3 - Flood Wardens.

The Chair reported that the Herefordshire Council will provide flood warden training and would liaise with the other warden to arrange a training date.

***To Note -*** *This was noted by the Council.*

10.4 - Notice Boards.
The Chair reported the Cllr P Hodges had been to see the owners of the Crown & Anchor about installing a notice board at the pub. Sadly, the pub nor the brewery were not in a position to purchase the notice board but were happy for one to be installed at the pub.

***To Note -*** *This was noted by the Council, and the Clerk was asked to find the current notice board design for the owners of the pub to approve.*

10.5 - Remembrance Day
The Clerk reported that he had purchased a Remembrance Day Wreath on behalf of the Council. The Chair said the local Remembrance Day service will be on Sunday 8th November at Lugwardine Church at 10:50am.

***To Note -*** *This was noted by the Council and it was hoped as many Councillors as possible would support the wreath laying.*

## 11. Planning.

| | *Application No* | *Address* | *Permission sought* |
|---|---|---|---|
| 11a | *262368*<br>*29.09.26* | The Cannisters<br>Bartestree<br>Hereford<br>Herefordshire<br>HR1 4DD | Variation of condition 1 of planning permission 253435 (Extension with associated demolitions and internal alterations) - to enable alternative dwelling design including changes |

***Resolution -*** The Bartestree with Lugwardine Parish Council **supports** this application for the following reasons:
It complies with Bartestree with Lugwardine NDP Policy BL2 Extensions to Properties in that:

i) the proposal is subservient to the main dwelling in terms of size, scale, height, massing, design and appearance.
ii) the extension will not result in significant adverse impact on the amenity of neighbouring properties.

| | *Application No* | *Address* | *Permission sought* |
|---|---|---|---|
| 11b | *262504*<br>*06.10.26* | Hagley House<br>Bartestree<br>Hereford<br>Herefordshire<br>HR1 4BX | Erection of a detached building containing a garage and ancillary living accommodation with storage above |

***Resolution -*** The Bartestree with Lugwardine Group Parish Council does not support this application for the following reasons:
1. The proposal does not comply with BLNDP Policy BL1.VII in that it does not incorporate any energy saving features.

2. Although the matching of materials to the existing dwelling has been considered, the proposed building does not comply with BLNDP Policy BL2.I in that it is not subservient to the main dwelling in terms of its size, scale, massing and appearance. It does comply with part.II in that it would not result in significant adverse impact on the amenity of neighbouring properties.
3. The proposal does not comply with BLNDP Policy BL9 Conserving Historic Character in that its size and proximity to the existing Grade II listed property would detract from that property and result in the overdevelopment of what is mostly a small and historically sensitive site.
4. The Parish Council also requests that, should permission be granted, a clause is included that prevents it from being converted into a separate, stand-alone dwelling but would always be an annexe tied to the main property.

11c. Planning Minutes-15.09.26.

12. Parish Council lease for the Playing Fields Association.

a) Main Lease – update.
b) Sub Lease - update.

The Chair reported that the Main Lease had now been signed and the Sub Lease was still awaiting a couple of signatures.

*To Note -* *This was noted by the Council.*

13. Other Matters.

a) Strips of Land.

A question was asked about the current position on the strips of land.

*Resolution* - *Council agreed for the Clerk to contact Norris Miles Solicitors for an update.*

b) Land Ownership.

The Chair reported that a meeting had been arranged for a face-to-face meeting on the 27.10.26 with all parties concerned at Lambe Corner Solicitors office.

*To Note -* *This was noted by the Council.*

c) Biffa Bin - Village Hall.

The Clerk had received an Email from the Village Hall Committee saying that Biffa will no longer supply a large bin. The Village Hall will now require 2 smaller bins and would like to house them is a better way and out of direct sight.

*Resolution* - The Parish Council agreed that we are happy for the Village Hall committee to replace the current Biffa bins, with 2 smaller ones, to be located on the same site as the existing one, but to have a concrete slab base and a 6ft high fencing, of the Village Hall committee's choice around it.

d) PROW Works.

The Clerk said that this work ideally needs to start and he will work with Cllr Soilleux to undertake this.

*To Note -* *This was noted by the Council.*

e) Drainage Works.

The Clerk reported that he would contact Cllr Hodges and the Lengthsman to look at completing the drainage works.

*To Note -* *This was noted by the Council.*

14. Future Agenda Items.

- Subject Access Request.

*Date of Parish Council Meeting* ***12th November 2026 at 7pm.***

The meeting closed at 8:55pm

Signed:
Chair of the Parish Council
Dated: 12th November 2026