

Minutes of a scheduled meeting of Bartestree with Lugwardine Parish Council at 7.00 pm on Thursday the 11th of September 2025, at Bartestree Village Hall.

Present:

Councillors: David Welton (Chair), Siobhan Green, Fiona Harris, Polly Smith, Wendy Soilleux, Andrew Thomas and Ron Williams.

In attendance:

- a) Lynda Wilcox (HALC). The Chair introduced Lynda, and it was RESOLVED that she take the minutes of the meeting in the absence of the parish clerk.
- b) Ward Councillor Ivan Powell (from Item 7.1 onwards).
- c) Two members of the public.

1. To receive apologies.

Apologies for absence were received from:

- 1.1 Councillors: David Evans, Paul Hodges, Jennifer Karayiannis and Paul Wargent.
- 1.2 Parish Clerk: Richard James.
- 1.3 Ward Councillor Ivan Powell for first part of meeting.

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

There were none.

3. To approve the minutes of the meeting held on the 03.07.25.

It was RESOLVED to adopt the minutes as a true record subject to the following two amendments:

- 3.1 Minute number 5.7 on page 140: First sentence of second paragraph to read: "This has been brought to Council for approval to allow the clerk to submit payment of invoices whilst the Parish Council is in recess".
 - 3.2 Minute number 7.1.1 "Tristan" to replace Tritan.
- The Chairman initialled the amendments and then signed the minutes.

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

- **To receive a report from Cllr Ivan Powell (Ward Member):**

This item was taken after agenda item 7.1, when Councillor Powell joined the meeting and reported on:

 - a) His continuing support for action on street cleaning.
 - b) A report indicating that Herefordshire Children's Services was no longer inadequate, was being held back until after an anticipated Ofsted inspection before the end of October but Herefordshire Council would welcome it being published sooner.
 - c) Herefordshire Council's current problem in accessing sufficient tarmac because of the amount of work being undertaken on county roads.
 - d) Vegetation encroaching on the A438 at Tupsley Pitch – officers at Herefordshire Council had been notified and would be asked to ensure that trimmings were taken away and not left on the paths.
 - e) Health and safety issues which were likely to preclude the suggestion that work on the bridge should be undertaken during the night, so as to alleviate problems for motorists and pedestrians.

- To receive representations from the members of public:

A local resident expressed her concern that due process was not being followed by the parish council because her planning application had been considered at the previous meeting and comments sent to Herefordshire Council, yet the item had not been on the published agenda, which meant that she was unaware her application would be discussed that evening.

The Chairman agreed to liaise with the clerk to seek clarification.

5. Financial Matters.

It was RESOLVED to ratify items 5.1 to 5.5:

- 5.1 – Unity Bank Main Statement – July & Aug 25
- 5.2 – Unity Bank Saver Statement – July & Aug 25
- 5.3 – Budget Monitoring – July & Aug 25
- 5.4 – Bank Rec – July & Aug 25
- 5.5 – Monthly Bank Transactions – July & Aug 25

5.6 – Budget 2026/27

In the absence of government funding, it was RESOLVED to note that £8k may be required to commence an NDP review in the next financial year.

6. Payments.

There was discussion as to whether a clause should be included in future contracts for grass-cutting, to enable cuts to be halted during long periods of non-growth, such as over the recent summer months. It was noted that quotes were based on monthly work schedules, and any such clause might lead to the contractor adding an element to the overall cost to cover the cost. It was RESOLVED that the matter be discussed when contracts for the forthcoming financial year were under consideration.

In response to a query, the chairman offered to ascertain whether a TV licence was actually a legal requirement if live TV wasn't being watched.

It was RESOLVED to make all the following payments, subject to the chairman's findings on item 6.4.

	Payment	Net	Vat	Total
6.1	Clerk Salary – Tax & NI – July 25	As per Contract		
6.2	Daniel Squire Ltd – 78690	1444.65	288.92	1733.57
6.3	Daniel Squire Ltd – 78691	1493.75	298.75	1792.50
6.4	Bartestree Village Hall – TV Licence	174.50	0.00	174.50
6.5	Clerk Expenses – Blister Bags	150.00	30.00	180.00
6.6	Matt Hill – July / Aug	90.00	0.00	90.00

Payments made under the Clerk devolved powers.

It was RESOLVED to endorse the following payments:

	Payment	Net	Vat	Total
6.7	Daniel Squire Ltd – 78659	1444.65	288.92	1733.57
6.8	Pure Cleans – 10506	80.00	16.00	96.00
6.9	Matt Hill	90.00	0.00	90.00

7. Working Group Reports.

7.1 - Christopher Gibbon Field.

There had been no recent meeting, but an ecology report had been submitted to the clerk and charitable status was about to be finalised.

- a) Badger Survey - £2000.00 ... Two holes had been found which could be the entrances to badger sets and the local planning authority therefore required an official report. It was RESOLVED to authorise the clerk to order a specialist report for £2,000.00.
- b) BNG – Report ... There was no discussion.
- c) Arbtech – Report ... There was no discussion.

Agenda Item 4 – Ward Councillor Ivan Powell arrived and gave his report.

7.2 - Highways & Infrastructure.

It was noted that the Section 106 monies needed to be spent by 4th April 2026 and therefore the best time to undertake the proposed works would be during February/March, preferably during school holidays. The work would take around three weeks, but the road would not be shut – traffic lights will be used. There would be liaison with the Football Club in relation to bookings, as well as the school.

Councillor H commented that the fourteen weeks of traffic data collected from cameras in her garden could be presented at the next meeting. It was RESOLVED that an official complaint be made to the Police about speeding traffic, with a view to mobile speed detection being set up. Discussions would also be held with the two Community Police Officers to seek their view on cameras being placed in the field.

It was suggested that yellow lines could be placed around the school and church. The Herefordshire Council officer would be asked if these could be incorporated into the traffic calming scheme.

Because of the quantity and speed of large farm vehicles at this particular time of year, it was suggested that discussions could be held with local farmers to make them aware of parish council concerns.

7.3 - Environment.

- a) Bulb Planting – Four thousand daffodil bulbs (£681.50) would be planted by Andy Williams at a cost of £150. More detailed information on a possible grant (£500-£2k) for tree and hedge planting would be presented to the next meeting.
- b) Recycling Bins ... Following previous discussion, it was RESOLVED to access blister packs for recycling points at a cost of £425.00 + VAT.
- c) Councillor Green reported that the school would prefer the clothes recycling to be moved from their car park to the main recycling area by the Village Hall. It was RESOLVED that Councillor Green would liaise with the school PTA to organise the re-siting of the clothes bin next to the Biffa bins, provided there was no obstruction to a car parking place.

7.4 - Play Areas.

The usual checks had been carried out. There had been a bumper crop of cider apples in Frome Park but Councillor Soilleux had found someone to take them away.

7.5 - Finance & Admin ... No meetings had been held.

7.6 – Communications.

There had been no meeting in July, but a meeting would be held within the next two or three weeks. The website was up and running nicely.

8. Planning.

It was RESOLVED to support the following application which was work held over from a previous application. The Parish Tree Warden had visited the site, and the work was to be carried out by a tree surgeon.

	Application No	Address	Permission sought
8.1	252494	Lugg Rock Lugwardine Hereford Herefordshire HR1 4AW	T1: Driveway hedge - reduce the overhanging branches from the upper section of the hedge and hedge trim the remainder to make tidy. T2: Mixed boundary hedge - reduce in height to leave at approx. 6ft in height, hedge trimming the remaining hedge to make tidy

It was RESOLVED to support the following application. The Parish Tree Warden had recommended that branches needed cutting back to 4 metres from the base, by a tree surgeon.

	Application No	Address	Permission sought
8.2	252498	The Vicarage Lugwardine Hereford Herefordshire HR1 4AE	T1. Hazel (<i>Corylus avellana</i>) T2. Yew (<i>Taxus baccata</i>) T3. English Oak (<i>Quercus rubur</i>)- The three listed trees grow from within the walled curtilage of the Vicarage, but the low branches are now presenting a risk to pedestrians using the footpath and in two instances are touching the church. Would like consent to reduce (or remove if necessary) the problematic branches. They are relatively young healthy trees, so this careful pruning should have no detrimental effect on the trees

It was RESOLVED to support the following application.

	Application No	Address	Permission sought
8.3	252088	Museum Orchard Land East of Rhystone Lane Tidnor Lane Lugwardine Hereford HR1 4DF	Proposed tractor shed and proposed goat shed (part retrospective)

It was RESOLVED to request an extension to the target determination date of 13th October because additional environmental information was required. It was further RESOLVED that relevant details from the planning consultant's report being prepared for a neighbouring parish council would be utilised in the parish response.

	Application No	Address	Permission sought
8.4	240422	Land to the East of Hereford South of Ledbury Road (A438) Hereford	Outline planning application for the demolition of existing buildings and structures and the erection of up to 265 dwellings (including affordable housing), employment workspaces, along with

			associated parking, access roads, walking and cycling routes, public open space, landscaping, sustainable urban drainage and other associated works, site clearance and infrastructure. All matters reserved except for the primary vehicular Site access via the A438 (Amended Description).
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8.5 - Planning Minutes - 12.08.25 ... The minutes were endorsed and no matters raised.

8.6 - Herefordshire Council's Call for Sites was noted.

9. Other Reports.

9.1 - Blister Pack Recycling ... The cost of £150 per pack + VAT was considered good value going forward – see agenda item 7.3 b) above.

It was suggested that Herefordshire Council should set up a countywide scheme.

9.2 – Lengthsman ... Councillor Smith commented that the Lengthsman had said he was unable to undertake drainage works on the A438. The Chair would look into the matter.

9.3 – PROW ... Vegetation was overgrowing the route between the back of St James' Close to Whitestone Road which was causing a safety hazard for pedestrians who were required to step into the road.

9.4 - Tree Warden ... It was RESOLVED to defer a report to the next meeting. It was noted that there was a Tree Warden event in October.

10. Parish Matters.

10.1 - Hedges along the A438 ... Discussed in agenda item 4 d) above.

10.2 - Rural Crime within the Parishes ... A local home had been broken into, car keys taken and the owner's car stolen. The Ward Councillor offered to ascertain what advice the Police were giving to deter such crimes and once received, this advice would be put in the next parish newsletter and on the website.

The two Community Police Officers would be asked to increase their presence in the parish.

10.3 - Police Charter.

- a) Anti-Social Behaviour – broken windows at bus stops and noisy speeding traffic were identified as anti-social behaviour, but home security/burglaries were the most important issue.

The following two items were deemed to come under one heading and had been discussed in items above.

- b) Speeding.
- c) Speed enforcement.

10.4 - Hedges & Gutters - Lugg Bridge to Cock of Tupsley ... It was noted that two of the four hedges had been cut back. The Leylandii at the entrance to Wilcroft Park had grown out again. Although the top of the hedge near the school had been cut (and all the debris left in the gutter) the sides of the hedge had not been trimmed.

Alder was growing over the school sign at the gifted field, and it was likely that stump killer would be required to eradicate further growth.

10.5 - Fibre Optic Internet & Way leave Bartestree Village Hall ... not discussed.

10.6 - Notice Boards for Pubs ... not discussed.

10.7 - Sprees Equestrian Entrance Signage ... noted as on hold.

10.8 - Armed Forces Logo on Council Letterhead Paper & Website ... Councillor Soilleux was endeavouring to progress the matter with the relevant personnel.

10.9 – Glebeland ... It was noted that the following items would be included in the Tree Warden's report for the next meeting.

- a) Ash Die Back
- b) Cherry Trees
- c) Stump Grinding
- d) Hedge Trimming

The Ward Councillor left the meeting

11. NDP

Following detailed discussion, it was RESOLVED to set up a new NDP Working Group and have an NDP item on future Planning Committee agendas.

12. Flood Protection:

12.1 There was a newly formed flood protection section at Herefordshire Council with a budget of £400k. Around £180k was still unallocated and PCs were able to apply for grants up to £25k. It was noted that a survey was required to enable the parish to put together a drainage plan. It was RESOLVED that the Chair and Councillor Soilleux would liaise with the Clerk to put together a grant application by the closing date.

13. Presentation on Land Ownership

The Chair proposed that an Extraordinary Parish Council meeting be called for 18th September to enable full debate on this item. He suggested that the first part of the meeting would be held in closed session to enable councillors to receive legal information from their solicitor. The second half of the meeting would then be open to the public to receive a presentation of facts and ask questions.

Following detailed debate, it was RESOLVED to call the Extraordinary Meeting and seek HALC meeting cover.

14. Future Agenda Items:

- 14.1 Poppy Wreath for Remembrance Day.
- 14.2 Parish Council meeting dates for next year.
- 14.3 Mowing contracts and budgets.

A resolution was passed to exclude members of the public & press from the following confidential item.

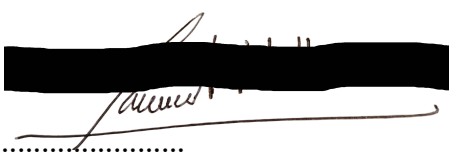
Employment Matters:

15.1 - NALC Clerk Pay awards for 2025/26 and to back dated to the 1 April.

It was RESOLVED to award the Clerk the nationally agreed pay increase backdated to 1 April 2025.

Date of next Council Meeting 9 October 2025 at 7pm.

The Chair closed the meeting at 9.55 pm

SIGNED


13th November 25