

BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 12 JANUARY 2016 AT 7.30 PM IN BARTESTREE VILLAGE HALL

Present:

Councillors: Cllrs Mrs W Soilleux (Chair); G Davies (Vice-Chair); R Williams; Mrs F Matthews; P Wargent; M Wilson; N Shore; D Forrest; Mrs J Karayiannis; Mrs L Hoppé; D Greenow (Ward Councillor) and S Garner

In Attendance:

Mrs E Wilson (Parish Clerk/RFO)

Members of the public:

1. To Accept Apologies for Absence

None

2. To Receive Declarations of Interest and Applications for Dispensation

Item 4 - Cllr D Forrest Discloseable Pecuniary Interest – Acts for client who lives in the proposed Settlement Boundary

Resolved: Noted

3. To Adopt the Minutes of the Meetings held on Tuesday 10 November 2015

The Clerk confirmed that the Minutes had previously been circulated to Council Members

Resolved: The Minutes were adopted and signed by the Chair

4. Neighbourhood Development Plan

4.1 To receive a Report from The NDPSPG Secretary

Comments: A copy of the draft NDP has been sent to all households in the group parish, to all who run community facilities and businesses and to the required Statutory Consultees as part of the six-week Regulation 14 consultation process. All responses have to be returned by Monday 18 January 2016 when they will be circulated to the members of the NDPSPG. So far about 30 responses have been received. Amendments to the draft NDP will be considered at the SG meeting on 28 January 2016 and forwarded to the Parish Council for approval before being sent to Herefordshire Council. Amendments to the Environmental Reports will be dealt with at the same time.

Linda Rowberry has resigned as Chair of the NDPSPG for personal reasons but is willing to remain on the SG and to continue with the work on the draft NDP. I would like to record my thanks to her for chairing the group so competently for a considerable period of time.

Budget:	Grant 2 received:	£3,453.00
	Sum spent:	£1,550.18
	Balance remaining:	£1,902.82

Response to Weston Beggard draft NDP

As a Statutory Consultee, Bartestree with Lugwardine Group Parish Council has been asked to respond to the above draft plan. It is important to respond, as this parish has been asked and has agreed to provide the small quantity of social housing (3 dwellings) needed by Weston Beggard. This is a task that would take too long at a Parish Council meeting so it is proposed that it is delegated to a small number of volunteers. The response has to be returned by 31 January 2016.

Resolved: Report noted and Wendy Soilleux thanked. Cllrs Wilson and Soilleux were delegated to draft a response on behalf of the Parish Council

4.2 To discuss data protection of consultation information received

Comments: Details of the data and email advice from HALC circulated to all Councillors prior to the Meeting.

Cllr Wilson advised that he wished to carry out research into the statistical layout of the response received to the draft Neighbourhood Development Plan. He felt there should be a random spread of comments rather than a compact group. There are in the region of 1,600 voters in the parish and the turnout has been relatively small. Cllr Wilson confirmed that he did not wish to see names and was happy for these to be redacted. However, he wanted to identify postcodes to see if there was a clutch of people involved.

Councillors were concerned that given the nature of the area covered by the postcodes it would not be difficult to identify the properties concerned and given the size of the villages, the owners could also be easily identified. It was also pointed out that neighbourhood development was a group activity and that the NDPSG had not requested that any research of the results be undertaken.

A vote was taken and 8 Councillors were against the information being released, 2 for and 1 abstention

Resolved: The information requested by Councillor Wilson would not be released

5. To Receive Brief Verbal Reports from:

5.1 District Councillor

Comments: Cllr Greenow reported on various items that have been raised with him as follows:

Roads – Cotts Lane and A438 from Lugwardine to Tupsley (Lugg Flats). The Cabinet Member has agreed to attend a site visit with those utility companies concerned to identify the problems and discuss possible rectification work.

Frome Park – Herefordshire Council have agreed to attend a site visit and hope to arrange for the offending stretch of road to be re-surfaced. Unfortunately the weather is not helping matters at the moment.

Speed Limit – Along the A438 in Bartestree - Cllr Greenow advised that he had asked for a 20mph speed limit along this stretch of road on 3 occasions but to no avail. The problem is that the school is not actually on the main road. He is trying to arrange a site visit to the area on a busy school day in the hope that this may support arguments in favour of a speed limit during school hours.

Bartestree Crossroads – a large green sign directing traffic from the A438 down 'Whitestone Lane' to the A4103 will be requested.

Fly Tipping Sign – Cotts Lane – Herefordshire Council will not agree to erect a sign warning that fly tipping is a criminal offence. They say they do not have funds to do this.

Resolved: The Ward Councillor's comments were noted and he was thanked.

5.2 Local Police Officer

Resolved: In the absence of an Officer no Report was given

6. Open Discussion – To Note Matters Raised by Local Residents Relevant to the Parish

Resolved: No matters raised

7. Planning

7.1 To Receive a verbal Report from the Planning Committee

Comments: Cllr Wilson reported on the Planning meetings held since the last scheduled Meeting and remarked on the various applications and decisions relating to planning matters, details of which are contained in the Minutes of the Planning Meetings.

Resolved: Noted

7.2 To Note the Minutes of the Planning Committee dated 10 November, 24 November and 8 December 2015

Resolved: The Minutes had previously been circulated to all Councillors

8. Financial Matters

8.1 To Receive a Report from the RFO

The RFO gave a report and commented that bank balances to date were in order. As at 30 December 2015 the balance in the Community Account was £14,992.48. The Business Saver Account balance was £23,929.58.

The Finance Notes including payments made and income received since the last meeting was previously circulated

Resolved: The Financial Report was noted and accepted by the Council

8.2 To Receive a Report from the Finance Working Group

Comments: A written Report had been previously circulated

Resolved: Noted

8.3 To Consider Recommendations made by the Finance Working Group

Comments: The following recommendations were agreed (numbered as in the Report):

- (1) Annual Audit - The Parish Council agreed to stay in the new system as recommended by HALC
- (6) Website Policy – Deferred to Item 11 on main Agenda
- (7) Play Area Fence – Dealt with at Item 8.5 on main Agenda
- (11) The Parish Council agreed to renew its Membership with HALC

8.4 To Consider and Agree:

8.4.1 Payments made since 10 November 2015 [As listed on Finance Notes]

Resolved: Noted

8.4.2 Payment of outstanding Invoices [As listed on Finance Notes]

Complete Office Solutions – NDP – Envelopes x 500 (031) £16.78; Complete Office Solutions – NDP – Envelopes x 500 (031) £16.78; HALC – Internal Audit (032) £300.00; Playdale – Parts for Play Area Equip (033) £123.55; M Dyer – Lengthsman & P3 (043) £192.00; M Dyer – Lengthsman (034) £36.00; Eve Wilson – Dec Salary and Room Allowance (035) £**.**; T Mobile Top Up (036) £20.00; B&Q Zinc Hook for Play Area (037) £5.37; Garden Sacks for Play Area (037) £2.42; Post Office – NDP – Stamps (037) £19.44; CPRE annual subscription (038) £36.00; Herefordshire Tree Warden Network – Subscription (039) £25.00

Resolved: Noted and agreed

8.4.3 Renewal of subscription to CPRE at £36.00 per annum

Resolved: Agreed

8.4.4. Annual subscription to Tree Warden Network at £25.00 per annum

Resolved: Agreed

8.5 To finalise arrangements for the supply and installation of the Play Area Fence

Resolved: The final quote of £8,000.00 was agreed. Cllr Soilleux will circulate details and colour options to the Parish Council for their consideration

9. To consider what action can be taken regarding the state of the A438 along the Lugg Flats and at the St Michael's Hospice junction

Resolved: Dealt with at Item 5.1 above

10. To Consider and agree a Press and Media Policy

Comments: A draft had been circulated to all Councillors prior to the Meeting

Resolved: Agreed as drafted

11. To Consider and agree a Website Policy

Comments: A draft had been circulated to all Councillors prior to the Meeting

Resolved: Agreed as drafted

12. Lengthsman Scheme

12.1 To Consider work done/required under the Lengthsman Scheme

Comments: Details of work done was circulated prior to the Meeting

Resolved: Noted

12.2 To Clarify the type and extent of work undertaken by the Lengthsman

Comments: Cllr Soilleux expressed concern that the Lengthsman had refused to undertake certain works ie: hanging a wooden gate, clearing weeds and collecting fallen apples. She felt it would be prudent to make enquiries of another Lengthsman who may agree to do such work.

Resolved: Cllr Soilleux and The Clerk will arrange to meet with Chris Good for an initial discussion regarding the work he would be willing/able to do and to obtain references in connection with his work.

13. To Receive a Report from the Footpaths and Tree Officer

Comments: Cllr Hoppé advised that she had joined the Tree Warden Network. Letters had been drafted for delivery to residents of Hagley Park and Longworth Lane to see if the 'way' near Hagley Park would be recognised and adopted as a Public Right of Way.

Resolved: Noted and Cllr Hoppé thanked

14. Parish Plan – Actions

Comments: No specific actions to report. Cllr Soilleux advised that apparently in line with the Queen's Birthday celebrations this year, there is going to be a campaign regarding the collection of litter. She asked if Parish Councillors would be willing to organise volunteer groups to arrange for collection of litter within the parish.

Resolved: Further comments on progress will be brought to the next Scheduled Meeting together with a list of volunteers who may agree to collect litter.

15. To Consider and Agree a Publication Scheme

Comments: A draft had been circulated to all Councillors prior to the Meeting.

Resolved: Agreed and Adopted

16. To Consider Green Open Space in Frome Park

Comments: Cllr Soilleux had visited the area and reported that there were some trees that required attention, as they had not been maintained since being planted. Herefordshire Council owns the trees but they have advised that they have no money available for such work, unless the trees are dangerous, dead or dying. There are 11 fruit trees and 4 or 5 Cupressus trees

There are grants available to pay for the work but the Parish Council has to pay one-quarter to continue taking responsibility for 2 years. Cllrs Davies and Garner may be able to arrange some volunteers to carry out some work.

Resolved: Cllr Soilleux will continue to investigate regarding possible grants and Cllrs Davies and Garner will enquire of possible volunteers. An update from the Councillors will be brought to the next scheduled Meeting.

17. To Receive Questions from Councillors (tabled 7 days prior to Meeting)

Resolved: No questions raised

18. To Note the Information Sheet

Resolved: Noted

19. To Raise Items for the next Scheduled Parish Council Meeting [no discussion]

All items reserved from these Minutes

20. To Note the Date and Time of the next Scheduled Parish Council Meeting

Tuesday 8 March 2016

Meeting concluded at 9.10 pm

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Signature of Chair

Date: 8 March 2016