



Bartestree with Lugwardine Parish Council

Minutes of the Parish Council meeting held on Thursday 3rd July 2025 at 7.00pm in the Bartestree Village Hall.

Minutes

Present:

Councillors: Wendy Soilleux, Polly Smith, Ron Williams, Paul Wargent & David Welton (Chair).

In Attendance:

Parish Clerk - Richard James.

Public - 1 Member of the Public.

1. To receive apologies.

To Note – *Apologies were received from Cllr's Andrew Thomas, David Evans, Fiona Harris, Jennifer Karayiannis & Siobhan Green.*

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

To Note – *there were no declarations of interest and written requests for dispensations.*

3. To approve the minutes of the meeting held on the 03.06.25.

Resolution – *The minutes of the meeting 03.06.25 were approved subject to some minor changes and grammatical errors and then duly signed by the chair.*

4. Open Session.

(Ward Member)

Cllr Ivan Powell was not present and there was no written report.

(Members of Public)

There were no questions from the members of the public.

5. Financial Matters.

5.1 - Unity Bank Main Statement – for June 25 was £76,922.84

5.2 - Unity Bank Saver Statement – for June 25 was £120,337.16

To Note – The Bank balances were noted by the Council.

5.3 - Budget Monitoring - April – May - June 25

Resolution – The Council approved the budget monitoring for June and noted the amended budget monitoring forms for April & May. Cllr W Soilleux asked why there was a payment

under the contingency line. The Clerk explained this was for work at the Glebeland and it was under this heading as the Council had no budgeted heading for this work.

5.4 - Bank Rec - April -May - June 25

Resolution – The Council approved the Bank Rec's for April, May & June 25.

5.5 - Monthly Bank Transactions - April - May - June 25

Resolution – The Council approved the Monthly Bank Transactions - April - May - June 25

5.6 - Lugwardine Primary Grant - £200

Resolution – The Council approved the Lugwardine School Grant for £200.

5.7 - Clerk's Delegated Powers

"To grant the Clerk the power, between meetings, to pay bills up to the sum of £1000 but to increase that amount up to £2000 in the case of prime contractors." This would allow contractors like Daniel Squire to be paid more regularly for example through July, August, December when there is no meeting.

This has been brought to Council for approval to allow the clerk to submit payments of payment whilst the Parish Council is in recess. The Clerk said he would always consult with the Chair or Vice Chair, but it was still ultimately the Councillors who authorised the payments.

Resolution – The Council approved the increase from £1000 to £2000 to allow the Clerk to pay prime contractors during the Council recess.

6. Payments.

	Payment	Net	Vat	Total
6.1	Clerk Salary - Tax & NI - July 25	As per Contract		
6.2	Daniel Squire Ltd -	1203.88	240.77	1444.65
6.3	Blister Bags - R James	150.00	30.00	180.00
6.4	Critical Mass - Website	1000.00	0.00	1000.00
6.5	Creative Play – Play Area Repairs	150.00	30.00	180.00
6.6	Creative Play – Play Area Repairs	225.00	45.00	270.00
6.7	Richard Morgan – 2160 - June 25	240.00	0.00	240.00
6.8	Matt Hill – Play Area Inspection	90.00	0.00	90.00
6.9	Arbtech Consulting Ltd – 78514	739.00	147.80	886.80
6.10	Arbtech Consulting Ltd – 78515	539.00	107.80	646.80
6.11	Arbtech Consulting Ltd – 78516	689.00	137.80	826.80
6.12	Arbtech Consulting Ltd – 78517	539.00	107.80	646.80
6.13	Arbtech Consulting Ltd – 78518	339.00	67.80	406.80
6.14	Arbtech Consulting Ltd – 78519	389.00	77.80	466.80
6.15	Gallagher Insurance	971.16	0.00	971.16

Resolution – The Council approved and agreed for all the invoices to be paid including a late additional invoice for the Parish Council Insurance.

7. Working Groups.

7.1 - Christopher Gibbon Field.

The Clerk reported that the report was in the Council papers and like all future reports will be on the New Parish Council website. The report was as follows.

1. All consultants now engaged, Carley Tinkler as Landscape Architect, Ed Thomas as Planning Consultant and Jim Green and Tritan from Arbtech as the ecologists. Tristan is visiting on 15th July to conduct his first survey; Jim will be visiting on 30th to do the arboreal survey. Nothing more can be done until their reports are completed.
2. Roy Ovel has had 3 people come forward to join the charity, one with experience as a CFO. They are holding a meeting on 7th July to sort paperwork and set up bank account. Next step is to then sort a website.
3. It was discussed whether it would be worthwhile to mark out the path of the multi-use pathway to look at any potential issues with placement and ascertain the placement of the football pitch. It was agreed that Jonathan would mow a path.
4. Siobhan showed the progress of the leaflet (still in its infancy at this time), running blue theme (this was Christopher's favourite colour) and explained what the plans for it were. Roy has asked if he can have a copy thus far ready for Monday's meeting, and that once complete he would have his marketing team to look over it and put on any finishing touches needed.
5. Benches have been moved to a more appropriate location and covered over; there are no signs of rot as they have been varnished.

Things are moving in a positive direction.

Next meeting date not yet set, we will look to do something once the ecologists reports are in.

To Note – The Council noted this report.

7.1a - Work to Football Pitch.

There has been a request to do repair works to the kick about football pitch on the Christopher Gibbons Field, there were areas where the grass needs reseeding and rabbit holes which need filling to make the area safe for users and walkers of the field. They did mention that areas may have to be fenced off.

The Chair, Cllr David Welton made it very clear that areas should only be fenced off in exceptional circumstances and public access should be maintained where possible.

Resolution – The Council approved for these safety maintenance works to be carried out.

7.2 - Highways & Infrastructure.

Cllr Fiona Harris and Cllr Wendy Soilleux had an online meeting with Sameer Nadeen, Rich Morgan (Project manager) and Andrew Houston (s106) on Monday 30th June 2025 to discuss the progress of the Traffic Calming Scheme.

The three schemes, Traffic Calming, Safer School Crossing and Widening of the Village Hall Entrance, can be merged into one and will be funded:

Highways s106 money:	£74 000
Safer Schools Grant:	£30 000
HC Local Transport Grant:	As required to top up.

They plan to use local tradesmen and estimate that the build will take three months. The start will be put back until after the long school holiday, but the project must be completed by the end of the financial year to comply with the terms of the grants. If, as soon as possible, we can persuade Herefordshire Council to carry out a Traffic Regulation Order (TRO) consultation on the entrances to the four side roads in Lugwardine, the painting of yellow lines to restrict parking could be carried out as part of the scheme.

We have been through the plans that were circulated and are making minor amendments and suggestions and are intending to return those to Herefordshire Council next Thursday.

Councillors raised concerns about the number of delays regarding the proposed starting date of this project. We have been assured by Herefordshire Council that it will have to be completed by the end of the financial year 2025 – 2026.

The plan is of new and old Speed Indicator Devices (SIDs) locations.



To Note – The Council noted this report.

7.3 - Environment.

Cllr Paul Hodges reported that there had been no meeting, however there was going to be an application to Council to purchase and plant hundreds of bulbs around the Parishes.

To Note – The Council noted that there had been no meeting and asked Cllr Paul Hodges to bring a costed plan for the bulb planting and a location plan back to Council in September.

7.4 - Play Areas.

Cllr Wendy Soilleux gave the following report about the Play Areas.

The remaining three cider apple trees will be pruned in the Autumn. Cllrs. Hodges & Soilleux would like to thank Jonathan Jackson for his help with the pruning. It was much appreciated. Daniel Squire has now cleared away the resulting debris.

Creative Play have carried out the repairs requested by RoSPA by replacing three horizontal timbers and corroded fixings. The materials were replaced under guarantee and the Parish Council paid the labour costs. Creative Play will return next week to replace one more timber and have agreed to replace, free of charge, eight large, corroded bolts and nuts on the cradle and junior swings.

The 3-Monthly check for June has been carried out by the members of the Working Group.

To Note – The Council noted this report.

7.5 - Finance & Admin.

The Clerk reported that there had been no meeting, and the meeting will be in September to set the first draft of the 2026/27 budget.

To Note – The Council noted this report.

7.6 - Communications.

- a) New Website
- b) New Logo

Cllr David Welton gave the following communications report.

Redesign and launch of the new Parish Website and the publication and distribution of the bi-annual newsletter.

Website: The new website has been successfully launched and is now fully available to parishioners. Mr Matt Armstrong of Critical Mass manages the site. Links to external sites are being established. The Working Group have agreed upon a new logo which now appears at the head of the website. Links to the working Groups and the Planning Committee are live, as are all the Parish Council information, latest news, and contact information sites. Pictures for the website are requested from parishioners and should be sent to the Parish Clerk in an online format.

Newsletter: The first newsletter will be published as the Christmas edition, and an outline format has been presented to the Working Group by the Editor, Polly Smith. Vicky Whittall has joined the working Group and is working with Polly on the Newsletter. Both Polly and Vicky are looking at printing and distribution costs.

To Note – The Council noted this report.

8. Planning.

	<i>Application No</i>	<i>Address</i>	<i>Permission sought</i>
8.1	251722	The White House Whitestone Hereford HR1 3NE	Proposed single storey rear extension

Resolution – The Bartestree with Lugwardine Group Parish Council SUPPORTS this application for the following reasons.

The proposed work would comply with BLGPC NDP Policy BL2: Extensions to properties:

Part 1 the proposal is subservient to the main dwelling in terms of its size, scale, height, massing, design and appearance.

Part 2 the extension would not result in significant adverse impact on the amenity of neighbouring properties.

	Application No	Address	Permission sought
8.2	251735	Land to the side of Frome Court Cemetery Bartestree Hereford HR1 4HA	T1: Irish Yew (x2) within Cemetery 1 - prune the windblown and leaning branches from the crown that are overhanging the gravestones. In order to prevent damage to features on site i.e gravestones. Fell to ground level the small elderberry and Ash saplings. Poisoning the stumps to prevent regrowth via Eco plugs. Cable brace/strap inside crown, tie off, release and remove straps within crown to support and promote growth

Resolution – The Bartestree with Lugwardine Group Parish Council SUPPORTS this application.

	Application No	Address	Permission sought
8.3	202524	Land at Newcourt Farm Lugwardine Hereford HR1 4DP	Outline application for the development of up to 3 no. dormer properties and associated landscaping.

Notes – The Bartestree with Lugwardine Group Parish Council notes this application due to the following decision by Herefordshire Council:

The application is finally disposed of under Article 40 (13)(a) of the Town and Country Planning (Development Management Procedure) (England) Order 2015, as over six months have elapsed since the expiry date of the application, and no appeal has been lodged with the Secretary of State against the Council's failure to determine the application.

The application is therefore removed from the Planning Register.

9. Other Reports.

9.1 – Lengthsman

Cllr Polly Smith said she had met with the Lengthsman last week. They now have the pictures of the drains from the righthand side of the A438, Traherne Close and Lumber Lane. The Lengthsman will now do the lefthand side of the A438 and remaining estates.

The Lengthsman has also sprayed the remainder of the weeds in the Village.

Following on from the Lengthsman's restricted hours each month, Cllr Paul Hodges has a possible candidate as does the Clerk.

9.1a - New Lengthsman.

The said he had received a email from a lengthsman about potential work. The Clerk was asking for permission to engage in conversation with this person to gather more information.

Resolution – *The Council agreed for the Clerk to contact the potential lengthsman and find out more information.*

9.2 - PRoW

The Clerk reported that he is trying to get hold of printable PRoW maps and put together the PRoW grant application.

To Note – This was noted by Council.

9.3 - Tree Warden.

Cllr Paul Hodges reported that the Ash Trees on the Glebeland need to be looked at for Ash die back and may need to be felled. Ideally a tree surgeon needs to inspect them and submit a report to Council. Cllr P Hodges also said the was a national competition for the best photograph for a tree or a group of trees, so if anyone knows of any good samples of trees, please let Cllr Hodges know.

To Note – The Ash trees were noted by the Council and will be an agenda item in September. The tree competition sounds a right blast.

10. Parish Matters.

10.1 - Swing at Wilcroft Park

The Clerk has been receiving email about an illegal swing at Wilcroft Park. The swing is sited on Herefordshire Council land, and ultimately their responsibility.

The Councillor's did feel that the swing may have been installed there, because the children on this estate, are not allowed to cross the main road and there are currently no play areas that side of the A438.

Councillor felt that the Parish Council should at least look at the possibility of purchasing this area off the Herefordshire Council as a small play area.

To Note – The Council noted this report.

10.2 - 80th Anniversary of VE day. – £1.077.76

The Clerk reported that he had spoken to Cllr J Karayiannis who fully supports for the money raised being transfer to the Royal British Legion Bartestree with Lugwardine Branch) account.

Resolution – *The Council agreed for the Clerk to transfer the funds to the RBL account.*

10.3 - Seats.

The Clerk reported that the seats which were purchased with S106 funding and that were stored on the Village Hall carpark have now been moved into a better location. However, these seats have become a hot topic on social media, with questions asking why they have not been installed anywhere.

These seats are going to be sited on the Christopher Gibbons Field, this has not been done, solely because the siting of the new equipment has not been agreed. It would be a complete waste of taxpayers' money if these seats were installed in the wrong location and had to be moved once all the approvals had been obtained.

To Note – The Council agreed to look and the possibly of siting these seats.

10.4 - Amalgamation of Bartestree & Lugwardine

The Clerk reported that after the Government announced a complete Local Government shake up, this is now the time to look at getting the two Parishes amalgamated rather than “with”. This would level up things like only holding one Parish meeting per year, instead of two covering basically the same items. The inconsistency in Councillor numbers between the two Parishes 9 in the one Parish and 2 in the other. The overall boundary will not change, just make the local government aspects easier to manage.

Resolution – *The Council agreed for the Clerk to pursue this with Herefordshire Council and HALC.*

10.4 - Future Remote Meetings.

The Clerk reported that Government is going to allow Parish Council to remotely hold its meetings as they did during Covid and this would also bring England in line with Wales who already are allowed to do this. The idea of remoted meeting allows different residents to take part in Local Government, like those who work nights, or cannot make existing meeting due to childcare. Bad weather and one item Extra Ordinary meetings may be areas this would be useful. The Clerk was only bringing this to the attention of the Council.

To Note – This was noted by Council.

10.5 - Future Development Sites.

The Clerk reported that Herefordshire Council have requested new development sites within Herefordshire. The Parish Council ideally needs to prioritise their preferred sites, so sites are not forced upon us.

Resolution – *The Council agreed for the Planning Committee to look into this matter.*

10.6 - Current NDP

The Clerk reported the Herefordshire Planning department will take less and less notice of Neighbourhood Development Plans the older they become with Neighbourhood Development Plans older than 5 years being basically redundant.

Resolution – *The Council agreed for the Planning Committee to look into this matter.*

11. NDP.

Resolution Calling on the Government to Provide Dedicated Funding for Neighbourhood Plans

The Bartestree with Lugwardine Group Parish Council acknowledges that:

- a) Neighbourhood planning empowers local communities to shape the development and growth of their areas through the creation of Neighbourhood Plans.
- b) The preparation of Neighbourhood Plans requires significant time, expertise, and financial resources, often placing a burden on parish and town councils.
- c) Neighbourhood Plans contribute to more democratic, locally informed planning decisions and support the delivery of sustainable development aligned with community needs and aspirations.

Resolution – *Therefore, the Council agreed to Resolved the following,*

- 1. Call upon His Majesty's Government to provide increased and sustained funding to support the development, review, and implementation of Neighbourhood Plans.*
- 2. Request that the Government ensures funding is accessible to all communities, to promote inclusivity and fairness in the planning process.*
- 3. Write to Ellie Chowns MP and the Secretary of State for Housing, Communities, and Local Government to communicate this resolution and advocate for enhanced support for neighbourhood planning.*

12. Flood Protection.

The Chair reported that there had been no additional meeting and Council was awaiting more information and a delivery of the equipment asked for.

To Note – This was noted by the Council.

13. Land Ownership Update.

The Clerk reported that this has become a weekly duty, emailing both solicitors for updates.

To Note – The Council noted the action which the Clerk is taking, however it may be time again for the Chair and the Clerk to have a formal meeting with both solicitors.

14. Possible Date Change from 1st to 2nd Thursday.

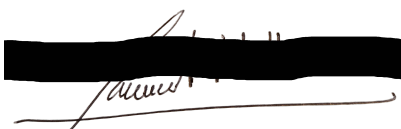
The Clerk reported that one of his other Councils had changed its meeting date from the 2nd Thursday of the month to the 3rd Thursday. He asked If this Council would like to move to from the 1st to the 2nd Thursday as it would make things easier with doing the accounts every month.

Resolution – *The Council agreed to move its meetings dates to the 2nd Thursday of each month.*

15. Future Agenda Items.

- Bulbs Planting.
- Ash Die Back Glebeland.
- New Notice Boards – Pubs
- Review the Blister Pack Recycling Scheme.

The meeting was closed at 9.00pm.



Signed:
Chair of the Parish Council

Dated: 11th September 2025