



Bartestree with Lugwardine Parish Council

Minutes of the Parish Council meeting held on Thursday 5th of June 2025 at 7.00pm in the Bartestree Village Hall.

Minutes

Present:

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

In Attendance:

Parish Clerk - Richard James.
Public - 12 Members of the Public.
Ward Member – Cllr Ivan Powell.

1. To receive apologies.

To Note – Apologies were received from Cllr's Andrew Thomas, David Evans, Paul Hodges & Jennifer Karayiannis.

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

To Note – Cllr S Green declared an interest in item 11.

3. To approve the minutes of the meeting held on the 01.05.25 & 27.05.25.

Resolution – The minutes of the meeting 01.05.25 were approved subject to some minor changes and grammatical errors and then duly signed by the chair.

4. Open Session.

Cllr Ivan Powell (Ward Member)

Reported that the Herefordshire Council came in under budget, something none of the neighbouring Counties have managed to do.

Children's Services found £2.3m of savings but in fact came in £2.8m under budget.

The officer who was leading all the traffic calming measures within the Parish has left the Authority, but it is still hoped that the works will start in September 2025 and this will include the Safer Schools Partnership Scheme.

Members of Public.

Q1. A resident asked for the Clerks salary.

A1. This is confidential information and not released.

Q2. The same resident asked if they could see or have a copy of the Clerks job description.

A2. The Clerk's job description will be emailed to the resident concerned and also posted on the Parish Council Website.

Q3. What has happened to the money raised from the V E Day event?

A3. The Clerk said the funds are held in the Sum Up account and will be transferred to the local fund of the Royal British Legion.

Q4. What is happening to the Precept money now the Christopher Gibbons Field is not going ahead?

A4. The Christopher Gibbons Field Scheme is still going ahead, but the Parish Council will not be obtaining a Public Works Board Loan. It will be funded using other ways but sadly will end up costing more in the long run and will take longer to achieve.

The Chair read out the resolution approved at the EO Parish Council meeting held on the 27th of May 25.

“The Council agreed and approved to earmark the sum of £33,755 for the anticipated development of the Christopher Gibbons Field in a Precept Reserve Fund, to enable that sum to be taken into account when the precept for 2026/27 is being set.”

Q5. When was the Public Works Loan discussed in Council?

A5. The Public Works Loan was discussed at the January 2025 meeting.

The Chair made the following statement.

The Chair said that it had been brought to his attention that a Councillor has been aggressively accosted by a member of the public in the street about the Parish Council precept and the Christopher Gibbons Field. On one such occasion, they were with their children, which they found very disturbing.

Actions such as these are completely unacceptable.

5. Financial Matters.

5.1 - Unity Bank Main Statement - for April 25 was £82,452.12 & for May 25 was £82,796.01.

5.2 - Unity Bank Saver Statement - for April 25 was £119,637.36 & for May 25 was £119,637.36.

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

5.3 - Budget Monitoring - April & May 25

Cllr W Soilleux asked a question on the budget monitoring which the clerk answered.

Resolution – The Council approved the budget monitoring for April & May after the agreed amendments.

5.4 - Bank Rec - April & May 25

To Note – The Council noted that there was a discrepancy in the opening and closing balances which the clerk will rectify and send out to the Councillors.

5.5 - Monthly Bank Transactions - April & May 25

Resolution – Council approved the Monthly Bank Transactions.

5.6 - AGAR - To Approve and sign the Annual Return Governance Statement - Section 1

5.7 - AGAR - To Approve and sign the Annual Return Accounting Statements - Section 2

Resolution – Council approved the AGAR forms and then they were duly signed by the Chair and the Clerk.

5.8 - AGAR – Internal Auditor Report - Section 3

The Clerk reported that the internal auditor was happy with policies and methods the Council employed in transacting its business. There was a small discrepancy in the AGAR Asset register which was easily rectified.

To Note – The Council noted the comments made by the internal auditor.

5.9 - New Asset Register (AGAR)

The Clerk reported that the internal auditor reported there was a small discrepancy in the AGAR Asset Register of 23/24 and 24/25 and the suitable amendment was made.

Resolution – Council Approved the New Amended AGAR Asset Register.

5.10 - New Asset Register under £100

Cllr W Soilleux said there were 2 items which were incorrect on the register.

Resolution – Council Approved the new Asset register under £100 after these amendments.

5.11 - Lugwardine Primary Grant - £200

Resolution – Council agreed that this grant request would be better if Lugwardine Primary School approached the Lugwardine charity.

6. Payments.

	Payment	Net	Vat	Total
6.1	Clerk Salary - Tax & NI - May 25	As per Contract		
6.2	Daniel Squire Ltd - 78554	1444.65	288.92	1733.57
6.3	Daniel Squire Ltd - 78585	700.00	140.00	840.00
6.4	Daniel Squire Ltd - 78586	1634.65	326.92	1961.57

Resolution – The Council approved and agreed for all the payments to be made.

Cllr P Wargent left the meeting at 8.05pm

7. Working Groups.

7.1 - Christopher Gibbon Field.

- a) Informational Pamphlet
- b) Quotations

Cllr S Green reported that a Planning consultant and Landscape consultant had now been appointed. A new resident was going to join the Christopher Gibbons Field working group as a lay member, who had extensive experience in fund raising.

The working group thought it may be a good idea to get 100 pamphlets print to send to protentional funders at a cost of £62.73+vat.

Resolution – The Council approved the printing of 100 pamphlets at a cost of £62.73+vat.

7.2 – Highways & Infrastructure.

- a) New Highway Plan.

The Parish Council looked at highway safety designs which had been received from the Herefordshire Council highways department.

Cllr F Harris she that the working group had several concerns about the designs which had been sent, as there were alteration from previously agreed designs. They were the following and would be chased up.

- Which funds were going to be used for which parts of the project.?
- Will the Speed Indicator Devices (SIDs) be mains or solar?
- More detail about the footpath going down by Lammas Lodge.
- Do the Gateway entrance gates need moving down towards Frome Park?
- How much of the Parish S106 money will be spent on this project?
- What is the timescale, as this keeps moving?
- Were the Planters included in the scheme as previously discussed to be sited at the entrances to the villages?

Resolution – *The Council agreed for Cllr F Harris and the working group to ask these questions and to move forward with the project.*

7.3 - Environment.

The Clerk reported that there had been no meeting.

To Note – *The Council noted this.*

7.4 - Play Areas.

The repair work to both Play Areas by Creative play is due to start next week. The 3-monthly check of both Play Areas is due and will take place after the repair work has been completed.

To Note – *Council noted this report.*

7.5 – Finance & Admin.

- a) Asset Register under £100

To Note – *Council noted this had been discussed earlier on the agenda.*

7.6 - Communications.

- a) New Website
 - I. Permission to Go Live
 - II. Pictures – Councillor & Scenic

Resolution – *Council agreed for the website to go live, and that pictures would be collated and sent to the Clerk.*

- b) Newsletter
 - I. Quotations

Cllr P Smith reported that a newsletter was still the aim of the Parish Council to be sent out in November. There would be a cost to the printing of £350.00+vat

Resolution – *Council approve the printing cost of £350.00+vat.*

8. Planning Report.

No Planning applications for the group parish were submitted in May. The next Planning Committee Meeting will be held on Tuesday 10th June at 6:30pm to consider one application: P250996/F Monks Orchard, Lugwardine HR1 4AG for proposed alterations and extensions.

To Note – Council noted this report.

9. Other Reports.

9.1 – Lengthsman.

Cllr P Smith finally caught up with our Lengthsman on Wednesday 21st May, despite numerous attempts from myself and the clerk to talk to him. He is currently experiencing tremendous personal pressures at home and feels he can only offer half a day a month.

Both Cllr P Smith and Cllr Paul Hodges feel that this is too little to offer currently given the state of our estates and by-roads. However, we do not feel that it would be fair to remove our Lengthsman as he does do a good job! To help, we have actively pursued some companies for day-rates, but we have had no feed-back yet.

We are still waiting for our Lengthsman to transfer the photos, and what3words, of the drains he has identified as requiring work. He is struggling to do this as he is waiting for his wife to help. We need this information to get a drainage grant which we have probably missed this year!

Some issues the Lengthsman has identified is that we have serious drain blockages down the A438. How do we pursue Hfds Council/Balfour Beatty to address this? We have some drains you can't even see because of the debris on them. Any suggestions for drain clearing companies (which is our biggest issue currently) would be appreciated! Also hedges encroaching onto the main road, specifically down Hagley Hill. I know it's dangerous for them to cut it but maybe we should have discussions with the householders and get a contractor in and re-charge? Penkelly's wall looks like it will fail soon and some of the trees are overhanging.

Again, what can we do to address this?

LU5 has not been cut, I believe, unless the Lengthsman has done it today, (just confirmed he has been weed spraying), as I have just seen him in the village? Is this definitely being taken over by Hfds Council once the Safer School Initiative is up and running?

To Note – This report was noted by the Council, and the Clerk would meet up with the Lengthsman to get the drainage pictures.

9.2 – ProW

The Clerk reported that there was now a new PROW grant and on this occasion the Herefordshire Council would cover a percentage of the instalment cost. LU5 was overgrown and needed serious attention, several Councillors and a local resident agreed to cut back and clear LU5.

To Note – This was noted by the Council and thanks was given to those Councillors and resident for volunteering to clear LU5.

9.3 - Tree Warden

To Note – The Tree Warden was not present so no report.

9.4 – Clerk

The Clerk received an ownership question about some trees adjacent to Hopton Close and passed the inquiry onto Cllr W Soilleux.

To Note – This was noted and also that Cllr Soilleux will meet the resident.

10. Parish Matters.

10.1 - Community Speed Watch.

Cllr F Harris reported that there was no new update and the matter was still with the Police.

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

10.2 - Blister Pack Recycling Scheme Update.

Cllr P Smith reported that the blister recycling scheme has grown into a monster, so many local residents are now using it. The Clerk will have to order new recycle bags at £45 each.

Resolution – *Council acknowledged the fantastic take up of this service and asked the Clerk to purchase more recycle bags.*

10.3 - 80th Anniversary of VE day. – Update

The Clerk reported that Cllr J Karayiannis had asked for permission to purchase a plaque for the mosaic presented to the Parish Council to commemorate VE Day.

Resolution – *Council approved this purchase under the Clerk's devolved powers.*

10.4 - Roadworks along Whitestone Rd

The Clerk reported that he had received complaints about traffic using Whitestone Lane even with road closed sign in place and squeezing passed the roadworks.

To Note – *Council noted this and in future will ask for the road to be closed properly.*

11. PFA.

11.1 - Permission for work to trees at the entrance of the PFA/VH.

Resolution – *Council approved for work to trees at the entrance of the PFA/VH.*

11.2 - Permission to build a new Machinery Store 3m(w) x 9m (d) x 3.5m > 2.5m (h).

Resolution – *Council agreed for planning permission to be obtained to build of a new Machinery Store 3m(w) x 9m (d) x 3.5m > 2.5m (h).*

12. Flood Protection.

Cllr W Soilleux reported the Herefordshire Council/ Balfour Beatty Flood Risk Management and Drainage Team visited three properties in our Group Parish that had been flooded recently.

The three properties were: Old Longworth, Hares Hatch and Tidnor Mill. A great deal of planning and expertise goes into sorting out flooding issues.

The other flooding problems that we have in Bartestree and Lugwardine, are:

1. Cotts Lane, Lugwardine (U72416 from A438 to A4103), just South of Quebbs Cottage and the Parklands, precise location [///gaspig.soft.prevented](#). A small stream flows under the road and floods in very wet weather making the road impassable. In normal conditions, there is flowing water in the stream on each side of the road, suggesting that the problem is possibly under the road.

2. Cotts Lane, Lugwardine (U72416 from A438 to A4103), near to Cotts Farm, precise location [///brew.banter.dizzy](#). There does not appear to be a visible watercourse here in dry conditions but one is shown on the map. In very wet weather, the watercourse appears and floods the

road making the road impassable.

3. Blackhole Lane (U7244 from C1130 to Lumber Lane C1144), at the Eastern end near to Castle Cottage, precise location: [///dairies.composes.spellings](http://dairies.composes.spellings). A watercourse drains the hill and flows in a Northerly direction under Blackhole Lane into a wooded/scrubby area, where I understand that it is supposed to go into a large drainage pipe, which is blocked. In wet weather the water backs up and floods the lane. The approximate position of the drainage pipe is [///ruler.reforming.mailer](http://ruler.reforming.mailer).

To Note – *This was noted by Council.*

13. Armed Forces Covenant.

- a) Logo on Correspondence.

Cllr W Soilleux reported that the Council's application has been acknowledged but not yet acted upon. The Clerk asked if it was the wish of the Council to incorporate the "Armed Forces Logo" on the Council correspondence and the website.

Resolution – *Council agreed that once the covenant was in place.*

14. Land Ownership Update

The Clerk reported that a letter had been received from the solicitor and it was hoped this matter would be concluded within the next few weeks.

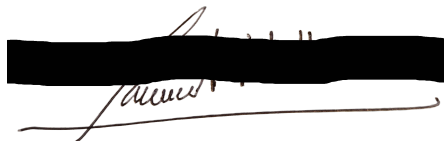
To Note – *This was noted by Council.*

Future Agenda Items.

- None

Date of next Parish Council Meeting: 3rd July 2025 at 7pm.

The meeting was closed at 9.00pm.



Signed:
Chair of the Parish Council

Dated: 5th June 2025