

BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL

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Extraordinary meeting of Bartestree with Lugwardine Group Parish Council at 7:30PM on Tuesday 5th April 2022 at Bartestree Village Hall, HR1 4BY

Minutes 04/2022

Present: Wendy Soilleux (Chair), Ron Williams, Jennifer Karayiannis, Mike Wilson, Alan Long, Geoff Davies, Andrew Thomas

In attendance: David Hunter-Miller (Clerk), Jonathan Jackson (Secretary for the Community Recreation Group)

1. Chairman's welcome and announcements

Wendy Soilleux opened the meeting.

2. Apologies for absence

Apologies were noted from Nigel Shore and Lin Hoppe.

3. Declarations of personal and prejudicial interest

3.1. Register of Interests

Noted.

3.2. Disclosable Pecuniary Interests

Nil declared.

3.3. Other Disclosable Interests

Nil declared.

3.4. Dispensations

Nil received.

4. Open Session

The meeting was adjourned for the open session.

4.1. Public participation

Ward Councillor Paul Andrews had submitted a written report, providing an update on S106 funding projects and providing suggestions for the implementation of a bus shelter at Bartestree crossroads.

The meeting resumed following the open session.

5. To consider and adopt the minutes from the Parish Council meeting on the 8th March 2022

It was RESOLVED to adopt the minutes as a true record and they were duly signed by the Chair.

6. Correspondence

6.1. Herefordshire Council: Local Plan Policy Options Information Meetings and Local Plan 2021-2041 Policy Options consultation (4th April to 16th May 2022).

It was RESOLVED to defer a decision on this item until the May meeting.

7. Community Field

7.1. Community Recreation Group (CRG): To consider an update.

Jonathan Jackson provided a report as follows:

- *Fund raising report received and shows some potential for non-sport specific area (i.e. Multi Use Games Area, Exercise Trail, Outdoor Gym Equipment)*
- *PWBL therefore focused on conversion of field and additional car parking*
- *Expectation is that after allowing for current allocation of precept and increased households in the Parish, the impact of a PWBL will be minimal*
- *Clerk investigating possibility of charging rent for PFA use of Community Field (reduced to reflect management of field by PFA)*
- *Application made to Platinum Jubilee Awards for All for Outdoor Gym Equipment (£8,970) under Clerk's delegated powers due to timescale as noted in Agenda*
- *Costings received from two surveyors to manage the tendering and project on the new field – question whether we need a third as very difficult to find appropriate alternatives*
- *Conversations restarted with ECB and FA for sporting funding (but not particularly optimistic given lower standard of pitch and non-standard size)*
- *Need to clarify grant application process to ensure PC retains control and is the primary applier but not overly burdensome on Clerk and also reflect some funders' reluctance to give to Parish Councils*
- *While not strictly Community Field, have engaged contractor for new patio at Pavilion to also widen road to Pavilion to sort out verge and also tarmac corner by playground*

7.2. Grant application: To note a grant application made under the Clerk's delegated authority to the National Lottery Community Fund for £8,970.00 in support of proposed playing field improvements.

The above grant application was noted. If successful it could be used for the supply and installation of outdoor gym equipment at the community field.

8. Play Areas

8.1. Swing: To consider a location for a swing to be purchased via the Herefordshire Community Foundation grant scheme.

It was RESOLVED to write to properties adjacent to the green space on Wilcroft Park to identify if this would be a potentially suitable location for the swing.

9. Highways

9.1. Community Highway Safety Working Party: To consider an update.

The notes from the last Highways Working Group meeting were noted. Three quotes for a Speed Indicator Device (SID) had now been received and would be considered at the next working group meeting.

9.2. Grant funding: To consider arrangements for a grant application to the Police and Crime Commissioner to support the introduction of village traffic calming features.

It was noted that this grant scheme would continue into the 2022-23 fiscal year and the Highways Working Group would put together a grant application to cover a range of village traffic calming features.

9.3. Traffic scarecrows: To agree the arrangements and costs for the distribution of a leaflet regarding a proposed 'traffic scarecrow' competition.

It was RESOLVED to approve costs up to £80.00 for the printing of a leaflet for the proposed 'traffic scarecrow' competition.

9.4. Wheelie bin stickers: To consider the supply of 30MPH stickers for use by parishioners on wheelie bins.

It was noted that the Police would supply a number of 30MPH stickers for use on parishioners' wheelie bins.

10. Planning

10.1. Planning Committee: To consider an update.

It was noted that the Planning Committee had supported application P213963/F.

10.2. NDP: To receive an update on the NDP review and to consider arrangements for the Regulation 14 stage consultation.

Arrangements for undertaking the NDP Regulation 14 stage consultation were reviewed. The Clerk would need to submit an expenses claim to cover postage and stationery costs.

11. Parish matters for discussion/decision

11.1. Delegated Authority: To review arrangements for delegated authority to the Clerk in respect of making payments and dealing with urgent matters between scheduled meetings.

It was RESOLVED to adopt the following policy, for integration into the Parish Council's Standing Orders (superseding the Parish Council's 'Urgent Business Between Meetings Policy'):

Urgent Decisions of The Council (Delegation to the Clerk)

Urgent decisions required between scheduled meetings of the council are delegated to the Clerk in consultation with the Chairman and Vice-Chairman, with notification to the whole Council.

A maximum expenditure of £5000.00 is permitted under this delegated authority.

Decisions made under this delegation will be reported to and minuted at the next council meeting.

Under this delegation, where appropriate, the Clerk may decide that an extraordinary meeting of the council be called to deal with the urgent matter.

11.2. Annual Parish Meeting and Annual Council Meeting: To consider arrangements.

It was RESOLVED to hold the Annual Parish Meetings at 7:00PM on Tuesday 10th May 2022 and the Annual Council Meeting at 7:30PM on Tuesday 10th May 2022. In view of time restrictions there would be no guest speaker.

12. Finance

12.1. 2021/22 Accounts: To consider and approve the end of year accounts and bank reconciliation.

It was resolved to approve the 2021/22 end of year accounts and bank reconciliation.

12.2. Invoices: To approve the following invoices for payment:

12.2.1. David Hunter-Miller (Clerk's salary March [part] and April)

12.2.2. Emma Thomas (Clerk's salary April)

12.2.3. David Hunter-Miller (Clerk's expenses): £43.43

12.2.4. Groundwork UK (NDP grant refund): £5826.80

12.2.5. Cllr W. Soilleux (play area spanners): £7.98

12.2.6. Streetmaster (South Wales) Ltd (benches): £3,099.24

It was resolved to settle the above invoices.

12.3. Clerk's Delegation: To note the following payments made between meetings:

12.3.1. Autela (payroll services): £78.12

12.3.2. DJN Planning (NDP work as quoted): £952.70

12.3.3. Accounts receivables CSUK (Feb SID hire): £240.00

12.3.4. Print Giants (NDP Reg 14 printing): £643.20

12.3.5. Greenspaces Designs Ltd (picnic table): £3438.00

The above payments were noted.

13. Councillors' reports and items for the next agenda

It was RESOLVED to add the following items to the next agenda:

- Update on widening entrance to village hall
- Local Plan 2021-2041 Policy Options consultation

A pothole had been reported on the A438 between the junction of Williams Mead and the entrance to the village hall.

14. Future meeting schedule and date of the next meeting

The next Planning Committee meeting is scheduled for Tuesday 10th May 2022 (TBC).

The Annual Parish Meetings are scheduled for 7:00PM on Tuesday 10th May 2022

The Annual Council Meeting is scheduled for 7:30PM on Tuesday 10th May 2022

A resolution was passed to exclude members of the public due to the confidential nature of the following item.

15. Clerk's Pension: To consider the Clerk's pension arrangements.

It was RESOLVED to enrol David Hunter-Miller, Parish Clerk, into the Local Government Pension Scheme from April 2022.

The meeting closed at 8:46PM.



Chair



David Hunter-Miller
Clerk and RFO