

BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL

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Meeting of Bartestree with Lugwardine Group Parish Council at 7:30PM on Tuesday 14th March 2023 at Bartestree Village Hall, HR1 4BY

Minutes 03/2023

Present: Lin Hoppe (Chair), Geoff Davies, Andy Thomas, Wendy Soilleux, Jenny Karayiannis, Polly Smith, Alan Long, Fiona Harris, Ron Williams, David Evans

In attendance: David Hunter-Miller (Clerk), Paul Andrews (Ward Councillor), Jonathan Jackson (Playing Field Association), Ian Gardner (Lugg Cycleway Project), twenty-nine members of the public

1. Chairman's welcome and announcements

Lin Hoppe opened the meeting and welcomed residents.

2. Apologies for absence

All members present.

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

Ron Williams declared an Other Disclosable Interest in items 8.1 and 9.

Andy Thomas declared an Other Disclosable Interest in item 10.

Polly Smith declared an Other Disclosable Interest in item 10 and 13.8.

Lin Hoppe declared an Other Disclosable Interest in item 13.8.

Alan Long declared an Other Disclosable Interest in item 5.3 and 13.8.

3.4. Dispensations

Nil received.

4. Policy: To consider adopting a policy on the Filming and Recording of Parish Council Meetings

A minor spelling error was corrected and it was RESOLVED to adopt the policy with immediate effect.

5. Open Session

The meeting was adjourned for the open session.

5.1. Lugg Bridge/Cycleway Project

Ian Gardner provided an update on the project.



Following a meeting with stakeholders the project statement of intent had been updated. It was noted that 'stage one' refers to the proposals for a pedestrian/cycle bridge across the Lugg and 'stage two' refers to proposals for a raised cycleway adjacent to the A438 to Hereford. It was noted that Herefordshire Council were supportive of the project.

5.2. Ward Councillor

Paul Andrews provided a report as follows:

- It was confirmed that investigations into the eastern river crossing were currently at feasibility stage only. Assurances were given that if any proposals were progressed then there would be ample opportunity afforded to residents and parish councils to comment.
- A new Locality Steward was in place for the ward.
- A new Planning Enforcement Officer was in place for the ward.

5.3. Village Hall Representatives

No matters were reported.

5.4. Playing Fields Association Representative

No matters were reported.

5.5. Eco-friendly Working Party

It was noted that Alan Long and Lin Hoppe were the only members currently and membership would be reviewed after the elections.

5.6. Tree Officer

Comments had been provided in respect of planning application P230421/J.

It was noted that the alleged removal of a native hedge at a construction site would be reported to Herefordshire Council Planning Enforcement for investigation.

5.7. PRow Officer

Issues on footpath BJ3 (Western Beggard Lane) had been reported to Herefordshire Council for investigation. It was noted that the footbridge at this location was still damaged and awaiting repair.

Issues on the footpath between Cotts Lane and Worcester Road had been reported to Herefordshire Council for investigation.

5.8. Public participation

Members of the public raised various matters, including:

- Comments regarding footpath repairs and time taken for Herefordshire Council to respond to issues.
- A query that the agenda had not been uploaded to the website – the Clerk confirmed that the agenda had been posted correctly.
- Comments regarding the further request to use the Community Field for temporary event parking.
- Comments regarding Village Voices magazine and content.
- Comments regarding Herefordshire Council's potential review of eastern river crossing.
- Suggestions regarding future use and development of the Community Field, including provision for fringe sports and allotments.
- Dog fouling reported (fields adjacent to Burdon Drive) and request for signage or litter bins.

- Suggestion to review parish boundaries to fit with modern layout of villages.
- Comments regarding Barneby Avenue school safety concerns.

The meeting resumed following the open session.

6. To consider and adopt the minutes from the Parish Council meeting on the 14th February 2023

It was RESOLVED to adopt the minutes as a true record with the following amendment:

Item 7.1, the following detail would be added:

"One of the proposed sites would involve the Lugg Meadow (south of the A438 and Tidnor Lane and extending down to Hampton Park Road). The land is mostly in Hampton Bishop Parish but close to the population of Lugwardine."

7. Progress reports

7.1. Diversion order, footpaths LU10 and LU12

No update was available.

7.2. Obstruction issues, footpath LU12

No update was available.

7.3. Community Speed Watch

It was noted that the Police were undertaking basic checks for the Community Speed Watch volunteers and it was hoped that the scheme would be operational shortly.

7.4. Mike Wilson dedication plaque

It was noted that a plaque had been ordered.

7.5. Dropped kerbs, Malvern Place

It was noted that Herefordshire Council were reviewing funding for the requested pedestrian dropped kerbs.

7.6. S106 funding update

An update was received on S106 funding. Concerns were raised that some S106 funding had not been recorded/updated correctly and enquiries would be made with Herefordshire Council to check the accuracy of their most recent S106 statement.

7.7. Councillors' surgeries (update on issues raised)

There were no parish council matters arising. It was noted that future surgeries would resume after the elections.

8. Correspondence

8.1. Playing Field Association: Open letter regarding proposals for the Community Field

Ron Williams left the room for the duration of this item.

The comments and suggestions from the Playing Field Association were noted.

8.2. Parishioner: Concerns regarding the circulation of a leaflet concerning the Community Field

Concerns over the recent distribution of an inflammatory leaflet concerning the Community Field were noted.

The following members expressed that they had no involvement in the production or distribution of the leaflet: Fiona Harris, Wendy Soilleux, Andy Thomas, Ron Williams, David Evans, Geoff Davies, Jenny Karayiannis, Polly Smith.

The Clerk confirmed that any concerns relating to parish councillor involvement in the leaflet should be directed to the Herefordshire Council's Monitoring Officer for investigation.

8.3. Village Voices: To note the recent magazine publication and to consider opening a dialogue with the editorial team

Comments were received that the publication was attractive and well placed to be of benefit to parishioners but concerns were noted over the content of the inaugural edition. Councillors requested publication of a response to inaccuracies contained in the magazine and this would be provided on the Parish Council's website.

It was RESOLVED to open a dialogue with the editorial team and an invite to a future Parish Council meeting would be extended accordingly.

8.4. Police: Community Charter and local policing priorities

It was RESOLVED to renew the contract with the same policing priorities (speeding, rural acquisitive crime, obstructive parking).

8.5. Parishioner: Queries raised regarding previously reallocated funds for village trim trail (2017) and football pitch floodlighting (2013), precept increases (2020) and a suggestion for publicising the work and projects of the parish council

The concerns of the parishioner were noted; it was confirmed that funding could be reallocated to these projects at any time if required.

The suggestion to publicise the work of the Parish Council would be considered after the elections.

9. Community Field

Ron Williams left the room for the duration of this item.

9.1. To consider approval for use of the Community Field for temporary car parking for a sports event on the 20th/21st May 2023

A named vote was requested for this item.

It was RESOLVED that the field could be used for car parking in support of the proposed sports event on the 20th/21st May 2023.

- Fiona Harris, Andy Thomas, David Evans, Jenny Karayiannis, Wendy Soilleux, Geoff Davies voted in support of approving parking for this event.
- Lin Hoppe, Alan Long, Polly Smith voted against approving parking for this event.

9.2. To consider a deposit or maintenance agreement to cover any damage to the surface of the Community Field if used for temporary car parking

The Playing Field Association confirmed that public liability cover would be in place for the event.

It was RESOLVED to put in place a maintenance agreement to cover any damage that might be caused to the field.

9.3. To review pedestrian and vehicular access to the Community Field

Vandalism to the temporary wooden fencing to close the gap in the hedgerow was reported. It was RESOLVED to investigate quotes for more secure steel fencing.

9.4. To consider a location and quotes for installing four grant funded benches on the Community Field

It was RESOLVED to approve locations for the grant funded benches.

10. Village Hall

10.1. To consider an update on proposals to change the status of Bartestree Village Hall from an Unincorporated Charity to a Charitable Incorporated Organisation

It was RESOLVED to defer discussion on this item until a future meeting.

10.2. To consider quotes for planning/design services in relation to improvements to the village hall access

It was RESOLVED to defer discussion on this item until a future meeting.

11. Highways and Lengthsman

11.1. To receive a brief verbal report from the Highway Working Group

A short verbal update was received.

11.2. To receive an update on the Lengthsman Scheme

It was noted that the Clerk had made an application for Lengthsman Scheme grant funding.

11.3. To consider applications received to fill the Lengthsman contract

It was RESOLVED to defer discussion on this item until a future meeting.

12. Planning and NDP

12.1. To receive a brief verbal report from the Planning Committee

It was noted that the Planning Committee would respond to the following applications as follows:

- P230421/J – support
- P230380/FH – support

12.2. To receive a brief verbal report from the NDP Steering Group

It was noted that the Examiner's report had been received and the NDP had been updated ready to proceed to referendum.

12.3. To consider the NDP Examiner's report and proceeding to referendum

It was RESOLVED to proceed to referendum without delay. It was noted that Herefordshire Council had provisionally timetabled the referendum for the 4th May 2023.

12.4. To consider making a representation regarding the new Local HC Plan 2021-2041, which includes the possibility of building on the Lower Lugg Meadow South of the A438

It was RESOLVED to defer discussion on this item until a future meeting.

13. Parish matters for discussion/decision



13.1. To review the grass cutting tender documents

It was RESOLVED to defer a review of the tender documents until a future meeting; the Clerk would ask the current contractor to continue in post until this was completed.

13.2. To review the hedge cutting tender documents

It was RESOLVED to approve the tender documents.

13.3. To consider applications received to fill the play area inspection contract

It was RESOLVED to appoint Rob Francis to undertake the weekly play area inspections.

13.4. To consider applications received to fill the bus shelter cleaning contract

It was RESOLVED to appoint Purecleans for quarterly cleaning of the Parish Council's bus shelters.

13.5. To consider the purchase of Countryside Code signage

It was RESOLVED to defer discussion on this item until a future meeting.

13.6. To consider the purchase of dog fouling/litter signs

It was RESOLVED to defer discussion on this item until a future meeting.

13.7. To consider the purchase of replacement/additional Neighbourhood Watch signs

It was RESOLVED to remove this item from future agendas.

13.8. To consider a request for £1,000.00 funding from the Community Events Team in support of an event in celebration of the King's Coronation

It was RESOLVED in principle to support the event financially with an allowance, the exact figure to be determined at a future meeting. It was noted that the Community Events team would bring detailed proposals to a future meeting.

13.9. To consider a response to Herefordshire Council regarding a potential Eastern River Crossing

It was RESOLVED to defer discussion on this item until a future meeting.

13.10. To consider a location for planting donated trees

It was RESOLVED to agree a position for the donated trees.

13.11. To consider the date and format of the Annual Parish Meeting

It was RESOLVED to hold the Annual Parish Meeting on the 30th May 2023.

14. Finance

14.1. Budget expenditure: To consider and approve

It was RESOLVED to approve the budget expenditure.

14.2. Bank reconciliation: To consider and approve

It was RESOLVED to approve the bank reconciliation.

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

14.3.1. David Hunter-Miller (March salary)

14.3.2. Worcestershire County Council Pension Fund (March pension)

14.3.3. HM Revenue and Customs (Q4 PAYE)

14.3.4. David Hunter-Miller (expenses January, February and March): £134.02



14.3.5. Streetmaster (South Wales) Ltd (benches and picnic table): £5,381.05

14.3.6. Bartestree Village Hall (room hire): £ 689.00

It was RESOLVED to settle the above invoices and cheques were duly signed.

14.4. Clerk's Delegation: To note the following payments made under delegated authority:

14.4.1. The Sign Maker (memorial plaque): £55.45

The above delegated payment was noted.

15. Councillors' reports and items for the next agenda

It was RESOLVED to report to Herefordshire Council worsening potholes at the entrance to Wilcroft Park.

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

- Village Hall (supplying maps and plans)
- Village Voices invite to attend meeting
- Community Field security fencing
- Bartestree Village Hall change of charity status
- Planning/design services in relation to improvements to the village hall access
- Lengthsman contract
- Grass cutting tender documents
- Local Plan 2021-2041 and the Hereford and surrounding parishes place shaping consultation
- Countryside Code signage
- Dog fouling/litter signage
- King's Coronation (the Clerk notes that this event falls before our next scheduled meeting)

16. Date of the next meeting

The next meeting is provisionally scheduled for the 9th May 2023.

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

17. Clerk's overtime: To review additional work undertaken by the Clerk in relation to the Community Field Project.

It was RESOLVED to approve overtime of 19.66 hours for additional work undertaken by the Clerk on the Community Field project.

The meeting closed at 10:17PM.



David Hunter-Miller
Clerk and RFO