BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL

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Annual Meeting of Bartestree with Lugwardine Group Parish Council at 7:30PM on Tuesday 10th May 2022 at Bartestree Village Hall, HR1 4BY

Minutes 05/2022

Present: Lin Hoppe (Chairman), Geoff Davies, Ron Williams, Nigel Shore, Jenny Karayiannis, Alan Long, Andrew Thomas, Mike Wilson
In attendance: David Hunter-Miller (Clerk), Paul Andrews (Ward Councillor), Jonathan Jackson (Playing Field Association), members of the public

1. Election of a Chairman and signing the Declaration of Acceptance of Office

It was RESOLVED to elect Lin Hoppe as Chairman for the 2022/23 municipal year and the Declaration of Acceptance of Office was duly signed.

The Parish Council extended sincere thanks to Wendy Soilleux for her hard work and commitment to the role of Chairman of Bartestree with Lugwardine Parish Council over many years.

2. Election of a Vice-Chairman

It was RESOLVED to elect Alan Long as Vice-Chairman.

3. Apologies for absence

It was RESOLVED to approve apologies from Wendy Soilleux.

4. Declarations of personal and prejudicial interest

4.1. Register of Interests

Noted.

4.2. Disclosable Pecuniary Interests

Nil declared.

4.3. Other Disclosable Interests

Nigel Shore declared an Other Disclosable Interest in items 5.3 and 9.
Ron Williams declared an Other Disclosable Interest in items item 5.3 and 9.
Andrew Thomas declared an Other Disclosable Interest in item 5.2.
Alan Long declared an Other Disclosable Interest in item 5.2.

4.4. Dispensations

Nil received.

5. Open Session

The meeting was adjourned for the open session.

5.1. Ward Councillor

Paul Andrews provided a report as follows:

- Works to install a pedestrian crossing outside St Mary's school were due to start 28th July until the 2nd September 2022, works to the footpath would follow in 'phase 2'.

- Police ‘Operation SNAP’ signs had been erected. Parishioners were encouraged to participate in the scheme by reporting driving and parking offences to the Police for investigation.
- Use of Herefordshire Council’s ‘Report It’ app was encouraged.

It was noted that the road sign for St Peters Close was faded and it was recommended to report this via Herefordshire Council’s ‘Report It’ app.

5.2. Village Hall Representatives

An update was provided on the Queen’s Jubilee celebrations on Saturday 4th June 2022.

5.3. Playing Fields Association Representative

An update was provided regarding ongoing maintenance work at the playing fields. A new tarmac strip had been laid to the side of driveway and a new patio had been laid.

5.4. Public participation

No questions were received.

The meeting resumed following the open session.

6. To consider and adopt the minutes from the Parish Council meeting on the 5th April 2022

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

7. Progress reports

7.1. Parish Councillor vacancy

It was noted that Scot Garner had resigned creating one vacancy on the Parish Council; applications and enquiries from parishioners were welcomed. Thanks were extended to Scot Garner for his contributions to the Parish Council.

8. Correspondence

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

It was noted that this mostly concerned county-wide policy. It was RESOLVED that the Parish Council had no comments at this time.

8.2. Herefordshire Council: Talk Parish Reference group membership

The above reference group was noted.

8.3. Parishioner: Request to consider provision of allotments in the parish

It was noted that an allotment might be available at Mordiford.

It was RESOLVED that the provision of allotments could be reconsidered at a future meeting in relation to possible future housing developments.

8.4. Parishioner: Concerns regarding dog fouling and request for dog fouling bins and signage

It was RESOLVED to defer discussions to a future meeting to afford the Ward Councillor opportunity to look into the viability and costings of supplying new general waste bins.

9. Community Field

9.1. To receive an update from the Community Recreation Group (CRG)

A update was received regarding the proposed Community Field improvements.

9.2. To note the successful grant application made under the Clerk's delegated authority to the National Lottery Community Fund totalling £7849.00 in support of proposed playing field improvements

It was noted that this grant funding was to allow the supply of outdoor gym equipment. There were no restrictions on timescales for spending the funding.

9.3. To consider engaging a surveyor to update the budget and to manage the tendering and project in general

A report prepared by the Playing Field Association was considered. Quotes for a Surveyor had been received from Howard Giddens and David Hemstock; a further quote from TGMS was awaited. It was RESOLVED to approve the quote from Howard Giddens with total costs to oversee the project of £15,850.00 (plus VAT).

It was RESOLVED to authorise spending up to £7000.00 initially, to cover the preliminary surveyor's fees, the ball strike assessment (item 9.4) and drainage assessment. Additional expenditure would be reviewed at a future meeting as required.

9.4. To consider engaging a company to undertake a ball-strike assessment to understand what level of ball-stop netting will be required

Noting that there is only one company that currently undertakes these assessments, it was RESOLVED to engage Labosport to undertake the assessment at £1,250.00 (plus VAT).

9.5. To consider additional delegated powers to the Clerk for authorisation of matters pertaining to this project between scheduled meetings

It was noted that the Clerk already had emergency decision making powers and authority to spend up to £5,000.00. It was clarified that delegated authority should not routinely be used in lieu of a properly called meeting to make decisions that were not urgent nor critical.

10. Village Hall

10.1. To receive an update on the widening of the entrance to the Village Hall and to consider next steps

It was RESOLVED to pursue quotes in relation to the Village Hall entrance widening works.

11. PRoWs and Trees

11.1. To receive a report from the PRoW Officer

It was noted that Public Rights of Way were now being managed in-house by Herefordshire Council.

It was noted that some footpaths had become overgrown with nettles and that these could be reported directly via Herefordshire Council's 'Report It' app.

11.2. To receive a report from the Tree Officer

Jonathan Fennessy had confirmed that he would be happy to continue as Tree Officer (item 18.4.6). Comments had been provided in respect of planning application P221223/K.

12. Play Areas

12.1. To receive an update regarding the 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.

It was also RESOLVED to make initial enquiries with the grant provider to see if the grant could be repurposed, possibly for use on the Community Field project.

12.2. To note provision of ROSPA play area inspections scheduled for June 2022

It was RESOLVED to approve the ROSPA play area inspection schedule and costs (Bartestree Village Hall annual inspection £240.00, Frome Park Play Area annual inspection £105.00).

13. Eco-friendly Working Party and Great Collaboration

13.1. To consider an update from the Eco-Friendly Working Party

An update was received as follows:

- The new benches at Beech Meadow had been installed.
- Seed and bulb planting had been successful.
- The grass cutting arrangements needed to be reviewed with the contractor following some damage to planting.
- Recycling measures were proving successful.
- A report would be prepared for next year regarding grass verge cutting.

13.2. To receive up update regarding The Great Collaboration

No matters were reported.

14. Highways

14.1. To consider an update from the Highway Working Group

A short update was received. It was noted that 30MPH decals had been supplied by the Police for use on parishioners' wheelie bins and that the group has signed up to the Community Speed Watch initiative.

14.2. To consider approval of costs associated with a proposed Community Speed Watch public event

It was RESOLVED to approve expenditure up to £50.00 to hold a public event for the Community Speed Watch initiative.

14.3. To consider approval of costs to supply prizes for the 'traffic scarecrow' competition

It was RESOLVED to approve expenditure up to £20.00 for a prize for the 'traffic scarecrow' competition.

14.4. To approve costs for future SID rotation and charging

It was RESOLVED to approve up to £20.00 per year to cover the battery charging costs plus £18.00 per hour to employ the Lengthsman or other contractor for rotating the signs.

14.5. To approve a quote for the supply of Speed Indicating Devices for the purposes of a grant funding application

Quotes had been received from Westcotec, Elan City and Messagemaker. It was RESOLVED to approve the quote from Elan City for the provision of SIDs, to be used to prepare a grant funding application to the Police and Crime Commissioner (item 14.6).

14.6. To note a grant funding application to the Police and Crime Commissioner to cover the supply and installation of village gateway features and two Speed Indicating Devices

The above application was noted.

14.7. To note an application under Balfour Beatty's Village Safety Initiative for 'dragons teeth' and enhanced gateway road markings

The above application was noted.

15. Lengthsman Scheme

15.1. To consider signing up to the Lengthsman Scheme for the period 2022-23

It was RESOLVED to continue to sign up to the Lengthsman Scheme for the 2022-23 period.

15.2. To note readvertising of the Lengthsman vacancy

It was RESOLVED to readvertise the Lengthsman vacancy with a practical and easy to understand job description.

16. Planning

16.1. To receive a verbal report from the Planning Committee

It was noted that the planning committee had objected to application P220399/FH, would be commenting on application P221223/K and had no objections to application P220940/L.

16.2. To consider an update on the NDP Review and next steps

It was noted that the 'Regulation 14' stage consultation was ongoing and a number of comment forms had been received by the Clerk.

17. Parish matters for discussion/decision

17.1. To consider the sale, disposal or transfer of a parish council cupboard (as used by the previous Clerk)

It was RESOLVED to gift the cabinet to Emma and remove it from the Parish Council's asset register.

17.2. To consider the installation of trees to commemorate the Queen's Platinum Jubilee

It was RESOLVED to defer discussions to a future meeting.

17.3. To consider bringing payroll services in-house to be handled by the Clerk

It was RESOLVED to defer discussions to a future meeting.

18. Annual business as per Standing Orders

18.1. General Power of Competence

It was RESOLVED that the Parish Council still met the requirements to act under the General Power of Competence.

18.2. To review the following policies and procedures

18.2.1. Asset Register
18.2.2. Bullying & Harassment Policy
18.2.3. Code of Conduct
18.2.4. Complaints Procedure
18.2.5. Data Protection Policy
18.2.6. Data Protection General Privacy Notice
18.2.7. Parish Council Data Protection Staff Privacy Notice

18.2.8. Data Security Incident Procedure
18.2.9. Retention Policy
18.2.10. IT Disposal Policy
18.2.11. Data Protection Consent Form
18.2.12. Equality Policy
18.2.13. Financial Controls and Risk Assess
18.2.14. Financial Regulations
18.2.15. Grant and Donation Policy
18.2.16. Grievance Disciplinary Procedure Policy
18.2.17. Health and Safety Policy
18.2.18. Highways Working Group – Terms of Reference
18.2.19. Press and Media Policy
18.2.20. Planning Committee – Terms of Reference
18.2.21. Publication Scheme
18.2.22. Reserves Policy
18.2.23. Safeguarding Policy
18.2.24. Standing Orders
18.2.25. Training and Development Policy
18.2.26. Unacceptable Behaviour Policy
18.2.27. Website Policy

It was RESOLVED that no changes were required for the above policies.

18.3. To review insurance, risk and assets

18.3.1. Risk Management Policy and Risk Register

It was RESOLVED that no changes were required for the above policy.

18.3.2. Insurance cover

It was RESOLVED to accept continuing cover from Hiscox Insurance via AJG Community Schemes at £768.20 per annum.

18.3.3. Inventory of Assets

It was RESOLVED that the Inventory of Assets was up to date.

18.4. To review appointment to committees, working groups and external bodies

18.4.1. Planning Committee

It was RESOLVED to appoint Lin Hoppe, Jenny Karayiannis, Mike Wilson, Geoff Davies and Wendy Soilleux.

18.4.2. NDP Review Steering Group

It was RESOLVED to appoint Mike Wilson, Lin Hoppe, Alan Long, Wendy Soilleux. Membership on the Steering Group was also open to members of the public.

18.4.3. Eco Working Group

It was RESOLVED to appoint Lin Hoppe and Alan Long. Membership on the Working Group was also open to members of the public.

18.4.4. Highways Working Group

It was RESOLVED to appoint Alan Long, Geoff Davies, Mike Wilson, Andrew Thomas, Ron Williams and Wendy Soilleux. Membership on the Working Group was also open to members of the public.

18.4.5. Public Right of Way (PRoW) Officer
It was RESOLVED to appoint Andrew Thomas.

18.4.6. Tree Officer
It was RESOLVED to appoint Jonathan Fennessy.

18.4.7. Resilience Officer/Emergency Co-ordinator
It was RESOLVED to appoint Mike Wilson

18.4.8. Representatives to the Playing Fields Association
It was RESOLVED to appoint Ron Williams and Nigel Shore.

18.4.9. Representatives to the Village Hall Committee
It was RESOLVED to appoint Andrew Thomas and Alan Long.

18.4.10. Representatives to the Lugwardine and Diana Caroline Hopton Charities
It was RESOLVED to appoint Wendy Soilleux.

18.4.11. Representatives to Longworth Chapel Trust
It was RESOLVED to appoint Wendy Soilleux.

18.4.12. Representatives (2) to HALC Area Meetings
It was RESOLVED to appoint Jenny Karayiannis and Mike Wilson.

18.4.13. Nomination for HALC Executive Committee
It was resolved to nominate Mike Wilson for the HALC Executive Committee.

18.5. To review the meeting schedule for the year ahead
It was RESOLVED to continue with six meetings per year, on the second Tuesday of alternate months.

Noting that decisions would need to be made more quickly for the Community Field Project it was RESOLVED that extraordinary meetings would be called to handle this project as required.

19. Finance
19.1. Annual Internal Audit Report
The internal auditor’s report for 2021/22 was considered and it was noted that there were no recommendations requiring attention.

19.2. Annual Governance Statement
The Annual Governance Statement for 2021/22 was considered and it was RESOLVED that each statement had been achieved and it was duly signed.

19.3. Accounting Statements
The Accounting Statements for 2021/22 were considered and it was RESOLVED to approve and it was duly signed.

19.4. Bank mandate: To review bank signatory arrangements.
It was RESOLVED that the current list of signatories was adequate.

19.5. Budget expenditure

It was RESOLVED to approve the budget expenditure.

19.6. Bank reconciliation

It was RESOLVED to approve the bank reconciliation.

19.7. Invoices

19.7.1. David Hunter-Miller (Clerk's salary May)
19.7.2. Worcestershire County Council Pension Fund (Clerk's pension)
19.7.3. HMRC (PAYE): £TBC
19.7.4. David Hunter-Miller (Clerk's expenses): £59.40
19.7.5. Emma Thomas (expenses): £69.57
19.7.6. Bartestree Village Hall (biffa bin contribution) £100.00
19.7.7. Lin Hoppe (Jubilee celebration expenses): £300.00
19.7.8. Eyelid Productions Ltd (website support): £100.00
19.7.9. HALC (recruitment services): £240.00
19.7.10. Signworx Hereford Ltd (scarecrow competition printing): £48.00
19.7.11. Andy Thomas (Lengthsman): £941.07
19.7.12. Mr R Francis (play area inspections): £90.00
19.7.13. David Nicholson (NDP): £368.10

It was RESOLVED to settle the above invoices.

19.8. Clerk's Delegation

19.8.1. Playdale Playgrounds Ltd (repairs): £2275.22
19.8.2. David Hunter-Miller (Clerk's expenses April): £86.74

The above payments, made between scheduled meetings, were noted.

19.9. Direct Debits

19.9.1. NEST (pension contributions): £144.19

The above Direct Debit payment was noted.

20. Councillors' reports and items for the next agenda

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

- Village Hall WiFi quotes
- Bus shelter provision
- Review of costs and viability of allowing interim public access to Community Field
- Provision of general waste/litter bins

21. Date of the next meeting

The next scheduled meeting is at 7:30PM on Tuesday 12th July 2022.

The meeting closed at 9:53PM.

[redacted]

Chair

David Hunter-Miller D Hunter-Miller
Clerk and RFO