BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL

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Meeting of Bartestree with Lugwardine Group Parish Council at 7:30PM on Tuesday 12th July 2022 at Bartestree Village Hall, HR1 4BY

<u>Minutes 07/2022</u>

Present: Lin Hoppe (Chair), Andy Thomas, Alan Long, Geoff Davies, Jenny Karayiannis, Wendy Soilleux, Polly Smith (from 7:37PM)
In attendance: David Hunter-Miller (Clerk), Paul Andrews (Ward Councillor), 9 members of the public

1. Chairman's welcome and announcements

It was noted that Mike Wilson had passed away. Councillors paid tribute to Mike Wilson in recognition of his passion, commitment and hard work over many years, serving both on the Parish Council and also as a Ward Councillor. The funeral would be held at 1:00PM on Friday 15th July 2022.

2. Apologies for absence

Apologies were noted from Ron Williams, Nigel Shore and David Evans.

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. Co-option: To consider applications received.

It was RESOLVED to co-opt Pauline 'Polly' Smith onto the council with immediate effect, she signed the declaration of acceptance of office and joined the meeting from 7:37PM.

5. Open Session

The meeting was adjourned for the open session.

5.1. Ward Councillor: To receive a brief report.

Paul Andrews provided a report as follows:

- A tribute was paid to Mike Wilson.
- A provisional plan for the new pedestrian crossing at Bartestree had been forwarded and it was noted that works were due to start on site at the end of July.
- Parishioners and councillors were encouraged to use the Herefordshire 'Report It' app for reporting issues and defects.

5.2. Village Hall Representatives: To receive a brief report.

Alan Long provided a report as follows:

- The patio had been replaced.
- The Cider Festival had been a great success and had raised approximately £1000.00 for local charitable organisations.

5.3. Playing Fields Association Representative: To receive a brief report.

There were no matters to report.

5.4. Eco-Friendly Working Party: To receive a brief report.

Due to grass cutting errors a decision had been taken to cut all of the wildflower areas at Glebelands with a view to starting again next year. Concerns were raised regarding the grass cutting around the new bench and the general appearance of the wildflower areas and this would be reviewed at a future meeting of the Eco Working Party.

5.5. Public participation

A member of the public queried whether an approach could be made to the landowner to tidy the building plot which was becoming overgrown (land to the West of Hagley House).

A member of the public raised concern regarding future proposals for the Community Field; it was suggested that the proposals are dominated by sports pitches and that it would be good to include space to allow other outdoor community events.

The meeting resumed following the open session.

6. To consider and adopt the minutes from the Parish Council meeting on the 10th May 2022

It was RESOLVED to amend minute 18.4.13 as follows:
It was resolved to nominate Mike Wilson for the HALC Executive Committee.

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

7. Progress reports

7.1. Councillor vacancies

It was noted that a further vacancy would be advertised shortly and, if no election was called, the vacancy would be filled by co-option at a future meeting.

7.2. General waste/dog fouling bins

It was noted that enquiries were ongoing.

7.3. LU5 footpath flooding

It was noted that the flooding of footpath LU5 was still causing problems for pedestrians. The nearby road drains were blocked and these have been reported to Herefordshire Council who had placed an order to attend within the next eight weeks to empty and survey the drains. It was noted that there was a kerb alignment issue near to ‘Hillcrest’ and Paul Andrews would make enquiries with the Locality Steward.

7.4. Village Hall Wi-Fi

It was noted that the Wi-Fi had been successfully installed and that no capital cost had been incurred. It was RESOLVED that the parish council's earmarked reserves could be repurposed accordingly (item 17.2).

7.5. Lugg Bridge project
A statement of intent had been produced and was due to be updated following a successful meeting with John Harrington (Herefordshire Council Cabinet Member).

7.6. HALC area meetings update
It was RESOLVED to defer discussions until a future meeting.

8. Correspondence
8.1. HALC: To consider the latest training schedule
The above training schedule was noted.

8.2. Herefordshire Council: Local Plan 2021-2041 Place Shaping consultation
It was RESOLVED to include a review of this document at the next NDP Steering Group meeting to assess the possible impact it might have on the BWL NDP.

It was RESOLVED that councillors would forward their comments to the Clerk who would collate the responses and complete the consultation.

8.3. Parishioner: Concerns regarding paragliders over Lugwardine
It was RESOLVED to contact Herefordshire Council to review the issue.

8.4. Police and Crime Commissioner: Estate Strategy consultation
The above consultation was noted.

8.5. Police and Crime Commissioner: Town and Parish Council Survey 2022
The above consultation was noted.

8.6. Police: 'We Don't Buy Crime' Smart Water initiative
It was RESOLVED to make enquiries with the Police to see if a presentation could be given at a future meeting.

It was RESOLVED to make enquiries with the Police over a previous Smart Water scheme at Bartestree with Lugwardine to see if the road signs could be updated.

8.7. Parishioner: Request for a bus shelter at Bartestree crossroads
It was RESOLVED to pursue three quotes for the installation and purchase of a new bus shelter at Bartestree crossroads, to be funded from Parish Council reserves.

8.8. Balfour Beatty Living Places: Hereford Rural Finalised and Agreed Annual Plan Map
The above annual plan was noted.

8.9. Parishioner: Request for a replacement street name sign for Burdon Drive
It was noted that the Public Health Act 1925 put the responsibility on Herefordshire Council to maintain street name signs. It was noted that Paul Andrews would make further enquiries.

8.10. Herefordshire Council: Repair Cafe grant funding project

The above grant funding scheme was noted. It was RESOLVED to publicise the grant funding opportunity via the parish council's website and Facebook page.

9. Community Field

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

The following report was received:

- Howard Giddens had been engaged as surveyor and advisor as agreed at the last parish council meeting.
- Tenders have been issued to drainage assessment companies with responses requested by 5th August 2022 with a view to starting September 2022.
- The ball strike assessment had been completed and will be produced when payment had been received (see item 17.8.17).
- A proposal for public access, with limited sporting use, had been circulated for consideration (item 9.2).

9.2. Review of costs and viability of allowing interim public access to Community Field

It was RESOLVED to allow temporary football pitches to be marked out.

It was RESOLVED in principle to mow the field to allow interim public access; the exact details would be agreed at a future Working Group meeting (item 9.3).

9.3. To establish a Working Group to foster development of the Community Field project

It was RESOLVED to set up a Working Group to foster development of the Community Field Project.

9.4. To consider the widening and improvement of the entrance to the Village Hall

It was RESOLVED to defer discussions until a future meeting.

10. PRoWs and Trees

10.1. To receive a report from the PRoW Officer

Andy Thomas provided a brief report on Public Rights of Way matters.

10.2. To receive a report from the Tree Officer

It was noted that a number of tree failures at Frome Park had not been addressed by Herefordshire Council planning enforcement.

10.3. To consider recommendations made under the Annual Tree Survey

It was RESOLVED to approve the Tree Officers recommendations as follows:
It was recommended the ash tree and poplar at rear of cricket pitch be inspected when in leaf, both trees have had deadwood removed by previous work. These trees should be monitored regularly.

10.4. To consider recommendations following a recent survey of Hagley Croft

It was RESOLVED to approve the Tree Officers recommendations as follows:
Holly tree - to be reduced in height only, back into the hedge line. This should be maintained at this height with the existing hedge.
Cherry tree - a single lower limb over hanging gate is to be removed, back to main branch. No others to be removed to avoid stimulating additional growth

It was RESOLVED to arrange for the work to be undertaken outside of the bird nesting season.

11. Play Areas

11.1. To receive an update on the Wilcroft Park residents' consultation concerning the swing to be purchased via the Herefordshire Community Foundation grant scheme

It was noted that 18 responses had been received, with 5 residents in favour and 13 residents not in favour of the proposals. Accordingly it was RESOLVED that a swing would not be sited at Wilcroft Park.

It was noted that the Clerk had made enquiries regarding the repurposing of the grant funding and it was thought that this could be used for the Community Field project.

11.2. To consider ongoing trees and hedge maintenance at Frome Park

It was RESOLVED to arrange for an annual trim of hedges at the Frome Park play area, noting that the pyracantha might need more frequent cutting as noted in the recent RoSPA report.

It was RESOLVED to arrange for an annual safety survey of trees at the Frome Park play area.

In response to local concerns it was RESOLVED that the Tree Officer would prepare a short report for consideration at the September parish council meeting regarding requested pruning for amenity (non-safety) purposes.

11.3. To consider the annual RoSPA play area inspections and any remedial action required

A number of minor issues had been noted on the recent inspection and it was RESOLVED that Wendy Soilleux would liaise with the Clerk over the necessary repairs.

12. Highways

12.1. To consider an update from the Highway Working Group

A short update was received. Work on the 'highways aspirational plan' was ongoing and the traffic scarecrow competition had been a success and further similar events were planned.

12.2. To consider funding for future scarecrow competitions (£250.00 annually to cover prize money and printing expenses).

It was RESOLVED to approve £250.00 annually to cover prize money and printing expenses.

12.3. To consider quotes for solar panel SID installations

A quote had been received from Elan City totalling £4500.00 (excluding VAT) for two solar powered SIDs. A quote for an additional three solar panels, to allow quicker rotation of the signs, totalled £995.79 (excluding VAT). It was RESOLVED to apply for grant funding to cover two signs and five solar panels, totalling £5495.79 (excluding VAT).

12.4. To note delays to the grant funding application to the Police and Crime Commissioner

It was noted that the application was substantially complete but approval of the proposals by Herefordshire Council was needed before it could be submitted to the PCC.

12.5. To note issues with the recent BBLP Speed Indicating Device deployments

It was noted that the SIDs had not been working and that BBLP would not be charging the parish council for their deployment.

13. Lengthsman Scheme and Maintenance Contractors

13.1. To consider applications received from contractors to fill the Lengthsman vacancy

An application had been received from Jamie Barrell to fill the Lengthsman contractor vacancy, with an hourly rate of £30.00 (or £45.00 if using heavy machinery). It was RESOLVED to allow the Clerk to enter discussions with the contractor regarding the hourly rate with a view to appointing on a trial basis.

It was RESOLVED to continue to advertise the position.

13.2. To consider an update on the Official Controls (Plant Protection Products) Regulations 2020 and the impact on contractors undertaking weed spraying activities

It was RESOLVED to ask all contractors working on behalf of the parish council to stop any weed spraying activities unless they have complied with all of the relevant legislation.

13.3. To confirm arrangements for approving work under the Lengthsman Scheme

It was RESOLVED that all requests from councillors for Lengthsman work would go through the Clerk who would act under delegated authority.

14. Planning

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

It was noted that the planning committee were in support of the following applications: P221837/FH, P221777/F (with comments), P221892/FH (with comments), P221987/F, P221962/FH and P221742/FH.

14.2. To appoint an additional member to the Planning Committee

It was RESOLVED to appoint Andy Thomas.

14.3. To consider and approve revisions to the Planning Committee Terms of Reference

It was RESOLVED to amend the Terms of Reference by adding the following:
a) The Chair of the committee will be elected by the committee at its first meeting after the Annual Parish Council meeting.
b) The Vice-Chair of the committee will be elected by the committee at its first meeting after the Annual Parish Council meeting.

14.4. To note the availability of £729.83 Section 106 funding for play space facilities at Frome Park and the village hall

It was RESOLVED that councillors would forward their suggestions to the Clerk who would collate the ideas and forward to Herefordshire Council to assess viability, with a view to approving at a future meeting.

15. NDP Review

15.1. To receive a brief update from the NDP Review Steering Group

It was RESOLVED to defer discussions until a future meeting.

15.2. To review membership on the NDP Review Steering Group

It was RESOLVED to defer discussions until a future meeting.

15.3. To note the successful application to Groundworks UK for £6,275.00 grant funding

It was RESOLVED to defer discussions until a future meeting.

15.4. To note delegated authority approval for additional consultant costs in relation to the preparation of the NDP Consultation Response Log (£850.00)

It was RESOLVED to defer discussions until a future meeting.

16. Parish matters for discussion/decision

16.1. To appoint a representative for the HALC Executive Committee

It was RESOLVED to defer discussions until a future meeting.

16.2. To consider future events to increase engagement with parishioners

It was RESOLVED to defer discussions until a future meeting.

16.3. To consider introducing a parish magazine or newsletter

It was RESOLVED to defer discussions until a future meeting.

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

It was RESOLVED to defer discussions until a future meeting.

16.5. To consider basic guidelines for third party contributions to the Parish Council's Facebook page

It was RESOLVED to defer discussions until a future meeting.

16.6. To review the website accessibility statement in respect of PDF documents

It was RESOLVED to defer discussions until a future meeting.

16.7. To consider the purchase and installation of a flag pole and/or beacon for future community events

It was RESOLVED to defer discussions until a future meeting.

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

It was RESOLVED to defer discussions until a future meeting.

16.9. To review the future Parish Council meeting schedule

It was RESOLVED to defer discussions until a future meeting.

17. Finance

17.1. Bank mandate: To review bank account signatories

It was confirmed that Wendy Soilleux, Ron Williams and Geoff Davies were current full power account signatories. It was RESOLVED to add Lin Hoppe, Jenny Karayiannis and Alan Long as full power signatories. It was RESOLVED to remove Mike Wilson as signatory.

17.2. Reserves Policy: To review and update

It was RESOLVED to defer discussions until a future meeting.

17.3. Financial Controls and Risk Assessment Policy: To consider archiving the policy

It was RESOLVED to defer discussions until a future meeting.

17.4. Transparency Code: To consider adoption of the Transparency Code for Smaller Authorities

It was RESOLVED to defer discussions until a future meeting.

17.5. Land and Buildings Assets: To review

It was RESOLVED to defer discussions until a future meeting.

17.6. Budget expenditure: To consider and approve

It was RESOLVED to approve the budget expenditure.

17.7. Bank reconciliation: To consider and approve

It was RESOLVED to approve the bank reconciliation.

17.8. Invoices

- **17.8.1. David Hunter-Miller (July salary)**
- **17.8.2. Worcestershire County Council Pension Fund (July pension)**
- **17.8.3. David Hunter-Miller (Clerk's expenses): £34.20**
- **17.8.4. Playsafety Limited (RoSPA inspection): £414.00**
- **17.8.5. Daniel Squire Ltd (grass cutting): £144.00**
- **17.8.6. Daniel Squire Ltd (grass cutting): £468.00**
- **17.8.7. Daniel Squire Ltd (grass cutting): £132.00**
- **17.8.8. Daniel Squire Ltd (grass cutting): £216.00**
- **17.8.9. Daniel Squire Ltd (grass cutting): £618.00**
- **17.8.10. Daniel Squire Ltd (grass cutting): £198.00**
- **17.8.11. Daniel Squire Ltd (grass cutting): £132.00**
- **17.8.12. Daniel Squire Ltd (grass cutting): £144.00**
- **17.8.13. Daniel Squire Ltd (grass cutting): £426.00**
- **17.8.14. Steelway Fensecure (play area fencing): £411.14**
- **17.8.15. Polly Smith (Jubilee expenses): £92.59**
- **17.8.16. DJN Planning Limited (NDP consultant): £912.70**
- **17.8.17. Labosport Ltd (ball strike assessment): £1500.00**
- **17.8.18. R Francis (play area inspections): £90.00**

It was RESOLVED to settle the above invoices.

17.9. Clerk's Delegation

- **17.9.1. 25/05/22 Gallagher AJG (insurance): £768.20**
- **17.9.2. 25/05/22 Lin Hoppe (Jubilee expenses): £408.04**
- **17.9.3. 25/05/22 Alan Long (Jubilee expenses): £63.37**
- **17.9.4. 25/05/22 David Hunter-Miller (May salary)**
- **17.9.5. 25/05/22 Worcestershire County Council Pension Fund (May pension)**
- **17.9.6. 25/05/22 Weatherall Tree Surgery: £576.00**
- **17.9.7. 21/06/22 Lin Hoppe (Jubilee expenses): £68.46**
- **17.9.8. 21/06/22 Lin Hoppe (scarecrow competition): £20.00**
- **17.9.9. 21/06/22 Alan Long (Jubilee expenses): £67.54**
- **17.9.10. 21/06/22 Autella Payroll Services Limited (payroll): £71.82**
- **17.9.11. 21/06/22 David Hunter-Miller (June salary)**
- **17.9.12. 21/06/22 Worcestershire County Council Pension Fund (June pension)**
- **17.9.13. 21/06/22 HMRC (PAYE for quarter): £1,153.34**
- **17.9.14. 21/06/22 David Hunter-Miller (June expenses): £85.06**

The above payments, made between meetings, were noted.

18. Councillors' reports and items for the next agenda

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

- Memorial to Mike Wilson
- All matters deferred at this meeting

19. Date of the next meeting

It was RESOLVED to hold an extraordinary meeting at 7:30PM on Tuesday 9th August 2022.

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

20. Clerk's contract: To review the Clerk's working hours

It was RESOLVED to approve an increase in the Clerk's working hours to 17 hours per week with immediate effect.

The meeting closed at 10:00PM.

[redacted]

Chair

David Hunter-Miller
Clerk and RFO