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BARTESTREE WITH LUGWARDINE GROUP PARISH COUN
Minutes of the Annual Meeting of the Parish Council held on
Monday 15th May at 7.00 pm in Lugwardine Primary School

Present:

Councillors: David Evans, Siobhan Green, Fiona Harris, Paul Hodges, Lin Hoppe (in the Chair) Alan Long, Polly Smith, Wendy Soilleux, Paul Wargent, Ron Williams.

In attendance:

Acting Clerk ... Lynda Wilcox (HALC). Ward Councillor Ivan Powell. 15 members of the public.

*The Chair welcomed everyone and particularly new members of the council following the recent elections.
All councillors present had completed their 'Declarations of Acceptance of Office'.*

1. Election of Chairman.

The Chair called for nominations and two candidates were proposed and seconded:

1.1 Lin Hoppe.

1.2 Siobhan Green.

On a show of hands, it was RESOLVED to elect Lin Hoppe as Chair.

2. Election of Vice Chairman.

Two candidates were proposed and seconded:

2.1 Jennifer Karayiannis.

2.2 Polly Smith.

On a show of hands, it was RESOLVED to elect Polly Smith.

3. Use of HALC's clerk cover service @ £220 plus mileage per meeting.

It was RESOLVED to access HALC's CiLCA qualified clerk cover for the meeting, together with their recruitment service, following the resignation of the parish clerk.

4. Apologies for absence had been received from Jennifer Karayiannis.

5. Declarations of interest and written dispensation requests ... None received.

6. Open Discussion.

6.1 *This item was adjourned until after Item 8.5, when Ward Councillor Ivan Powell would be present, following a prior commitment.*

6.1.1 As the new Ward Councillor, Ivan Powell commented that he had lived in Bartestree for 32 years and had attended St Mary's School. He retired from the post of Police Commander of Herefordshire in 2014 and was well versed in child protection, safeguarding and adult safety.

6.1.2 Following the recent elections, no Group or Party had sufficient members to form a county administration, but discussion would take place at a meeting that Friday, when the Chair and Vice Chair of Herefordshire Council would be elected.

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- 6.1.3 In response to a query from the Chair, Ivan commented that he intended to hold monthly surgeries with local residents and would also be inviting parish clerks from the Ward area to regular informal sessions.
- 6.2 Views of local residents on parish matters included:
 - 6.2.1 A local resident queried a statement in the draft minutes of the previous meeting, concerning the removal of a hedge, which he believed was inaccurate. It was clarified that those minutes would be discussed at the next parish council meeting. It was noted that the current tree/hedgerow policy may need a review.
 - 6.2.2 A resident commented that the new Village Voice magazine had appeared to be partisan prior to the recent election and noted that the Editor was unknown.
 - 6.2.3 In response to queries about the Community Field, the Chair commented that councillors would discuss aspects at Item 12.

7. Parish Council Working Groups and councillor representation.

Councillor representation on the following Working Groups was RESOLVED as follows:

- 7.1 NDP Review ... It was noted that the next WG was on 24th May and as the referendum was scheduled for 22nd June, the current members would continue:
 - 7.1.1 Lin Hoppe
 - 7.1.2 Wendy Soilleux
 - 7.1.3 Alan Long.
- 7.2 Highways
 - 7.2.1 Fiona Harris
 - 7.2.2 Alan Long
 - 7.2.3 Polly Smith
 - 7.2.4 Wendy Soilleux
 - 7.2.5 Ron Williams.
- 7.3 Eco ... (planting trees, shrubs, hedgerows, recycling etc) supported by local residents:
 - 7.3.1 David Evans
 - 7.3.2 Lin Hoppe
 - 7.3.3 Alan Long.
- 7.4 Finance ... (end of year accounts, precept, risk, insurance etc.)
 - 7.4.1 Siobhan Green
 - 7.4.2 Lin Hoppe
 - 7.4.3 Jennifer Karayiannis
 - 7.4.4 Polly Smith

8. Councillor representation on outside bodies

- 8.1 Village Hall Committee ... It was noted that Alan Long was standing down and it was RESOLVED that Paul Wargent be the parish council's new representative.
- 8.2 Playing Fields Association ... It was noted that Ron Williams was standing down and it was RESOLVED that Siobhan Green be the parish council's new representative.
- 8.3 Longworth Chapel Trust ... It was noted that Wendy Soilleux was the current representative. As further clarification on the role of a PC representative was suggested, it was RESOLVED to postpone discussion to the next meeting.



8.4 Lugwardine & Diana Caroline Hopton Charities:

- 8.4.1 Lugwardine Charity... It was noted that Wendy Soilleux had served one year of a four-year term of office, therefore no new representation was required.
- 8.4.2 Caroline Hopton Charity ... ~~Responsible for considering local educational grants e.g., to the school.~~ It was RESOLVED that the current representative, Wendy Soilleux, would continue to represent the parish council.
- 8.4.3 HALC County Area Meeting & Executive Committee ... It was RESOLVED to defer this item to the next meeting.

9. Appointment of Officers

- 9.1 Tree Officer ... It was RESOLVED that John Fennessy should continue in post.
- 9.2 Footpaths Officer ... It was RESOLVED that Andy Thomas should continue in post.
- 9.3 Resilience Officer/Emergency Co-ordinator ... It was RESOLVED that the post be shared between David Evans and Jennifer Karayiannis.

10. Finance

- 10.1 Bank signatories ... It was RESOLVED that outgoing councillor Geoff Davies be removed as a signatory and the following four councillors be retained:
 - 10.1.1 Lin Hoppe
 - 10.1.2 Jennifer Karayiannis
 - 10.1.3 Wendy Soilleux
 - 10.1.4 Alan Long.
- 10.2 Audit 2022-2023 ... It was RESOLVED to consider the following AGAR documents at the next meeting:
 - 10.2.1 Internal Audit Report.
 - 10.2.2 Governance Statements.
 - 10.2.3 Accounting Statement.
- 10.3 Invoices for payment ... It was RESOLVED to make the following payments:
 - 10.3.1 Play Area Inspection (R Francis) ... £90.00.
 - 10.3.2 Internal Audit (Iain Selkirk) ... £115.00.
 - 10.3.3 Bus shelter cleaning (Pure Cleans) ... £60.00.
 - 10.3.4 Annual Insurance premium (Gallagher) ... £851.85.
 - 10.3.5 Outgoing Clerk's expenses ... £18.45.
 - 10.3.6 Outgoing Clerk's May salary/pension, in accordance with contract.
- 10.4 Payments under outgoing Clerk's delegated powers ... It was RESOLVED to note the following payments:
 - 10.4.1 Clerk's April salary (in accordance with contract) & expenses ... £63.30.
 - 10.4.2 Autela Payroll services (Quarter 4) ... £69.31.
 - 10.4.3 NDP Consultant (DJN Planning) ... £540.00.
 - 10.4.4 Return of unspent NDP grant funding (Groundwork UK) ... £2,404.20.
 - 10.4.5 ROSPA play area inspection (Playsafety) ... £201.00.

11. Planning

- 11.1 Consideration of a 6-month trial period of commenting on applications at full council. Following discussion, it was RESOLVED to debate and comment on planning

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applications at full council meetings. The new system would be reviewed after a six-month trial period.

12. Community Field

- 12.1 The imminent distribution of the previously agreed consultation document to parishioners was noted.
- 12.2 Prior to discussion on fortnightly grass-cuts of the field @ £125, it was RESOLVED to accept the PFA offer to cut the whole field free of charge, in advance of the event scheduled for 20th and 21st May. Further discussion would take place at the next Council meeting.
- 12.3 Aspects of use by PFA for their event parking on 20th & 21st May, including:
 - 12.3.1 Advice from parish council insurers ... The parish council's insurers had advised that as the PFA were organising the event, they would be the responsible body and would therefore need to provide the parish council with copies of their:
 - a) Risk assessment.
 - b) Public liability insurance.It was RESOLVED to follow the advice of the insurers.
 - 12.3.2 Draft risk assessment prepared by PFA ... It was RESOLVED to accept the risk assessment prepared by the PFA for their event.
 - 12.3.3 Map showing proposed area of field to be used for parking ... It was RESOLVED to accept the proposed parking area, as shown on the map supplied by the PFA.
 - 12.3.4 Temporary access widening by PFA ... It was RESOLVED to permit the PFA to widen the access temporarily, provided they returned it to its original state after their event.
 - 12.3.5 Restoration of field to pre-event condition by PFA ... It was RESOLVED that the PFA be responsible for restoring the field to its pre-event condition, following the event.

13. Date for Annual Parish Meeting ... Tuesday 30th May at 7.30 pm in the Village Hall.

- 13.1 It was RESOLVED to allocate up to £300 for refreshments (including wine and cheese) for the evening.

14. Date of next parish council meeting ... Tuesday 20th June at 7.00 pm in the Village Hall.

SIGNED




DATE

20th June 2023