

BARTESTREE WITH LUGWARDINE GROUP PARISH COUNCIL

Clerk to the Council David Hunter-Miller, 35 Benbow Close, Malvern Wells, WR14 4JJ

Email clerk@bartestreewithlugwardinegroup-pc.gov.uk **Tel** 07513 122918

Website bartestreewithlugwardinegroup-pc.gov.uk

Extraordinary meeting of Bartestree with Lugwardine Group Parish Council at 7:30PM on Tuesday 11th October 2022 at Bartestree Village Hall, HR1 4BY

Minutes 10/2022

Present: Alan Long (Vice-Chair), Andy Thomas, Polly Smith, Jenny Karayiannis, Geoff Davies, Ron Williams, Nigel Shore, David Evans, Wendy Soilleux, Fiona Harris (from 7:49PM)

In attendance: David Hunter-Miller (Clerk), Paul Andrews (Ward Councillor), Jonathan Jackson (Village Hall and Playing Field Association), eight members of the public

1. Chairman's welcome and announcements

Alan Long opened the meeting as Vice-Chair and welcomed residents.

2. Apologies for absence: To receive apologies and to approve reasons for absence.

Apologies were noted from 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

Nigel Shore declared an Other Disclosable Interest in items 5.4 and 13.

Ron Williams declared an Other Disclosable Interest in items 5.4 and 13.

Andy Thomas declared an Other Disclosable Interest in item 12.4.

Alan Long declared an Other Disclosable Interest in item 12.4.

3.4. Dispensations

Nil received.

4. Co-option: To consider applications received.

Three applications had been received to fill the councillor vacancy. It was RESOLVED to co-opt Fiona Harris onto the Parish Council and she joined the meeting from 7:49PM.

It was noted that the quality of the councillor vacancy applications received had been very high and the sincere thanks of the Parish Council were extended to all of the applicants.

5. Open Session

The meeting was adjourned for the open session.

5.1. Police: To receive a presentation on the Smart Water initiative.

No report was available.

5.2. Ward Councillor: To receive a brief report.

Paul Andrews provided a report as follows:

- Herefordshire Council were arranging a meeting to update Parish Councils on S106 funding
- Funding for street name signage was being reviewed.
- Parishioners were encouraged to report speeding concerns and dangerous driving to Police under 'Operation Snap'.

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

Jonathan Jackson provided an update as follows:

- Work was being arranged to sand the main hall floors and to replace carpeting and some of the internal doors.
- Options were being reviewed for fitting blinds or solar film to the meeting room.
- Proposals were under review to create additional car parking behind the village hall; plans would be circulated at a future Parish Council meeting for consideration.

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

Ron Williams provided an update as follows:

- General maintenance work was continuing as normal.
- The cricket season had successfully concluded and work was underway to reseed the cricket square.

5.5. Public participation

A member of the public requested an update on the Public Path Diversion Order for footpaths LU10 and LU12.

The meeting resumed following the open session.

6. To consider and adopt the minutes from the Parish Council meeting on the 9th August 2022

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

7. Progress reports

7.1. Play area maintenance

It was noted that maintenance work at the Frome Park Play Area had been completed by Creative Play under warranty in accordance with the recent RoSPA inspection.

Creative Play had supplied a quote for attending to other matters of concern, the materials were still covered under warranty but the labour charge was £135.00 ex. VAT. It was RESOLVED to follow this up and ask for the work to be undertaken free of charge given the ongoing maintenance issues experienced.

It was noted that some of the perimeter fencing at the Frome Park Play Area was falling down and enquiries would be made to ascertain ownership.

7.2. LU5 footpath flooding

It was noted that Balfour Beatty were reviewing possible flooding remedial work January-March 2023. It was noted that the gullies had been cleaned.

7.3. Fallen tree, upstream of Lugg Bridge (A438)

It was noted that the Environment Agency had committed to removing the fallen tree obstruction.

8. Correspondence

8.1. NALC: To consider signing up to the civility and respect pledge

It was RESOLVED to sign up to the NALC civility and respect pledge.

8.2. Smaller Authorities' Audit Appointments: Option to opt out of the central external auditor appointment arrangements

It was RESOLVED to continue to operate under the central external auditor appointment arrangements.

8.3. Tarrington Parish Council: Reinstatement of the DRM 476 bus service to an hourly service

It was RESOLVED to write to DRM Bus and John Harrington (Herefordshire Council Cabinet Member) to endorse the reinstatement of this service.

8.4. Parishioner: Highway and Public Rights of Way concerns, Pomona Farm, Bartestree

It was noted that Herefordshire Council were reviewing the reported issues.

8.5. Parishioner: Hedge cutting along footpath LU5, Lugwardine Primary to the A438

It was RESOLVED to ask the Lengthsman to cut the outside face of the hedge in order to keep the footway clear for pedestrians.

8.6. The Tree Council: 'Branching Out' funding for hedges

It was noted that up to £2,000.00 grant funding was available for tree planting projects and it was RESOVLED to add to a future Community Field Working Group agenda for consideration.

8.7. Herefordshire Council: Open Space Site Assessments

It was RESOLVED to ask the NDP Steering Group to review the document and the Clerk would submit a response under delegated authority accordingly.

9. Highways

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

The meeting notes of the last meeting were noted.

9.2. To receive an update on the River Lugg cycleway/bridge project and to approve arrangements for a stakeholder meeting

It was RESOLVED to approve arrangements for a stakeholder meeting.

9.3. To review whether to hold future 'traffic scarecrow' competitions and to consider guidelines

In view of the mixed feedback received it was RESOLVED that further scarecrow competitions would not be held.

9.4. To consider approving a budget of £1,000.00 to allow the appointment of a consultant to prepare an 'aspirational highways plan' for the parishes

It was RESOLVED to approve up to £1,000.00 expenditure to allow the appointment of a highway consultant to prepare an 'aspirational highways plan'.

9.5. To receive an update on the proposed replacement bus shelter at Bartestree crossroads and to consider quotes from suppliers

It was RESOLVED to seek further clarification from Herefordshire Council that siting an enclosed bus shelter at the rear of the visibility splay would be acceptable.

It was RESOLVED to pursue further quotes for the installation of an enclosed bus shelter and a short stretch of connecting footway.

9.6. To consider a procedure for dealing with overhanging vegetation obstructing footways and roads

It was RESOLVED to develop a policy procedure for dealing with overgrown hedges on minor roads, where they are causing an obstruction or interfering with visibility. In the first instance councillors could make an approach to residents directly (if appropriate to do so), this would be followed up with a letter from the Clerk and then, if still required, Herefordshire Council could be contacted for enforcement.

9.7. To receive an update on the Lengthsman Scheme and to consider any items for the Lengthsman's work schedule

It was RESOLVED to ask the Lengthsman to attend to the following items:

- Footpath LU5 - cut the outside face of the hedge
- Traherne Close - siding out the footways and clearing gutters of debris

10. Planning and NDP

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

It was noted that the Planning Committee agreed to submit comments regarding traffic concerns in relation to P222728/N (outside parish boundary).

10.2. To consider and approve the draft revised NDP for the purposes of submission to Herefordshire Council under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012 (as amended)

It was RESOLVED to approve the draft revised NDP for the purposes of submission to Herefordshire Council under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012 (as amended).

10.3. To note the potential impact of revisions to Herefordshire Council's Local Plan on the Bartestree with Lugwardine Neighbourhood Development Plan

It was noted that future changes to Herefordshire Council's Core Strategy may necessitate a further review of the Parish Council's NDP.

11. Public Rights of Way and Trees

11.1. To receive a report from the PRow Officer

A short update was received. A footpath obstruction on LU12 had been reported to Herefordshire Council.

11.2. To receive a report from the Tree Officer

A report on trees at the Frome Park Play Area was received under item 11.4.

11.3. To consider the purchase and installation of 'countryside code' signage

It was RESOLVED to approve up to £250.00 to cover the purchase of countryside code signs; further quotes would be obtained.

11.4. To consider recommendations following a recent survey of Frome Park

The above survey was noted, including a recommendation to pursue Tree Preservation Orders. It was RESOLVED that TPOs would not be required and there were no other actions arising.

11.5. To consider a future hedge cutting schedule for the whole parish

It was RESOLVED to update the existing hedge cutting schedule under delegated authority. Quotes for hedge cutting would be pursued for consideration at a future meeting.

12. Parish matters for discussion/decision

12.1. To note approval of £729.83 Section 106 funding for a new disabled friendly picnic table

It was RESOLVED to make arrangements to purchase a suitable picnic table under delegated authority.

12.2. To receive an update on S106 funding relating to the parishes

It was noted that the following remaining balances for S106 relating to the parishes had been published by Herefordshire Council:

- | | | |
|--------------|-------------------------|----------|
| • Bartestree | Offsite Play/Open Space | £729 |
| • Bartestree | Transport/Highways | £118,862 |
| • Lugwardine | Offsite Play/Open Space | £9,055 |
| • Lugwardine | Offsite Play/Open Space | £58,584 |
| • Lugwardine | Transport/Highways | £62,941 |
| • Lugwardine | Transport/Highways | £69,940 |

12.3. To consider additional grass cutting at the entrance to the village hall

It was RESOLVED to approve additional grass cutting at the entrance to the village hall.

12.4. To consider a donation or memorial to former Councillor Mike Wilson

It was RESOLVED to approve a donation of £250.00 towards the cost of a suitable memorial and plaque in dedication to former Councillor Mike Wilson.

It was RESOLVED to publicise on the Parish Council's website and Facebook page that further donations from parishioners towards the cost of the memorial would be welcomed.

12.5. To consider adopting a Risk Management Policy and Risk Register

It was RESOLVED to adopt the Risk Management Policy and Risk Register.

12.6. To consider how to utilise remaining Get Active Green Spaces grant funding

It was RESOLVED that the Parish Council would purchase the benches for use on the Community Field as intended in the original application.

It was RESOLVED to request an extension to the grant funding deadline in relation to the purchase of a swing so that the funding could be repurposed for the Community Field project.

It was RESOLVED to write to the residents of Wilcroft Park to update them on the outcome of the recent survey on the proposed installation of a children's swing.

13. Community Field

13.1. To receive a brief verbal report from the Community Field Working Group

The meeting notes of the recent Working Group meeting were noted.

13.2. To note work authorised under delegated authority to improve the access to the field

It was noted that scalplings had been purchased to improve the entrance to the Community Field and that a padlock and chain had been purchased to secure the gate (items 14.5.8. and 14.5.9).

13.3. To review interim management arrangements for the Community Field

It was noted that until such time as a formal lease was in place, the Playing Field Association and other community groups would need to seek the approval of the Parish Council to use the land for future sporting events and games.

13.4. To review fencing and access arrangements at the Community Field

It was RESOLVED to make arrangements under delegated authority for a gap in the hedgerow to be closed off.

It was RESOLVED to defer a decision on fencing and access arrangements until the plans for the Community Field project had progressed.

14. Finance

14.1. Bank mandate: To receive an update on signatory changes

It was noted that Alan Long and Lin Hoppe had been successfully added as bank signatories.

14.2. External audit: To note the external auditors report

It was noted that the external auditor's report had been received and there were no matters of concern reported.

14.3. Budget expenditure: To consider and approve

It was RESOLVED to approve the budget expenditure.

14.4. Bank reconciliation: To consider and approve

It was RESOLVED to approve the bank reconciliation.

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

14.5.1. David Hunter-Miller (October salary)

14.5.2. Worcestershire County Council Pension Fund (October pension)

14.5.3. David Hunter-Miller (October expenses): £34.20

14.5.4. Autela Payroll Services Limited (payroll): £49.96

14.5.5. Herefordshire Green Network (membership): £50.00

14.5.6. Worcestershire CALC (training): £40.00

14.5.7. DJN Planning Limited (NDP consultant): £1,800.00

14.5.8. J G C Jackson (Community field entrance): £200.80

14.5.9. J G C Jackson (Community field padlock/chain): £29.27

14.5.10. R Francis (play area inspections): £90.00

14.5.11. PKF Littlejohn LLP (external audit): £360.00

14.5.12. Daniel Squire Ltd (grass cutting): £702.00

14.5.13. Daniel Squire Ltd (grass cutting): £660.00

14.5.14. RJ & SEN Barrell (hedge cutting): £576.00

14.5.15. HW Giddens (Community Field consultancy): £580.00

It was RESOLVED to settle the above invoices.

It was noted that grant funding had been secured to cover the NDP consultancy fees (item 14.5.7).

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

14.6.1. 20/09/22 David Hunter-Miller (September salary)

14.6.2. 20/09/22 Worcestershire County Council Pension Fund (September pension)

14.6.3. 20/09/22 HM Revenue and Customs (PAYE for quarter): £1092.71

14.6.4. 20/09/22 David Hunter-Miller (September expenses): £37.40

The above payments were noted.

14.7. Direct Debits: To note the following Direct Debits taken between meetings:

14.7.1. 08/10/22 Information Commissioner (registration): £35.00

14.7.2. 30/06/22 Unity Trust Bank (service charge): £18.00

14.7.3. 30/09/22 Unity Trust Bank (service charge): £18.00

The above payments were noted.

15. Councillors' reports and items for the next agenda

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

- Police SmartWater presentation
- Footpaths LU10 and LU12 Public Path Diversion Order (update)
- Bartestree crossroads bus shelter replacement
- Overgrown hedges policy procedure
- Village Hall car park extension proposals
- Frome Park Play Area fencing ownership/repair
- Frome Park Play Area parishioner offer of two silver birch trees
- Winter 'warm havens' for parishioners
- Review of meeting schedule and meeting dates

It was noted that a picnic table had been placed in the Frome Park Play Area without the permission of the Parish Council; enquires would be made to ask that it be removed. A permanent replacement could be considered at a future meeting if required.

16. Date of the next meeting

The next scheduled meeting is at 7:30PM on Tuesday 8th November 2022.

The meeting closed at 21:41PM.



Chair



David Hunter-Miller
Clerk and RFO