

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

**Meeting of Bartestree with Lugwardine Group Parish Council at 7:30PM on Tuesday 8th
November 2022 at Bartestree Village Hall, HR1 4BY**

Minutes 11/2022

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

In attendance: David Hunter-Miller (Clerk), Paul Middlebrough (Assistant Police and Crime Commissioner), Jonathan Jackson (Village Hall and Playing Field Association), three members of the public

1. Chairman's welcome and announcements

Lin Hoppe opened the meeting and welcomed residents. A summary of the Nolan principles was shared with the council.

2. Apologies for absence

Apologies were noted from Polly Smith.

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 related to the Cricket Club and Playing Fields Association.

Ron Williams declared an Other Disclosable Interest in items related to the Cricket Club and Playing Fields Association.

Andy Thomas declared an Other Disclosable Interest in items related to the Parochial Church Council and Village Hall.

3.4. Dispensations

Nil received.

4. Open Session

The meeting was adjourned for the open session.

4.1. Police

Paul Middlebrough (Assistant Police and Crime Commissioner) provided an overview of his role and how the Police can assist Parish Councils with local issues. A short informal survey was taken to gauge local priorities.

The sincere thanks of the Parish Council were extended to Paul for attending the meeting.

4.2. Ward Councillor

A written report had been received as follows:

Firstly, please accept my apologies for missing this evening's meeting and here is my ward report.

I am glad to say that the pedestrian crossing at Lugwardine has now had the permanent lights fitted and there will be a safety audit completed on the crossing in the near future. I have noticed many people of all ages using this important safe crossing. I would like to thank all those involved in getting the crossing completed.

I would like to remind residents that they can report over hung hedges/trees on the Herefordshire Council website. I will share the link on Facebook and have sent the link to the parish clerk that has shared it to parish councillors. If I could ask the clerk to publish it also on the parish website, I would be grateful.

I would like to thank to all those involved in the community hubs that happen at Lugwardine Church on the 3rd Wednesday of the month and the 1st Thursday of the month at Bartestree Village Hall. I do attend these when possible and these Hubs would not happen without the great volunteers that run them.

Please share the Herefordshire keep warm details also. There are grants available for new boilers and solar panels among other energy saving products/services. Details on Herefordshire Council website or please feel free to contact myself.

Lastly, I will be holding a ward surgery this Saturday the 12th at Bartestree Village Hall in the parish room between 10 to 11am.

4.3. Village Hall Representatives

There were no matters to report.

4.4. Playing Fields Association Representative

An update was received under item 8.

4.5. Eco-friendly Working Party

A written report was circulated as follows:

Foil recycling bins working well. There are no plans for expanding the recycling centre at the Village Hall at present.

Barbara Shore is currently organising a trip to visit the Worcester Recycling Plant on Wednesday 1st March at 2pm. All Councillors are invited.

Barbara has also started a series of recycling articles appearing in the Church Parish Magazine which have been extremely well received.

Work is planned to start on creating a simple flowerbed in Glebelands in the New Year.

Earlier in the year, we were gifted some money to spend on trees for Beech Meadow and it was agreed that we should purchase 2 x Crab apple trees and 1 x Rowan. Having been advised that a Rowan is potentially poisonous and its location close to the picnic table, it was felt that something like a Cherry would be more appropriate. Therefore, the three trees have been ordered with a view

to planting before Christmas. The Crab apple trees have been chosen for their blossom, rather than the fruit.

Anyone wishing to join the Eco-Working Group, please contact David Hunter-Miller, Clerk to the PC.

4.6. Tree Officer

There were no matters to report.

4.7. PRow Officer

An update was received under item 6.5.

4.8. Public participation

A member of the public asked for an update on the LU10 and LU12 footpath issues (item 6.5).

A member of the public spoke in support of a new flag pole installation (item 13.7).

The meeting resumed following the open session.

5. To consider and adopt the minutes from the Parish Council meeting on the 11th October 2022

It was RESOLVED to accept the following amendments to the minutes:

- *Item 4 - 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.*
- *Item 11.1 - A footpath obstruction on LU12 had been reported to Herefordshire Council.*
- *Item 12.2 - 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*

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

6. Progress reports

6.1. Play area maintenance

It was noted that Creative Play had offered a discount on work to replace damaged timbers (item 14.5.4).

6.2. Litter/dog fouling bin provision

It was noted that any litter bins purchased by the Parish Council could potentially be emptied into the Village Hall's large wheelie bins (with the consent of the Village Hall Committee).

6.3. Dropped kerbs, Malvern Place

It was RESOLVED to contact Balfour Beatty for an update on the requested additional pedestrian dropped kerbs.

6.4. Tree Preservation Order, Longworth Lane

It was RESOLVED to contact Herefordshire Council for an update on the requested Tree Preservation Order.

6.5. Footpaths LU10 and LU12 Public Path Diversion Order (update only)

The Footpaths Officer provided an update. It was noted that work on the proposed diversion order was ongoing, objections had been received and the matter was with the Planning Inspectorate.

It was noted that Herefordshire Council had contacted the landowner regarding obstructions on LU12. It was RESOLVED to contact Herefordshire Council for clarity on the enforcement timescales.

6.6. Pedestrian crossing outside St. Mary's School (phases 1 & 2)

It was noted that Paul Andrews (Ward Councillor) was continuing to push for an update on this matter.

It was RESOLVED to write to Herefordshire Council's Cabinet Member for Infrastructure and Transport to request an update on this matter.

7. Correspondence

7.1. Herefordshire Council: Revised Rural Settlement Hierarchy Audit Report (fact check)

It was RESOLVED to submit the following suggested amendments:

Sports Hall – none in parishes

Pitches – two, football and cricket

7.2. Herefordshire Association of Local Councils: Latest training schedule

The above training schedule was noted.

7.3. St Peter's Church: To consider sponsoring a tree at the Christmas Tree Festival

It was RESOLVED to sponsor a Christmas tree at £20.00 and Jenny Karayiannis would make the necessary arrangements.

7.4. Parishioner: To consider an offer of two silver birch trees for the Frome Park Play Area

It was RESOLVED that the trees would not be suitable for the Frome Park Play Area due to space limitations but could be used on the Community Field in due course.

8. Community Field

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

An update was received regarding the Community Field Working Group meeting on the 3rd

November 2022. It was noted that a parish-wide consultation was planned for

November/December and so consideration might be given to dealing with this under delegated authority (where appropriate).

9. Public Rights of Way and Trees

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

It was noted that additional quotes for the signage was awaited.

9.2. To adopt a hedge cutting schedule for the whole parish and to consider quotes from contractors

It was RESOLVED to approve the updated hedge cutting schedule and quotes from contractors for the 2023/24 year would be prepared accordingly.

9.3. To adopt a policy for communicating with parishioners over tree and hedge issues

It was RESOLVED to adopt the policy.

It was RESOLVED that other matters that required the cooperation of parishioners (not related to trees or hedges) could be dealt with by the Clerk under delegated authority as required.

10. Village Hall

10.1. To consider the conversion of the area to the south of the Village Hall into a hardcore surface for overflow car parking and other associated works

It was RESOLVED to approve the above proposals. It was noted that the Village Hall Committee would lead on the project and arrange for quotes/contractors as appropriate.

It was RESOLVED to make enquires with Herefordshire Council to ascertain if planning permission would be required.

It was RESOLVED to approve the use of any spoil generated by the works for levelling of the Community Field.

10.2. To consider a contribution from the Parish Council towards the costs of the above works

It was noted that a grant application would be submitted and, if successful, this could fund the project. It was RESOLVED to approve a donation towards the work of up to £3000.00 but only if grant funding could not be secured.

10.3. To consider arrangements for dealing with minor land registry discrepancies at the village hall and playing fields

It was RESOLVED that Nigel Shore and Wendy Soilleux would work with the Clerk to prepare proposals for resolving these issues.

11. Highways and Lengthsman

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

An update was received regarding the Highways Working Group meeting on the 26th October 2022. It was noted that a stakeholder meeting for the Lugg Bridge/Cycleway was being coordinated and quotes for various traffic improvements were being prepared for consideration at a future meeting.

11.2. To consider quotes and to review the proposed location for a replacement (enclosed) bus shelter at Bartestree crossroads

Three quotes had been received for a replacement shelter and associated ground works. It was RESOLVED to approve a quote from GW Shelters totalling £9,858.00 plus £200.00 (exc. VAT) for additional footway works. It was RESOLVED to specify a shelter with clear panels on all sides.

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

Noting the difficulties of the Lengthsman in attending to some smaller jobs, it was RESOLVED to readvertise the Lengthsman vacancy to see if any additional contractors wished to apply.

It was RESOLVED to thank the current Lengthsman for his work under the scheme and to confirm that they would be used for larger jobs (such as hedge flailing).

It was RESOLVED to ask Daniel Squire Ltd to cut the hedge on footpath LU5.

11.4. To consider appointing a councillor(s) to act as liaison with the Lengthsman

It was RESOLVED to defer discussions 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:

P223390/K – supported

P221892/FH (amended) – no additional comments

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

It was noted that Herefordshire Council has received the Regulation 16 Bartestree with Lugwardine Group Neighbourhood Development Plan and the consultation began on 18th October 2022 and will finish on 29th November 2022.

13. Parish matters for discussion/decision

13.1. To receive an update on S106 funding and scheme delivery

An update was received on S106 funding and scheme delivery.

It was RESOLVED to add a review of available S106 funding to the next Community Field Working Group agenda.

13.2. To consider a memorial to former Councillor Mike Wilson

It was RESOLVED to approve a dedication plaque to Mike Wilson for a new Cherry Tree planted at Beech Meadow; quotes for the plaque would be considered at a future meeting.

13.3. To consider appointing a councillor(s) to act as liaison with Lugwardine Primary School and St Mary's High School

It was RESOLVED to appoint Lin Hoppe to act as a school liaison.

13.4. To consider writing to adjacent landowners regarding damaged fencing at the Frome Park play area

It was RESOLVED to write to the owners of the damaged fencing to request urgent repair.

13.5. To consider donation/disposal of the Parish Council's brush cutter

It was RESOLVED to donate the brush cutter to the Playing Field Association and remove the item from the Parish Council's asset register.

13.6. To consider a replacement noticeboard for the village hall

It was RESOLVED to pursue quotes for a replacement noticeboard with side hinged windows. It would also be reviewed if it was possible to modify the existing noticeboard.

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

It was RESOLVED not to pursue the installation of a new flag pole or beacon.

13.8. To review the Parish Council meeting schedule/frequency

It was RESOLVED to hold nine scheduled meetings per year (with no council meetings during August, December or April).

13.9. To consider supporting winter 'warm havens' for parishioners

It was RESOLVED to explore the use of the pavilion as a winter 'warm haven' and enquiries would be made accordingly.

13.10. To consider a location for the picnic table purchased via S106 funding

It was RESOLVED that the new accessible picnic table would be installed at the Frome Park Play Area.

14. Finance

14.1. Budget and Precept: To consider and approve the 2023/24 budget and precept

It was RESOLVED to approve the 2023/24 budget and to request a precept of £52,500.00 (no increase on the previous year).

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

It was noted that arrangements had been completed to add the new bank signatories.

14.3. Budget expenditure

It was RESOLVED to approve the budget expenditure.

14.4. Bank reconciliation

It was RESOLVED to approve the bank reconciliation.

14.5. Invoices

14.5.1. David Hunter-Miller (November salary)

14.5.2. Worcestershire County Council Pension Fund (November pension)

14.5.3. David Hunter-Miller (November expenses): £51.30

It was RESOLVED to settle the above invoices.

14.5.4. Creative Play (play area repairs): £108.00

It was noted that an invoice would be available following installation.

14.5.5. PCC Lugwardine (memorial donation): £250.00

It was RESOLVED to settle the above invoice.

14.5.6. Streetmaster (picnic table and benches - S106/grant funded): £5,381.05

It was noted that an invoice would be available following delivery.

15. Councillors' reports and items for the next agenda

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

- Dog fouling/litter bin purchase
- 'Countryside code' signage
- Beech Meadow dedication plaque

- Replacement noticeboard for the village hall
- To consider alternative Payroll providers or managing 'in house'
- Winter 'warm havens' for parishioners
- Widened village hall entrance

It was RESOLVED to contact Balfour Beatty regarding brambles overhanging a footway on the A438, as reported by a resident.

16. Date of the next meeting

The next scheduled meeting is at 7:30PM on Tuesday 10th January 2022.

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

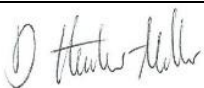
17. Clerk's contract: To note the National Joint Council for Local Government Services (NJC) National Salary Award 2022-23.

It is noted that the 2022/23 salary award would be applied and backdated to 1st April 2022 and that from 1st April 2023 there is an increase of one day to the annual leave entitlement.

The meeting closed at 10:00PM.



Chair



David Hunter-Miller
Clerk and RFO