



Bartestree with Lugwardine Parish Council

Minutes of the Parish Council meeting held on Wednesday 11th October 2023 at 7.00pm in the Lugwardine Primary Academy.

Minutes

Present:

Councillors: David Evans, Siobhan Green, Fiona Harris, Jennifer Karayiannis, Alan Long, Polly Smith, Wendy Soilleux Paul Wargent, Ron Williams & Lin Hoppe (Chair)

In Attendance:

Richard James - (Parish Clerk).
5 x Member of the public.

1. Apologies.

Cllr Paul Hodges
Cllr Ivan Powell (Ward Member)

2. To receive declarations of interest and written requests for dispensations.

Cllr Siobhan Green declared an interest in item 13.

3. To approve the minutes of the meeting held on the 12.09.23.

Resolution - The minutes were adopted as a true record and then signed & dated by the Chair.

4. Open Session. (20 minutes are allocated for this session)

- To receive a report from Cllr Ivan Powell (Ward Member)
- To receive representations from the member of public.

Cllr Powell was unwell, so no report received.
No representations from the public.

5. Planning Applications.

	Application No	Address	Permission sought
5.1	P232803/FH	34 Frome Park Bartestree Hereford Herefordshire HR1 4BF	Extension of existing bitmac parking area (currently 2 parking spaces side by side) to include a third parking space. This will involve dropping the kerb which currently forms the front edge of the lawn to enable access from the roadway (there is no pavement to cross). Existing parking area and path to front door to be re-surfaced with new asphalt

Resolution – Bartestree with Lugwardine Parish Council Supports this application.

6. Financial Matters

Resolution -

- 6.1 - Unity Bank (Main) account balance of £96,542.13 was noted.
- 6.2 - Unity Bank (Saver) account balance of £45,169.05 was noted.
- 6.3 - Signatures on Bank Accounts are Cllr's Lin Hoppe Wendy Soilleux, Jennifer Karayiannis & Alan Long. Cllr Ron Williams has asked to come off the accounts.
- 6.4 - To renew the Microsoft 365 @ £79.99 – Council Agreed to Purchase.

6.5 - To purchase more One Drive storage 1TB (terabyte) @ £59.99. – Council Agreed to Purchase.

7. To Approve Payments.

	Payment	Net	Vat	Total
7.1	The Christian Fellowship – Highways WG Meeting	20.00	0.00	20.00
7.2	PKF Littlejohn – External Audit	315.00	63.00	378.00
7.3	Royal Mail – Postage	62.10	12.42	74.52
7.4	Clerk Salary – Tax - September 23	As per Contract		
7.5	Daniel Squire – September 23	805.00	161.00	966.00
7.6	Pure Cleans – Bus Shelter Cleaning	60.00	0.00	60.00

Resolution – All these payments were approved by the council for payment.

7.7 – To approve 50% payment of £800+vat to the Consultant Speed Management & Road Safety Report

Resolution – It was agreed to pay the consultant 50% of their invoice.

8. To receive the Footpaths Officer Report & consider actions.

Resolution – There was no report on this occasion.

9. To receive the Tree Wardens Report & consider actions.

9.1 – Ash Tree on Cricket Pitch

A Contractor has been engaged to cut down this diseased Ash tree and either remove the logs or store them on the community field for future use.

Resolution – It was agreed that this offer to cut the tree down should be taken up, and the logs to be removed.

10. To receive the Lengthsman Report & consider actions.

10.1 – Annual works for the Lengthsman – per month

10.2 – Additional works for Lengthsman.

A short discussion took place over set jobs and on how additional works are implemented and carried out. Works around the local housing estates was mentioned along with some drainage works.

Resolution – For additional work to be carried out on this and for councillors to consider a list of annual works and possible additional works.

11. Play areas.

11.1 - Frome Park - Brief discussion took place over the hedge and that there were a large number of apples on the floor.

11.2 - Village Hall – there were NO issues surrounding the play area.

11.3 – Weekly inspections – The clerk reported that the present gentleman who was undertaking the weekly play area inspections wants to retire. However, his nephew is willing to undertake this work.

Resolution – (11.1) – The Parish Handyman would be asked to clear the apples. (11.2) – Noted (11.3) – It was agreed that the council would ask the nephew to undertake the weekly inspections at the already agreed fee.

12. Record all Future Council Meetings.

12.1 – Purchase Recording Device.

Discussion took place over the recording of the parish council meetings and the rules around storage of the recordings and how long for. There was a mention that the microphone should be reinstated.

Resolution – Council agreed a small recording device should be purchased at a cost of no more than £60 and for the microphone to be reinstated.

13. Working Group Reports

13.1 – Highways

Resolution – The Highways working group report was noted and councillors were asked to send in their comments with regards to the Speed Management & Road Safety Report to the clerk.

13.2 - Community Field.

Lengthy discussion took place over the community field report. The Community field working group put the following forward for consideration.

- A. Take up Herefordshire Council's previous offer of professional support to help with the design of the overall layout of the field, following the outcome of the community consultation and ascertaining whether a cost was involved.

A.1 Identifying the play equipment which would be eligible for purchase with Section 106 monies (£58k) and seeking quotes for consideration at the next meeting.

Resolution – It was agreed that council should use the design services offered under the S106 and for the clerk to investigate whether planning permission is required.

- B. Access ... Clerk to explore what permissions would be required for:

B.1 A totally new access on to the A438.

B.2 Moving the pole to widen the existing pedestrian access.

B.3 It was noted that discussions would need to be held with adjoining landowners.

B.4 It was noted that the vehicle access via Stalls Lane could often be very boggy and larger vehicles found it difficult if not impossible to access the field.

B.5 It was felt that access arrangements should take account of wheelchair users and prams/pushchairs and improvements could possibly utilise the allocated £9k Section 106 monies.

Resolution – It was agreed for the clerk to investigate item 13 – B.1, B.2, B.3, B.4, and B.5 all under Access.

- C. The Clerk to set up site meetings for Working Group members to:

C.1 Walk the field so as to:

C.1 Be fully aware of the current nature/gradients of all areas.

C.2 Identify which boundary areas would require to be fenced and the type/height of the fencing.

C.3 Visit neighbouring areas identified during the consultation and seek the views of the respective parish councils on the success of the open areas plus usage/sustainability/merits of equipment:

C.3.1 Aylestone Park.

C.3.2 Withington.

C.3.3 Tupsley Quarry Park.

Resolution – It was agreed that the clerk would send out possible meeting dates and times for consideration.

- D. Walking/jogging and cycling track ... Clerk to obtain quotes and advice from appropriate bodies. The need for a hard surface was felt necessary, to allow those in wheelchairs or with prams, as well as very young cyclists to enjoy the facilities.

Resolution – *It was agreed that the clerk would investigate the cost of walking/jogging and cycling track and on whether planning permission would be required.*

- E. Outside Gym equipment ... Clerk to obtain costed details of possible equipment which it was felt could be sited at intervals around the outer track, with accompanying benches for those not participating to simply sit and watch others using the equipment.

Resolution – *It was agreed that the clerk would investigate the cost of gym equipment.*

- F. MUGA (Multi Use Games Area) - PC to decide on the siting of the MUGA:
 - F.1 On the field, where a full size MUGA could attract funding OR
 - F.2 In the vicinity of the Hall which would be a smaller MUGA which was unlikely to attract outside funding.
 - F.3 Lighting for the MUGA was discussed but it was felt that this should be discussed further down the line, although lighting would be harder/more costly to achieve on the field.
 - F.4 Clerk to obtain costings on MUGAs.

Resolution – *It was agreed that some members of the Community field working group would go and visit other MUGA's in the county. To look at the ideal size of MUGA. To look at games on the MUGA. To note what other MUGAs are like.*

13.3 -

- 13.2.1 - Projects list
- 13.2.2 - Fencing
- 13.2.3 - General Maintenance
- 13.2.4 - Waste bins
- 13.2.5 – Insurance

Resolution – 13.2.1 – *The following project list was agreed to move forward. (1) Walking/Jogging and Cycling Track. (2) Outside Gym. (3) MUGA. (4) Football Pitch. (5) 50% Open Space.*

13.2.2 – *Agreed for a resident to purchase and install fencing in the gap in the hedge.*

13.2.3 – *Agreed that the Community Field should be cut between March – October.*

13.2.4 – *It was agreed to continue to litter pick, until a resolution is sorted around the emptying of bins.*

13.2.5 – *Agreed that the clerk should make sure the community field is covered on the council insurance.*

14. Village Hall becoming Charitable Incorporated Organisations (CIO).

14.1 – *For the Parish Council to seek Independent Legal Advice.*

A short discussion took place on the possible ramifications of a CIO due to the Parish Council having the land the Village Hall stands upon being a community asset held by the Parish Council. The clerk reported that he could not find any of the original deeds or legal documents relating to any of the Parish Council assets. The clerk asked councillors if they knew where these documents could be, as if they could not be found the Police may have to be called in, as they have been taken out of the Council office, which would amount to theft. A councillor said it maybe an idea to contact the council solicitor to see if they are held there.

Resolution – *It was Agreed that the council should seek independent legal advice on the Village Hall becoming a Charitable Incorporated Organisations (CIO). The clerk to contact the solicitor where council think the legal documents are held.*

15. Lugwardine Primary Academy (PTFA)

15.1 - *Request for Support for a Fireworks Display.*

Following a request for financial support to help toward the purchase of a new heating system at the Lugwardine Primary Academy it was decided that a grant application form should be filled in with additional information and a copy of the accounts. Council in principle supported this request.

Resolution – It was agreed that the clerk should send an application form to the PTFA.

16. Community

- 16.1 - New Street sign for Burdon Drive
- 16.2 - Dog poo leaflets/notices
- 16.3 - Quotes for cutting back trees at VH entrance
- 16.4 - Waste bins around villages
- 16.5 - Council Newsletter

Resolution – (16.1) – The clerk would investigate. (16.2) – To find the previous quotes for signs and bring back to council for discussion. (16.3) – Council Agreed that a resident offer to cut back the tress would be accepted and thanked the resident for their help in this matter. (16.4) it was agreed that this matter should be sent to the Highways Working Group to investigate and report back. (16.5) Council agreed to have a Council newsletter initially 1 edition per year, but it was hoped this could become quarterly.

17. Future Agenda Items.

- Membership on working groups.
- Eco Working Group
- Dot Gov Email
- Community Field Name
- Road surfacing in Wilcroft Park
- Tidy up Clerk addresses on everything
- Cutting back hedge at No. 2 Wilcroft Park

18. Date of Future Meetings until May 2024

- Parish Council - 2nd Wednesday.
- Highway Working Group – For Discussion
- Community Field Working Group – For Discussion

Resolution – Agreed that the next Council meeting would be on the 08.11.23 at the Lugwardine Primary Academy. The clerk would sort Working Group dates and inform councillors.

The Chair closed the meeting at 9.24 pm.

Signed:



Date: 10th November 2023