



Bartestree with Lugwardine Parish Council

Minutes of the Parish Council meeting held on Thursday 18th July 2024 at 7.00pm in the Bartestree Village Hall.

Minutes

Present:

Councillors: David Evans, Fiona Harris, Paul Hodges, Polly Smith, Wendy Soilleux (Chair), Andrew Thomas, Paul Wargent, David Welton, Jennifer Karayiannis & Ron Williams.

In Attendance:

Parish Clerk - Richard James
Public – 4 members of the Public

After the meeting was opened at 7pm, the Chair addressed the Parish Council with the following Chair's Notices:

A. Social Media:

Only parish information that has been sanctioned by the Clerk should be posted on social media. Any responses should be directed to the Clerk.

B. Working Groups:

The Working Group headings will appear on every agenda.

If your group has matters to report, please email a copy to the Clerk and be prepared to report verbally at the meeting.

If you have proposals to put before the parish council, please submit them to the Clerk so they can be circulated prior to the meeting.

C. Decisions:

Please remember that all decisions must be taken at a parish council meeting before going out to third parties.

1. To receive apologies.

To Note – Apologies were received from Cllr Siobhan Green.

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

To Note – Cllr W Soilleux declared an interest in item 15.8.

3. To approve the minutes of the meeting held on the 06.06.24.

Resolution – The minutes of the meetings held on the 06.06.24 were adopted as a true record and then signed by the Chair.

4. Open Session. (Ward Member)

Cllr Ivan Powell gave his report.

This report is written two weeks after the election, so I have endeavoured to provide some brief comments on what is thought to be likely to change locally as new national policies emerge. At present Herefordshire Council will continue business as usual.

On the 9th July 2024 Herefordshire Council hosted a Parish Council Summit with approx. 90 representatives from many PC's across the county present at Plough Lane, including both parish council's from the ward.

A marketplace of Council services had been setup in the atrium where those present could talk with Council officers on the many stands displaying what the Council offer to Herefordshire residents. This was followed by presentations by the Leader and some Cabinet colleagues and the Chief Executive on the Council Plan 24-28 and delivery plan for this current year. Followed by a presentation on the Public Realm contract.

This form of communicating between these two levels of local democracy appeared to go down well with many questions asked and almost unanimous show of hands for further similar events going forward. Comments levelled as constructive criticisms were also acknowledged and will be taken into account.

The Four-year Council plan is based on "Delivering the best for Herefordshire in everything we do" with 4 themes People, Place, Growth and Transformation. To read the policies follow this link to the Council website [About Herefordshire Council – Herefordshire Council](#)

The delivery plan looks at those policies we, the Council, will get done this financial year with quarterly reporting on how each project is delivering. This is an ambitious and long list of services with a clear intent to achieve actions as set out. To view our intentions, click the following link [Herefordshire Council Delivery Plan 2024/25](#)

There will be delivery plans each year for the duration of the Council Plan. Whilst we are on the subject there is also the "Local plan" which will eventually replace the Core Strategy. This has progressed through the consultation period at Regulation 18 to go to next stage and adoption. Following the General election and likely new mandatory house building targets that may come our way, it is likely that the Local plan may need a refresh and new consultation before adoption. Until that time the Core Strategy and Neighbourhood plans will be current. It is feasible that new planning arrangements may be brought in under national policies before our local plan is adopted.

The Local plan as it stands today can be found at this link [Local Plan 2021 - 2041 – Herefordshire Council](#)

As I explained recently the Public Realm contract that Balfour Beattie Living Places operates as the contractor has been terminated to cease on 31st May 2026. We are defining the Future operating model as below for the new contract and then go through procurement of new contractor.

Contracted Services

The contractor will deliver these "core services" under a new contract from 1 June 2026:

- Network resilience & civil emergencies services
- Winter service
- Reactive maintenance (potholes & patching)
- Carriageway & footway maintenance programmes
- Drainage (gully cleansing & land drainage)
- Street lighting
- Structures (maintenance of bridges and culverts)
- Street cleaning (bin emptying, fly tipping & road sweeping)
- Fleet management and mechanical workshop (TBC)
- Parks and open spaces (highways verges and trees)
- Cemeteries & burials (TBC)
- Projects up to £100K **may** be delivered in the contract

The new contract will:

- Focus performance on the core services
- Resolve historic service & operational challenges
- Larger projects will be delivered from the council's framework
- Focus on council's current requirement and future priorities

Council Services

Council services will be restructured to include the following technical services from BBLP

- Asset Management Team
- Network Management
- Locality Stewards (incl Highway Inspections)
- Design / Project Management / Quantity Surveying (part)
- Customer Services (enquiries and complaints)
- Communications Lead (communications management including social media) • Fleet (part) • Health & Safety / CDM (part)

This will enhance the council's:

- Capacity
- Resilience
- Technical knowledge and expertise
- Ability to manage the contractor
- Assurance over works (check & challenge)

As with all change, this has to be managed to a high level to get best outcomes and value.

I continue to work with the locality steward, BBLP and Herefordshire Council officers to understand how requests for work on the ward are actioned and against what timescales.

I am also working with the cabinet member Cllr Barry Durkin to understand the contractual relationships and obligations in this regard.

Finally, I note the forthcoming meeting with Gregg Speller regarding road safety works along the A438 through Lugwardine and Bartestree and of course will support the parish in any follow up activity.

Open Session - (Public)

No members of the public wanted to say anything.

5. Planning Applications.

5.1. Planning Working Group Report

Cllr Soilleux read out the working group report along with a request to form a Planning Committee.

Resolution – *The Council Approved for the Planning working group to be made into a Planning Committee with the following proviso, that all large planning applications or controversial planning applications will come to the Parish Council for debate and comment.*

	Application No	Address	Permission sought
5.2	P241439/FH P241440/L	Wilcroft House Bartestree Hereford HR1 4BD	Retrospective application for minor alterations and extensions to convert an existing garage building into a home gym and garden store

Resolution – *Bartestree with Lugwardine Parish Council Supports with Reservations for the following reasons. This is a retrospective application for work carried out in 2008. We were unable to visit the property because the owner was on holiday but suggest that a visit is carried out by a*

planning officer. A suggested condition is that it should not be for residential use but should remain as a gym and garden store.

	Application No	Address	Permission sought
5.3	P240272/O	Land north of Whitestone Business Park Whitestone Hereford	Outline application with all matters save access reserved for a proposed multi-unit employment development and associated parking and drainage infrastructure.

Resolution – Bartestree with Lugwardine Parish Council Supports this application for the following reasons. The site in this application is outside our group parish but is close to its northern border. The application does not comply with Withington NDP policy for that particular site. However, as there was no support for residential use for the elderly and it is adjacent to existing employment units, this would seem a suitable use for it. A suggested condition is not to permit glaring overnight security lights that could disturb the residents of the nearby housing development to the north.

	Application No	Address	Permission sought
5.4	P241620/L	Longworth Hall Hotel Lugwardine Hereford HR1 4DF	Proposal to clean smoke damaged brickwork to rear elevation, replace 1 no. timber single glazed window and 1 no. external timber door, finalise demolition and rebuild temporary timber/glass conservatory that was damaged/demolished in the fire. Replace bricks to match if damaged/spalled following cleaning.

Resolution – Bartestree with Lugwardine Parish Council Supports this application for the following reasons. The repairs are to be carried out using compatible materials that will result in a sympathetic restoration. The application complies with Bartestree with Lugwardine NDP Policy BL9: Conserving historic character.

	Application No	Address	Permission sought
5.5	P241645/L	Coach House Lugwardine Court Orchard HR1 4AE	Proposed conversion and extension of former coach house into two 4-bedroom dwellings.

Resolution – Bartestree with Lugwardine Parish Council Supports this application for the following reasons. This is the listed application for the application already commented on. A positive development is the inclusion of several ecological components: electric eco heating and hot water system, good insulation, electric auto charging points and the provision of bat and owl habitats/nesting boxes. The oak tree is still a concern and please could the Lugwardine Court Orchard waist high path light be retained in its current location. The materials to be used are sympathetic to the original and it complies with Bartestree with Lugwardine NDP Policy BL9: Conserving historic character.

Planning Determination made by the Herefordshire Council.

Application No	Address	Permission sought	Decision
P240629/FH	3 Hopton Close Bartestree HR1 4DQ	Proposed featheredge fencing to replace the existing 1.85m high wall and 1m high fencing and pyracantha hedge at boundary enclosing the side/rear garden to create a private space. The new 182.5cm high fence will meet a 90cm high picket fence which will continue along partial side and front elevations matching the neighbouring house at number 2 Hopton Close.	Approved with conditions
P233449/F	Land at the White House Bartestree HR1 4BY	New 2-storey dwelling – 5 minor variations.	Approved with conditions

To Note – The Council noted the planning decisions.

6. Financial Matters

6.1 - Unity Bank Main Statement - June 24 with a closing balance of £31,932.14.

6.2 - Unity Bank Saver Statement - June 24 with a closing balance of £117,284.96.

To Note – The Council noted the bank statements.

6.3 - Budget Monitoring - June 24

6.4 - Bank Reconciliation - June 24

Resolution – The Council Approved (6.3) & (6.4).

7. To Approve Payments.

	Payment	Net	Vat	Total
7.1	Clerk Salary – Tax & NI - July 24	As per Contract		
7.2	D Squire - 78200	1123.98	224.79	1348.77
7.3	R Morgan – 1976 - Lengthsman	177.00	0.00	177.00
7.4	HALC - H2236 - Planning Training	253.15	50.63	303.78
7.5	Clerks Expenses	402.20	0.00	402.20
7.6	D Squire - 78156	1065.45	213.09	1278.54
7.7	R Morgan – 1983 – Lengthsman	69.00	0.00	69.00
7.8	TV / bracket / cable - Reimburse a Cllr	512.04	102.41	614.45
7.9	D-Day Event- Reimburse a Cllr	13.75	0.00	13.75
7.10	M Hill - Play Area Checks	90.00	0.00	90.00
7.11	Bin Bags - Reimburse a Cllr	6.65	1.33	7.98
7.12	Walker Electrical – TV instalation	320.00	64.00	384.00

Resolution – All the payments were approved for paying.

8. Footpaths Officer Report.

8.1 – Battery Strimmer - £300.00

The footpaths officer explained that a strimmer would be handy to clear the PROW whilst he was walking the paths. There was some concern that £300 would not get a heavy-duty commercial strimmer.

Resolution – *That the Footpaths Officer would do more research into heavy duty strimmer's and come back to Council with the information.*

9. Working Groups

9.1 – Christopher Gibbons Field.

In the absence of the lead of the working group, Cllr Williams presented the report which culminated with the following recommendations to Council.

1. Approve getting quotations for and the temporary placement of a sign of similar design to the village hall signs, in blue and gold colour scheme. Initial placement would be top left-hand corner of the field facing the road.

Comments by Councillors - Several Councillors thought this was premature, and they felt it would be a nice idea to have an official opening ceremony based around the unveiling of any new sign.

Other Councillors wanted a sign installed now, to show the residents that things were being done, as the whole project had taken so long.

2. Approve rescinding the initial planning application and enquire about potential refund of fee paid.

Comments by Councillors - It did come as a surprise that most of the field did not need planning permission and the works could be done under permitted development. Planning permission would be required for any future widening of the entrance.

3. Approve drafting an informational letter to go out to residents.
The working group members wanted to letter sent out, to show that things are moving forward.
Other Cllrs said this may be the case, but there was nothing of substance to really write to every household about.
4. Approve proceeding with phase one of the development under permitted development as advised by Jennifer Hilton Trout and Andrew Houston.

The working group would like to move forward using local contractors on an ad hoc basis when funds became available. This would show residents that things were getting done. Cllr Welton said this was not the correct way of doing things and by doing it this way, it would result in the total project costing double. It was much better to commission a professional company to look and the design and present the council with their recommendations and costings. The Chair said that a coordinated approach was needed, and this could only be done by using a professional company.

5. Approve reply to residents of Hagley Croft as outlined above.

The clerk had received an email for the owners of Hagley Croft about concerns about the use of the field and where equipment is to be positioned. They also were concerned about the smell of cigarette or vape smoking drifting into their garden.

Resolution – **Council agreed the following**

1. *Not to pursue the Sign for the time being, until such a time as there was an official opening, when the family of the late Christopher Gibbons could be asked to open the field and unveil the new Sign.*
2. *Council agreed for the Clerk to withdraw the planning application and ask for either a refund or a credit on the Parish Council's account.*
3. *Council agreed that it should give an update on the progress of the field when there was something of substance to report, then it could go in a newsletter to every household.*

Until then short updates could be sent out via Facebook, the Council Website, the Parish Magazine and posted on the parish notice boards.

4. *Council agreed that Cllr Soilleux would contact several approved Recreation & Sports Ground design companies who would design and install the equipment to the correct legal standard, hence mitigating any future insurance problems.*
5. *Council agreed that Cllr Soilleux would visit the residents of Hagley Croft.*

9.1a – Booking Policy

Cllr Smith said that there had been adults playing football on the field, to which the Council knew nothing about. Especially as the Football Club had given assurances that the pitch would only be used for under 14's. Having no policy left the Council to insurance claims, if anything happened.

Resolution – *Council agreed that things were working relatively well, with the odd hiccup, but a policy at this stage was not the way forward.*

9.2 - Highways & Infrastructure.

Cllr Harris presented the working group report to the Council.

Having taken over the Group in May we as a group looked at the proposal that we had inherited. We met twice and worked through the document that had been commissioned by the previous group. We then consulted with the Parish Chair who suggested we also have a meeting with Gregg Speller from Herefordshire Council in his role as Highways Section 106 project manager.

We had a virtually meeting Gregg, having sent him the document for his review prior to our meeting, to be told that there were serious flaws with the document.

The first being that we would like VAS's but Herefordshire council does not allow them they only allow SID's and each SID could only be in one location for 28 days then had to be moved and would not be allowed back to that location for 3 months. Also suggested we use ones with solar panels. So, we could have 2 Sid's within the 2 villages. The Chair of the Parish believed we had some money kept aside in the budget, additional to the S106 money to purchase one. We could use that money and then try and find more money for the additional SID.

The second being we had asked that all the signs with 30mph on, on the road, be backed with red tarmac. Greg explained that red tarmac is only allowed in School or accident hotspot locations.

The third being that we had put that all signs in the village have yellow backgrounds again that is not allowed by Herefordshire Council and can only be at School and accident blackspots.

Also, if we didn't have Gateway entrance signs then it was likely that more funding would not be available in the future as the council believe that having Gateway's is a huge traffic calming measure.

He also suggested that we get data for the speed of the vehicles travelling through the village before we put the traffic calming measures into place, so that once they are in place we can do another data collection to see whether they have worked or not, so that if we applied for more highways money we had the data to back it up, plus being able to tell Parishioners of the outcome.

We asked if we could potentially have a zebra crossing at Lammas lodge and he suggested that that would cost approx. £60,000 so if we just had dragon's teeth and dropped kerbs with bobbled pavements that would be sufficient, at an approx. cost of £6,000, as long as we did not impede anyone driveways. The pavement is potentially too short for this, so we need to investigate this. We could potentially put in new pavement, but the cost is approx. £2,000 per metre.

We mentioned that we would like a queuing traffic sign on the downhill section between Lammas Lodge and the Church as now the School Zebra crossing is up and running, then traffic can be dangerous after

the church bend. Gregg said signs like that are normally put up in accident spots and no accidents had been reported at that site at the current time but could potentially be talked about.

He also said that the central road markings would be removed and the white lines at the side of the road be brought inwards to make the road seem narrower so that traffic automatically slows.

Gregg believes that our £85,000 S106 monies will cover the project that we had outlined in its entirety.

We also discussed the Safer Schools initiative which he was unaware we were taking part in and the hope to widen the Village Hall entrance. He will liaise with them to discuss their intentions and to see if they can help with the entrance at all.

We have arranged another meeting via zoom with Gregg on Thursday 1st August at 2pm in which we will go through the document and produce another one ready for the Parish council meeting in September.

Resolution – Council noted the report and agreed for the Clerk to thank Mr Roy Fullee for the work he had undertaken on the highway safety plan and settle his account.

9.3 - Environment.

Cllr Evans reported that the working group had met in June, and reviewed the general waste bins, dog waste bins and recycle bins. There had been an issue around some grass verges having been cut, which should not have been to allow the wildflowers.

To Note – Council noted the report.

9.4 - Play Areas.

Cllr Soilleux reported there had been no meeting, but everything was ok with the play areas.

To Note – Council noted this report.

9.5 - Finance & Admin

The Clerk reported that the working group had not met yet, but there were things which needed discussing.

To Note – Council noted the report.

10. Youth Club.

To Note – Council noted that Cllr Green was not present, and the report would be deferred.

11. Lengthsman Report.

Our new Lengthsman has started tidying up the village. He has started on LU5 and done a very good job and also sprayed the kerbs around Wilcroft Park. He did make a start on Glebe land, however there is a lot of issues which require tree surgery and overgrown hedges that need to be cut back. It's a big job, so we are hoping that D Squires can cut it right back and then the Lengthsman can take over. The Councillors who are overseeing the Lengthsmans work had presented a list of future works.

To Note – Council noted the report and list of works.

12. Glebeland.

12.1 – D Squire Quotation - £1800.00 + vat

It came to light that the Council Lengthsman had started the work on the Glebe land, so the present quotation from D Squire was no longer valid.

Resolution – *The Clerk would arrange for the Lengthsman and D Squire to meet with Cllrs Smith & Hodges to discuss, who would do what work.*

13. 80th Anniversary VE Day Celebrations

The Clerk reported that following the success of the 80th Anniversary of D-Day event it would be nice to build on this community spirit and do something special to mark this date.

Resolution – *Council agreed it wanted to celebrate this special date and for Cllr Smith to lead in this.*

14. S106 Money

- 14.1 - Village Hall Entrance
- 14.2 - Highway Safety including SIDs
- 14.3 - Footpath to Bus shelter
- 14.4 - Bartestree Crossroads

The Chair reported that there was around £85,000 for highways in the S106 pot. The Whole Parish Highways Safety Project would cost £85,000. Widening the Village Hall Entrance would cost £31,000. Council needs to agree where this money is to be spent. Each of the above projects are worthy with their own merits, but Council needs to agree one or maybe two if the funding is available. The Clerk reported that the largest number of complaints he receives are to do with highways safety and the speed of the traffic.

Resolution – *Council agreed to support and move forward with a reduced Highway Safety including Speed Indicator Devices (SID's) Project and the Widening the Village Hall Entrance Project.*

15. Community

- 15.1 - TRO 2018 to reduce speed limit from 40mph to 30mph

The Clerk reported that he had received correspondence that the Speed reduction which they asked for in 2018 from Bartestree Crossroads to St Michael's Hospice via a Traffic Regulation Order (TRO) was now being actioned.

To Note – *Council noted the report but were concerned that such a simple request has taken so long to action.*

- 15.2 - Bridge and Culvert work A438

The Clerk reported that there is going to be major bridge and culvert works, with the A438 being closed for between four and six weeks from July 22nd.

To Note – *Council noted the report and hoped the Herefordshire Council would put adequate diversions in place.*

- 15.3 - Carriages advertising sign.

The Clerk reported that there had been an advertising sign installed on the Glebe land without permission. Then within 48 hours had been cut off, however they left a concrete foundation in the ground. The Clerk wrote to person who's sign it was asking them to remove the concrete foundation.

Resolution – *Council agreed that Cllr Welton would have a face-to-face meeting with the owners of the advertising sign, to resolve the concerns.*

- 15.4 - Safer Schools letter

The Clerk reported that a letter had been received giving an update on the safer school's scheme.

To Note – *Council noted the report.*

- 15.5 - West Mercia Police Survey

The Clerk reported that West Merica Police had sent a survey to be completed by the Parish Council.

To Note – *Council noted the report, and a Cllr agreed to fill in the survey.*

15.6 - Leaders' Summit Update

The Clerk reported that Cllr Welton & Cllr Smith attended the Leaders summit meeting which they found very informative. One of the outcomes was that the Herefordshire Council would like to work closer with the Parish Councils. Additional Leader Summit meetings are going to be arranged for the future.

To Note – Council noted the report.

15.7 - Bus Shelter Glass update

The Clerk reported that the officer he had been dealing with about the replacement glass panels in the bus shelters has now left the Herefordshire Council. The ward member has help in this matter and as asked for an officer to inspect the bus shelters in the Parish and report back.

To Note – Council noted the report.

Cllr Soilleux declared an interest in this item, as she is a member of "Friends of Longworth Chapel" but did not leave the room or speak on this matter.

15.8 - Longworth Chapel

The Clerk reported that he had received correspondence from Historic Chapels Trust, stating that since they are no longer financially sound, they are having to dispose of Longworth Chapel. They have asked whether either the Parish Council wanted to take on this chapel or if they knew of any local individuals or charities who may.

To Note – Council noted the report and said this was not something they would like to take on.

15.9 – Complaint about overgrown LU29

The Clerk reported that the Chair had spoken to one of the landowners, who was on holiday but on his return, he would clear the undergrowth. Cllr Smith said she had contacted the management company who was responsible for the other part which was overgrown.

To Note – Council noted this update and would watch the outcome with interest.

16. Asset Register.

The Chair reported that there was a couple of things which needed changing on the asset register which the clerk amended prior to the meeting.

Resolution – Council approved the asset register with those amendments. The Amended Asset Register will be circulated to all Parish councillors.

17. New Television and possible need for a TV licence

The Chair asked on whether the new TV would need a licence even if it was only going to be used as a monitor. Another Councillor explained that if the TV was connected to the internet, it could pick up a tv network and then would require a TV licence.

Resolution – Council agreed for the Clerk to contact the Village Hall Committee to obtain a TV licence and the Parish Council would reimburse the cost.

18. Future Agenda Items.

- Dates of Future Meetings
- RBL Wreath / Remembrance Day
- Footpath Officer Strimmer

To exclude the members Public and Press from this part of the meeting to discuss items of a confidential nature.

19. Land Ownership.

18.1 – Godson strips of land.

The Clerk reported that there has been an issue with lost legal papers.

Resolution – Council agreed for the Clerk to keep chasing this matter.

18.2 – Ownership of rest of Land

Resolution – Council agreed to defer this matter to a later date.

The Clerk Leave the room whilst this matter was being discussed.

20. Employment Matters.

The Clerk had previously had his 6-month review by Cllr W Soilleux, Cllr P Smith and Lynda Wilcox (HALC). The Chair presented their report to the Councillors.

Resolution – The Clerk's Annual Appraisal was successful. He has worked very hard to get the council's policies and systems up to date and has agreed to circulate the minutes within two weeks of the meetings. He will be considered for a scale point increase upon CiLCA qualification and was confirmed in post.

The meeting was closed at 9.50pm.



Signed:

Cllr Wendy Soilleux

Chair of the Parish Council

Dated:

5th September 2024