



Bartestree with Lugwardine Parish Council

Minutes of the Parish Council meeting held on Thursday 5th September 2024 at 7.00pm in the Bartestree Village Hall.

Minutes

Present:

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

In Attendance:

Parish Clerk - Richard James
Herefordshire Council – Sameer Nadeem
Ward Member – Cllr Ivan Powell
Public – 4 members of the Public

1. To receive apologies.

To Note – Apologies were received from Cllr Polly Smith.

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

To Note – Cllr Paul Hodges declared an interest in item 13.7.

3. To approve the minutes of the meeting held on the 18.07.24.

Resolution – The minutes of the meetings held on the 18.07.24 were adopted as a true record after the correction of a couple of small typo's and then signed by the Chair.

4. Update from the Safer Route to Schools Partnership.

Sameer Nadeem gave an update on the safer route to school's scheme he explained the scheme should have started at the beginning of September 24. This has been delayed for several weeks following the results of a resident's survey. The barrier part of the scheme is proving to be unpopular so they are now going for Cameras which will monitor the area. These cameras will be activated between the hours of 8.10am till 9.10am and 2.45pm till 3.45pm in the first instance. However, if parents try and circumvent the system then these times will be changed.

Once the cameras have been installed there will be a softly, softly approach for the first 2 weeks, but after this point, fines will be issued. There soon will be yellow warning signs put up within the area of concern.

It is hoped the scheme will encourage parents not to drive to the school and to either park in the village hall carpark and walk to the school. Along with the scheme, there will be highway enhance like raising the pedestrian crossing and widening the entrance to the village hall. This will be backed up by regular police and PSCO presents to enforce the scheme.

A long with the cameras there will be environmental monitoring on things like noise and pollution.

Sameer said in practical terms it will not be fully operational until after the half-term school holiday.

Councillors and the public asked Sameer the following questions.

1. Will the residents in the street effected by the scheme get vehicle permits.
Answer: Yes, there will be two vehicle permits per household.
2. What if a household has more than two vehicles.
Answer: They can apply for additional permits but will have to demonstrate a need.
3. What will happen with the revenue from the fines.
Answer: Any revenue will go back into the scheme; this is not a money-making exercise.
4. Will businesses/trader have to pay the fines if they get captured by the cameras whilst working in those streets.
Answer: No, business/traders will be exempt from the scheme, but they will have to apply for a permit for the duration of the work.
5. The Village Hall carpark is lock by way of a gate, what has been put in place in case the gate is still locked in the morning.
Answer: Sameer was unaware the Village Hall carpark was locked but will now make sure measures are put in place to make sure the gate is unlocked.
6. Are the scheme designers aware of the vehicle pinch point as you driving into the carpark,
Answer: Sameer said he was unaware of this but the whole of the entrance and roadway into the carpark will be assessed to make sure it works and is safe.

To Note – The Council noted the update and thanked Sameer for attending the meeting.

Sameer left the meeting at 7.40pm

5. Open Session. (Ward Member)

Cllr Ivan Powell gave the following report:

The headline policies of our new government are likely to affect the way Herefordshire will develop and over the last 6 weeks or so we are considering the implications of the impact on the delivery of public services.

We have recently received information, which doubtless you will have seen in the media locally, from the Deputy Prime Minister indicating the Government will bring forward legislation in the parliament period to support universal coverage of strategic planning through 'Spatial Development Strategies'.

The Government will restore a revised calculation methodology based upon 'the Standard Method' for calculating housing targets (this was removed in the 'Levelling Up' Bill by the previous Government in Dec 2023). The revision to the calculation makes the target more ambitious and significantly increases the number of homes required. Councils will be required to review boundaries to release green belt and lower quality of the green belt land (Grey belt) to be brought forward for development if required to meet housing targets. 50% of all homes to be built on green / grey belt are to be affordable.

The UK Government also published a consultation on the National Planning Policy Framework and other changes to the planning system on 30th July 2024. This consultation has come from the Ministry of Housing, Communities and Local Government (MHCLG) and Herefordshire Council will be providing a comprehensive response to this consultation once all the wider implications are fully analysed.

The more immediate implication of this for Herefordshire is, that under the nearly completed Local plan where the Housing growth supply was potentially 16,000 new homes in the county by 2041, and new targets are 27,500 over the same period.

In context Herefordshire currently has around 85,000 houses in total. The impact will be significant by any standards our view being that County resources are already stretched.

To meet this increased demand additional investment will be required across a broad range of matters, not limited to but including the NHS, hospital, doctor, pharmacy and additional care facilities, economic drivers for attracting new investment in business and better job prospects, in cultural investment such as the new Shire Hall library and associated services, Museum services, school investment and further education and training and the necessity to have another river crossing and roads, as our current infrastructure is unable to cope.

We are of course working on all of the above, however we do not underestimate the scale of the challenge.

In July, Cabinet approved the addition of £5m to the capital budget to provide and enable the cabinet to take decisions quickly if and when properties or land become available. We wish to use that funding to take up opportunities to buy land or suitable housing, for example, for those requiring temporary accommodation without delay. Each project will be subject to its own governance, a full business case will be presented for approval where required and compliance with the council's contract procedure rules as applicable. The overall aim of capital expenditure is to benefit some of our most vulnerable in society, for example those currently, or at risk of becoming homeless.

New Waste service

HC has procured a new waste service for the county which started on 1st September and will operate with the previous supplier with little outward change for domestic properties. Some of the new vehicle fleet will be electric vehicles operating in Hereford city.

Public Rights of Way scheme

Below is some headline information about the investment in PROW across the county. Of the £250k that was made available, applications to date total approx. £205k which would see 576 assets improved across 62 Parish Councils.

We have approved 53 applications for a total of £142k to improve 477 assets and successful Parish Councils have been notified.

7 applications have been queried over labour costs with Parish Councils for a further approx. £28k of work and that would see 80 further assets improved. We have provided various options for how these works can be delivered at hopefully lower costs.

We are discussing a further 6 applications with Parish Councils that would see a further 19 assets improved for a further approx. £34k. These are applications where initial detail was limited.

Traffic calming and safer schools

Parish council colleagues have been fully briefed by Herefordshire Council (Gregg Speller and Sameer Nadeem) on the proposals for traffic calming work along the A438 and safer schools work regarding Lugwardine Primary School, this being on the agenda for 5th September 2024 meeting.

I received a separate briefing regarding the traffic calming as I was unable to make the meeting scheduled with the parish. I remain available and committed to support the parish where required, my current sense is that progress continues on both.

Cllr Ivan Powell the Ward Member left the meeting at 7.15pm

Open Session - (Public)

A resident from the Crown & Anchor a local public house is looking to raise funds for a defibrillator to be located on the outside of the Crown & Anchor public house as presently there is no

defibrillator within Lugwardine. And asked the Parish Council if they would put posters up on the Parish Council notice boards.

The Clerk said that there were charities out there which help fund defibrillators, like London Hearts, British Heart Foundation. Were they aware that once the defibrillator has been installed it has to be registered with the charity called "The Circuit" which informs the NHS Ambulance service where the defibrillators are located and contact you if they the defib is ever used.

To Note – The Council thank the resident for their endeavours in a worth will cause and yes, the posters can go in the Council notice boards. Please send a digital poster format to the Clerk.

6. Financial Matters

6.1 - Unity Bank Main Statement - July – £27,518.62 - August - £24,853.99

6.2 - Unity Bank Saver Statement - July – £117,284.96 - August - £117,284.96

To Note – The Council noted the bank statements.

6.3 - Budget Monitoring - July – August 24

6.4 - Bank Reconciliation - July – August 24

Resolution – The Council Approved (6.3) & (6.4) after a date amendment on (6.4).

6.5 - AGAR Section 3 - External Auditors Report.

6.6 - Clerk paid into main account the Planning fee reclaim - £289.00.

To Note – The Council noted (6.5) & (6.6).

7. To Approve Payments.

	Payment	Net	Vat	Total
7.1	Clerk Salary – Tax & NI - September 24	As per Contract		
7.2	D Squire	1255.70	251.14	1506.84
7.3	R Morgan (Lengthsman)	69.00	0.00	69.00
7.4	HALC - IT -	239.99	47.99	287.98
7.5	I A Selkirk (Audit)	120.00	0.00	120.00

The Clerk reported that there were 2 additional invoices which need to be paid, a Mr Matt Hill for the Play equipment inspections at £90.00 and Pioneer Prototype Engineering Ltd for the beacon post at £128.36

Resolution – All the payments including the additional invoices were approved for payment.

8. Payments made under delegated authority – August.

	Payment	Net	Vat	Total
8.1	Clerk Salary – Tax & NI - August 24	As per Contract		
8.2	Bartestree Village Hall – TV License	169.50	0.00	169.50
8.3	Reimbursement to Councillor – Teas Beacon Event	13.75	0.00	13.75
8.4	Tree Warden Network	30.00	0.00	30.00
8.5	R Morgan – 2000 - Lengthsman	107.00	0.00	107.00
8.6	D Squire - 78240	1015.45	203.09	1218.54

8.7	PKF Littlejohn LLP - External auditor	315.00	63.00	378.00
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Resolution – All the payments made under the delegated authority were noted and approved.

9. Footpaths Officer Report.

9.1 - Battery Strimmer update

9.2 - PROW Grant Update

Cllr Andrew Thomas (Footpaths Officer) reported that he had obtained two quotations for battery strimmer's one at £926.00 and the other at £977.00. The Ward member previously in the meeting said there was still monies available in the PROW grant scheme.

Resolution – Council agreed to not purchase a battery strimmer at this moment in time. The Clerk would work with the footpaths officer about applying for the PROW grant.

10. Working Groups.

10.1 - Christopher Gibbon Field.

Cllr Siobhan Green presented the following report.

The working group had meetings with potential project managers as the working group decided that due to their own personal commitments and lack of knowledge this would be the best way forward.

Discussions took place about potential gym equipment we could put on the field – Mr Jonathon Jackson had already put something together for the jubilee and it was agreed that this would be the ideal equipment.

The working group discussed potential play equipment for the older children – preferred items were:

- a) Climbing Frame – with larger slide, monkey bars
- b) Disability Accessible Swing
- c) Zip Wire
- d) Basket Swing
- e) Children have specifically requested an in-ground trampoline

It was mentioned by Fran that we may consider going for metal coated items rather than wooden as they are less intrusive to look at.

The working group will continue to have meetings with the project managers it became clear that we would need some planning permission – agreed that it would be best for Wendy and Siobhan to arrange a meeting with Jennifer Hilton Trout to discuss as they had said the application cost could come out of the section 106 money and that they would be happy to help with the process.

To Note – This report was noted by the Council.

10.2 - Highways & Infrastructure.

Cllr Fiona Harris reported that the working group have we have been in contact with Greg Spellar from Herefordshire Council and are working on the road safety plan based on the Roy Fullee (Consultant instructed by the Parish Council) scheme. The Herefordshire Council is looking to enhance Roy Fullee's highways safety scheme.

To Note – This report was noted by the Council.

10.3 - Environment.

Cllr David Evans reported that the working group had met, and they were looking at planting bulbs in locations within the village and on the glebeland at Bartestree crossroads.

Resolution – *The report was noted, and Council approved for the working group to purchase bulbs up to the value of £100.00.*

10.4 - Play Areas.

Cllr Wendy Soilleux reported that the play areas 3 monthly checks are due in early September. There should not be a concern as No problems have been reported by the weekly checker, Matt Hill. The annual check by RoSPA will be carried out in the near future.

Cllr Wendy Soilleux reported that the 6 cider apple trees in the play area at Frome Park needed pruning and had received a quotation for £750.00.

To Note – *The report was noted, and Council thought that the cost to prune the trees was a little expensive and for the Clerk to get two additional quotations.*

10.5 - Finance & Admin.

The Clerk reported that the Finance & Admin working group had not met yet, but a meeting is scheduled for the 11.09.24.

To Note – *This was noted by the Council.*

11. Youth Club Update.

Cllr Siobhan Green reported that due to her busy scheduled the youth club had to go on the back burner for a month or so but will work with the Clerk on a planning application.

To Note – *This was noted by the Council.*

12. Lengthsman Report.

- a) Work for October 24
- b) Any other work

Cllr Paul Hodges reported that the Lengthsman had been given a list of work, which he was slowly working through. The hedge at the Glebe land was discussed.

To Note – *Council noted the report and asked the Clerk to instruct the Lengthsman to clear the glebe land at Bartestree crossroads and to contact D Squire for a quotation to cut the hedge back to the boundary and to a height of 1.5meters and also to prune the trees at this location.*

13. Clerk Report.

13.1 - Leaders' Summit – 08.10.24 at 5.30 pm refreshments – 7.00 pm Meeting. 2 x Councillors.

Resolution – *Council Agreed for Cllr David Welton and Cllr Wendy Soilleux to attend.*

13.2 - Defib Request

This was reported under the public session, which is something the Parish Council fully supports.

Resolution – *Council agreed that the Clerk should have look at funding options for a new defibrillator.*

13.3 - Electric Charging points

- a) Possible Charging Point Locations
- b) Webinar meeting - 12.09.24 at 12.45pm

To Note – *That Cllr Fiona Harris would attend this webinar.*

13.4 - Dates Of Future Meetings.

The Clerk asked the Council whether it wanted to change its meeting night from the 1st Thursday of the month to the 3rd Thursday. The Clerk mentioned this is due to the 1st Thursday falling before the bank statements have been released and the fact the Council papers have to be out 3 clear full working days before the meeting, which in some cases means the accounts cannot be completed before the Council papers have to go out.

Resolution – *Council agreed to keep the meeting date as the 1st Thursday of the month and if the accounts fall wrong then two sets of accounts will be presented at the next Council meeting.*

a) Parish Meeting 2025

The Clerk asked the Council whether it wanted to hold a separate Annual Parish Meeting as the Council had done for the last two previous years, or alternatively hold the Annual Parish Meeting before the Annual Parish Council Meeting in May which it used to do.

Resolution – *Council agreed to return to holding the Annual Parish Meeting before the Annual Parish Council Meeting in May.*

b) Planning Committee – set regular meeting dates.?

The Clerk said as the Planning Working Group has now become a Planning Committee which legally has to be open to the public, it would be better if a regular date could be fixed for their meetings.

Resolution – *Council agreed to hold the future Planning Committee meetings every second Tuesday if required in the Council office in the Bartestree Village Hall.*

13.5 - Bus Shelter Glass update.

The whole issue with regards to the broken glass panels in the Bus shelters within the village now seems to be sorted. With the Herefordshire Council repairing the glass panels in the bus shelters they own and the Parish Council fixing the glass panel in the bus shelter it owns.

Resolution – *Council agreed for the Clerk to get the glass panel repaired in the Parish Council bus shelter that is adjacent to Village Way.*

13.6 - Drainage Grant - £1000 +

The Clerk reported that the Herefordshire Council were offering drainage grants to help with drainage issues within the Parish.

To Note – *Council noted this and asked the Clerk to apply for the drainage funding.*

13.7 - Community Events Fete report

Cllr Paul Hodges declared an interest in this item as he is a committee member on the Community Events Team.

To Note – *Council noted the report, and it was reassuring to see some of the profits were going to local charities. A Councillor queried about the tone within the one part of the report.*

13.8 - Roy Fullee – Highways consultant

Resolution – *Council agreed to ask Roy Fullee to finish off the Highways Safety Scheme for the two Parishes and to liaise with the Highways working group.*

14. Planning Committee

The Clerk reported that at the first planning committee meeting they will have to elect a Chair before it can become a stand-alone planning committee.

To Note – *The Councillors on the new planning committee noted this advice.*

15. Purchase of a New Council Laptop.

Cllr David Welton said now the Council has purchased a smart TV for the purpose of presenting Council papers at the meetings, it now makes sense for the Council to purchase a new laptop for the Clerk, who has been using his own personal laptop for Council work. The old laptop has seen better days and no longer turns on, the hard drive would not even work in another device, and it has been looked at by a computer expert.

Cllr David Welton has found a laptop, which has good specification and would still be useful in several years times. It was a HP Pavilion 14” screen 16gb of RAM and 1tb of storage.

Resolution – *Council agreed the purchase of a new laptop for the clerk up to the value of £700.00*

16. Asset Register.

The Clerk has updated the asset register with the help of the Chair.

Resolution – *Council agreed and adopted the asset register as a true record of the Council assets.*

17. Council Programme.

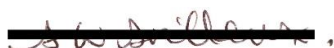
The Clerk presented a work in progress Council programme for the year, and asked if Councillors will contact the Clerk if things need to be added.

To Note – *Council noted the annual Council programme as a live document which would change.*

18. Future Agenda Items.

There were no items requested.

The meeting was closed at 9.25pm.



Signed:

Cllr Wendy Soilleux
Chair of the Parish Council

Dated:

3rd October 2024