**WIGMORE GROUP PARISH COUNCIL**

**Approved Minutes of the meeting held on Monday 14 December 2015**

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| **PUBLIC SESSION : Members of the public present: 11**Lengthy discussion regarding the issue of the mobile home temporarily sited on the Community Field.Residents raised the following points: That there was general support for the new football club and an appreciation that provision of changing rooms was necessary. However this mobile home was not fit for purpose being old and in need of much refurbishment. At present it was unsightly and an invitation to vandalism and unauthorised parking of vehicles or caravans. It would probably require planning permission to remain sited on the field.See item 6 for councillors’ responses. |

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|  |  | **ACTION** |
| **1** | **Present:** Vic Harnett (VH)(Vice-Chairman), Bryan Casbourne (BC), Alan Dowdy (AD), Jenny Johnson (JJ), Kevan Perkins (KP), Clare Major (CM); Helena Leclezio (HL)**Apologies**: Councillor Graham Probert - Absence notified due to illness and accepted.**In attendance**: Ward Cllr Carole Gandy (CG); Jano Rochefort (JR)(Clerk). |  |
| **2** | **Declarations of Interest:** None declared. |  |
| **3** | **Open Session:****3.1 Cliff Medlicot – West Midlands Ambulance Service** – See Item 5.1**3.2 Ward Councillor.** Cllr Carole Gandy (CG) reported the following items:**Balfour Beatty Living Places (BBLP):** CG has attended a BBLP presentation on road gritting, public rights of way (PROW) and ditches and drainage clearance. Also notified of 2016-17 road resurfacing schedule; the priority criteria for road maintenance are now as follows: 1.road condition has caused a ‘loss of control’ collision, 2.road has been ‘patched’ frequently, 3.road keeps flooding, 4.road pot hole has resulted in a claim. Matters raised with BBLP – Toddler Play area fencing still not repaired. Now a H&S issue for BBLP to fix.**Planning issues:****i) Art Studio, Barnett Lane**. Ongoing. No planning permission application has been received so issue is now with the Enforcement Officer who is starting enforcement proceedings and will visit the site in person to deliver enforcement notice. **ii) The Castle Inn**. Received complaint from neighbouring property regarding noise from extractor fans. Will enquire if they need or were given planning permission. Also CG alerted to possible planning infringement regarding the number of static caravans that seem to be coming to the holiday home park at the Castle Inn.**iii) 6 Ford Street.** Matter of carrying on a business without planning permission is ongoing. The frontage is a little improved in that items are in containers.**iv) 2 Kings Meadow.** Items are encroaching onto other neighbouring areas. Will contact Kemble Housing.**v) H C Planning Committee.** Referrals to the committee are not working well for rural areas. To be discussed at next Mortimer Ward Chair & Clerks meeting.**Kings Meadow Parking:** Continuing problem of cars parking on and causing damage to grassed areas. Police & BBLP have been informed. It is an offence to drive on a footpath. The police have informally spoken to residents about this. The situation will be monitored but evidence is required to take matters further.**Finance:** Herefordshire Council (HC) continue to discuss savings but have decided to sell all council-owned small holdings. Lengthsman scheme will be funded for 2016-17. HC have been given a small EU grant to support small businesses in rural areas.**Hereford & Worcester Fire Service:** Reminding the public that that Chinese Lanterns (*aka Sky Lanterns)* though very pretty constitute a fire hazard to properties and businesses and a danger to livestock. H&WFS will continue to discourage the public from using these devices. |  |
| **4** | **Minutes of previous meeting: 9 November 2015:** Accepted unanimously. |  |
| **5** | **Update on matters previously considered:****5.1 Defibrillator – Cliff Medlicot** The West Midlands Ambulance Service Community Response Manager (Shropshire) gave a brief overview of process for setting up a team of Community First Responders in the Wigmore area. Priority is to get the defib unit fixed with a metal case to exterior of shop. Cliff will then train volunteers free-of-charge.**5.2 Cross of the Tree Telephone Box –** No suggestions from residents so far. Need to explore logistics and cost of moving box to Wigmore.**5.3 Elton Vacancy –** Posters have been put up in shop and Elton notice board and also circulated to all households in Elton. No-one has come forward to date.**5.5 Land at Kings Meadow –** the private purchase has gone ahead.**5.6 Millennium Green –** application to fellSilver Birch tree in conservation area to be submitted.**5.7 Footpath up to Wigmore Castle –** upgrade has been completed but some bits & pieces left behind at Danvers House which needs removing. David Gardner (FO) to be contacted. | **KP****BC****BC** |
| **6** | **Community Field:** Following much discussion regarding the suitability of the mobile home as a changing room the council made the following decisions:**DECISION** – that the mobile home at present located on the Community Field is not suitable for use as changing rooms for football teams. **Agreed** unanimously with one abstention.**DECISION** - that the mobile home at present located on the Community Field should be removed from the field as soon as possible. **Agreed** unanimously with one abstention.Tom Smith will contact the owner of the mobile home to arrange its removal. |  |
| **7** | **Finance:****Payments** from the budget as shown below. **APPROVED** unanimously  |  |
| **8** | **Planning:** **153456** – The Old Farmhouse, Leinthall Starkes SY8 2HP – Proposed porch, conservation roof lights and sun tunnel & internal remodelling. No objection.**152603 -** Aston Motte House Pipe Aston SY8 2HG (to reposition portal framed building)-decision toobject to this application was made at the November meeting and the application has now been rejected by Herefordshire Council. |  |
| **9** | **Neighbourhood Plan:** **9.1** Wigmore GPC Neighbourhood Plan – Waiting for our consultants to confirm that the Wigmore plan is not affected by Herefordshire Council’s newly adopted Core Strategy.**9.2** Leintwardine GPC Neighbourhood Plan – this plan has no impact on Wigmore Group’s area.  |  |
| **10** | **Road Resurfacing 2016/17:** The following roads in our area have been identified as being in greatest need of attention and Cllr Gandy will be informed of the council’s decisions.1. C1009 – Ongar Street from Wigmore to Lingen (road surface is in extremely poor condition)
2. C1019 – Pipe Aston between ‘Forest Edge’ and High Vinnals car park (problem with inadequate drainage of spring waters that flood the road causing damage to road surface and if frozen present a driving hazard)
3. A4110 – Wigmore at junction with Bury Lane (road frequently floods. Previous work on drainage around this area has not solved the problem)
 | **JR** |
| **11** | **Mortimer Villages News:** Distribution of newsletter to be updated and new distribution list to be circulated to councillors. | **JR** |
| **12** | **Employers & Pensions Auto Enrolment:** New legislation requires all employers to set up a pension scheme for their employees. The WGPC scheme needs to be in place by 1 May 2017 but the council will not necessarily have to make any contributions as this is dependent on amount of employees’ annual salary. Clerk will investigate further.  | **JR** |
| **13** | **Weed clearance on pavement at 1a-4a Ford Street, Wigmore:** Complaint from a Wigmore resident that this section of the pavement is badly overgrown with weeds.These properties are owned by Stonewater Housing Association (formerly Marches Housing Assoc) which denies responsibility for weed clearance of pavement outside these houses. A job has been logged withBBLP. To follow up progress. | **JR** |
| **14** | **Correspondence: as below** |  |
| **15** | **Matters for next scheduled meeting:** None raised. |  |
| **16** | **Date of next meeting: Monday 11 January 2016 at 8pm.**  |  |
| **The meeting closed at 10.05pm** |

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| **FINANCE – DECEMBER 2015** |

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| **RECEIPTS & PAYMENTS**  |
| **BALANCES AT 25/11/15 £32,729.85**RECEIPTS: £0**No outstanding cheques** NOTES: EARMARKED RESERVES: £8607 Community Field\*; £386.42 P3 scheme\*\*; £2000 Election fund; £1200 Signage*\* Goalposts (£899 paid for out of Comm.Field Fund); \*\* Wigmore Castle footpath upgrade (£813.58 from P3 fund)* |
| **i)** | **PAYMENTS from General funds**  |
|  | **Supplier** | **Item** | **Amount £ incl. VAT** | **VAT £** |
| 1 | Wigmore High School | For Maths Prize | 50.00 | - |
| 2 | T McLoughlin | Strimming & mowing Wigmore Churchyard & village green = £325Strimming Ford St. footpath, cutting churchyard hedge = £30Servicing equipment = £25; Sundry expenses = £35 | 415.00 | - |
| 3 | Plusnet/ Dir Debit | Broadband (November & December) @ £33 per month | 66.00 | 11.00 |
| 4 | J Rochefort | Clerk’s salary (£600.02)+ expenses (Ink cartridges = £33.95,) + home-working contribution @ £18 p.m + delivering Elton newsletters (travel & postage = £2.70)  | 654.67 | - |
| 5 | SL Woodfield | Mow & strim Leinthall Church x 1 @ £43 ex VAT | 51.60 | 8.60 |
| 6 | SL Woodfield | Mow & strim Wigmore Play area x 1 @ £20 ex VAT | 24.00 | 4.00 |
| 7 | Arrow Plant & Tool Hire | For upgrading footpath to Wigmore Castle (Tracked Dumper x 2 days) | 190.28 | 31.71 |
| 8 | Ramblers’ Assoc (Hereford Group) | For upgrading footpath to Wigmore Castle ( travelling expenses x 12 days, 1449 miles = £579.60; petrol for strimmer & dumper truck = £43.70) | 623.30 | 7.29 (petrol) |
| 9 | B Casbourne | Mortimer Village Newletter Printing | 140.00 | - |
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| **TOTAL PAYMENTS FROM PRECEPT / COMMUNITY FIELD FUND** | **2214.85** | **62.60** |
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| **ii)** | **PAYMENTS FROM LENGTHSMAN FUNDS**  |  |  |
|  | SL Woodfield | Mow & strim Wigmore Parish x 1 @ £115 ex VAT | **138.00** | **23.00** |

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| **POSTBAG – Correspondence received since 09/11/15** |
| Date received | From | About | Action Required | Date forwarded |
| 10/11/15 | Cllr C Gandy | Community First newsletter | For Info | 12/11/15 |
| 12/11/15 | Hfds Council | Faster Business Event  | For Info | 13/11/15 |
| 13/11/15 | BBLP | Weekly Briefing | For Info | 13/11/15 |
| 17/11/15 | Hfds Council | Invitation to Business (Planning for disaster) 25/11/15 | For Info | 17/11/15 |
| 20/11/15 | BBLP | Weekly Briefing | For Info | 20/11/15 |
| 20/11/15 | Hfds Council | Parish Nursing Workshop 26/11/15 | For Info | 20/11/15 |
| 27/11/15 | BBLP | Weekly Briefing | For Info | 27/11/15 |
| 27/11/15 | Hfds Council | Redesigning Homecare 10/12/15 | For Info | 27/11/15 |
| 27/11/15 | HALC | NAM of Local Councils 12/01/16 | For Info | 1/12/15 |
| 1/12/15 | Cllr C Gandy | Road Resurfacing - Prioritising | For discussion | 1/12/15 |
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