**WIGMORE GROUP PARISH COUNCIL**

**Approved Minutes of the meeting held on Monday 11 January 2016**

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| **PUBLIC SESSION : Members of the public present: 8**  Further discussion regarding the issue of the mobile home temporarily sited on the Community Field. See Item 5.2  Also concern regarding increased litter and dog mess in Wigmore. See Item 10 |

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|  |  | **ACTION** |
| **1** | **Present:** Graham Probert (GP)(Chairman), Vic Harnett (VH), Bryan Casbourne (BC), Alan Dowdy (AD), Jenny Johnson (JJ), Kevan Perkins (KP); Helena Leclezio (HL)  **Apologies**: Councillor Clare Major - Absence due to holiday and accepted.  **In attendance**: Peter Knight, Dean Cutis, Tom Smith (TS), Ward Cllr. Carole Gandy (CG); Jano Rochefort (JR)(Clerk). |  |
| **2** | **Declarations of Interest:** Cllr Johnson – non-pecuniary interest (Item 6: venue); Cllr Perkins – non-pecuniary interest (Item 5.2: Community Field; Item 6) |  |
| **3** | **Open Session:** reports received as follows:  **3.1 Peter Knight – CSPO West Mercia Police** – In December two incidents of lamb rustling in Leinthall Starkes. Theft of quad bike in Leintwardine on New Years Eve. Both enquiries ongoing. Operation Nightingale (targeting rural crime) poaching - farmers and gamekeepers spoken to; increase in drink driving offenses and telephone scams; ‘distraction’ thefts at supermarkets increased. Residents can deter theft with free CREmark (overt marking with postcode). Call police to arrange a visit. Now using Mobile Police Stations to raise profile in rural areas. Residents encouraged to call 101 to report any suspicious behaviour.  **3.2 Dean Curtis – Head Teacher, Wigmore School** – Pupil numbers for admissions next academic year look good despite concerns over Herefordshire Council’s changed school transport policy. Working with concerned members of public and councillors and this matter is going before the Scrutiny Committee (Cllr Gandy is Vice Chairman)  **3.3 Cllr Carole Gandy - Ward Councillor.** (CG) reported the following items:  **Balfour Beatty Living Places (BBLP):** Matters raised with BBLP – Toddler Play area broken fencing - Andy Sirrell is aware and will deal with it. Road repair priorities – Ongar Street road surface much worse due to continuous water damage. Flooding at Bury Lane – drain flushed out. Councillors noted that this problem will re-occur as wrong type of drain installed in the first place.  **Planning issues:**  **i) Art Studio, Barnett Lane**. No change from last month. No planning permission application has been received so issue is now with the Enforcement Officer who is starting enforcement proceedings.  **ii) The Castle Inn***.* Re extractor fans – CG has spoken to owner’s partner and will discuss matter with Mark Tansley (MT). Re Holiday Home Park – received complaint from neighbour that a boundary hedge and trees had been demolished. This occurred when a mobile chalet was moved from Mortimer’s Cross Inn to The Castle. Owner does not as yet have planning permission for this structure. Also concerns that owner is seeking to increase number of plots at holiday park and possibly wishes to erect a permanent structure without getting planning permission. CG will discuss all this with MT.  **iii) 6 Ford Street.** Owner has been told to remove all scrap items as no planning permission given to carry on a business from a residential property.  **iv) 2 Kings Meadow.** Waiting for response from Kemble Housing.  **v) The Oak Inn.** Conservation Officer will contact agent re options.  **vi) Wigmore Castle.** Mr Gaunt has been ill so no further progress as yet on re-instating the land. |  |
| **4** | **Minutes of previous meeting: 14 December 2015:** Clerk alerted council that she had made a typing error in the draft Finance Information sheet with regard to the entries for SL Woodfield. The column ‘Amount incl. VAT’ had in fact omitted the VAT. The payments had been made correctly and the clerk had corrected the draft minutes which were now presented to council. The corrected minutes were **ACCEPTED** unanimously.  KP requested that council check whether contractor T McLoughlin had Public Liability Insurance. | **JR** |
| **5** | **Update on matters previously considered:**  **5.1 Defibrillator –** Council confirmed that clerk is to order the metal DefibSafe exterior casing for the AED.  **5.2 Community Field & Mobile Home –** TS reported that after the last meeting he had asked the owner of the mobile home to remove it from the Community Field. This has not happened to date. Council asked TS to email owner again with demand that it be removed within 48 hours and failing that council would arrange for it to be moved back to The Castle Inn car park. TS will liaise with GP as necessary. HL raised concerns over safety of mobile home whilst still on the Community Field and reported that it was already vandalised and being used inappropriately by some local children. GP will arrange for some security until it is off the field.  TS is investigating hiring changing rooms for football teams. CG queried need for planning permission. GP thought the old porta cabin had planning permission and that this would extend to any temporary porta cabin. Clerk to investigate.  TS has also investigated how to deal with the mole hill problem on the field. Options are either pay per mole hill or pay for whole field but dogs must be kept away for 48hrs. Council advised TS to look at per mole hill option.  **5.3 Elton Vacancy –** No response to posters. GP to approach Robert Bilborough. | **JR**  **TS/GP**  **JR**  **GP** |
| **6** | **Conduct of Parish Council Meetings & Business:** KP expressed concern regarding several matters.  1. Mobile Home issue and response to his emails. KP expressed concern that the discussion of this matter at the December meeting had not taken account of the information he had previously circulated. Councillors commented that a full discussion was had at the December meeting when the decision was made to reject the mobile home.  2. Venue of meetings. KP was concerned that on recent occasions the committee room was too small to adequately accommodate visitors. **AGREED** that seats would be reserved for visitors giving reports to council.  3. Time allocated to agenda items. As Standing Orders mandate that council meetings should not exceed 2 hours duration, KP felt not enough time was left for councillors’ debate once the public open session had finished. CG noted that WGPC is the only parish council meeting in Mortimer Ward that has so many members of the public attending and this was to be welcomed. GP said he felt it was important to allow the public time to air their views so that residents felt their opinions were valued. |  |
| **7** | **Finance:**  **Payments** from the budget as shown below. **APPROVED** unanimously |  |
| **8** | **Planning: 152136 & 152138** - Wigmore Hall and its Walled Garden. CG reported no further action at present. |  |
| **9** | **Neighbourhood Plan:**  **9.1** Wigmore GPC Neighbourhood Plan – BC to check compliance with Sam Banks (Neighbourhood Planning Team) before the move to Reg 14.  **9.2** Border GPC Neighbourhood Plan – this plan has no impact on Wigmore Group’s area. | **BC** |
| **10** | **Litter Bins & Dog Waste:**  Re Litter bins:Complaints by residents that Wigmore litter bins are not being empted frequently enough or not at all in some cases and are not big enough for litter. Clerk had previously reported issue to Locality Steward and to Herefordshire Council. Council informed now informed that BBLP are taking over emptying of all litter bins as of 11/1/16. Proposal that parish council buy bigger bins to replace existing ones. Cost of larger bins for next meeting.  Re Dog Waste: Residents complained that children walking family dogs during holidays are not cleaning up after their pets. Parish Council pay for dog bin emptying and bags. Proposal that council should stop buying dog bags. No decision made but question to be raised in next newsletter. HL suggested one dog bin on Community Field be moved to near the church. Clerk to make enquiries. | **JR**  **JR** |
| **11** | **Flooding on A4110 at Bury Lane Junction:** Drain has been flushed out but concerns remain regarding adequacy of drain. |  |
| **12** | **New External Audit Arrangements for 2016-17:** A new company (Smaller Authorities’ Audit Appointments Ltd) will now take over the appointment of external auditors and setting of audit fees for smaller authorities from 2017. Councils can opt out and set up an independent Audit Panel to procure an external its own external audit. This will happen automatically unless councils opt out by 31 March 2016. Decision deferred to next meeting to allow for more information to be obtained especially regarding requirement for an internal audit as well as an eternal audit. | **JR** |
| **13** | **Draft Herefordshire Local Transport Plan 2016 - 31:** Councillors stressed need for a by-pass around Hereford. | **JR** |
| **14** | **Road Safety at Lawton Cross:** Councillors did not think a roundabout would improve the junction. It was felt that Rumble Strips on the A4110 approach to the cross roads would alert drivers to the junction. | **JR** |
| **15** | **Correspondence: as below** |  |
| **16** | **Training Courses – Spring 2016:** No requests received. |  |
| **17** | **Matters for next scheduled meeting:** New External Audit Arrangements for 2016-17 |  |
|  | **Date of next meeting: Monday 8 February 2016 at 8pm.** |  |
| **The meeting closed at 10.08pm** | | |

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| **FINANCE – JANUARY 2016** |

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| **RECEIPTS & PAYMENTS** | | | | |
| **BALANCE AT 30/12/15 £31304.95**  RECEIPTS: £0  **Less uncleared cheques: £894.95**  **TOTAL: £30410.00**  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 | Plusnet/ Dir Debit | Broadband (January) @ £33 per month | 33.00 | 5.50 |
| 2 | Wigmore Village Hall Committee | Hire of Committee Room @£20 x 12 meetings | 240.00 | - |
| 3 | Wigmore Village Hall Committee | Cleaning & maintenance of village hall toilets & car park plus use of Clerk’s cupboard. 30/9/15 – 31/12/15 | 521.25 | - |
| 4 | J Rochefort | Clerk’s salary (£336.48) + home-working contribution @ £18 p.m | 354.48 | - |
| 5 | B Casbourne | Paid invoice from Seaton signs for Road Sign ‘Parking – Residents Only’ | 60.00 | 10.00 |
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| **TOTAL PAYMENTS FROM PRECEPT / COMMUNITY FIELD FUND** | | | **1208.73** | **15.50** |
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| **ii)** | **PAYMENTS FROM LENGTHSMAN FUNDS** | |  |  |
|  | None requested |  |  |  |

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| **POSTBAG – Correspondence received since 14/12/15** | | | | |
| Date received | From | About | Action Required | Date forwarded |
| 12/12/15 | Border GPC | Border Group Draft Neighbourhood Plan | For January meeting | 14/12/15 |
| 16/12/15 | Cllr Gandy | Wigmore Hall walled garden | For January meeting | 16/12/15 |
| 17/12/15 | Hfds Council | Draft Local Transport Plan 2016 – 2031 – consultation ends 29/1/16 | For January meeting | 18/12/15 |
| 17/12/15 | Leominster TC | Meeting of local councils re funding reductions from HC | To decide on date | To GP & VH 18/12/15 |
| 18/12/15 | BBLP | Weekly briefing | For Info | 18/12/15 |
| 18/12/15 | B Freeman | Road Safety at Lawton Cross | For January meeting | 31/12/15 |
| 23/12/15 | BBLP | December Newsletter | For Info | 24/12/15 |
| 24/12/15 | Community 1st e-bulletin | Funding Grants | For Info | 30/12/15 |
| 24/12/15 | HALC | Information Corner | For January meeting | 30/12/15 |
| 29/12/15 | Hfds Council | Fuel Poverty training 15/1/16 | For Info | 31/12/15 |
| 29/12/15 | HALC | NAM of Local Councils NB new date 21/01/16 | For Info | 1/1/16 |
| 30/12/15 | K Caswell | Litter & Dog Waste Bins | For January meeting | 31/12/15 |
| 3/1/16 | J Fieldhouse | Litter & Flooding on A4110 | For January meeting | 6/1/16 |
| 6/1/16 | Castles Study Group | Wigmore Visit 16/4/16 | For info | 6/1/16 |
| 8/1/16 | Hfds Council | Public Green Spaces Community Fund | For Info | 8/1/16 |
| 8/1/16 | Hfds Hearstart | Funding for defibs | For January meeting | 8/1/16 |
| 8/1/16 | Hfds Council | Hfds Council Funding Update | For Info | 8/1/16 |
| 8/1/16 | Hfds Council | Change of Service Provider – Rural Litter Bins | For Info | 8/1/16 |