**WIGMORE GROUP PARISH COUNCIL**

**Draft Minutes of the meeting held on Monday 14 March 2016**

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| **PUBLIC SESSION : Members of the public present: 0** |

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|  |  | **ACTION** |
| **1** | **Present:** Vic Harnett (VH)(Vice Chairman), Bryan Casbourne (BC), Alan Dowdy (AD), Jenny Johnson (JJ), Kevan Perkins (KP); Helena Leclezio (HL); Clare Major (CM)  **Apologies**: Graham Probert (GP) Absence notified due to business meeting and accepted.  **In attendance**: Ward Cllr. Carole Gandy (CG); Dean Curtis (Head Teacher)(DC) & Alison MacArthur (Business manager)(AM) – Wigmore School; Jano Rochefort (JR)(Clerk). |  |
| **2** | **Declarations of Interest:** None. |  |
| **3** | **Open Session:** reports received as follows:  **3.1 Dean Curtis & Alison MacArthur – Wigmore School.**  **Use of school facilities:** DC reported on ongoing discussions with Tom Smith of Wigmore Football Club and confirmed that the school were happy for the club to use the school’s facilities long term. The school will also be the venue for this year’s Wigmore Village Show on 25/9. The school will check that they have public liability insurance to cover this event. DC stressed that the school wants to support the community where ever it can. **Wigmore Brook maintenance:**  Following recent flooding AM confirmed that the school ‘s caretaker checks the school section of the brook and the grid monthly and that the ground workers also check the brook regularly. **Dog mess:** DC raised again the problem of dog walkers’ failing to clear up their pets’ mess when using the footpath that crosses school sports fields. This issue will be raised in assembly to remind pupils of community service and a reminder will again be included in the next newsletter. **Queen’s 90th birthday commemorative medals:** AM asked for help from the parish council to buy medals for the primary school children only – 180 pupils. (See Item 14). DC noted that the school will be having a ‘street party’ in June as part of the queen’s official birthday celebrations. **Ford Street & pedestrian safety:** See Item 11.2  **3.2** The CSPO did not attend.  **3.3 Cllr Carole Gandy - Ward Councillor.** (CG) reported the following items:  **Herefordshire Council:**  **Council tax** will increase to 3.9% in 2016/17. 1.9% (£1.6m)is to protect council services including safeguarding vulnerable children and 2% (£1.7m) is the amount the government has allowed councils to use specifically for adult social care. Raising C/T by 1% raises only about £800,000.  **By 2019-20** Hfds Council will have to rely almost entirely on C/T and Business rates and is working hard with partners to find ways of attracting businesses to the county, stressing the plus points – great place to work & live, low crime rate, cheaper properties to rent or buy in comparison to neighbouring counties. But the infrastructure is poor for businesses that need to send/receive goods i.e. manufacturing. High Tech companies can locate anywhere but need fast broadband which will be the main challenge for the county. Also the proposed new Engineering University, in Autumn 2019 could be admitting 300 undergraduates growing to 5,000 over 10-15 years.  **Roads:** BBLP’s revenue budget has reduced from £7m to £6.4m. The 2016-17 capital budget to BBLP for resurfacing and dressing the county’s A,B,C & U roads will be £1.6m (a reduction from last year). Proposed allocation - £800k on A roads; £800k on B,C and U roads. Also proposed is £125k for low friction sites; £60k for small high risk surfacing sites; £33k for footways. The 2016-17 resurfacing and redressing programme has been published. C1009 (Ongar Street) was not seen as a priority so CG has requested an explanation from BBLP. No response to date. Concerns about Barnett Lane came in after the road programme had been finalised.  **Lengthsman/P3 schemes funding:** 2016-17 both schemes are fully financed. 2017-18 - Lengthsman scheme funding will be reduced to 25% with a mandatory contribution from parish councils. P3 scheme will be fully funded. 2018-19 - No funding for Lengthsman scheme. P3 scheme will be fully funded. 2019-20 - No funding for either scheme.  **Community Governance Review:** Most parish councils in Mortimer Ward do not want a change in their structure. CG concurs with their views. Parish councils know what is best for them.  **Wigmore Church Re-development:** CG feels it is a good sign thatHeritage Lottery want to come and talk to the steering group about amending and re-submitting their funding bid.  **Toddler Playground:** Still no repairs. Paul Shipton will make enquiries and report back.  **Planning issues:**  **i) Art Studio, Barnett Lane**. The Enforcement Officer confirms this structure has now gone.  **ii) The Castle Inn:** Re Holiday Home Park – 8 pitches on the right were granted permission on appeal. There is a dispute as to whether work commenced within the 3 year time limit. Owner says foundations were laid in time. Others disagree. This would be difficult to prove. Re Hedges & trees – The Enforcement Officer is trying to get an informal resolution as enforcement proceedings could drag on for years. She will suggest that the owner act as a good neighbour and screen off the site.  **iii) 6 Ford Street.** Discussions are ongoing about the state of the frontage.  **iv) 2 Kings Meadow.** The area has been cleared and looks quite tidy.  **v) Wigmore Castle.** Still ongoing but proceedings are confidential. |  |
| **4** | **Minutes of previous meeting: 11 January 2016: ACCEPTED** unanimously. |  |
| **5** | **Update on matters previously considered:**  **5.1 Defibrillator –** The defibrillator is up and running at the village hall but needs an electrician to finish the wiring properly. West Mercia Ambulance Service have been informed of the codes but need to be contacted again to arrange a training programme.  **5.2 Community Field & mole hills –** GP has had a quote from contractor of £6 per mole hill. No further information available about total cost of work. HL concerned about H&S aspects of the work. To be discussed at next meeting.  **5.3 Football Club & Changing room provision –** Covered under Item 3.1.  **5.4 Litter Bins & Rubbish collection –** BBLP have a new policy regarding installing /replacing / collecting from litter bins. Only approved floor-standing Broxap bins will be installed. BBLP quote for installing new bin and relocating small bin to School Lane - £636.45 and quote for fortnightly emptying of new bin - £346.36 pa. Councillors rejected these quotes unanimously as too costly and too much of a pavement obstruction. BC will discuss possibility of putting litter bin rubbish in shop’s commercial bin. **DECISION** – To buy a 50 litre post mounted bin to replace small bin near shop.  **5.5 Elton Vacancy –** Remains vacant | **BC**  **JR**  **GP**  **JR** |
| **6** | **Finance:**  Councillors discussed bill for clearing footpath running alongside A4110 and the school fields. Concern was expressed that the charge seemed high for the work done but JJ and HL stressed that maintenance of the path had been neglected for some time and had need much work to bring it back into good order.  **Payments** from the budget as shown below. **APPROVED** unanimously |  |
| **7** | **Appointment of Internal Auditor:** There were 2 quotes for the work.   1. Diane Malley - £100; 2. HALC - £150   **DECISION:** To re-appoint Diane Malley. | **JR** |
| **8** | **Planning:**  **8.1** See Cllr Gandy’s comments on Wigmore Castle and Art Studio at Barnett Lane. (Item 3.3)  **8.2** 160286 – Millennium Green Garden – Proposed works to silver birch tree. BC reported that Hfds Council’s Tree Preservation Officer (TPO) felt the tree did not warrant removal. He agreed it was somewhat tall for its location and suggested lopping off 15’ and that he would impose a Tree Preservation Order on it if WGPC tried to continue with its removal. Councillors re-stated their concerns that the age of the tree together with its proximity to the neighbouring houses and the A4110 presented a significant safety issue. **DECISION**: To go back to the TPO with council’s concerns and that removal of the tree was the safest option; that another more suitable tree would be planted as a replacement. Failing that then Hfds Council should place a Preservation Order on the tree and take full responsibility for any future mishaps caused by the tree. | **BC** |
| **9** | **Neighbourhood Plan:** Wigmore’s plan has been checked for compliance with Herefordshire Council’s Core Strategy. As a result, Leinthall Starkes now needs to have its settlement boundary defined and the requirement to show a connection to the village has to be removed. The maximum co-located housing numbers have increased from 6 to 10 houses. The grant available for NP preparation has been increased to £9k. BC will get a quote from Kirkwells Consultants to help with preparing v4 of the WGPC plan. It is anticipated that the additional grant will cover Kirkwells fee. | **BC** |
| **10** | **2016-17 Lengthsman/P3 schemes:** Funding from Hfds Council will remained the same as this year so Wigmore GPC’s Annual Maintenance Scheme will also remain the same. Councillors requested that the lengthsmens’ charges were carefully monitored to prevent any overspend on the budget. **DECISION –** Agreed to WGPC’s2016-17 Annual Maintenance Scheme. | **JR** |
| **11** | **Road conditions in the parishes:**  **11.1** Barnett Lane – Cllr Gandy stated that this issue was raised after the 2016-17 Road resurfacing and dressing programme had been decided. She restated that the budget for B,C & U roads for the county is only £8k. She will however ask BBLP to review this road with a view to filling the potholes.  **11.2** Ford Street – Several residents with school children have raised concerns about pedestrian safety when walking to school because of the lack of a pavement from The Oak to the sheltered housing bungalows. DC stated that parents were reluctant to use the footpath across the school fields because of the mud when it rains and also the dog mess on the fields. There is a petition at the school and also one in the shop for Hfds Council to address this safety issue. Councillors noted that the white lines do not stop drivers from straying onto pedestrians’ area and suggested a raised kerb that would remind drivers to keep to their side of the road. The lack of funds for road improvements was raised again. DC will keep WGPC informed of the petition’s progress. |  |
| **12** | **‘ Herefordshire Council is not fit for purpose’:** Peterchurch Parish Council’s letter of complaint to Herefordshire Council. **DECISION:** No response required. |  |
| **13** | **Insurance for Wigmore Village Hall and Wigmore Village Show:** JR has contacted the parish council’s own insurers and was told that the policy only covers items or events that the council has a responsibility for. As WGPC neither owns nor leases the village hall nor is it the organiser of the village show, then it cannot use its insurance policy to cover either the hall or the show. |  |
| **14** | **Elizabeth II 90th Birthday Commemorative Medal:** Wigmore School asked for help to buy these commemorative medals for their 180 primary school pupils, most of whom live in Wigmore GPC’s area. **DECISION –** It was agreed unanimously to donate £200 towards the purchase of the medals. | **JR** |
| **15** | **WW1 Centenary Plans for 2017 – Home Front:**  **DECISION –** At this timeWigmore GPC have no plans to be involved in this project. |  |
| **16** | **Correspondence: as below.** |  |
| **17** | **Matters for next scheduled meeting:** Change of date for the October 2016 meeting. Council will now meet on Mon. 3rd Oct 2016. Annual review of policies – Standing Orders, Financial Regulations, Risk Register and Asset Register. |  |
|  | **Date of next meeting: Monday 11 April 2016 at 8pm.** |  |
| **The meeting closed at 10.15pm** | | |

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| **FINANCE – MARCH 2016** |

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| **RECEIPTS & PAYMENTS** | | | | |
| **BALANCE AT 25/02/16 £27495.35**  RECEIPTS: £0  No uncleared cheques.  NOTES:  EARMARKED RESERVES: £8607 Community Field *(Goalposts - £899 paid for out of Comm. Field Fund);*  £386.42 P3 scheme (*Wigmore Castle footpath upgrade - £813.58 from P3 fund);*  £1884 Election fund *(Full Term elections - £116.00)* £1140 Signage *(Road sign ‘Parking residents only’ - £60)* | | | | |
| **i)** | **PAYMENTS from General funds** | | | |
|  | **Supplier** | **Item** | **Amount £ incl. VAT** | **VAT £** |
| 1 | Plusnet/ Dir Debit | Broadband (March) @ £33 per month | 33.00 | 5.50 |
| 2 | J Rochefort | Clerk’s Feb 16 salary (£336.48)+ expenses (travel to Leintwardine x 1 = £5+Stationery = £20.99)+ delivering Elton newsletters (travel & postage = £7.21) + home-working contribution @ £18 p.m | 387.68 | 3.49 |
| 3 | Hfds Council | Fee for 2015 Full Term Local Govt elections | 116.00 | - |
| 4 | Npower | Street Lights (1/7/15 – 31/12/15) *This payment was made in Feb but chq has been lost by Npower. Feb chq cancelled and re-issued in March 2016.* | 169.48 | 8.07 |
| 5 | B Casbourne | Paper copy of Hfds Council’s Core Strategy – £20; Printing Mortimer Newsletter Feb issue - £127.50; Materials for installing defibrillator - £24.36; Plants for Millennium Green - £33 | £204.86 | - |
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| **TOTAL PAYMENTS FROM PRECEPT / COMMUNITY FIELD FUND** | | | **911.02** | **17.06** |
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| **ii)** | **PAYMENTS FROM LENGTHSMAN FUNDS** | |  |  |
|  | Steve Jones | Clearing path between A4110 & school playing fields, removing fallen branches and litter. | 348.00 | - |

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| **POSTBAG – Correspondence received since 8/2/16** | | | | |
| Date received | From | About | Action Required | Date forwarded |
| 10/2/16 | Hfds Council | Statement of Community Involvement etc Consultation | For March meeting (Deadline 23/3/16) | 10/2/16 |
| 11/2/16 | Hfds Council | Confirmation of 2016-17 precept | For Info | 12/2/16 |
| 12/2/16 | BBLP | Weekly Briefing | For Info | 12/2/16 |
| 15/2/16 | Cllr Gandy | Re BBLP’s Proposed Road re-surfacing programme 2016-17 | For March meeting (Deadline 18/3/16) | 15/2/16 |
| 15/2/16 | Hfds Council | Herefordshire Economic Masterplan | For Info | 15/2/16 |
| 19/2/16 | Hfds Council | Neighbourhood Planning Funding workshops | To BC & AD | 19/2/16 |
| 19/2/16 | BBLP | Weekly Briefing | For Info | 19/2/16 |
| 22/2/16 | Dawn Debalinor | State of white lines on Ford St | For March meeting | 24/2/16 |
| 22/2/16 | Hfds Council | WW1 Centenary Plans for 2017 - Home Front | For March meeting | 24/2/16 |
| 22/2/16 | Hfds Council | ‘Good Grief – The Loneliness of Bereavement’ Conference (7/5/16) | For Info | 24/2/16 |
| 26/2/16 | BBLP | Weekly Briefing | For Info | 26/2/16 |
| 1/3/16 | Hfds Council | Future CIL consultation | For Info | 1/3/16 |
| 2/3/16 | Peterchurch PC | ‘Herefordshire Council is not fit for purpose’ | For March meeting | 2/3/16 |
| 2/3/16 | Tower Mint Ltd | Elizabeth II 90th Birthday Commemorative Medal – Offer for schools | For March meeting |  |
| 4/3/16 | BBLP | Weekly Briefing | For Info | 4/3//16 |
| 4/3/16 | M Pollitt | Letter – Road condition of Barnett Lane, Wigmore | For March Meeting | 5/3/16 |
| 6/3/16 | Allan Wilson | Agents for Barrie Sheldon - PCC election candidate | For Info | 6/3/16 |
| 8/3/16 | West Mercia Police | SNT March Newsletter | For Info | 9/3/16 |