**WIGMORE GROUP PARISH COUNCIL**

**Draft Minutes of the ordinary meeting held on Monday 9 May 2016**

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

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|  |  | **ACTION** |
| **1** | **Present:** Graham Probert (GP)(Chairman); Vic Harnett (VH)(Vice Chairman), Alan Dowdy (AD), Jenny Johnson (JJ); Kevan Perkins (KP); Helena Leclezio (HL); Clare Major (CM)  **Apologies**: – Bryan Casbourne (BC) – due to holiday. Absence notified prior to the meeting and accepted.  **In attendance**: Ward Cllr. Carole Gandy (CG); Dean Curtis (Head Teacher)(DC) & Alison MacArthur (Business manager)(AM) – Wigmore School; Tom Smith – Wigmore Football Club (TS); Jano Rochefort (JR)(Clerk). |  |
| **2** | **Declarations of Interest:** None. |  |
| **3** | **Open Session:** reports received as follows:  **3.1 Dean Curtis & Alison MacArthur – Wigmore School.** DC & AM thanked the council for their donation of £200 towards buying Queen’s 90th Birthday commemorative medals for the primary school pupils. They also invited councillors to the primary school’s ‘Street Party’ on Frid. 10 June at 2pm. HL asked that primary school pupils be made aware of the great crested newts living behind Burgage Farm and Brick House. KP stated concern that the brick work near the water course grid was collapsing. AM & KP will inspect it together. DC & AM were asked to check where the school mini buses were parking early afternoon as there are occasions when they are causing obstructions.  **3.2 Cllr Carole Gandy - Ward Councillor.** (CG) reported the following items:  **Footpath in Ford Street:** CG has received a petition, to be presented to the parish council, regarding the lack of a footpath or designated walkway at the top of Ford Street, from 77 local residents. As CG stated last month, national policy dictates the width of a footpath (1.5m or 1m in exceptional circumstances). This would drastically reduce the width of this section of the road in Ford Street making it one way only and causing access problems. And Priority signs cannot be erected as there is no straight run so vehicles do not have enough time to see what is coming in the opposite direction. CG discussed the problem again with Mike Brookes (BBLP). A possible option , though not a solution, would be to erect a ‘*No footway for 150 yds’* sign at either end of this section of Ford Street to alert drivers to pedestrians walking along the verge. The cost would probably have to be borne by the parish council - approx £700. See also Item 5.4  **Toddler Playground Kings Meadow:** BBLP Locality manager to ask officers to look at alternative ways of making the play area safe as it would appear that the correct materials cannot be sourced. The play grounds in Wigmore are due for their annual independent inspection at the end of May so this may be highlighted then.  **Wigmore Castle:** CG has been informed that Hfds Council will carry out the remedial work.  **491 Bus - Leintwardine to Hereford:** Bus passes will now be accepted before 9.30am on the 1st, 3rd & 5th Wed . The bus gets to Wigmore at 9.13am. This should help elderly residents wanting to go to Leominster or Hereford markets.  **Volunteer Champions Award:** CG was pleased to see that the 3 finalists for the Community Champion award were from North Herefordshire.  **Litter & Dog Bins:** See Mike Brookes’ report at Item 3.4  **3.3 Tom Smith - Wigmore Football Club.** The number of committed players has gone down at the end of the season. Reflects decline in numbers in the Herefordshire League. TS intends to do some motivating for the next season. Invited to have a stand at the Wigmore Show in September. The field looks much improved; the mole problem is better but the pitch could do with a harrowing. TS has had no further contact with TVYP.    **3.4 Mike Brookes – BBLP Locality Steward.** MB was unable to attend but sent a written report as follows:  **Dog bins/litter Bins:** In January BBLP took over responsibility for bins previously managed by FCC. We have subsequently received reports of some bins that were not on the asset register and therefore we are updating this information following reports. We have, as you are aware been experiencing a problem with the emptying of bins recently and I can only apologise for this. Unfortunately due to some restructuring and our normal operative using up his holidays, we had a temporary team in who as we now know did not do as well as they should have. Hopefully we are back on track.  **Grass cutting:** BBLP will deliver a programme of Amenity grass cutting across the county, to the same frequency as last year. Grass cutting schedules will be made available on the Herefordshire Council Website and updated regularly. Please note that the responsibility for maintaining some areas of green space has been devolved to Parish/Town Councils or Community groups.  **Verge cutting:** The verge cutting programme will commence in the first week of May and is programmed to cover the whole county in five weeks. The second verge cut will be programmed to take place in August.  **Highway:** This year we have 1.6 million pounds to spend on our roads in the county, which as we all know is nothing really with such a large area to maintain. We have unfortunately not been chosen for any of our roads to be resurfaced. We will of course continue to make the network safe with regular inspections by myself and the repair of potholes.  **Drainage:** Some good news is the drainage in the Mortimer area is being looked at with the reactive teams looking to keep water off the highway. The remit for these teams will be to carry out a drainage check, fix what they can or escalate what they can’t with the aim of keeping water off the network.  Work may cover ditch clearing, grip cutting, head wall repair, gully clearing ready for the gully emptier.   If you need any further information on the above please contact our knowledge centre on 01432261800 or via HC website where a lot of this info is located. |  |
| **4** | **Minutes of previous meeting: 11 April 2016: ACCEPTED** unanimously. |  |
| **5** | **Update on matters previously considered:**  **5.1 Defibrillator –** The defibrillator is up and running at the village hall but it still needs an electrician to finish the wiring properly. Volunteers need to be sought.  **5.2 Litter Bins & Rubbish collection –**  See Item 3.4. Also KP raised issue of someone seen taking handfuls of the free dog bags for personal/business use. Should council continue to provide this service? General consensus was that the dog fouling would get even worse without the provision of the dog bags for the responsible dog owners. The 50l litter bin is still to be purchased.  **5.3 Elton Vacancy –** Remains vacant. GP has yet to approach the Bilboroughs.  **5.4 Ford Street footpath –** Extensive discussion on how best toproceed with this issue. All acknowledged the problem of so many users (pedestrians, cars, tractors, buses, HGVs) converging at a busy but narrow junction. As a footpath will not be approved other ideas were examined – raised kerb, warning signs (see CG), improved road surface between the white line and the wall of The Oak (query of who owns this strip of land). CG & MB have noted the raised inspection cover on this section and will look to get this lowered. JR to respond to Ms Debalinor re petition. | **JR**  **JR**  **GP**  **JR** |
| **6** | **Finance:**  Annual insurance premium to Came & Co added to payments list as approved at the Annual Parish Council Meeting.  Payment to Wigmore Village Hall for the roof repair deferred to next month as the parish council could pay the contractor directly and claim back VAT. JJ will check with contractor if that is acceptable.  All other **Payments** from the budget as shown below. **APPROVED** unanimously | **JJ** |
| **7** | **2016-17 Lengthsman/P3 Contract:**  **7.1** -The Lengthsman contracts have been distributed but clerk has not yet received signed copies. GP to chase up.  **7.2 -** P3 –The council have received notification from BBLP that due to financial constraints they will not now be able to provide materials for P3 work in this financial year. Parish councils will need to use their P3 grant to pay for these. AD expressed his unhappiness at this reduction in service. CG had not been made aware of this. | **GP** |
| **8** | **Planning:**  **153568 & 153569 –** Elton Hall, Elton SY8 2HQ – replace wooden fence with new boundary wall. No objection in principle provided that the finished wall when built is no higher than the 1.5m stated in the application.  **160286** – Millennium Green Garden – Silver Birch Tree. Powerlines Services have agreed to trim and re-shape the tree. GP to ask them to do this asap. | **JR**  **GP** |
| **9** | **Neighbourhood Plan:**  **9.1 -** Leinthall Starkes needs to have a settlement boundary added to the plan. AD understands that that the residents of LS will also need to be consulted regarding the settlement boundaries. This could be done at the LS parish meeting. GP & AD to meet to draw up a provisional outline ahead of the meeting.  **9.2 -** Kirkwells are meeting with the sub committee on 19 May. | **GP & AD**  **BC, AD, VC** |
| **10** | **Bury Lane Community Field:**  **10.1 & 10.2** – See Item 3.3  **10.3 –** H & S issues – re derelict portacabin, GP can get the portacabin to J Tranter (Knighton) who will salvage what they can at no cost to the parish council.  Re split sheath on zip wire, this was bought from Quality Play Ltd. JR will contact them for replacement. | **GP**  **JR** |
| **11** | **Policies for review:**  JR requested that the review of the Standing Orders and the Financial Regulations be held over to next month as she had just been sent the updated model templates for these policies from HALC and had not had time to prepare them for council. **AGREED.**  The Asset Register and Risk Assessment had been approved at last month’s meeting and were now signed off by the chairman. | **JR** |
| **12** | **Correspondence:** as below. |  |
| **13** | **Matters for next scheduled meeting:** None |  |
|  | **Date of next meeting: Monday 13 June 2016 at 8pm.** |  |
| **The meeting closed at 9.35pm** | | |

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| **FINANCE – MAY 2016** |

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| **RECEIPTS & PAYMENTS** | | | | |
| **BALANCE AT 28/04/16 - £36,179.03**  RECEIPTS: £2,922.98 (2015-16 Lengthsman & P3 grant)  £7,500.00 (Precept Pt1)  **TOTAL RECEIPTS: £10,422.98**  Uncleared cheque: £358.33  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 (April) @ £33 per month | 33.00 | 5.50 |
| 2 | J Rochefort | Clerk’s April 16 salary (£264.88)+ postage (1st class large £0.96) stationery £3.95’ travel expenses (@ 45ppm - for internal audit (x 2 ) = 94 miles = £42.30, external audit training 43 miles = £19.35 + parking £3.50) + home-working contribution @ £18 p.m | 352.94 | - |
| 3 | Bowdler & Co | Clerk’s PAYE (April 2016 – as above) | 66.20 | - |
| 4 | Npower | Street Lights (1/1/16 – 31/3/16) | 144.52 | 6.87 |
| 5 | Diane Malley | Internal Audit Services for year 2015/16 | 100.00 | - |
| 6 | Wigmore Village Hall | Cleaning & maintenance of village hall toilets & car park plus use of Clerk’s cupboard. 01/01/16 – 31/03/16 | 521.25 | - |
| 7 | Wigmore Village Hall | Repayment of Lloyds Bank compensation over delays re closure of Kevill Davies Charity account. (See minutes 13/7/15) | 146.06 | - |
| 8 | Came & Co | Annual Insurance 1/6/16 – 31/5/17 | 364.34 | - |
| **TOTAL PAYMENTS FROM PRECEPT / COMMUNITY FIELD FUND** | | | **1728.31** | **12.37** |
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| **ii)** | **PAYMENTS FROM LENGTHSMAN FUNDS** | |  |  |
|  | I R Beavan | Hedge cutting football field, Bury Lane & housing estate roadsides @£25 ph x 3 | 90.00 | 15.00 |

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| **POSTBAG – Correspondence received since 6/4/16** | | | | |
| Date received | From | About | Action Required | Date forwarded |
| 8/4/16 | Hfds Council | Hfds Council Funding Update | For Info | 8/4/16 |
| 8/4/16 | BBLP | Weekly Updates | For Info | 8/4/16 |
| 8/4/16 | Hfds Council | PCC election – SPN & list of Polling Stations | For Info | 8/4/16 |
| 11/4/16 | Hfds Council | PCC election – Notice of Election Agents | For Info | 12/4/16 |
| 14/4/16 | Hfds Council | WW1 Centenary – The Home Front Open Day 7 May | For Info | 15/4/16 |
| 15/4/16 | Cllr Gandy | Ford Street – Route to school | For May meeting | 15/4/16 |
| 15/4/16 | BBLP | Weekly Briefing | For Info | 15/4/16 |
| 19/4/16 | K Caswell | Litter bins, dog bins & portacabin on Community field | For May meeting | 19/4/16 (GP & VH) |
| 20/4/16 | CPSO P Knight | Security at village halls | For Info | 20/4/16 |
| 21/4/16 | Hfds Council | Planning application for Elton Hall | For May meeting | 25/4/16 |
| 21/4/16 | Mortimer History Society | Invitation to book launch | For Infor | 25/4/16 |
| 21/4/16 | Cllr C Gandy | Heineken Community Fund | For Info | 25/4/16 |
| 22/4/16 | BBLP | Weekly Briefing | For Info | 25/4/16 |
| 26/4/16 | K Caswell | Zip wire on Community Field | For May meeting | 26/4/16 (GP & VH) |
| 28/4/16 | Hfdshire Hub | May e Newsletter | For Info | 3/5/16 |
| 29/4/16 | BBLP | Weekly Briefing | For Info | 29/4/16 |
| 3/5/16 | BBLP | P3 Scheme – supply of materials | For May meeting | 3/5/16 |
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