**WIGMORE GROUP PARISH COUNCIL**

**Approved Minutes of the ordinary meeting held on Monday 13 June 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); Bryan Casbourne (BC).**Apologies**: None **In attendance**: PCSO Peter Knight (PK); Ward Cllr. Carole Gandy (CG);Jano Rochefort (JR)(Clerk). |  |
| **2** | **Declarations of Interest:** None. |  |
| **3** | **Open Session:** reports received as follows:**3.1 PCSO Peter Knight – Thefts:** Although N. Herefordshire is a low crime area Mayhas been a busy month with several reports of farm gates and other farming equipment stolen. High quality items are probably stolen to order. Residents are encouraged to report any suspicions they may have. Thefts of gardening equipment are another issue with lawnmowers and tools stolen from sheds. Equipment and property can be security marked for free by contacting the Safer Neighbourhood Team. **Speeding:** Followinga request from Leinthall Starkes residents concerned about vehicle speeds through the village, Ian Connolly of Safer Roads Partnership will assess the problem this week. Herefordshire Council is also trialling the Safer Village Initiative e.g. in Leintwardine, to help parish councils choose the most effective way to help all road users share the same space. Parish councils will be responsible for funding any scheme. Also the summer drink drive campaign ‘Dying to Drive’ has started. Aimed at 15 & 16 year olds particularly as N Herefordshire seems to have a lot of young drivers involved in RTAs.**Resources:** No change to staffing arrangements in Leominster with 1 sergeant, 1 police constable and 3 police community support officers.**3.2 Cllr Carole Gandy - Ward Councillor.** (CG) reported the following items:**Wigmore Primary School:** CG attended the Street Party as part of the Queen’s 90th birthday celebrations. Lots of cakes, dancing, singing the National Anthem and the weather was kind. The event was enjoyed by all.**Toddler Playground Kings Meadow:** The repairs to the fence should be started this week. **Planning issues:** CG is pursing the Enforcement Officer about the issues with 6 Ford Street, which is deteriorating again, and the informal discussions the EO is due to have with the owner of The Castle Inn**Litter & Dog Bins:** CG wrote to BBLP’s Assistant Director about the inadequacy of the emptying schedule. Has now been informed that a two person team will be allocated to Mortimer Ward instead of a single operative. Work will be monitored to ensure it is of an appropriate standard. CG thinks BBLP have recognised that the area is too large for the single operative assigned. Contact CG if problems re-occur.**Weed spraying:** BBLP have confirmed that they will only spray harmful or invasive weeds e.g. Japanese knotweed and ragwort. All other weed removal will have to be carried out by the lengthsman.**Sandbags:** BBLP will only provide 150 empty sandbags for 2016-17. Filled bags will incur a charge. BBLP can give details of sand providers. From April 2017 BBLP will charge for all bags – empty or filled. In flooding emergencies Hfds Council will distribute sandbags following these priorities: a. To prevent loss of life or serious injury. b. Maintaining access for emergency vehicles. c. Securing the safety of the roads network. d. Protection of vital community facilities within the community. e. Protection of Herefordshire Council property if appropriate f. Protection of residential property. **New process for Traffic Regulation Orders (TRO):** All TROs that are older than 5 years are to be reviewed to see if they are still required. Future TROs will be assessed early to reduce processing time; establish the local support for the TRO; Ward members/Parishes to conduct informal and formal Consultations with the affected local residents and businesses. A TRO can be ‘fast tracked’ if the applicant is prepared to fund implementation. |  |
| **4** | **To adopt the minutes of previous meetings: 9 May 2016:** Annual Parish Council meeting and the May monthly meeting. The minutes of both meetings were proposed as a true record and **ACCEPTED** unanimously. The chairman signed both sets of minutes. |  |
| **5** | **Update on matters previously considered:****5.1 Defibrillator –** The defibrillator has now been fully wired in to the village hall. The Memorandum of Understanding between WGPC and West Mercia Ambulance Service has been signed and the defib logged with WMAS. Volunteers will now be sought for training in the autumn.**5.2 Litter Bins & Rubbish collection –**  See Item 3.2. A new and larger litter bin is on order and should be delivered shortly. HL raised problem of overflowing dog bins and volunteered to erect a sign ‘Please take dog bags home’ on the bins.**5.3 Lengthsman contracts –** Signed contracts received from I Beavan and Purrfect Cat Hire. JR to resend contract to S Woodfield. P Blackburne has declined lengthsman job. GP informed meeting that Charles Poole is able to mow Bury Lane Playing Field for £135. He has public liability insurance. It was **AGREED** to ask Mr Poole to take on this job. JR will send contract to him. **5.4 Ford Street footpath –** VC has spoken with the owner of The Oak Ms. Halliday. She is happy to make a footpath alongside the pub’s boundary but is waiting for the outstanding planning application to be decided before doing anything. CG queried whether Ms Halliday could in fact do anything because of the narrowness of the strip between The Oak and the road. Additional issues are that the telegraph pole would need moving and that the existing path narrows significantly where the A4110 and Ford Street meet. CG would still advise getting signs put up on the A4110. CG will also find out what the status of the planning application is.**5.5 Portacabin on Bury Lane Community Field:** John Tranter Skip Hire will remove this structure in the next 2-3 weeks.**5.6 Elton Vacancy –** Remains vacant. GP has yet to approach the Bilboroughs. | **JR****HL****GP****JR****CG****GP** |
| **6** | **Finance:** JJ has now received 3 invoices for repairs to the village hall roof and these were presented to the meeting. It was **AGREED** that WGPC would pay these invoices in full and reclaim the VAT due. WGPC would donate to the village hall the difference between £3000 (previously agreed donation towards the repairs) and the total net amount of the invoices . See attached Finance sheet. All other **Payments** from the budget as shown below. **APPROVED** unanimously | **JR** |
| **7** | **Gateway Scheme for Wigmore:** The meeting decided this scheme was worth looking into as a means of controlling vehicle speed through Wigmore. CG will contact the Locality Steward to start the process. Councillors will assess where best to position the gateways on the A4110.  | **CG** |
| **8** | **Planning:** **8.1** 161448 –Wigmore High School, HR6 9UW – Insertion of 5 no. windows into cladding at Sports Hall. No objections raised.**8.2** 153568 & 153569– Elton Hall, Elton SY8 2HQ – replace wooden fence with new boundary wall. Approved with conditions which were noted.160286 – Millennium Green Garden – Silver Birch Tree. Still waiting for Powerlines Services to trim and re-shape the tree. Uncertainty as to whether the tree has or will have a TPO. GP to contact Powerlines for advice. | **JR****GP** |
| **9** | **Neighbourhood Plan:** **9.1 –** AD reported that at the Leinthall Starkes Annual Parish meeting on 25 May 2016 the residents present decided on a settlement boundary that will be included in the Wigmore Group Neighbourhood plan.**9.2 –** BC reported that v4 of the neighbourhood plan is nearing completion. Some photos of protected views have to be included. Once v4 is ready it will be presented to the parish council for approval, probably at the September meeting. The proposal then has to go out for a final 6 week consultation to residents before being formally submitted to Hfds Council (Reg. 14). | **BC & AD** |
| **10** | **Bury Lane Community Field:****10.1 –** JR noted that the Deed of Dedication between WGPC and the National Playing Fields Association (aka Fields in Trust) needs amending before informing Land Registry – s3.8 change *‘Groby Parish Council’* to ‘Wigmore Group Parish Council’ and s6 change ‘*Hereford’* to ‘Herefordshire’. On advice from Fields in Trust the amendments should be made and then signed by two councillors. Fields in Trust will then amend their copy of the Deed. The Bury Lane field was originally dedicated as part of the 2012 Diamond Jubilee Queen Elizabeth II Fields Challenge. JR will enquire if the field can also be involved in the Centenary Fields project.**10.2** Meeting AGREED to replace the broken ‘No Tipping’ sign at the entrance to the field and also to find out cost of erecting a proper name sign for the field. | **JR****JR** |
| **11** | **Policies for review:**Financial Regulations - Councillors **AGREED** the new Financial Regulations but required s6.20 to be amended to remove the prohibition on members or staff using personal credit or debit cards as this would cause delays in purchasing items such as stationery, plants, the defib etc. JR will prepare this document for signing at the July meeting. Standing Orders – held over to the July meeting due to the large number of minor options that have to be decided. All councillors agreed to read the document in preparation. | **JR** |
| **12** | **Correspondence:** as below.  |  |
| **13** | **Matters for next scheduled meeting:** Financial Regulations and Standing Orders |  |
|  | **Date of next meeting: Monday 11 July 2016 at 8pm.**  |  |
| **The meeting closed at 9.50pm** |

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| **FINANCE – JUNE 2016** |

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| **RECEIPTS & PAYMENTS**  |
| **BALANCE AT 25/05/16 - £36,692.39**RECEIPTS: **TOTAL RECEIPTS: £2600 – Grant from Goundwork for Neighbourhood Planning**Uncleared cheque: £90NOTES: 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 2014-15 P3 fund);*  £1884 Election fund *(Full Term elections - £116.00)* £1140 Signage *(Road sign ‘Parking residents only’ - £60*); £3000 Parish Council match funding for Lenghtsman/P3 schemes.TOTAL: (Earmarked reserves + NP grant + uncleared cheque) = £17,707.42RESIDUAL AMOUNT: £18,984.97 |
| **i)** | **PAYMENTS from General funds**  |
|  | **Supplier** | **Item** | **Amount £ incl. VAT** | **VAT £** |
| 1 | Plusnet/ Dir Debit | Broadband (May) @ £33 per month | 33.00 | 5.50 |
| 2 | J Rochefort | Clerk’s May 16 salary (£264.88)+ postage £2.06 (Special delivery to Grant Thornton auditors) + Ink cartridge £17.48 + home-working contribution @ £18 p.m. | 302.42 | 2.91 |
| 3 | Bowdler & Co | Clerk’s PAYE (May 2016 – as above) | 66.20 | - |
| 4 | HALC | Training Audit Answers 29/4 | 36.00 | 6.00 |
| 5 | B Casbourne  | Millennium Green Garden plants (£29.15+£33.99) | 63.14 | - |
| 6 | John Payne Building Supplies Ltd | Supplies for Wigmore Village Hall roof repair (£110.76 & £2102.28) | 2213.04 | 368.84 |
| 7 | John Tranter  | Skip hire for Wigmore Village Hall roof repair | 288.00 | 48.00 |
| 8 | Wigmore Village Hall | Donation towards roof repairs (agreed at 14 Sept 2015 and 14 June 2016 meetings) | 915.80\* | - |
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| **TOTAL PAYMENTS FROM PRECEPT / COMMUNITY FIELD FUND** | **3917.60** | **431.25** |
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| **ii)** | **PAYMENTS FROM LENGTHSMAN FUNDS**  |  |  |
|  | None requested |  |  |  |

\* Council agreed to donate £3000 towards Wigmore Village Hall roof repairs. Payments made as follows:

 John Payne – excl VAT £1844.20

 John Tranter – excl VAT £240.00

 Wigmore VH - £915.80

 TOTAL £3000.00

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| **POSTBAG – Correspondence received since 6/5/16** |
| Date received | From | About | Action Required | Date forwarded |
| 6/5/16 | HALC | Information Corner | For June meeting | 12/5/16 |
| 11/5/16 | Cllr Gandy | Wigmore Castle | For Info | 12/5/16 |
| 13/5/16 | BBLP | Weekly Briefing | For Info | 16/5/19 |
| 16/5/16 | Hfds Council | Notice of Referendum – EU | For Info | 19/5/16 |
| 19/5/16 | Hfds Council | Topics for Overview & Scrutiny committees | For Info | 20/5/16 |
| 20/5/16 | Hfds Council | Community Governance Review | For Info | 20/5/16 |
| 20/5/16 | BBLP | Weekly Briefing | For Info | 20/5/16 |
| 20/5/16 |  | Centenary Fields in Trust | For June meeting | 20/5/16 |
| 27/5/16 | Hfds Council | Good Neighbour Schemes | For Info | 31/5/16 |
| 27/5/16 | Hfds Rural Hub | June e-Newsletter | For Info | 31/5/16 |
| 3/6/16 | BBLP | Weekly Briefing | For Info | 4/6/16 |
| 3/6/16 | West Mercia PCC | PCC Consultation | For Info | 4/6/16 |
| 8/6/16 | BBLP | Supply of PROW materials to parishes | For Info | 8/6/16 |
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