**WIGMORE GROUP PARISH COUNCIL**

**Draft Minutes of the ordinary meeting held on Monday 11 July 2016**

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| **PUBLIC SESSION : Members of the public present: 1**  A Wigmore resident raised concerns regarding the appearance of the village generally. Reference was made to saplings and weeds growing on pavements outside residences, leaf debris accumulating on paths, and litter strewn on verges. It was agreed that residents should take responsibility for areas adjoining their own property’s frontage but clarity was needed as to whether volunteers could and would be indemnified if they decided to do a clean up themselves behalf of the community. A community Litter Pick had been tried but there had been little enthusiasm. VH will write an article for the next newsletter to encourage Pride in Wigmore. |

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|  |  | **ACTION** |
| **1** | **Present:** Graham Probert (GP)(Chairman); Vic Harnett (VH)(Vice Chairman), Alan Dowdy (AD), Jenny Johnson (JJ); Helena Leclezio (HL); Clare Major (CM); Bryan Casbourne (BC).  **Apologies**: Bryan Casbourne (BC); Kevan Perkins (KP)  **In attendance**: Mike Brookes – Locality Steward BBLP (MB); Cllr Carole Gandy – Mortimer Ward; (CG); Jano Rochefort - Clerk (JR). |  |
| **2** | **Declarations of Interest:** None. |  |
| **3** | **Open Session:** reports received as follows:  **3.1 Mike Brookes – Locality Steward:** Referred to the BBLP Annual Plan and the closure of 3 depots with the result that the 2 remaining depots have to cover more areas and the knock-on effect this has on the workload, manpower and resources. Filling potholes frequently requires 2 trucks plus workers because of the need to carry all the required materials and equipment to the site and to address increased H & S concerns for workers. A vehicle narrowly missed hitting a worker repairing a rural road recently.  The removal of the branches of the vandalised trees on Bury Lane Playing Field has been logged and should be completed this week (within the 28 day non-priority criteria).  **3.2 Cllr Carole Gandy - Ward Councillor.** (CG) reported the following items:  **Toddler Playground Kings Meadow:** The repairs to the fence have now been completed and look quite good but CG is disappointed at the length of time it took to be done.  **Planning issues:** Castle Inn - The owner has agreed to replant the hedge but it will be lower than the previous one. The Oak Inn – the outstanding planning application is progressing and will hopefully be acceptable to all concerned. Hfds Council is to make a decision on the yew tree in the back garden.  **Village Gates:** CG & MBagree with KP and VH that the most suitable area to locate the gates are on the left and right verges on the southern approach to Wigmore and near the village sign. VH commented that the village sign on the northern approach was removed by contractors some years ago when the Adforton water pipe was laid and never replaced despite repeated requests.  **Ford Street footpath:** MB has raised the issue of the raised manhole cover with Welsh Water. On going discussions as how best to improve road safety around the Oak Inn. CG is in discussion with Robin Quant (Hfds Council – Signage) re position of signs on A4110 and Ford Street. Also discussed with him the issue of making a pavement around the Oak Inn. There is uncertainty over ownership of the strip of land between the white line and the Oak’s earth and stone bank. MB will find out about ownership. The Oak’s owner believes she owns the strip and is prepared to put in a kerb and tarmac the path once planning permission for 2nd storey at the back is granted. CG raised query that new kerbs might require planning permission. If Hfds Council owns the strip then would taking back the bank give a wide enough strip for a pavement. WGPC would bear cost of the pavement. MB quoted cost of £265 per linear metre and £3000 for removal of the telegraph pole. Would this address the issue as the unsafe section of road is as cars come off the A4110 and round the corner? CG will find out cost of signs.  **Community Infrastructure Levy (CIL):** Once CIL is in place PCs should work closely with their neighbouring councils and Hfds Council to agree on infrastructure priorities with a view to using neighbourhood funding on those projects. CG suggests that a list of infrastructure projects is included in WGPC’s Neighbourhood Devl. Plan to provide a reference and evidence for any future negotiations with Hfds Council and developers. |  |
| **4** | **To adopt the minutes of previous meetings: 13 June 2016:**  The minutes of the meeting were proposed as a true record. Proposer - CM; Seconded - JJ. **ACCEPTED** unanimously. The chairman signed the minutes. |  |
| **5** | **Update on matters previously considered:**  **5.1 Defibrillator –**. Volunteers will now be sought for training in the autumn. Item for the next newsletter.  **5.2 Litter Bins & Rubbish collection –**  A new and larger litter bin has been delivered and fitted by Alvin Smith. Litter collection seems improved though MB said future collections will be done by 1 BBLP worker as the 2 man team were only assigned to do a temporary blitz on the Mortimer Ward bins.  **5.3 Lengthsman vacancy and P3 update – Lengthsman -** Charles Poole has topped Bury Lane Playing Field and GP has his signed contract for future work as required on the field. A replacement for Phil Blackburne is to be sought regarding looking after the drains, ditches etc.  **P3** – AD is walking the footpaths of the parishes. The footpath going past the Castle and connecting with Barnett Lane (WQ4) have become very overgrown and difficult to pass. Also a Leinthall Starkes footpath surface (LS3 & WQ1) has been ploughed making it difficult to walk on. Landowners are responsible for ensuring obstructions are cleared from PROWs that cross their land. This is unlikely to happen with the Wigmore footpath as the owner is in poor health. GP will ask Charles Poole to cut back vegetation on the Wigmore footpath.  **5.5 Bury Lane Playing Field:** VH praised both the police and BBLP for their swift response to his call regarding the vandalism of some trees. See also Item 3.1. JR is waiting for quotes for a proper sign for the field. Fields in Trust will also provide a plaque free of charge to acknowledge that it is a Queen Elizabeth II Challenge field. The Playground Inspector’s equipment report was received earlier in the day. Only minor issues were noted and these can be rectified by a handyman. However it was noted that the grass around the play equipment needs strimming. S L Woodfield to be contacted as this is part of his contract. Portacabin will be removed once the field dries out some more to prevent damage to the ground.  **5.6 Road Safety in Wigmore –** VH reported on a SID presentation he had been to. Discussion followed on effectiveness of SIDs, Speed signs and the Gateway scheme. It was felt that the Gateway scheme was probably the better option at present. CG and MB are will report back on the next stage of the process.  **5.6 Neighbourhood Plan –** AD gave an update. The settlement boundary for Wigmore has been extended to include the field off Bury Lane and lying between the Playing Field and the A4110. Photos of protected views of Wigmore and Leinthall Starkes have been included. BC and AD will have an informal discussion with Hfds Council to check that WGPC’s plan is in accord with the Core Strategy. The final version of the NDP should be ready in time for Wigmore Village Show in September.  **Elton Vacancy –** Remains vacant. JR to approach the Bilboroughs. | **JR**  **GP**  **GP**  **JR**  **GP**  **CG/MB**  **BC**  **JR** |
| **6** | **Finance:**  **6.1** **Payments** from the budget as shown below. Proposer - VH; Seconded – CM. **APPROVED** unanimously.  **6.2** Clerk’s Salary increase. Proposer - HL; Seconded - JJ. **APPROVED** unanimously. |  |
| **7** | **Planning:** Updates on applications:  **7.1** 161448 –Wigmore High School, HR6 9UW – Insertion of 5 no. windows into cladding at Sports Hall. Approved.  160286 – Millennium Green Garden – removal of silver birch tree. Powerlines have been contacted and will discuss the matter with the Tree Preservation Officer. |  |
| **8** | **Herefordshire Council’s Budget Consultation:** No-one present is available to attend this meeting on 28 July 2016. |  |
| **9** | **Policies for Review:** The Financial Regulations, with amendments as agreed at 13 June 2016 meeting, were duly signed by the Chairman and Clerk. The Standing Orders were reviewed and amendments to the document were **AGREED** unanimously. JR will prepare this document with the agreed amendments for signing at the September meeting. | **JR** |
| **10** | **Community Litter Pick:** This will be advertised in the next newsletter to see if any volunteers are interested in being involved. | **JR** |
| **11** | **Telephone Box at The Cross of the Tree:** WGPC now own this box. BC has emailed to enquire if it could be moved and sited on the Millennium Green Garden. GP stated it can be moved but queried whether it could be sited there due to conditions attached to the land. GP will arrange for its removal. Its permanent siting to be discussed in September | **GP** |
| **12** | **Correspondence:** as below. |  |
| **13** | **Matters for next scheduled meeting:** |  |
|  | **Date of next meeting: Monday 12 September 2016 at 8pm.** |  |
| **The meeting closed at 10.10pm** | | |

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| **FINANCE – JULY 2016** |

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| **RECEIPTS & PAYMENTS** | | | | |
| **BALANCE AT 24/06/16 - £32,684.79**  RECEIPTS:  **TOTAL RECEIPTS: £0**  No uncleared cheques  NOTES:  EARMARKED RESERVES: £8451 Bury Lane Playing Field *(Goalposts - £899 paid for out of Comm. Field Fund; Topping field - £156));*  £386.42 P3 scheme (*Wigmore Castle footpath upgrade - £813.58 from 2014-15 P3 fund);*  £1884 Election fund *(Full Term elections - £116)* £1140 Signage *(Road sign ‘Parking residents only’ - £60*); £3000 Parish Council match funding for Lenghtsman/P3 schemes.  TOTAL: (Earmarked reserves (£14,861.42) + NP grant (£2600)) = £17,461.42  RESIDUAL AMOUNT: £15,223.37 | | | | |
| **i)** | **PAYMENTS from General funds** | | | |
|  | **Supplier** | **Item** | **Amount £ incl. VAT** | **VAT £** |
| 1 | Plusnet/ Dir Debit | Broadband (June) @ £33 per month | 33.00 | 5.50 |
| 2 | J Rochefort | Clerk’s June 16 salary £264.88; expenses (travel to Leintwardine x 1 = £5**,** Ink cartridge £8.00, Staple gun £25.99, photo for Land Registry £5) + home-working contribution @ £18 p.m. | 326.87 | 6.00 |
| 3 | Bowdler & Co | Clerk’s PAYE (June 2016 – as above) | 66.20 | - |
| 4 | Glasdon | S.Trimline 50l litter bin | 67.66 | 11.27 |
| 5 | Wigmore Village Hall | Cleaning & maintenance of village hall toilets & car park plus use of Clerk’s cupboard. 1/4/16 – 30/6/16 | 521.25 | - |
| 6 | C. Poole | Topping of Bury Lane Playing Field | 156.00 | 26.00 |
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| **TOTAL PAYMENTS FROM PRECEPT / COMMUNITY FIELD FUND** | | | **1170.98** | **48.77** |
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| **ii)** | **PAYMENTS FROM LENGTHSMAN FUNDS** | |  |  |
|  | S L Woodfield | Mowing & strimming parish areas, play area & Leinthall Starkes church | 878.40 | 146.40 |

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| **POSTBAG – Correspondence received since 13/6/16** | | | | |
| Date received | From | About | Action Required | Date forwarded |
| 21/6/16 | Hfds Council | Meeting re Budget Consultation 2017-18 (mtg on 28/7) | For July agenda | 21/6/16 |
| 22/6/16 | Community First | June e-bulletin | For Info | 27/6/16 |
| 23/6/16 | West Mercia PCC | PCC update | For Info | 27/6/16 |
| 24/6/16 | BBLP | Weekly Briefing | For Info | 25/4/16 |
| 27/6/16 | Hfds Council | Advertising Community litter pick | For July agenda | 27/6/16 |
| 29/6/16 | BBLP | Lengthsman & P3 Update | For Info | 29/6/16 |
| 1/7/16 | BBLP | Weekly Briefing | For Info | 1/7/16 |
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