**WIGMORE GROUP PARISH COUNCIL**

**Draft Minutes of the ordinary meeting held on Monday 13 February 2017**

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| **PUBLIC SESSION : Members of the public present: 5**Residents raised the following concerns:\*The brook at Kings Meadow needed cleaning out during the heavy rain recently. \*Dog fouling around Wigmore has increased. Is this since WGPC stopped supplying free dog bags? Indications are that there is a new dog in the area. Request to keep dog litter bins on Bury Lane Playing Field. Also see Item 5.5 |

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|  |  | **ACTION** |
| **1** | **Present:** Graham Probert (GP)(Chairman); Alan Dowdy (AD); Bryan Casbourne (BC); Clare Major (CM); Gill Bilbrough (GB); Jenny Johnson (JJ); Kevan Perkins (KP); Helena Leclezio (HL).**Apologies**: received from Vic Harnett (VH) (holiday) and approved.**In attendance**: Jano Rochefort - Clerk (JR). |  |
| **2** | **Declarations of Interest:** Cllr Clare Major – Non Pecuniary Interest re Item 8.2 ref 170044 |  |
| **3** | **Open Session:** report received as follows: **3.1** **PCSO Peter Knight –** Unable to attend.**3.2 Lee Symonds United in the Community:** Unable to attend**.****3.3** **Cllr Carole Gandy - Ward Councillor:** CG was away but had sent in her report which had already been circulated to councillors. See Appendix 1. |  |
| **4** | **To adopt the minutes of previous meeting: 9 January 2017:** The minutes of the 9 January 2017 meeting were proposed as a true record. Proposer - KP; Seconded - HL. **ACCEPTED** unanimously. The chairman signed the minutes. |  |
| **5** | **Update on matters previously considered:****5.1 AED Defibrillator training session –** This took place at the end of January. The session was very helpful, informative and was free. Diane Pearson of West Midlands Ambulance Service will repeat the training in a year’s time.**5.2 Street Lights –** The quote from Western Power Distribution for the disconnection of the electricity supply of the 8 street lights in Wigmore is £2727.92 (incl. VAT). This does not include the cost to remove the street light columns and wall lights. A quote for this job is required before a decision to proceed with the disconnection is taken. **5.3 Road Safety in Wigmore:** The BBLP quote for the Ford Street *‘No footway’* signs is £800 excl VAT. There are other companies that produce traffic signs. JR to ask BBLP to do a site inspection to establish where the signs should be placed with a view to doing the sign fixing in-house. No quote for the Bury Lane *‘Unsuitable for HGVs’* as yet. JR to chase.**5.4 Adoption of Leinthall Starkes and the Cross of the Tree phone box –** BT are still aware that WGPC wishes to adopt the LS box but are working through many similar applications so there is a backlog. Residents near the Cross of the Tree box wish to keep their phone box in situ and to use it to put local information inside. Councillors **AGREED** unanimouslyto this request. JR to write to Mr P Caton to inform him of the decision and to confirm how residents wish to use the phone box.**5.5 Issues re dogs and dog owners in Wigmore –** Councillors heard complaints from Wigmore residents about irresponsible dog owners allowing their dogs to foul pavements, footpaths and the playing fields around Wigmore. Councillors **AGREED** unanimously to the following actions * To keep the dog bins on Bury Lane.
* To place a notice ‘Dog Bags available in village shop’ on the dog bins.
* To put an article in the next Mortimer newsletter about responsible dog ownership.
* To establish who the irresponsible dog owners are.
 | **JR****JR****JR****JR** |
| **6** | **Finance:** **6.1 All Payments** from the General Fund as shown below. Proposer - BC; Seconded – AD. **APPROVED** unanimously. **6.2** **All Payments** from the Lenghtsman/P3 Fund as shown below. Proposer - CM; Seconded – GB. **APPROVED** unanimously. |  |
| **7** | **Appointment of an Internal Auditor for Year End Accounts:** Two quotes for this work have been received. Diane Malley, who WGPC’s internal auditor last year and has quoted £100 for the work and HALC who quoted £150 for the work. It was **AGREED** unanimously to re-appointment Diane Malley as the Internal Auditor for 2017-17. | **JR** |
| **8** | **Planning:**8.1To consider the following applications:\*164064 – The Stables, Leinthall Starkes, SY8 2HP – Proposed conversion of redundant stables  to a 2 bed residential dwelling. Councillors had been contacted by several residents of Leinthall Starkes with concerns and objections to this proposed conversion. Councillors considered these views and, following a vote, the majority decision was to **OBJECT** to the application for the following reasons:1. It was noted that the stables had been built relatively recently and with footings more suited to the erection of a house. If this application is approved there is concern that it sets a precedent for other similar applications i.e. requests to convert recently-built outbuildings into residences.
2. The issue of access from Novel Lane onto the C1019 Wigmore to Ludlow road has not been adequately considered. Novel Lane joins the C1019 on a bend with reduced visibility splay of vehicles coming from both Wigmore and Ludlow. Vehicles exiting Novel Lane at this junction need to move well to the right i.e. onto the other side of the lane in order to improve the driver’s view of traffic on the C019.

**8.2** Updates on the following applications:\*163443 – The Cottage, Leinthall Starkes, SY8 2HL – Proposed extensions & alterations  to dwelling. Approved with conditions.\*163583 – Land off Brook Lane – Proposed dwelling. Awaiting a decision. \*170044 – Aston Motte House, Pipe Aston, Ludlow – Proposed agricultural building  Prior approval – all others. Prior approval not required. Development to be carried out within  5 years. | **JR** |
| **9** | **Neighbourhood Development Plans (NDP)**9.1 Wigmore Group NDP – WGPC **AGREED** unanimously to set up the NDP Steering Group on a formal footing and that its members are to comprise of Cllrs. B. Casbourne, A. Dowdy and V. Harnett plus Mr B. Ardy, with J Rochefort as secretary to the group. The draft NDP consultation closed at the end of January and the Steering Group will meet shortly to consider the comments received. BC noted that the criteria from Hfds Council had changed since the draft plan was written and there are indications that the minimum requirements for housing are likely to be increased. Also the NDP will need to be amended to identify likely locations for housing development of more that 6 houses. The settlement boundaries will need to be widened to include more land.9.2Border Group’s Reg. 14 Draft NDP consultation – Councillors had no comments to make on this plan. |  |
| **10** | **Lengthsman / P3 Annual Maintenance scheme:** The 2017-18 Lenghtsman & P3 Annual Maintenance Plan needs to be submitted to Herefordshire Council shortly. The grant from Hfds Council has been drastically reduced from £7068 this year to £2607 for 2017-18, with WGPC required to contribute £2511. This gives a total budget of £5118 for 2017-18 for both the Lengthsman & P3 schemes. Councillors reviewed this year’s budget against actual expenditure. Certain budget headings had not been used this year and the Contingency heading was already accounted for in the precept budget. Councillors **AGREED** unanimously to take this year’s Lengthsman’s expenditure and add 1.6% for inflation to those particular headings that had incurred costs and to budget for £606 for the maintenance of ditches and grips in the villages. In light of the poor state of the PROWs in the WGPC’s area, councillors **AGREED** unanimously to the maximum P3 budget of £2067 (£1590 grant from Hfds Council and £447 mandatory WGPC contribution). | **JR** |
| **11** | **Wayleave request at Bury Lane Playing Field:**  Councillors could see no benefit or contribution to residents from BT Openreach’s request and **AGREED** unanimously to **REJECT** the request. | **JR** |
| **12** | **Correspondence, Training and Meetings:** As below. |  |
| **13** | **Matters for next scheduled meeting:** None |  |
|  | **Date of next meeting: Monday 13 March 2017 at 8pm.**  |  |
| **The meeting closed at 9.45 pm** |

**APPENDIX 1**

CLLR CAROLE GANDY’S WIGMORE REPORT FEBRUARY 2017

Last week I visited Wigmore School and spent over an hour visiting the classrooms in the High School. Many of the pupils were in the process of preparing for their GCSEs. I was very impressed with everything I saw, in particular the good behaviour of the pupils and the respect they gave the staff.

Recently we reviewed the school transport policy which requires parents to pay £750 per year for transport if they wish to send their child to a school which is not the school closest to their home. The evidence presented showed that the decision taken over 12 months ago had not affected pupil numbers at Wigmore school. I was also pleased to be advised that this coming September only 6 families across the whole of Herefordshire will not have achieved their first preference High School. This is quite an achievement and it is unlikely to be the same in other Education Authorities.

I have visited a local resident in Church Street whose land abuts the A4110. She expressed concern that her land was being eroded by large vehicles in particular agricultural vehicles which is almost creating a very mini lay-by and on occasions that is exactly what it is being used for by visitors to the church. This is a particularly dangerous part of the A4110 and I have discussed the matter with Mike Brookes who is looking at possible solutions. If much more of the land is eroded the church sign and the parking sign for residents only will be hit by a vehicle.

I have received an email from a resident who has responded to Wigmore NDP and has copied me in to part of her response with regard to traffic. She is suggesting a pedestrian crossing and I have emailed her explaining the discussions that have taken place in the past about this. However I do think that prior to the church project

reaching completion perhaps we could look at this again as hopefully, the foot fall will be considerably greater as a result of usage by the school, community groups, local people and tourists. Could we discuss at the next Parish Council meeting?

Following a request from Jano I recently visited the community shop which was once again experiencing problems with traffic lights being erected on behalf of Welsh Water right outside the shop, thus preventing customers parking and losing out on passing traffic. After a number of conversations it was agreed the traffic lights be removed and they were that afternoon and the work, so they say, will now be carried out at a later date on a Sunday

I recently met both the new Chief Executive of Wye Valley Trust and representatives of the CCG to discuss firstly how the County Hospital is dealing with the present increase in patients resulting in lack of beds and increased waiting times for in and outpatient treatment. The CCG also explained some of their plans for 7 day access to a GP. We discussed the issue of rural communities accessing treatment and whether there was an opportunity for large health centres to be better utilised.

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| **FINANCE – FEBRUARY 2017** |

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| **RECEIPTS & PAYMENTS**  |
| **BALANCE AT 26/01/17 – £30,330.14**No uncleared chequesNOTES: EARMARKED RESERVES: £8310.28 Bury Lane Playing Field *(Goalposts - £899 paid for out of Comm. Field Fund; Topping field - £156; Playground inspection - £60.72; Land Registry - £80));*  £170.42 P3 scheme (*Wigmore Castle footpath upgrade - £813.58; Wigmore footpaths maintenance £216 - 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 (£14,344.70) RESIDUAL AMOUNT: £15,985.44 |
| **i)** | **PAYMENTS from General funds**  |
|  | **Supplier** | **Item** | **Amount £ incl. VAT** | **VAT £** |
| 1 | Plusnet/ Dir Debit | Broadband (Jan/Feb) @ £33 per month | 33.00 | 5.50 |
| 2 | J Rochefort | Clerk’s Jan 17 salary £267.43 + ink cartridges £41.96 + laminating pouches £5.99 + working contribution @ £18 p.m. | 333.38 | 1.00 |
| 3 | Bowdler & Co | PAYE for January 2017 | 67.00 | - |
| 4 | HALC | Finance Training course (J Rochefort) | 120.00 | 20.00 |
| 5 | Brunel Engraving Co. | Bench plaque for Pam Williams | 22.80 | 3.80 |
| 6 | B Casbourne | Stationery (Roundabout Stationery) | 11.99 | 2.00 |
| 7 | Information Commissioner | Data Protection registration – Annual renewal | 35.00 | - |
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| **TOTAL PAYMENTS FROM PRECEPT / COMMUNITY FIELD FUND** | **623.17** | **32.30** |
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| **ii)** | **PAYMENTS FROM LENGTHSMAN / P3 FUNDS**  |  |  |
|  | TVT | Equipment for Parish Path Officer (PPO) for basic footpath maintenance | **52.44** | **8.74** |
| **TOTAL PAYMENTS FROM LENGTHSMAN / P3 GRANT** | **52.44** | **8.74** |

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| **POSTBAG – Correspondence received since 09/01/17** |
| Date received | From | About | Action Required | Date forwarded |
| 9/1/17 | West Mercia SNT | SNT January Newsletter | For Info | 11/1/17 |
| 10/1/17 | HALC | Training Courses Jan-March 17 | For Info | 11/1/17 |
| 12/1/17 | Hfds Council | Travellers Sites Devl Plan Drop-In 6/2/17 | For Info | 12/1/17 |
| 13/2/17 | BBLP | Weekly Briefing | For Info | 13/2/17 |
| 13/1/17 | BBLP | Quote for Ford Street signs | For Feb meeting | 17/1/17 |
| 13/1/17 | Border GPC | Reg 14 NDP consultation | For Feb meeting | 13/1/17 |
| 20/1/17 | BBLP | Weekly Briefing | For Info | 20/1/17 |
| 20/1/17 | HALC | Last minute training sessions | For Info | 20/1/17 |
| 23/1/17 | Hfds Council | Waste Charges consultation | For info | 23/1/17 |
| 23/1/17 | Hfds Football Assoc | Job vacancy- Football Strategy Manager | For Info | 24/1/17 |
| 25/1/17 | Community First | E bulletin January | For Info | 30/1/17 |
| 26/1/17 | Hfds CPRE | Intensive Poultry Units Study day 4/3/17  | For Info | 27/1/17 |
| 27/1/17 | BBLP | Weekly Briefing | For Info | 27/1/17 |
| 1/2/17 | Hfds Council | Discharge of Planning Conditions | For Info | 1/2/17 |
| 2/2/17 | Herefordshire Rural Hub | February Newsletter | For Info | 7/2/17 |
| 3/2/17 | BBLP  | Weekly Briefing | For Info | 7/2/17 |
| 7/2/17 | BT Openreach | Wayleave agreement | For Feb meeting | 8/2/17 |