**WIGMORE GROUP PARISH COUNCIL**

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

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| **PUBLIC SESSION : Members of the public present: None** |

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|  |  | **ACTION** |
| **1** | **Present:** Graham Probert (GP)(Chairman); Vic Harnett (VH); Bryan Casbourne (BC); Clare Major (CM); Gill Bilbrough (GB); Jenny Johnson (JJ); Helena Leclezio (HL).  **Apologies**: received from Cllrs Alan Dowdy (AD and Kevan Perkins (KP)  **In attendance**: Mortimer Ward Councillor Carole Gandy (CG); Jano Rochefort - Clerk (JR). |  |
| **2** | **Declarations of Interest:** None |  |
| **3** | **Open Session:** report received as follows:  **3.1** **Dean Curtis & Alison MacArthur –** Sent apologies due to unforeseen circumstances.  **3.2** **Cllr Carole Gandy - Ward Councillor:** CG reported as follows:  **Planning** – 1. The Brook Lane application is still being considered by the conservation officer. If the planning officer is minded to approve the application CG has asked that item be redirected to the planning committee. 2. Despite assurances The Oak has not submitted a new application. The planning officer will chase this and if no further application is received he will make a determination on their previous application. 3. For reference - Technical Guidance Note - Conversion of Agricultural buildings to dwellings under permitted development – Part 3.  **Dog Fouling** – CG has been in correspondence with the clerk about this issue. Hfds Council no longer employs dog wardens. Hfds Council’s sole environmental enforcement officer’s priority is fly tipping which is a huge problem in the county. The officer suggested contacting ‘Keep Britain Tidy’ for leaflets and other campaign material. See Item 5.5  **Car Parking issues** – A resident had contacted the clerk, which was forwarded to CG, regarding bad car parking around the school entrances. CG visited Ford Street and Bury Lane one morning between 08.10 and 09.10. In Bury Lane cars were pulling in to a driveway near the school entrance to drop off children. No problems were observed. In Ford Street most cars either parked at the village hall or drove along the school drive to drop off children. CG suspects the bigger problem is at the end of the school day with cars arriving early to collect pupils causing congestion for the school buses. Councillors acknowledged that this is a problem.  **Health related matters** – The WISH website <https://www.wisherefordshire.org/adult/> is a Hfds Council tool for assisting GPs, organisations and the public find out what services are available for adults and children in the county. It needs to be more widely known about. CG has a leaflet from the WISH website ‘Guide to assistive technology and telecare’ which helps people live independently for longer which can be downloaded at https://www.wisherefordshire.org/media/293450/a-guide-to-assistive-technology-and-telecare-rev-may-2016.pdf . The NHS Sustainability Transformation Plan (STP) seems to have had little engagement in rural Hfds. CG thinks that as the plans were written awhile ago and NHS finances have deteriorated significantly since then, many if not all of the plans will have to be amended.  **BBLP** - CG will ask BBLP exactly what work parish councils can and may in the future be able to carry out if they wish to. There followed a discussion about the poor state of the roads in Mortimer Ward. CG advised writing to Cllr P Rone (Portfolio holder for Transport & Roads) to express concern about the roads and increasing number of potholes in the local roads.  **Broadband** –The draft of the Lot 4 contract for broadband, which includes the balance of Mortimer Ward, has been awarded to Gigaclear. See the Fastershire website  <http://www.fastershire.com> for information on timescales and if all remaining properties have been connected. Delivery will start late summer 2017 and continue until completed.  **Council Tax and Precepts** – The new Herefordshire Council website will soon show how the 2016-17 council tax was spent and the precepts levied by each parish council. | **JR** |
| **4** | **To adopt the minutes of previous meeting: 13 February 2017:**  The minutes of the 13 February 2017 meeting were proposed as a true record. Proposer - CM; Seconded - BC. **ACCEPTED** unanimously. The chairman signed the minutes. |  |
| **5** | **Update on matters previously considered:**  **5.1 Street Lights –** BBLP have been asked to quote for removal of the street lights once disconnected but have not yet replied. JR to chase up. JR has also tried to obtain quotes for disconnection from Independent Distributor Companies. 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.  **5.2** – is missing (Clerk’s ommission)  **5.3 Road Safety in Wigmore:**  Ford Street - The BBLP quote for the Ford Street *‘No footway’* signs is £800 excl VAT. Robin Quant (BBLP) has identified where the *‘No footway’* signs should be placed. In response to WGPC suggesting this could done by the parish council he also said that if anyone other that BBLP does the work they need to be suitably qualified (NRSWA). It was **AGREED** that WGPC would buy the signs from another company and then consider how to erect them.  Bury Lane – Still no quote for the Bury Lane *‘Unsuitable for HGVs’* as yet. JR to chase again.  Village Gateway – JR reported unable to get BBLP to come and do a site inspection. CG said Aymestry PC was liaising with Bruce Evans (Hfds Council). JR to contact.  **5.4 Adoption of Leinthall Starkes and the Cross of the Tree phone box:** Cross of the Tree box – letter received from Mr P Caton outlining how Deerfold residents intend to use this box. Leinthall Starkes box – Hfds Council has given approval for its adoption by WGPC. BT will contact clerk with details of adoption process.  **5.5 Issues re dogs and dog owners in Wigmore:** Following CG’s information that little help will be forthcoming from Hfds Council, JR contacted Keep Britain Tidy which has a ‘Dog Poo Fairy’ campaign with posters and stickers. It was **AGREED** to buy a set of A3 and A4 posters which will be laminated and put up around the village.  **5.6 Installing the plaque for Pam Williams:** GP will fix the plaque to the bench in the Millennium Garden. | **JR**  **JR**  **JR**  **JR**  **JR**  **GP** |
| **6** | **Finance:**  **6.1 All Payments** from the General Fund as shown below. Proposer - VH; Seconded – CM. **APPROVED** unanimously.  **6.2** **All Payments** from the Lenghtsman/P3 Fund as shown below. Proposer - HL; Seconded – GB. **APPROVED** unanimously. |  |
| **7** | **Bury Lane Playing Fields:**  **7.1 To appoint a registered inspector for the Annual Playground Inspection:** Hfds Council no longer seems to organise this on behalf of parish councils and the previous Parks Development Manager who went freelance has not replied to requests for a quote. JR has a quote of £66.50 plus VAT from RoSPA Playsafety and it was **AGREED** to accept this quote.  **7.2 Appropriate use of the Bury Lane Playing Field car parking area:** JR reported that since the start of the year there have been 3 abandoned cars left on the car park. 1 has been removed and the remaining 2 cars have been reported to Hfds Council. It was acknowledged that WGPC keep the gates to the playing field open to help relieve the parking issues on Kings Meadow. Last year a mobile home was deposited on the site for some weeks. JR to ask Severn Trent if a height restriction bar could be erected to prevent large vehicles such as transporters from gaining access to the field.  **7.3 Options for improvements to the playing field:** JR had been contacted by Sovereign Play Equipment who had done a site inspection of the playing field and drawn up a proposal for improving the children’s’ play area. It was very expensive – approx £33,000. JJ commented that there is quite a lot of play provision in the village for primary aged children but very few facilities for high school aged children. A resident had asked about a skate park for Bury Lane. BC said that four years ago improvement plans had been drawn up which included a skate park and landscaping of the area but the plan had not been able to get a grant for the work. BC agreed to research available grants again based on the original landscaping plans. | **JR**  **JR**  **BC** |
| **8** | **Planning:**  Updates on the following applications:  \*164064 – The Stables, Leinthall Starkes, SY8 2HP – Proposed conversion of redundant stables to a 2 bed residential dwelling. *(Approved with conditions)*  \*163583 – Land off Brook Lane, Wigmore – Proposed dwelling. *(Awaiting a decision – See Item 3.2)* |  |
| **9** | **Neighbourhood Development Plans (NDP):** BC gave an update on the Wigmore Group NDP. The Steering Group had met to discuss the responses received from the Draft Plan. The Wigmore village settlement boundary will probably need to be amended in response to the comments from Hfds Council regarding the lack of identified site allocations that would be able to accommodate Wigmore’s future housing allocation. A number of potential plots will need to be identified. The minimum number of houses in a development will be increased from 6 to 11. This will trigger the requirement for developers to include ‘affordable housing’ in their proposals with a mixture of 2, 3 and 4 bedroom properties that allow residents to move up or downsize and still remain in the area. The Steering Group are meeting with the consultants, Kirkwells, this week to discuss changes to the draft plan. This may require WGPC to conduct another consultation on the revised Draft Plan (Reg.14) later in the year. |  |
| **10** | **Wigmore Church CIC:** BC gave an update on this project. The CIC has secured a grant which has enabled it to appoint an architect, subject to approval from the Diocese Advisory Committee (DAC) and a project manager. The Heritage Lottery Fund will be approached in September for money to implement the proposals. The proposals will need to include a Traffic Management Plan to address the anticipated increase in traffic and secure pedestrian safety and this will be carried out in consultation with Hfds Council. Several councillors expressed concerns regarding inadequate parking facilities in the village and the knock-on effect increased traffic and pedestrian footfall may have on Broad Street properties and residents. |  |
| **11** | **New Parliamentary Boundaries – 2nd Consultation:** CG felt this review was unlikely to come into effect. Many MPs who will be affected by the proposals are expressing their disquiet. It was **AGREED** not to submit a comment from WGPC. |  |
| **12** | **Correspondence, Training and Meetings:** As below. |  |
| **13** | **Matters for next scheduled meeting:** To discuss setting a 3 year budget plan. |  |
|  | **Date of next meeting: Monday 10 April 2017 at 8pm.** |  |
| **The meeting closed at 9.45 pm** | | |

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| **FINANCE – MARCH 2017** |

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| **RECEIPTS & PAYMENTS** | | | | |
| **BALANCE AT 24/02/17 – £29,677.33**  Uncleared cheque £22.80  NOTES:  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));*  £117.98 P3 scheme (*Wigmore Castle footpath upgrade - £813.58; Wigmore footpaths maintenance £216 ; PPO equipment £52.44 - 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 (£14,452.26)  RESIDUAL AMOUNT: £15,202.27 | | | | |
| **i)** | **PAYMENTS from General funds** | | | |
|  | **Supplier** | **Item** | **Amount £ incl. VAT** | **VAT £** |
| 1 | Plusnet/ Dir Debit | Broadband (Feb/March) @ £33 per month | 33.00 | 5.50 |
| 2 | J Rochefort | Clerk’s Feb 17 salary £267.43 + stationery £4.99+ working contribution @ £18 p.m. | 290.42 | 0.83 |
| 3 | Bowdler & Co | PAYE for February 2017 | 66.80 | - |
| 4 | HALC | Annual fee subscription | 585.94 | 97.65 |
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| **TOTAL PAYMENTS FROM PRECEPT / COMMUNITY FIELD FUND** | | | **976.16** | **103.98** |
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| **ii)** | **PAYMENTS FROM LENGTHSMAN / P3 FUNDS** | |  |  |
|  | I R Beavan | Hedge cutting football field, Bury Lane & housing estate roadsides @£26 ph x 3 | 93.60 | 15.60 |
| **TOTAL PAYMENTS FROM LENGTHSMAN / P3 GRANT** | | | **93.60** | **15.60** |

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| **POSTBAG – Correspondence received since 13/02/17** | | | | |
| Date received | From | About | Action Required | Date forwarded |
| 13/02/17 | West Mercia SNT | SNT February Newsletter | For Info | 16/2/17 |
| 14/02/17 | HALC | Information sheet & training courses | For Info | 16/2/17 |
| 17/2/17 | Community First | e-bulletin February | For Info | 21/2/17 |
| 17/2/17 | BBLP | Weekly Briefing | For Info | 17/2/17 |
| 24/2/17 | BBLP | Weekly Briefing | For Info | 24/2/17 |
| 1/3/17 | Boundary Commission | 2ndry consultation on Parliamentary Boundary proposals | For March meeting | 1/3/17 |
| 3/3/17 | Herefordshire Rural Hub | E Newsletter – March | For Info | 3/3/17 |
| 7/3/17 | BBLP | Weekly Briefing | For Info | 7/3/17 |
| 7/3/17 | K Caswell | Email re various issues in Wigmore | For March meeting | 8/3/27 |
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