**WIGMORE GROUP PARISH COUNCIL**

**Draft Minutes of the ordinary meeting held on Monday 10 April 2017**

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

|  |  |  |
| --- | --- | --- |
|  |  | **ACTION** |
| **1** | **Present:** Graham Probert (GP)(Chairman); Vic Harnett (VH); Bryan Casbourne (BC); Gill Bilbrough (GB); Helena Leclezio (HL); Alan Dowdy (AD); Kevan Perkins (KP).  **Apologies**: received from Jenny Johnson (JJ); Clare Major (CM) and approved.  **In attendance**: Jano Rochefort - Clerk (JR). |  |
| **2** | **Declarations of Interest:** None |  |
| **3** | **Open Session:** reports received as follows:  **3.1 Cllr Carole Gandy – Mortimer 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: 13 March 2017:**  The minutes of the 13 March 2017 meeting were proposed as a true record. Proposer - BC; Seconded - HL. **ACCEPTED** unanimously. The chairman signed the minutes. |  |
| **5** | **Update on matters previously considered:**  **5.1 Street Lights –** BBLPhas still not responded to a request for a quote to removethe street light columns and the clerk has been unable to find an independent distributor company to quote for disconnection. For further discussion on this matter see Item 8.  **5.2** **Road Safety in Wigmore:**  Bury Lane & *‘Unsuitable for HGVs’* signs – Robin Quant has now left BBLP and his workload is being covered by Will Steel. The issues are the underground utilities at the Ford Street junction and where to position the sign at the A4110 junction. These have to be assessed by BBLP’s Operations Team. It was felt by councillors that there were already sufficient poles at both junctions to fix a sign to. GP will make enquiries about getting the signs done separately.  Ford Street – JR is waiting for a quote from SignRite in Leominster for *‘No footway ‘* signs.  **5.3 State of roads in N. Herefordshire:** JR wrote to Cllr P Rone on behalf of WGPC. Councillors have seen a copy of the letter. The letter was acknowledged after a week but nothing further has been received from Cllr Rone. Councillors have been informed that the A4110  Lawtons Cross to Kingsland Depot road will be closed from 08.00 hours on 24 April and will re-open at 17.00 hours on 28 April.  **5.4 Issues re dogs and dog owners in Wigmore:** Keep Britain Tidy has very recently removed the ‘Dog Poo Fairy’ posters and is launching the ‘We’re Watching You’ campaign instead. These new posters have reflective eyes and cost significantly more than the Dog Poo fairy posters - £25+vat per poster and a minimum order of 10. This was felt to be an excessive cost. Instead it was AGREED to order ‘Polite Notice’ signs from Amazon. | **GP**  **JR** |
| **6** | **Finance:**  **6.1 All Payments** from the General Fund as shown below. Proposer - GB; Seconded – VH. **APPROVED** unanimously.  **6.2** **Clerk’s salary increase** - Proposer - KP; Seconded – HL. **APPROVED** unanimously.  **6.3 Clerk’s membership of the Society of Local Council of Clerks** – Proposer GB; Seconded VH. It was **AGREED** unanimously that WGPC would pay for the clerk’s membership for this year and to review this payment next year. |  |
| **7** | **Bury Lane Playing Fields:**  **7.1 To consider the Openreach request for a wayleave agreement:** This is to put in ducting and cables underground to serve the proposed Vodaphone mast on Severn Trent’s sewage treatment plant land. JR informed the meeting that this construction required planning permission and that WGPC had not, as yet, received notification of this application. It was **AGREED** to defer this request for a wayleave agreement until the planning application had been received and approved by Herefordshire Council.  **7.2 To consider the Annual Inspection report from the Registered Inspector of playgrounds:** Although there were no major or immediate issues, the report noted that the swing seat needed raising and the rubber cover on the zip wire seat’s chain was split. It was **AGREED** to get these repaired as soon as possible.  **7.3 Unauthorised use of field by quad bikes, mini motos etc:** The legal position is that  quad bikes mini mopeds/mini motos unless taxed and insured, must not be ridden on a public highway. This includes parks and playgrounds such as the Bury Lane playing fields if permission has not been given. Residents have reported this going on but councillors living nearby to the field have not seen or heard anything. If anyone observes this unauthorised use of the field they should contact Wes Mercia Police on 101. | **JR** |
| **8** | **WGPC 3 Year Budget Plan:** At present WGPC has about £5 – 6K un-allocated funds in the current account. Following discussion it was **AGREED** to fund the following projects:   1. Street Lights – In view of the expense in getting the street lights disconnected and the equipment removed it was **AGREED** to keep all but the Bury Farm/Bury Lane street lights on but to fully upgrade them to LED. A quote for the work to be obtained from BBLP. 2. To buy solar-powered 30 mph signs. HL to investigate costs. 3. To proceed with the Village Gateway signs at the A4110 and C1019 approaches to Wigmore. JR to do a site inspection with the Locality Steward and a councillor.   GB noted that JJ wished councillors to consider activities for the older children of the village. It was noted that Teme Valley Youth Project (TVYP) had closed down and that its funds have now been transferred to Herefordshire Community Foundation (HCF). HCF gives grants for local communities in Herefordshire and it may be possible to get a grant for activities for the 11-18 age group. It was **AGREED** that a survey needs to be done to find out what facilities the young people of Wigmore would like to have. This survey will be included in the next newsletter. | **JR**  **HL**  **JR**  **BC** |
| **9** | **Planning:**  **9.1** 171139 & 171140 – Tannery House, Wigmore HR6 9UJ – Alterations to the rear façade of property, minor internal works, replacement doors & windows & structural remediation. **DECISION** – WGPC have no objections to this application.  **9.2** Updates on the following application:  \*163583 – Land off Brook Lane, Wigmore – Proposed dwelling. *(Awaiting a decision – See*  *Cllr Gandy’s report at Appendix 1)* |  |
| **10** | **Neighbourhood Development Plans (NDP):** BC gave an update on the Wigmore Group NDP. The Steering Group had met with the consultant from Kirkwells and discussed the various amendments that needed to be made to the draft plan. There were still some minor corrections to be made to the draft. The latest newsletter from the Dept. for Communities and Local Government (DCLG) alerted NDP Steering Groups that any approved site allocations will be deemed to have planning ‘permission in principle’. Extra funding may now be available for NDPs assessing site allocations. The Steering Group will meet soon to finalise the new draft plan to present to the parish council. |  |
| **11** | **Correspondence, Training and Meetings:** As below. |  |
| **12** | **Matters for next scheduled meeting:** (Wigmore Parish meeting @ 7pm, WGPC Annual meeting @ 7.30pm and May ordinary monthly meeting @ 8pm). Wayleave agreement; NDP Reg. 14 revised Draft Plan for approval. |  |
|  | **Date of next meeting: Monday 8 May 2017 at 8pm. (NB. See above for times)** |  |
| **The meeting closed at 9.25 pm** | | |

**APPENDIX 1**

CLLR CAROLE GANDY’S WIGMORE REPORT APRIL 2017

The Brook Lane planning application is to be refused due to the report from the Conservation officer. I have agreed this be done under delegated powers as taking it to committee could pose a risk. Incidentally the Conservation Officer made reference to Cork Rural Design Guide which I and Jano have read and I found it very impressive. Upon enquiry I find that Herefordshire does not have such a document but that an officer is looking at producing some guidance, not as detailed as Cork but at present has advised that it is a low priority. I think this is unfortunate as if you get a chance to look at the Cork Rural Design Guide you will see how helpful it is to developers and parish councils and could assist all of us in making sure developments in rural Herefordshire are in keeping with their surroundings.

With regard to dog fouling which is also affecting Leintwardine, PCSO Pete Knight has offered to when in the area patrol Leintwardine and to ask his colleagues to similarly do so. I have asked that this offer also be extended to Wigmore. No response as yet.

I have again chased Mark Tansley about The Oak application and did enclose the photos of the car parked in Ford Street, stressing that the PC want this application sorted in order to try to get something in place to deal with the parking issue. I contacted the PCSO, unaware that Jano had done so, and I have to say found his response not very helpful, particularly the bit about the car not being parked on the pavement, felt like screaming, because there is no pavement!!

I had a very useful meeting with Will Steel of BB with regard to work that parish councils might take on if they so wished. This included the possibility of say Leominster Town Council acting as a sort of sub contractor for BB and parishes paying Leominster to carry out work i.e. environmental enforcement. He thought this was something well worth considering and has gone away to discuss with colleagues and HC.

The EnviRecover Energy from Waste facility at Hartlebury is now fully operational. It is the largest single piece of capital infrastructure in Worcestershire and Herefordshire and marks the virtual elimination of landfill in the two counties. It will turn 200,000 tonnes per year of waste into electricity, exporting 15.5 MW of electricity to the grid which is sufficient to power all the homes in Kidderminster.

|  |
| --- |
| **FINANCE – APRIL 2017** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RECEIPTS & PAYMENTS** | | | | |
| **BALANCE AT 28/03/17 – £28,678.37**  Uncleared cheque £93.60  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: £14,132.51 | | | | |
| **i)** | **PAYMENTS from General funds** | | | |
|  | **Supplier** | **Item** | **Amount £ incl. VAT** | **VAT £** |
| 1 | Plusnet/ Dir Debit | Broadband (March/April) @ £33 per month | 33.00 | 5.50 |
| 2 | J Rochefort | Clerk’s March 17 salary £267.43 + working contribution @ £18 p.m. | 285.43 |  |
| 3 | Bowdler & Co | PAYE for March 2017 | 67.00 |  |
| 4 | B Casbourne | For printing of Mortimer Village newsletter (March issue) (One Stop Print Shop) | 168.75 |  |
| 5 | Wigmore Village Hall | Cleaning & maintenance of village hall toilets & car park plus use of Clerk’s cupboard. 1/1/17 – 31/3/17 | 521.25 |  |
| 6 | Playsafety Ltd | For Annual Playground inspection at Bury Lane Playing Field | 79.80 | 13.30 |
| 7 | Npower | Street Lights (1/1/17 – 31/3/17) | 143.62 | 6.84 |
|  |  |  |  |  |
| **TOTAL PAYMENTS FROM PRECEPT / COMMUNITY FIELD FUND** | | | **1298.85** | **25.64** |
|  | | | | |
| **ii)** | **PAYMENTS FROM LENGTHSMAN / P3 FUNDS** | |  |  |
|  | None |  |  |  |
| **TOTAL PAYMENTS FROM LENGTHSMAN / P3 GRANT** | | |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **POSTBAG – Correspondence received since 13/03/17** | | | | |
| Date received | From | About | Action Required | Date forwarded |
| 14/3/17 | Hfds Council | Hereford Area Plan & Transport Package – Consultation event | For Info | 15/3/17 |
| 16/3/17 | Clarke Telecom Ltd | Proposed telecommunications base at Wigmore Sewage Works | For April meeting | 17/3/17 |
| 17/3/17 | BBLP | Weekly Briefing | For Info | 17/3/17 |
| 20/3/17 | HALC | Last Minute Training sessions | For Info | 21/3/17 |
| 23/3/17 | Community First | March E-Bulletin | For Info | 24/3/17 |
| 24/3/17 | BBLP | Weekly Briefing | For Info | 24/3/17 |
| 29/3/17 | Openreach | Wayleave agreement request | For April meeting | 31/3/17 |
| 30/3/17 | Herefordshire Rural Hub | E newsletter April | For Info | 4/4/17 |
| 31/3/17 | BBLP | Weekly Briefing | For Info | 31/3/17 |
| 4/4/17 | Hfds Council | Rural Area Site Allocations – Information event 22/5/17 | For Info | 4/3/17 |
| 4/4/17 | Playsafety (RoSPA) | Annual Play equipment report | For April meeting | 6/4/17 |
| 5/4/17 | Keep Britain Tidy | Briefing Note on Dog Fouling | For April meeting | 6/4/17 |
| 5/4/17 | Cllr Gandy | Info on Fastershire Broadband connection Phase 2 | For Info | 5/4/17 |
| 6/4/17 | Cllr Gandy | Resurfacing Works in April 2017 | For Info | 6/4/17 |
|  |  |  |  |  |