**WIGMORE GROUP PARISH COUNCIL**

**Draft Minutes of the ordinary meeting held on Monday 12 June 2017**

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| **PUBLIC SESSION : Members of the public present: 1** |

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|  |  | **ACTION** |
| **1** | **Present:** Vic Harnett (Chairman)(VH); Graham Probert (GP); Alan Dowdy (AD); Helena Leclezio (HL); Clare Major (CM); Bryan Casbourne (BC); Gill Bilbrough (GB); Kevan Perkins (KP).  **Apologies**: Apologies were received and accepted from Cllr. Jenny Johnson (JJ). Cllr Kevan Perkins requested to be able to leave before the end of the meeting. This request was granted.  **In attendance**: Dan Guerche – PCC Community Ambassador; Ward Cllr. Carole Gandy (CG); Jano Rochefort (JR)(Clerk). |  |
| **2** | **Declarations of Interest:** Cllrs Clare Major and Alan Dowdy – Non Pecuniary re Item 8 Wigmore Closed Churchyard |  |
| **3** | **Open Session:** reports received as follows:  **3.1 Dan Guerche, PCC Community Ambassador (Herefordshire):** Dan gave an overview of the work, remit and aims of the new Police and Crime Commissioner (PCC) for West Mercia Police (WMP), John Campion. John was elected in May 2016 and serves a 4 year term.  The PCC does the following:   * sets the priorities for the West Mercia Police Area to build a safer environment for residents over the next 4 years. * Is responsible for WMP’s budget of over £200m per year and sees that it is spent effectively and achieves value for money * holds the Chief Constable to account and can appoint and dismiss him/her. * listens to the concerns of the public and decides on policing priorities accordingly. * sets the police precept yearly in consultation with local communities. * Engages with local communities to find out their concerns. * Has national as well as local respnsibilities e.g. count terrorism and organised crime * Provides £2m in grants to community initiatives to help reduce crime and disorder * Responsible for providing appropriate services for victims of crime   Issued raised by councillors were the poor response time when phoning 101 to report a crime; importance of the Poacher Watch and the link between poaching and rural crime; the failure to replace local PCSO and the problem of lack of police visibility; the perception that because this is a low crime area, resources can be taken away without any consequences; speeding on rural roads; the A49 road closures during the summer and the knock-on effect on the A4110.  Dan said these concerns would be reported back to John Campion.  **3.2 Cllr Carole Gandy – Mortimer Ward Councillor:**  **Wigmore Community Shop** – CG expressed her delight that the community shop had been awarded the Queens Award for Volunteers, one of only two groups in the county.  **Planning** – An application has now been received from The Oak. The procedure regarding the application for the mobile phone mast at Bury Lane Field had caused confusion and CG’s comment had been misunderstood by the planning officer concerned. CG has emailed this officer but not had a reply so will take the matter up with Kevin Bishop – Lead Development Manager for Northern Team. *(See Item 9.2)*  **PROWs, Dog Fouling and Child Safeguarding** – CG is liaising with Mike Walker (BBLP) and Dean Curtis (Wigmore School) regarding the concerns about the footpaths over the school grounds (dog fouling and safeguarding). A site visit is to be arranged. The Ramblers will need to be involved.  **Bury Lane gullies & rubbish** – CG has contacted Mike Brookes (Locality Steward) about these matters. JR said she had emailed Mike Brookes and that he would attend to the gullies after his holidays and that she had put in a request to BBLP to remove the rubbish collected from Bury Lane Playing Field.  **Kings Meadow:**  **Play Area** – CG has advised Mike Brookes of vandalism in the play area. Many posts have been removed, either pulled out or hacked away. CG is concerned that dogs can access the area and foul it. KP raised concerns that dog poo bags were being put in the play area waste bin and suggested a sign forbidding people to do this. CG stated that many towns had removed dedicated dog poo bins as residents can deposit bagged dog poo in the general waste bins as all waste goes to the same landfill. CG felt this was a better option than forbidding people to use the litter bins. Councillors agreed.  **West Mercia Homes** – has expressed interest in providing more facilities for young people in the Kings Meadow & Queens Meadow area e.g. play equipment. CG supports this in principle but is waiting for more details.  **Broadband –** Hfds Council have closed the contract with BT as it has not managed to connect all the properties in Phase 1 of the rollout that it should have by 31 May 2017. The Phase 2 contract has been given o Gigaclear.  **School Governors** – There is a need for more people to volunteer to become school governors across the county. For more details phone 01432 260929 or email [cwatkins@herefordshire.gov.uk](mailto:cwatkins@herefordshire.gov.uk)  **Hfds Council** - CG has been appointed Chair of the Children & Young Peoples Scrutiny Committee. There will be an Ofsted Inspection of Childrens Services in January 2018. |  |
| **4** | **To adopt the minutes of previous meetings: 8 May 2017:**  The Annual Parish Council meeting and the May monthly meeting. The minutes of both meetings were proposed as a true records – (Annual Meeting - Proposed by CM, Seconded by AD; May meeting – Proposed by GP, Seconded by BC). It was **RESOLVED** to **ACCEPT** the minutes**.** The chairman signed both sets of minutes. |  |
| **5** | **Update on matters previously considered:**  **5.1 Street Lights –** An inspection of the street lights had been done last month by the chairman, clerk and BBLP’s Street Light Supervisor. Councillors had been updated on the findings of the inspection particularly the issue of street light P005, by Plough Farm, which had required immediate attention. The chairman had authorised BBLP to attend to the matter immediately to prevent harm to persons and property in the vicinity. The invoice for this unforeseen expense will be presented to the council in due course. Meanwhile, as requested, BBLP has given a quote of £1638.53 + VAT to do an electrical/structural test on all 10 street lights, change all the lamps to LEDs and fit 35 lux cells to all lights. It was **RESOLVED** to **ACCEPT** this quote. It was also RESOLVED that street light P005 should be replaced and upgraded in line with the other street lights.  **5.2** **Lengthsman/P3 report** – DC Gardening Services has commenced Lengthsman and P3 work around the parishes. It was **RESOLVED** that Charles Poole be asked to top the Bury Lane Playing Field again in the autumn.  **5.3 Neighbourhood Development Plan:** BC reported that another meeting of the Steering Group will be convened to discuss the issue of site allocations and landowners approvals in the light of further advice from Hfds Council.  **5.4 Anti Dog Fouling signs:** Wigmore councillors will put up signs around the village. | **JR**  **JR** |
| **6** | **Finance:**   * 1. It was **RESOLVED** that all Payments from the General Fund as shown below be paid. Proposer - CM; Seconded – GP.   2. It was **RESOLVED** that all Payments from the Lengthsman / P3 fund as shown below be paid. Proposer - AD; Seconded – GB. |  |
| **7** | **Reports from the Annual Parish Meetings:**  **7.1 Wigmore** - The following concerns were raised and noted - Traffic speed on A4110; the lack of a decent footway by The Oak and the junction at Ford Street and A4110; dog fouling and litter; potholes.  **7.2 Leinthall Starkes** -The following concerns were raised and noted - Traffic speed through village; request for Village Gateway signs; potholes; Village signs need cleaning. |  |
| **8** | **Wigmore Closed Churchyard:** The clerk had previously circulated a report on the closed churchyard to councillors. The maintenance of the closed churchyard is the responsibility of Wigmore Group Parish Council. Maintenance is taken to mean keeping the closed churchyard in a ‘decent order’ and with the health and safety of visitors in mind. This responsibility covers trees, paths, fences, gates, memorials and tombstones and grass cutting. The clerk confirmed that the council’s insurance covers its responsibility for the closed churchyard. The clerk **RECOMMENDED** and the council **RESOLVED** to engage ‘Jerry Ross Aboricultural Consultancy’ to do a tree survey of the trees in the closed churchyard with regard to the council’s responsibility for maintenance of the trees. The clerk **RECOMMENDED** and the council **RESOLVED** to engage ‘Hudson Stonework Ltd’ to do a report on the state of the tombstones and memorials. | **JR** |
| **9** | **Planning:**  **9.1** Toconsider the following applications:  \*171130 – Land East of Brooklyn, Leinthall Starkes SY8 2HP – Erection of a single detached dwelling with associated garaging and gardens. The council had no objection to this application.  \*171518 – The Stables, Leinthall Starkes, Ludlow SY8 2HP – proposed removal of condition 2 of planning permission 164064 – to incorporate design changes to external material finishes. The council had no objection to this application.  \*142096 – Ye Olde Oak Inn, Wigmore HR6 9UJ – Proposed extension to 2nd floor to rear of building for addition of 2 bedrooms. Amended application. The council had no objection to this application.  **9.2** Updates on the following application:  \*171329 – Land at Wigmore Sewage Works, Wigmore - Proposed installation of a 20.0m lattice mast, supporting 3 no. antenna, 2 no. dishes, associated ground based equipment cabinets. *(Approved with conditions – Prior approval not required*). Discussion followed regarding concern over Hfds Council’s handling of this application. CG will ask for clarification about the correct procedure in this case.  \*171139 & 171140 – Tannery House, Wigmore HR6 9UJ – Alterations to the rear  façade of property, minor internal works, replacement doors & windows &  structural remediation. (*Approved with conditions).* |  |
| **10** | **Bury Lane Community Field:** BT Openreach has been asked to propose an alternative route for the cable trench but this has not yet been received. The clerk is chasing this up.  Another wayleave request from Western Power Distribution was received just prior to the meeting for a short underground cable from the transformer to the Severn Trent site. The wayleave payment would either be £1.51 per annum or a one off payment of £100 for 80 years. It was **RESOLVED** to negotiate with Western Power Distribution for a waiving of the costs associated with street light P005 in return for agreeing to the wayleave at £100. | **JR** |
| **11** | **Consultation on Public Space Protection Order consultation:** Councillors questioned whether any of these orders could, in reality, be enforced bearing in mind that Herefordshire Council does not employ any dog wardens and has only one Enforcement Officer to cover all Environmental cases. These concerns to be forwarded to Hfds Council. | **JR** |
| **12** | **New Code of Conduct from Herefordshire Council:** Following advice from HALC it was **RESOLVED** to delay implementing the new Code of Conduct until the end of the council’s full term of office in May 2019. |  |
| **13** | **Correspondence, Training and Meetings:** As below. |  |
| **14** | **Matters for next scheduled meeting:** Wayleave agreements; NDP Reg. 14 revised Draft Plan for approval. |  |
|  | **Date of next meeting: Monday 10 July 2017 at 8pm.** |  |
| **The meeting closed at 10.25 pm** | | |

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| **FINANCE – JUNE 2017** |

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| **RECEIPTS & PAYMENTS** | | | | |
| **BALANCE AT 25/05/17 – £38,923.32**  No uncleared cheques  NOTES:  EARMARKED RESERVES: £8230.48 Bury Lane Playing Field *(Goalposts - £899 paid for out of Comm. Field Fund; Topping field - £156; Playground inspection - £60.72 & £79.80; 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 (£14,372.46)  RESIDUAL AMOUNT: £24,550.86 | | | | |
| **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 May 17 salary £337.76 + travel expenses £62.10\* + postage (Audit docs to External Auditors £7.25 & Lengthsman/P3 invoice docs to BBLP £1.30) + stationery £4.00 + working contribution @ £18 p.m. | 430.41 | - |
| 3 | J Rochefort | No Dog Fouling signs x 10 = 22.69; Polite Notice Children Play here x 1 = £2.50 | 25.19 | 3.78 |
|  |  |  | **488.60** | **9.28** |
| **TOTAL PAYMENTS FROM PRECEPT / COMMUNITY FIELD FUND** | | |  |  |
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| **ii)** | **PAYMENTS FROM LENGTHSMAN / P3 FUNDS** | |  |  |
| 1 | S L Woodfield | Mowing & strimming Wigmore parish areas, play area & Leinthall Starkes church | 888.00 | 148.00 |
|  | DC Gardening Services | Lengthsman scheme duties in the parishes of Wigmore Group for May 2017, as per attached schedule | 240.00 | 40.00 |
|  | DC Gardening Services | P3 scheme duties in the parishes of Wigmore Group for May 2017, as per attached schedule | 120.00 | 20.00 |
| **TOTAL PAYMENTS FROM LENGTHSMAN / P3 GRANT** | | | **1248.00** | **208.00** |

\* Clerk’s Travel expenses breakdown:

46 miles to Hereford for NDP training session with Cllr Dowdy

92 miles to Internal Auditor take and collect Audit documents.

Total miles = 138 @ 45p per mile = £62.10

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| **POSTBAG – Correspondence received since 08/05/17** | | | | |
| Date received | From | About | Action Required | Date forwarded |
| 9/5/17 | Hfds Council | Hereford City of Culture 2021 | For Info | 10/5/17 |
| 11/5/17 | Hfds Council | Hereford Area Plan/Hereford Transport Package Consultation Reminder | For Info | 12/5/17 |
| 12/5/17 | BBLP | Weekly Briefing | For Info | 12/5/17 |
| 23/5/17 | Hfds Council | Public Space Protection Order (PSPO) Consultation | For June Meeting | 25/5/17 |
| 24/5/17 | Cllr Gandy | Response to PSPO consultation | For Info | 25/5/17 |
| 25/5/17 | Hfds Council | Marches Growth Hub Events | For Info | 27/5/17 |
| 26/5/17 | BBLP | Weekly Briefing | For Info | 27/5/17 |
| 26/5/17 | Allan Farrington (West Mercia Homes) | Facilities at Queens Meadoe & Kings Meadow | For Info – requested more details. | 30/5/17 |
| 27/5/17 | Hfds Rural Hub | UK Threat Level Critical | For Info | 27/5/17 |
| 27/5/17 | HALC | Training Schedule | For Info | 30/5/17 |
| 1/6/17 | Hfds Council | New Code of Conduct for Councillors | For June Meeting | 6/6/17 |
| 2/6/17 | BBLP | Weekly Briefing | For Info | 2/6/17 |
| 5/6/17 | Hfds Council | Broadband event – 19 June | For Info | 5/6/17 |
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