**WIGMORE GROUP PARISH COUNCIL**

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

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| **PUBLIC SESSION : Members of the public present: 2**  Residents present requested an update on the matter of the planning application for the telecom mast in Bury Lane Playing Field. There had been confusion over the term ‘Prior Approval – no comments accepted’. CG had been informed by Hfds Council’s Lead Planning Manager that this should not appear on planning applications as comments, whether by letter or electronic communication are always accepted. See also Item 3.1.  Residents also mentioned concerns with youngsters using a grassed area in Kings Meadow for skate boarding practice. This is damaging the grass but is also potentially dangerous as the children are not easily seen by drivers. It was noted that there is little for older children to do in Wigmore and that some facilities such as a skate park would be welcomed. See also Item 8. |

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|  |  | **ACTION** |
| **1** | **Present:** Vic Harnett (Chairman)(VH); Graham Probert (GP); Alan Dowdy (AD); Clare Major (CM); Bryan Casbourne (BC); Gill Bilbrough (GB); Kevan Perkins (KP).  **Apologies**: Apologies were received by the clerk from Cllr Leclezio due to illness. To be approved at the next meeting.  **In attendance**: Ward Cllr. Carole Gandy (CG); Jano Rochefort (JR)(Clerk). |  |
| **2** | **Declarations of Interest:** None |  |
| **3** | **Open Session:** report received as follows:  **3.1 Cllr Carole Gandy – Mortimer Ward Councillor:**  **Bury Lane gullies** – CG asked if the drain grills had now been cleaned.  **Kings Meadow:**  **Play Area** – CG has been kept informed about the continuing vandalism of the play area. Hfds Council is aware of the problem and may replace the posts with a more sunstantial structure. West Mercia Police are also aware and if the identity of the culprit/s are known then warnings followed by ASB orders should be given.  **West Mercia Homes** – nothing further has been forthcoming about play facilities from this housing association.  **Hfds Council:**  **Planning –** CG has been advised by Kevin Bishop – Lead Development Manager for Northern Team, that even with applications with prior approvals, parish councils have every right to submit comments. A copy of the prior approvals criteria is available from the clerk.  **The LEADER** Programme provides grants (funded by the European Union and managed by DEFRA) to rural businesses in the county. Herefordshire has been allocated £1.7 million to support rural business. So far £150K has been allocated. Grants of between £2.5K to £100K can be given to help rural businesses grow. More details are on Herefordshire Council website and in the shop.  **Budget consultation** – Individuals and parish councils in Mortimer Ward are strongly encouraged to take part in this consultation to identify the priorities needed in this ward. Peoples’ views are listened to as evidenced by the library and bus services consultations. The consultation can be completed either by post or online at  <https://www.herefordshire.gov.uk/budgetconsultation>. See also Item 11.  **Smart meter alert** – A resident has alerted CG to a problem with installing smart meters as the equipment needs an adequate strength mobile phone signal to work. An E.ON technician stated that many areas of Herefordshire have an inadequate signal. Residents are advised to ensure that energy providers have checked the property’s mobile signal strength first before wasting people’s time. CG has contacted the MP but would like to hear of any other similar experiences. |  |
| **4** | **To adopt the minutes of previous meeting: 12 June 2017:**  The minutes of the 12 June 2017 monthly meeting was proposed as a true record – Proposed by AD, Seconded by KP). It was **RESOLVED** to **ACCEPT** the minutes**.** The chairman signed the minutes. |  |
| **5** | **Update on matters previously considered:**  **5.1 Street Lights –** At the May meeting it had been **RESOLVED** to **ACCEPT** the BBLP quote to upgrade the street lights including the replacing of P05 street light. The BBLP contract for this work had been received, checked and it was **RESOLVED** to **ACCEPT** the contract. The chairman duly signed the contract on behalf of WGPC and payment was made as per the invoice detailed below.  **5.2 Road Safety in Wigmore** – The clerk had obtained two quotes from manufacturers for the Ford Street and Bury Lane road signs. A third company had not replied to the request. It was RESOLVED to ACCEPT the quote from Hirst Signs. The clerk will order the signs and GP will arrange for them to be installed. VH will ask Ms Halliday of The Oak to trim the vegetation along their wall and Ford Street. The clerk will contact Stonewater Housing Association to clear vegetation on the pavement in front of 1A-4A Ford Street.  **5.3 Neighbourhood Development Plan (NDP) -** The Steering Group will meet on 19 July todiscuss the issue of site allocations and landowners approvals in the light of further advice from Hfds Council. The next draft NDP will be presented to WGPC for approval with a provisional consultation taking place during October and November.  **5.4 Dog Fouling & Public Spaces Protection Orders -** WGPC responsed to Hfds Council’s PSPO consultation in respect of the problems of dog fouling on the school playing fields. A positive response has been received from the council as follows *‘A PSPO update meeting was held today where your request was discussed.  Due to the PROW’s crossing the field it was decided that a dog exclusion will be applied on the playing fields and a dogs on leads applied on the PROW footpaths.  Consideration will be given in the future for the possibility of a gating order on the footpaths; this will help resolve the dog fouling and also address the safeguarding issues.’*  This response has been forwarded to the school authorities. The clerk also showed councillors examples of ‘Short lead’ signs that the school might like to erect at the entrances to the playing fields. The issue of moving the two footpaths away from school ground is unlikely to be granted so the safe guarding concerns still remain. | **JR/GP/VH** |
| **6** | **Finance:**   * 1. It was **RESOLVED** that all Payments from the General Fund as shown below be paid. Proposer - GP; Seconded – CM.   2. It was **RESOLVED** that all Payments from the Lengthsman / P3 fund as shown below be paid. Proposer - KP; Seconded – BC. |  |
| **7** | **Wigmore Closed Churchyard:** The report from WGPC’s arboricultural consultant had been forwarded to councillors earlier. It was **RESOLVED** to **ACCEPT** the recommendation to fell Tree no 9 – a decayed and leaning ash tree on the northern boundary of the churchyard. The clerk will liaise with the PCC and Diocese and Hfds Council’s TPO to obtain consents. The clerk will also obtain quotes from suitably qualified and insured tree surgeons and will forward these to councillors for their consideration with the aim of felling the tree as soon as is reasonably possible.  A report on the monuments and tombs in the churchyard from Hereford Cathedral’s stonemason, Hudson Stonework Ltd, had also been received and forwarded to councillors. It was **RESOLVED** to **ACCEPT** Mr Hudson’s quote to attend to the listed monument – the preaching cross – but the clerk was instructed to approach DC Gardening Services with regard to making safe the chest tomb and other head stones. | **JR** |
| **8** | **Kings Meadow Play Area:** KP and the clerk met with PCSO Michniok during the monthly SNT surgeries at the village shop and raised the issue of vandalism in the play area. It was noted that there are only twos PCSOs and an Inspector to cover all of Leominster and North Herefordshire and another member of the Leominster SNT is on long term sick leave. As yet there is no replacement for PCSO Knight. Concerns were expressed that the police numbers are inadequate for the Leominster and North Herefordshire area. The clerk will write to the Police & Crime Commissioner expressing WGPC’s concerns about the lack of policing in North Herefordshire.  Councillors then discussed providing activities for the older children in the village. Several residents had enquired about creating a skatepark at Bury Lane Playing Field. There is money in the parish council’s budget specifically allocated for the playing field and BC felt that grants could be obtained from various sources. The clerk will contact Hereford Skatepark Committee for advice on setting up a skatepark. | **JR** |
| **9** | **Planning:**  **9.1** Toconsider the following applications:  \*171946 – Castle Garage, Wigmore, HR6 9UJ – New air-conditioning condenser to rear of property. The council approved of this application.  \*172206 – Pig & Whistle Cottage, Deefold, Lingen, Bucknell, SY7 0EE – single storey and two storey extensions to existing detached private residence. The council approved of this application.    **9.2** Updates on the following application:  \*171130 – Land East of Brooklyn, Leinthall Starkes SY8 2HP – Erection of a single detached dwelling with associated garaging and gardens. *(Application to be decide)*  \*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. (*Approved)*  \*142096 – Ye Olde Oak Inn, Wigmore HR6 9UJ – Proposed extension to 2nd floor to rear of building for addition of 2 bedrooms. Amended application. *(Application to be decide)* |  |
| **10** | **Bury Lane Community Field:**  **10.1** BT Openreach has now submitted a revised plan for the route of the cable trench that will not cause as much damage to mature tree roots. It was **RESOLVED** to **ACCEPT** the BT Openreach wayleave agreement and to accept £799.50 as a one off payment.  **10.2** Western Power Distribution has agreed to waive its bill for the emergency callout to street light P005 in May. It was **RESOLVED** to **ACCEPT** the Western Power Distribution wayleave agreement and to accept a one off payment of £100 for 80 years. | **JR** |
| **11** | **2017-18 Budget consultation:** It was noted that residents in Mortimer Ward do not call on many of the services provided by Hfds Council such as adult and child social care but the road infrastructure is used by all. It was **AGREED** to wait until after the chairs and clerks of Mortimer Ward parishes meet to discuss responses on 20 September. | **JR** |
| **12** | **Policies for Review: Asset Register –** GP asked if the agricultural land value of Bury Lane Playing Field ought to be included on the Asset Register. The clerk will take advice on this. | **JR** |
| **13** | **Correspondence, Training and Meetings:** As below. |  |
| **14** | **Matters for next scheduled meeting:** NDP Reg. 14 revised Draft Plan for approval. Asset Register. Standing Orders review. |  |
|  | **Date of next meeting: Monday 11 September 2017 at 8pm.** |  |
| **The meeting closed at 10.10 pm** | | |

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| **FINANCE – JULY 2017** |

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| **RECEIPTS & PAYMENTS** | | | | |
| **BALANCE AT 25/05/17 – £38,923.32** (June Bank statement not received to date)  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 (June/July) @ £33 per month | 33.00 | 5.50 |
| 2 | J Rochefort | Clerk’s June 17 salary £337.76 + ink cartridges £42.98 + working contribution @ £18 p.m. | 398.74 | 7.16 |
| 3 | R & M Poole | Topping of Community Field | 216.00 | 36.00 |
| 4 | Balfour Beatty Living Places | Installation of 10 LED lights & photocells | 1966.24 | 327.71 |
| 5 | Wigmore Village Hall Committee | Cleaning & maintenance of village hall toilets & car park plus use of Clerk’s cupboard. 1/4/17 – 30/6/17 | 521.25 | - |
| 6 | Jerry Ross Arboricultural Consultancy | Report on trees in Wigmore Closed Churchyard | 375.00 | - |
| 7 | B Casbourne | One Stop Shop for printing Mortimer Newsletter | 168.75 | - |
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| **TOTAL PAYMENTS FROM PRECEPT / COMMUNITY FIELD FUND** | | | **3678.98** | **376.37** |
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| **ii)** | **PAYMENTS FROM LENGTHSMAN / P3 FUNDS** | |  |  |
| 1 | DC Gardening Services | P3 scheme duties in the parishes of Wigmore Group for June 2017, as per attached schedule | **114.00** | **19.00** |

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| **POSTBAG – Correspondence received since 12/06/17** | | | | |
| Date received | From | About | Action Required | Date forwarded |
| 14/6/17 | BT Openreach | Revised location of trench for cabling re telecom mast | For July meeting | 15/6/17 |
| 16/6/17 | BBLP | Weekly Briefing + grass cutting rota | For Info | 21/6/17 |
| 20/6/17 | Hfds Council | 2018/19 Budget briefing – 4/7/17 | For Info | 21/6/17 |
| 22/6/17 | Cllr Gandy | Budget Consultation Process | For July meeting | 22/6/17 |
| 22/6/17 | Hfds Council | Introduction of parking charges at WVT community hospitals | For Info | 22/6/17 |
| 23/6/17 | BBLP | Weekly Briefing | For Info | 23/6/17 |
| 26/6/17 | Safer Neighbourhood Team | SNT June newsletter | For Info | 29/6/17 |
| 27/6/17 | Freedom Infrastructure Services (WPD) | 2nd Wayleave agreement in connection with Bury Lane telecom mast | For July meeting | 29/6/17 |
| 28/6/17 | HALC | Last minute training info | For Info | 29/6/17 |
| 28/6/17 | Community First | June e bulletin | For Info | 3/7/17 |
| 29/6/17 | Hfdshire Rural Hub | July Newsletter | For Info | 29/6/17 |
| 30/6/17 | BBLP | Weekly Briefing | For Info | 30/6/17 |
| 3/7/17 | Cllr Gandy | LEADER Funding Programme | For Info | 3/7/17 |
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