**WIGMORE GROUP PARISH COUNCIL**

**Draft Minutes of the Ordinanry meeting held on Thursday 11 September 2017**

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| **PUBLIC SESSION : Members of the public present: 6**  The following issues were raised by the public:  \*The need for a pedestrian crossing in Wigmore over Broad Street on the A4110. A petition supporting this request and signed by many residents was handed to Cllr Gandy. In principle WGPC supported this request and had asked for such a crossing many times in the past. These requests had all been rejected by Amey (BBLP’s predecessor) citing the poor visibility splay at this section of the A4110. It was noted that some residents of Broad Street would object to a crossing; that some pedestrians would not use the crossing if it meant walking in the opposite direction to their home and would prefer to risk crossing Broad Street at whatever point was closest for them; the Wigmore CIC’s traffic consultant had also reported that there was no suitable location for a crossing on Broad Street. WGPC councillors restated their support for a crossing and Cllr Gandy said she would ask BBLP to come out and re-assess the road and the safety of pedestrians trying to cross Broad Street.  \*Bury Lane Community & Playing Field - several young residents present expressed their desire for a skate park on the field. They were supported by their parents. WGPC councillors expressed their support in developing the field for all the community and this could include a skate park, playground, picnic areas, nature area, dog walking track, allotments etc. This would be a big project that would need a group of dedicated volunteers to take on the organisation and management of the field. The first steps are to find out what the community wants to do with the field and to call for volunteers to manage the project. A questionnaire will be included in the next Mortimer Villages Newsletter. |

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|  |  | **ACTION** |
| **1** | **Present:** Vic Harnett (VH)(Chairman); Graham Probert (GP); Alan Dowdy (AD); Clare Major (CM); Bryan Casbourne (BC); Jenny Johnson (JJ); Gill Bilbrough (GB).  **Apologies**: Helena Leclezio (HL); Kevan Perkins (KP);  **In attendance**: Jano Rochefort - Clerk (JR). |  |
| **2** | **Declarations of Interest:** None |  |
| **3** | **Open Session:** report received as follows:  **3.1 Cllr Carole Gandy – Mortimer Ward Councillor:**  **Car Boot Sale at Bury Lane Community & Playing Field:** CG attended this event and was very impressed with the organisation and how popular the event was. Hopefully many more events could be held on the field. On this occasion the event was covered by WGPC’s Public Liability insurance. Could future events also be covered by WGPC’s insurance thus making it more easy and attractive to organisers and more profitable to the parish council? CG spoke to youngsters and parents about a skate park and was impressed by their enthusiasm and commitment. At present they travel to Hereford skate park having encountered problems at Leominster’s skate park.  **Kings Meadow:**  **Play Area –** CG has spoken to Sarah Scrace (West Mercia Police) about the vandalism. A formal complaint has to be made by the owners of the play area. The owners are Hfds Council. CG has explained this to BBLP and understands that a formal complaint has now been made.  **West Mercia Homes –** CG has still not heard any more about supporting recreational facilities from this housing association. CG will contact them to see if they might make a contribution to the skate park.  **Herefordshire Council:**  **Planning –** As of April 2017 Hfds Council has a housing supply of 4.54 years and so is unable to demonstrate the required 5 year land supply. However there are indications of significant increased activity in the housing market which, when combined with National Planning Policy updates, have amended the approach to be taken when a 5 year land supply cannot be demonstrated. These include:  \*The number of planning permissions for housing in the county in the last year has increased by approx 1000, indicating the work undertaken by Hfds Council in processing and approving applications.  \*Clarification of the National Planning Policy has confirmed that, in areas with made Neighbourhood Development Plans containing housing allocations, housing supply policies will not be considered to be out of date as the housing supply in Herefordshire in April 2017 exceeded three years. In addition the Supreme Court has confirmed that adopted planning policies which are specifically related to housing supply can continue to be given weight in decision making.  **3.2** **Alison MacArthur – Wigmore Schools Business Manager:** The GCSE results were good. There has been some vandalism on the primary school playground. A new fire alarm system has been fitted at the High School and there are renovations to the Primary School entrance. New signs will be erected to remind dog owners and walkers that dogs must be kept on leads when walking across the playground. Re-routing of the footpath is still ongoing. CG will follow this up. Councillors confirmed that WGPC is willing to donate £30 for the Maths Prize for this year. | **CG** |
| **4** | **To adopt the minutes of previous meetings: 10 July 2017 and 10 August 2017:**  The minutes of the 10 July 2017 meeting were proposed as a true record. Proposer - JJ; Seconded - BC. It was **RESOLVED** to **ACCEPT** the minutes**.** The chairman signed the minutes.  The minutes of the 10 August 2017 extraordinary meeting were proposed as a true record. Proposer - GP; Seconded - AD. It was **RESOLVED** to **ACCEPT** the minutes**.** The chairman signed the minutes. |  |
| **5** | **Update on matters previously considered:**  **5.1 Street Lights –** The street lights have now been upgraded to LED lights. Compliments have been received from residents. The invoice for the emergency repair to light P005 has been received. Councillors expressed concern at the cost of the work in comparison to the work for the lighting upgrade. Clerk to ask for a detailed breakdown of the work.  **5.2 Road Safety in Wigmore** – The ‘No footway’ signs for Ford Street and ‘Unsuitable for HGV’ signs for Bury Lane have been delivered and will be erected by GP.  **5.3 Neighbourhood Development Plan (NDP) –** Theplan has been revised to include the extra site allocation offered by Mr Williams. The Steering Group will meet to check this revised plan .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 -** No further information received on the progress of a PSPO for the school playground. An item will be included in the next newsletter to advise dog walkers that theu are required to keep dogs on leads when walking on footpaths.  **5.5 Leinthall Starkes phone box –**  It was **RESOLVED** to purchase this phone box from BT for £1 at the WGPC meeting on 3 October 2016. The contract to purchase the phone box has now been received from BT. It was **RESOLVED** to proceed with the purchase and the contract was duly signed by the chairman.  **5.6 Kings Meadow Play Area vandalism –** The clerk read out an email from Cllr Perkins which stated that West Mercia Police was now collating statements from witnesses and Hfds Council who are the owners of the play area.  **5.7 Litter Pick etc. -** The clerk reported that the litter pick had taken place the day before (Sun. 10 Sept). A group of volunteers had collected 7 bags of rubbish from around Wigmore village. These will be collected by BBLP shortly. The lengthsman had dealt with the weeds by 1A-4A Ford Street. JJ commented that there were still many weeds growing along the school boundary path and along the pavement by Castle Gardens. JJ offered to organise volunteers to do a weed removal. If it is done under the auspice of WGPC then a risk assessment has to be conducted to enable volunteers to be covered by the council’s Public Liability Insurance. The clerk will forward the template to JJ. | **JR**  **GP**  **BC/JR**  **JR/JJ** |
| **6** | **Finance:**   * 1. It was **RESOLVED** that, excepting the invoice from BBLP, all Payments from the General Fund as shown below be paid. Proposer - AD; Seconded – BC. The BBLP invoice will be considered at the October meeting.   2. It was **RESOLVED** that all Payments from the Lengthsman / P3 fund as shown below be paid. Proposer - GP; Seconded – GB.   3. The first quarter’s Financial Report was received without comment. |  |
| **7** | **Wigmore Closed Churchyard:**  **Trees -** The clerk had earlier forwarded an email from the council’s tree consultant, Jerry Ross, advising that, in light of the fact that there was another tree report (the CIC’s report) that raised concerns as to the health of the lime tree, a conclusion that he disagreed with, WGPC might consider commissioning a second report into the health of this particular tree. The meeting had also received a letter from the owner of Pegasus House raising concerns about the branches of the yew trees at the eastern end of the churchyard which were very close to her property. As both the lime tree and yew trees have TPOs, councillors **RESOLVED** to refer these matters to the Tree Preservation Officer for advice on how to proceed.  **Tombstones –** The council is waiting for a quote from Dave Bufton before making a decision on this matter. | **JR** |
| **8** | **Bury Lane Community & Playing Field:** WGPC have **RESOLVED** to support, in principle, the development of this field. There will be a call for volunteers to form a ‘Friends’ group which, under the auspices of WGPC, will take on the responsibility for project managing this development. A request for volunteers and a questionnaire will be included in the next newsletter. | **BC** |
| **9** | **Planning:**  **9.1** Toconsider the following applications:  172723 & 172931(L) – The Annexe at Limebrook Court, Lingen, SY7 0EB – Proposed single storey extension and alterations to existing annexe. There were no objections to this application.  **9.2** Updates on the following applications:  \*172463 – Old Blacksmiths Yard, Leinthall Starkes SY8 2HL – Prpoposed forestry workers dwelling. *(Awaiting a decision)*  \*171946 – Castle Garage, Wigmore, HR6 9UJ – New air-conditioning condenser to rear of property. *(Approved with conditions)*  \*172206 – Pig & Whistle Cottage, Deefold, Lingen, Bucknell, SY7 0EE – Single storey and two storey extensions to existing detached private residence. *(Approved with conditions)*  \*171130 – Land East of Brooklyn, Leinthall Starkes SY8 2HP – Erection of a single detached dwelling with associated garaging and gardens. *(Approved with conditions)*  \*142096 – Ye Olde Oak Inn, Wigmore HR6 9UJ – Proposed extension to 2nd floor to rear of building for addition of 2 bedrooms. Amended application. *(Awaiting a decision)*  CG noted that this application had not yet been decided. She will enquire as to the progress as this has been with planning for some time. | **CG** |
| **10** | **Electricity supply to street lights:** Following the upgrade to the street lights, a new contract for the electricity supply has been received from Npower. The clerk reported that the annual bill is estimated to be in the region of £180 plus VAT. It was **RESOLVED** to accept the new contract with Npower and the chairman duly signed the contract. |  |
| **11** | **Herefordshire Council consultations:** To consider WGPC’s response to the following consultations  **11.1** 2018-19 Budget Consultation (30.9.17) – A meeting of Mortimer Ward’s ward councillor and parish council chairmen and clerks has been arranged for 20 September to discuss a combined response to the Budget Consultation with reference to the particular issues facing this most northerly ward of the county. WGPC councillors agreed that the pressing concerns were the withdrawal of financial support for the Lengthsman scheme and the poor state of the roads in the ward. It was **RESOLVED** that Cllr Harnett would to act on behalf of WGPC at this meeting.  **11.2** Minerals and Waste Local Plan (6.10.17) – The clerk reported that the Leinthall Earls Quarry has planning permission up to 2027. It was noted that the quarry is now owned by Tarmac. No further comments were expressed.  **11.3** Rights of Way Improvement Plan (10.11.17) – AD will consider this plan and report back at the October meeting.  **11.4** Public Space Protection Order (PSPO) – Alcohol Consumption (11.10.17) – No comments to this consultation. |  |
| **12** | **Policies for review:** The Standing Orders were reviewed and no changes were required. The chairman signed off the policy. The next review date will be September 2018. |  |
| **13** | **Correspondence:** CM updated councillors on the Woodpecker Rally issues. Wigmore does not have a Christmas lights switch on. Age UK’s request for a donation was declined. N. Herefordshire Conservative Association’s invitation for a networking event was declined. |  |
| **14** | **To raise matters for next scheduled meeting:** BBLP Invoice;NDP revised plan; Rights of Way Improvement Plan. |  |
|  | **Date of next meeting: Monday 9 October 2017 at 8pm.** |  |
| **The meeting closed at 10.13 pm** | | |

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| **FINANCE – SEPT 2017** |

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| **RECEIPTS & PAYMENTS** | | | | |
| **BALANCE AT 25/08/17 – £33,875.27**  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: £19,502.81 | | | | |
| **i)** | **PAYMENTS from General funds** | | | |
|  | **Supplier** | **Item** | **Amount £ incl. VAT** | **VAT £** |
| 1 | Plusnet/ Dir Debit | Broadband (Aug/Sept) @ £33 per month | 33.00 | 5.50 |
| 2 | BT Payphones | For purchase of Leinthall Starkes phone box | 1.00 | - |
| 3 | J Rochefort | Clerk’s Aug 17 salary £337.76 + postage £11.60 + working contribution @ £18 p.m. | 367.36 | - |
| 4 | Hirst Signs Ltd | For signs at Ford Street & Bury Lane | 286.68 | 47.78 |
| 5 | R&M Poole & Son | Topping the Bury Lane Community Playing Field | 324.00 | 54.00 |
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| **TOTAL PAYMENTS FROM PRECEPT / COMMUNITY FIELD FUND** | | | **1012.04** | **107.28** |
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| **ii)** | **PAYMENTS FROM LENGTHSMAN / P3 FUNDS** | |  |  |
| 1. | S L Woodfield | Mowing & strimming parish areas, play area & Leinthall Starkes church (June, July, Aug 2017) | 888.00 | 148.00 |
|  | D C Gardening Services | Lengthsman scheme duties in the parishes of Wigmore Group for August 2017, as per attached schedule | 228.00 | 38.00 |
| **TOTAL PAYMENTS FROM LENGTHSMAN / P3 GRANT** | | | **1116.00** | **186.00** |

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| **POSTBAG – Correspondence received since 11/07/17** | | | | |
| Date received | From | About | Action Required | Date forwarded |
| 11/7/17 | BBLP | Resurfacing Programme – July | For Info | 12/7/17 |
| 11/7/17 | Hfds Council | PSPO – further details | For Sept meeting | 12/7/17 |
| 14/7/17 | BBLP | Weekly Briefing | For Info | 14/7/17 |
| 14/7/17 | Cllr C Gandy | Fwd Tourism in Hfds call for projects | For Info | 14/7/17 |
| 19/7/17 | K Caswell & others | Email re ideas for playing field | For Sept meeting | 20/7/17 |
| 21/7/17 | BBLP | Weekly Briefing | For Info | 14/7/17 |
| 25/7/17 | Hfds Council | Council Furniture Collection | For Info | 26/7/17 |
| 27/7/17 | Woodpecker Rally | PR letter re 2 Sept rally | For Info | 27/7/17 |
| 28/7/17 | BBLP | Weekly Briefing | For Info | 31/7/17 |
| 2/8/17 | Hfds Council | Press release re money for roads | For Info | 3/8/17 |
| 4/8/17 | BBLP | Weekly Briefing | For Info | 4/8/17 |
| 8/8/17 | Woodpecker Rally | Letter re issues from resident | For Sept meeting | 8/8/17 |
| 11/8/17 | BBLP | Weekly Briefing | For Info | 11/8/17 |
| 13/8/17 | Zara Roberts | Christmas Lights switch on | For Sept meeting | 30/8/17 |
| 14/8/17 | Hfds Council | Consultation – Minerals & Waste Local Plan (6.10.17) | For Sept meeting | 30/8/17 |
| 17/8/17 | Hfds Council | Rights of Way Plan consultation | For Sept meeting | 30/8/17 |
| 18/8/17 | BBLP | Weekly Briefing | For Info | 30/8/17 |
| 19/8/17 | Cllr Gandy | Fastershire Broadband rollout | For Info | 30/8/17 |
| 21/8/17 | Hfds Council | Deloitte Bike Ride | For Info | 30/8/17 |
| 23/8/17 | Age UK | Letter – request for donation | For Sept meeting | 4/9/17 |
| 4/8/17 | West Mercia Police | Police Open Day event | For Info | 30/8/17 |
| 25/8/17 | BBLP | Weekly Briefing | For Info | 30/8/17 |
| 25/8/17 | HALC | Information Corner | For Info | 30/8/17 |
| 30/8/17 | Community First | Monthly e-bulletin | For Info | 4/9/17 |
| 31/8/17 | Cllr C Gandy | Fwd PSPO – Alcohol Restrictions | For Sept meeting | 4/9/17 |
| 1/9/17 | BBLP | Weekly Briefing | For Info | 4/9/17 |
| 4/9/17 | Hfds Council | Herefordshire CCG GP practice services etc Engagement | For Sept meeting | 4/9/17 |
| 4/9/17 | Hfds Council | Seminar for parish councillors | For Info | 4/9/17 |
| 7/9/17 | CPRE | Autumn Conference (13/10/17) | For Info | 8/9/17 |
| 9/9/17 | N. Herefordshire Conservatives Assoc | Invitation to coffee morning networking for Mortimer parishes | For Sept meeting | 10/9/17 |