**WIGMORE GROUP PARISH COUNCIL**

**Draft Minutes of the Ordinary meeting held on Monday 9 October 2017**

|  |
| --- |
| **PUBLIC SESSION : Members of the public present: 3**  The following issues were raised by the public:  \*The planning application for Rose Cottage. See Item 9.1 for further details.  \*A resident informed the council of recent vandalism at Wigmore Castle including graffiti on the South Tower and fencing broken and used to light fires within the grounds of the castle. The resident was thanked for the information. Cllr Dowdy, WGPC’s Footpaths Officer will investigate tomorrow and report back to the parish council. The clerk will inform Heritage England and Wigmore School authorities. |

|  |  |  |
| --- | --- | --- |
|  |  | **ACTION** |
| **1** | **Members Present:** CouncillorsVic Harnett (VH)(Chairman);; Alan Dowdy (AD); Clare Major (CM); Helena Leclezio (HL); Kevan Perkins (KP); Gill Bilbrough (GB).  **Apologies for absence**: Apologies were received and accepted from Councillors Graham Probert (GP) (illness); Bryan Casbourne (BC) (holiday); Jenny Johnson (JJ) (family commitments)  **In attendance**: Ward Cllr Carole Gandy (CG); Jano Rochefort – Clerk to the Council (JR). |  |
| **2** | **Declarations of Interest:** There were no Declarations of Interestreported. |  |
| **3** | **Conduct of meetings:** Theclerk had previously raised the issue of unacceptable conduct that had affected other parish councils and that had involved councillors, clerks and members of the public. KP opened the item and there followed a discussion regarding the conduct of councillors and members of the public both at open meetings and out in the public domain. The Standing Orders and the Code of Conduct are there to provide guidance for councillors so that meetings are conducted in a professional and non-confrontational manner. The dangers of social media were highlighted and a reminder that parish councillors are volunteers and that all too frequently the public expect action from the parish council that is not in its remit to do. |  |
| **4** | **Open Session:** report received as follows:  **4.1 Cllr Carole Gandy – Mortimer Ward Councillor:**  **Road Safety in Wigmore –** CG and the clerk met with Rob Hemblade and Ray Wallace from Balfour Beatty to discuss a possible pedestrian crossing on Broad Street (A4110) in Wigmore but were advised that visibility from the Ford Street side of Broad Street would make it a crossing at the only feasible point (i.e. close to the stream) not an acceptable proposition. It would also entail the installation of dropped bobbled kerbs of a specific measurement and it was felt by BB that there was insufficient room to install this on the pavement and still leave sufficient flat pavement for pushchairs and people in wheel chairs or electric scooters. There was a lot of discussion around improved signage and re-whitening the markings at the Ford Street Junction. Ray Wallace is to walk the whole of Broad Street shortly to see what improvements can be made. CG has advised the author of the petition and she accepts the difficulties and welcomes the review of signage. CG will meet with Bruce Evans of Herefordshire Council shortly to see what other measures could be put in place.  **West Mercia Homes –** CG has written to the housing association but still not heard any more about supporting recreational facilities from this housing association. **Herefordshire Council:**  **Planning –** There is no further news of The Oak planning application. CG was advised that the architect was in discussions with the conservation officer of Hfds Council.  **Budget Consultation -** The recently held budget meeting with Mortimer parish clerks and chairs was represented by 3 of the 5 parishes. It was agreed to concentrate on the main issues affecting the ward i.e. road maintenance, drainage and broadband. It was recognised that the main income into the ward was from small business and tourism both of which are effected by poor road maintenance and a lack of high speed broadband.  **Community Commissioning Model** - A copy of this has been forwarded to the Clerk. It is a process that has been agreed when a parish council has the opportunity to raise additional revenue and have expressed an interest in directly funding minor works or services to resolve issues or enhance their communities. For example Traffic Regulation Orders, traffic calming measures, Public Rights of Way. It is quite a lengthy document but I believe it is an opportunity for some parish/town councils to take on certain Public Realm works. |  |
| **5** | **To adopt the minutes of previous meeting: 11 September 2017:**  The minutes of the 11 September 2017 meeting were proposed as a true record. Proposer - AD; Seconded - CM. It was **RESOLVED** to **ACCEPT** the minutes**.** The chairman signed the minutes. |  |
| **6** | **Update on matters previously considered:**  **6.1 Street Lights –** The invoice for the emergency repair to light P005 has been referred to WGPC’s insurers who have asked for a report from BBLP in to the possible cause of the cracks and severed live electricity cable. The clerk will chase up this report. I the mean time the insurers have advised WGPC to pay the invoice.  **6.2 Road Safety in Wigmore** – See CG’s report at 3.1 re a potential crossing on Broad Street. The ‘No footway’ signs for Ford Street and ‘Unsuitable for HGV’ signs for Bury Lane will now be dealt with by VH.  **6.3 Leinthall Starkes phone box –** The signed contract from BT has been received and the telephony removed from the phone box. WGPC now own the phone box. AD and GP have been informed and residents of Leinthall Starkes will be canvassed for suggestions as to its use.  **6.4 Kings Meadow Play Area vandalism –** KP reported that after 3 abortive visits to the play area, BBLP have replaced the vandalised posts with concrete ones but that these new posts have been nailed to the rotten bases of the old posts. It is doubtful how long these repairs will last. CG is to contact BBLP about the standard of work.  **6.5 Herefordshire Council’s 2018-19 Budget Consultation -** See CG’s report at 3.1. The most pressing issues for Mortimer Ward parishes were agreed to be roads, drainage and broadband. A resident had contacted WGPC to complain about the poor state of drains along Barnet Lane. During recent rains, water had flooded onto the road which had in turn brought gravel down to the bottom of the road and caused a bicyclist to skid and fall. The resident had tried to contact BBLP via the Help Line but been cut off on 3 occasions. CG will follow this up with BBLP. Another resident and her son had voluntarily swept up the gravel from the road. It was **RESOLVED** to formally thank the resident and her son for their public-spirited action. It was also **RESOLVED** to ask D C Gardening Services to clear the kerbside and gutter weeds from Broad Street (A4110), Ford Street, Kings Meadow. | **JR**  **VH**  **CG**  **JR**  **JR** |
| **7** | **Finance:** It was **RESOLVED** that all Payments from the General Fund as shown below be paid. Proposer - KP; Seconded – AD. |  |
| **8** | **Wigmore Closed Churchyard:**  **Trees -** The clerk informed the council that the decayed ash tree has now been felled and the timber left on the church land below the churchyard. The owner of The Cottage has expressed an interest in buying the logs from the parish council. It was **RESOLVED** to ask for a donation for the wood to help defray the cost of the felling. The clerk has also contacted the Tree Preservation Officer in relation to the lime tree and yew trees but has as yet, been unable to arrange an appointment to view the trees concerned. The clerk will chase this up again.  **Tombstones –** The council considered the 3 quotes for maintenance of the various churchyard edifices and in view of the health and safety issues involved it was **RESOLVED** to accept the quote from Hudson Stonemasons Ltd | **JR** |
| **9** | **Planning:**  **9.1** \*173266 – Rose Cottage, Wigmore, HR6 9UB – Proposed 2 storey side extension.  Councillors listened to a presentation from the applicant who was concerned that the  Planning Officer was minded to reject the application. The applicant had contacted CG about the matter. CG is trying to contact the Planning Officer to establish what his concerns are. It was RESOLVED that WGPC have no objections to the application in its current state.  **9.2** Updates on the following applications:  \*172723 & 172931(L) – The Annexe at Limebrook Court, Lingen, SY7 0EB – Proposed single storey extension and alterations to existing annexe. *(Awaiting a decision)*  \*172463 – Old Blacksmiths Yard, Leinthall Starkes SY8 2HL – Proposed forestry workers dwelling. *(Refused)*  \*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)* | **JR** |
| **10** | **Neighbourhood Development Plan (NDP) –** The clerk had presented the final ‘Reg. 14 Draft Consultation’ version of Wigmore Group’s NDP to councillors for approval. Proposer – CM; Seconder – KP. It was **RESOLVED** to approve this plan. The consultation period will take place from 11 December 2017 to 29 January 2018 and will include an open session at the village hall for residents to examine the plan and ask questions of the Steering Group. Hfds Council will do a Habitats Regulations Assessment (HRA) and a Strategic Environmental Assessment (SEA) which will become part of the Wigmore NDP. |  |
| **11** | **Herefordshire Council consultations:** To consider WGPC’s response to the following consultations  **11.1** Rights of Way Improvement Plan (10.11.17) – AD had read the plan and produced a report on it for the parish council’s consideration. It was **RESOLVED** to use this report as WGPC’s response to the plan. See Appendix 1  **11.2** Boundary Commission for England – 2018 Review of Parliamentary Constituencies – No comments to this consultation. |  |
| **12** | **Training:** The clerk had requestedauthorisation to attend 3 HALC training sessions. The courses cover the new Data Protection Act, Planning and Commons & Village Greens at a cost of £160 + VAT.It was RESOLVED to authorise this expenditure. HL will also attend a course on the legal rights of residents as one of the two free courses for member councils. JJ is also authorised to attend a free course on village halls working with parish councils. | **JR** |
| **13** | **Correspondence:** As below. No response required. |  |
| **14** | **To raise matters for next scheduled meeting:** Allocation of monies to Bury Lane Community Field reserves; Meeting Dates for 2018. |  |
|  | **Date of next meeting: Monday 13 November 2017 at 8pm.** |  |
| **The meeting closed at 10.00 pm** | | |

Appendix 1

Wigmore Group Parish Council

Response to Herefordshire Council’s

Rights of Way Improvement Plan consultation 2017

Herefordshire Council is reviewing its Rights of Way Improvement Plan (ROWIP) that it made in 2007, as it is required to do in accordance with the Countryside and Rights of Way Act 2000. Wigmore Group Parish Council (WGPC), in consultation with its Parish Footpath Officer, has the following comments to make on the plan.

* In general, the Wigmore Group Parish Council (WGPC) is in agreement with the principles of the report. Both the Herefordshire Trail and the Mortimer Trail (Wigmore Loop) pass through the WGPC area.
* These 2 trails and also the footpath that leads up to Wigmore Castle are given more attention (and consequently more money is spent on them) than most of the other Public Rights of Way (PROWs) in the WGPC area. This extra attention is justified as they are an attractive resource and having people use them is beneficial to the local economy.
* In the WGPC area it is difficult to access the start of many of the other PROWs. Public transport is almost non-existent in the WGPC area and there are not usually any suitable parking areas nearby. Accordingly, these PROWs are mainly only known by and used by locals and their visitors who live within safe walking distance. Given current financial restraints it would not be best use of council tax payers’ money to create new parking areas.
* Most of the WGPC PROWs are in a useable (but far from ideal) condition. Repairs needed are reported promptly to Herefordshire Council’s contractor, Balfour Beatty Living Places (BBLP), and then dealt with in accordance with BBLP’s risk-based approach as detailed in their Highways Maintenance Plan. Unfortunately, this risk-based approach does mean that most repairs on WGPC PROWs are given low priority and consequently remain on hold for a significant period of time. This often means that the PROWs remain closed for extended periods.
* Despite the ROWIP making reference to Herefordshire Council “*continuing to offer training to*” Parish Footpath Officers (PFO), the WGPC PFO has been offered no initial nor ongoing training despite being in post for over a year. Useful advice and guidance has, though, been provided by the Locality Steward on a “case by case” basis.
* Although the Executive Summary of the ROWIP includes the sentence: *“[This report] is intentionally aspirational in its aims but reflects difficult financial circumstances, in particular the Council’s ability to resource delivery.”* WGPC does not think that the plan gives enough emphasis to this very important and overriding factor. The current financial restraints are having such an impact on delivery of these aspirational aims that, after reading the ROWIP, councillors questioned whether the authors of the report do actually live in the same Herefordshire that the rest of the residents do. Despite supporting the aspirational aims of the report, WGPC concluded that the reality is very different and it is difficult to see how, without significant investment, most of the PROWs in the WGPC area can fit in with the phrase used in the introduction to the ROWIP: *“Herefordshire Council recognises that local rights of way are a significant part of our heritage and a major recreational resource. They help to encourage tourism and contribute to local rural economies, whilst also fulfilling a convenient means of travel in the daily lives of local people”*.

|  |
| --- |
| **FINANCE – OCTOBER 2017** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RECEIPTS & PAYMENTS** | | | | |
| **BALANCE AT 27/09/17 – £41,117.23**  RECEIPTS: £412.00 (Proceeds from car boot sale for Bury Ln. Comm. Field)  £100.00 (Wayleave payment from WPD)  £8,750.00 (Precept Pt2)  **TOTAL RECEIPTS: £9,262.00**  1 uncleared cheque £324.00  NOTES:  EARMARKED RESERVES: £7906.48 Bury Lane Playing Field *(Goalposts - £899 paid for out of Comm. Field Fund; 1st Topping field - £156; Playground inspection - £60.72 & £79.80; Land Registry - £80; 2nd Topping field - £324));*  £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)* £853.32 Signage *(Road sign ‘Parking residents only’ - £60; Ford St & Bury Ln £286.68*); £3000 Parish Council match funding for Lenghtsman/P3 schemes.  TOTAL: (Earmarked reserves (£13,761.78)  RESIDUAL AMOUNT: £TBC | | | | |
| **i)** | **PAYMENTS from General funds** | | | |
|  | **Supplier** | **Item** | **Amount £ incl. VAT** | **VAT £** |
| 1 | Plusnet/ Dir Debit | Broadband (Sept/Oct) @ £33 per month | 33.00 | 5.50 |
| 2 | Wigmore School | Annual Maths Prize to High School student | 30.00 | - |
| 3 | J Rochefort | Clerk’s Sept 17 salary £337.76 + postage £0.98+ Land Registry Fee for closed churchyard £6 + ink cartridge £21.76 + working contribution @ £18 p.m. | 384.50 | - |
| 4 | BBLP | Removal & Installation of 1 street light (P005) | 1797.02 | 299.50 |
| 5 | Alan Jones Tree Surgery | Removal of dangerous Ash Tree from Wigmore Closed Churchyard | 475.00 | - |
| 6 | HAGS | Repairs to Bury Lane Field Play equipment as per quote \* | 771.60 | 128.60 |
| 7 | Npower Ltd | Street Lights (1/7/17 – 30/9/17) | 75.31 | 3.59 |
| 8 | EZ Hosts Ltd | Hosting WGPC website – Annual Fee | 69.99 | - |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL PAYMENTS FROM PRECEPT / COMMUNITY FIELD FUND** | | | **3636.42** | **437.19** |
|  | | | | |
| **ii)** | **PAYMENTS FROM LENGTHSMAN / P3 FUNDS** | |  |  |
|  | None |  |  |  |
|  |  |  |  |  |
| **TOTAL PAYMENTS FROM LENGTHSMAN / P3 GRANT** | | | **0** | **0** |

\*The repairs to the Bury Lane play equipment were carried out on Monday 2/10/17 following 2 reminders. As well as making the agreed repairs as per the HAGS quote the engineer proceeded to re-tension the zip wire as on inspection, he felt it presented a moderate risk. HAGS have invoiced WGPS for an additional £300 (£250 + VAT) for this work. I am in negotiations with HAGS to reduce this amount on the basis that this work was not part of the original quote and no authorisation was obtained before the work was carried out.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **POSTBAG – Correspondence received since 10/9/17** | | | | |
| Date received | From | About | Action Required | Date forwarded |
| 13/9/17 | K Caswell | Holes dug in Bury Lane Community Field | For Info | 14/9/17 |
| 13/9/17 | Boundary Commission for England | 2018 Review of Parliamentary Constituencies | For Oct. meeting | 14/9/17 |
| 15/9/17 | BBLP | Weekly Briefing | For Info | 15/9/17 |
| 22/9/17 | BBLP | Weekly Briefing | For Info | 22/9/17 |
| 29/9/17 | Hfds Council | Marches Energy Agency (Keep Herefordshire Warm) Press release re electricity grant | For Info | 29/9/17 |
| 29/9/17 | Alison MacArthur (Wigmore Schools) | Update on PROW | For Info | 3/10/17 |
| 2/10/17 | HALC | Training Schedule Oct – Dec 2017 | For Oct meeting | 3/10/17 |
| 3/10/17 | Herefordshire Rural Hub | October newsletter | For Info | 3/10/17 |
| 3/10/17 | Hfds Council | Village Assets seminar 26/10/17 | For Oct meeting | 3/10/17 |
| 3/10/17 | BBC | Invitation to Songs of Praise from Hereford Cathedral 6/10/17 | For Info | 3/10/17 |
|  |  |  |  |  |