**WIGMORE GROUP PARISH COUNCIL**

**Draft Minutes of the Ordinary meeting held on Monday 8 January 2018**

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| **PUBLIC SESSION : Members of the public present: 2** |

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|  |  | **ACTION** |
| **1** | **Members Present:** CouncillorsVic Harnett (VH)(Chairman); Alan Dowdy (AD); Graham Probert (GP); Bryan Casbourne (BC); Helena Leclezio (HL); Clare Major (CM); Gill Bilbrough (GB); Kevan Perkins (KP).  **Apologies for absence**: Apologies were received and accepted from Councillor Jenny Johnson (JJ).  **In attendance**: Ward Cllr Carole Gandy (CG) and Jano Rochefort – Clerk to the Council (JR) |  |
| **2** | **Declarations of Interest:** The following Declaration of Interests were made:  Cllr. Bryan Casbourne: Item 8 – Wigmore Village Hall and Item 9.3 – Planning application at St James’ Church, Wigmore. It was **AGREED** that Cllr Casbourne would remain in the meeting for Item 9.3 but would take no part in the discussion except to answer questions for clarification and he would also not vote on the matter. |  |
| **3** | **Open Session:** views heard and reports received as follows:  **3.1** The following issue were raised by members of the public:  \*The planning application for St James’ Church Wigmore. Residents raised objections to this planning application for the following reasons:  There is no parking at the church. Visitors already ignore directions to park at the village hall and park wherever possible on Church Street or School Lane occasionally blocking residents’ access to garages or driveways. The café will attract many more visitors with associated concerns regarding parking problems and lack of privacy. The project had not really considered the effects on local residents i.e. those properties neighbouring the church. See also Item 9.3 for further details.  **3.2 Cllr Carole Gandy – Mortimer Ward Councillor:**  **West Mercia Homes** - As reported at previous meetings CG still has not had a response from West Mercia Homes about their offer of improved play facilities for young people in Wigmore and the possibility of a contribution towards a possible skate park. If nothing is heard by the beginning of February CG will phone as it may be that the person who originally sent the email may have left the company.  **Bury Lane & Skate Park** – CG has visited the Knighton recreation area which includes a small fenced playground, skate park, picnic area and space for dog walkers. She circulated photos to show what can be achieved by way of providing leisure facilities in a relatively small area. CG & JJ will be going into the High School to talk to Wigmore pupils to gauge what their wishes are.  **Planning** – A new application for The Oak has now been submitted. CG will respond after hearing comments from WGPC.  **Traffic Mirror for Broad Street, Wigmore (A4110) –** CG emailed Simon Hobbs (Herefordshire Council) to do a site survey but has not had a reply and will pursue this.  **Damaged verge on A4110 south of Perrywood -** CG has informed the Locality Steward that this section of the verge is falling away taking with the reflective bollards. No response to date but CG will chase up.  **Evenhay Lane, Elton –** CGhas been contactedregarding the verypoor state of this road as it is covered in much debris. It was **AGREED** to contact WGPC’s lengthsman if the first instance to see if he can clear this road. If not possible CG will follow up.  **3.3 Councillors’ reports** – KP informed the meeting that the Neighbourhood Watch was being disbanded. The clerk will inform the relevant organisation regarding return of materials and funds. KP also tendered his resignation from the parish council to take effect immediately. The chairman thanked Cllr Perkins for his work and support for the community over the years. Cllr Perkins then left the meeting. The clerk will inform the Electoral Services Office to start the casual vacancy process. A letter of thanks will be written to Cllr Perkins. | **JR** |
| **4** | **To adopt the minutes of the previous meeting:**  The minutes of the 20 December 2017 meeting were proposed as a true record. It was **RESOLVED** to **ACCEPT** the minutes**.** The chairman signed the minutes. |  |
| **5** | **Update on matters previously considered:**  **5.1 Neighbourhood Development Plan (NDP) –** The consultation on the draft plan is ongoing. The Hereford Times has published details of the consultation dates and availability. The first Open Session was held prior to this parish council meeting with approx 20 residents attending. Concerns were expressed regarding the site allocated off Ford Street and attendees were encouraged to put these concerns in writing to the Steering Group for consideration. The next Open Session will be held on Saturday 27 January from 2 till 4pm. The consultation ends on Monday 29 January.  **5.2 Transparency Fund Application –** The clerk is in the process of completing the application form which will be submitted to HALC by the end of the week.  **5.3 Mortimer News Letter –** The clerk informed councillors that she had been contacted by the editor of the Bucknell Village News Letter with an offer to take on the editorship of the Mortimer News Letter. The Bucknell newsletter is self-funding through adverts and it appears that the editor collates information sent to her rather than actively seeking copy. It would seem that a volunteer based in the WGPC area would still be required to contact the regular contributors to the Mortimer News. The clerk will ask for more information. Meanwhile BC will produce one more edition of the Mortimer News Letter and will repeat the request for a replacement editor. | **JR**  **BC/JR** |
| **6** | **Finance:** It was **RESOLVED** that all Payments from the General Fund as shown below be paid. (Appendix 1). | **JR** |
| **7** | **Wigmore Closed Churchyard:**  **7.1 Trees –** The clerk reported that despite several requests for a report from the Tree Preservation Officer (TPO) regarding his site visit in November nothing has been received to date yet the TPO had been in touch with Wigmore CIC. CG will chase this up.  **7.2 Tombstones/Monument –** AD has put up 2 notices regarding the request to repair the tombstones and monument as required by the Diocesan Advisory Committee (DAC). The notices must be left up for 28 days. AD has also contacted Richard Bailey (Wigmore church warden) to ask the relevant Parochial Church Council (PCC) to agree to the repairs. The next step will be to send documents to the DAC.  **7.3 The contract for grass and hedge cutting –** Following December’s meeting the clerk wrote to Mr McLoughlin asking for proof of public liability insurance to be provided by the end of the year. Nothing has been received to date. To was AGREED that one more letter will be written to Mr McLoughlin informing him that he must not do any more work for the WGPC until he has provided proof of current public liability insurance. | **CG**  **AD/JR**  **JR** |
| **8** | **Wigmore Village Hall:** It was **AGREED** todefer discussion again on this matter until the February meeting as the Village Hall Management Committee are still in discussion with Wigmore School about working together. |  |
| **9** | **Planning:**  **9.1 142096** – Ye Olde Oak Inn, Wigmore HR6 9UJ – Proposed extension to 2nd floor to rear of building for addition of 2 bedrooms. Amended application. This application is now for consideration. It was noted that the tree at the back has been removed. It was **AGREED** to recommend **approval** with the following additional comments:   * That any building work be carried out swiftly and with minimal disruption to neighbours. * That the parking area is completed as soon as possible to help mitigate parking issues on Ford Street. * That repairs to the boundary wall on Ford Street should also be completed as soon as possible.   **9.2 174496** – Site east of Brooklyn, Leinthall Starkes, SY8 2HP – Proposed erection of a single detached dwelling with associated driveway & gardens. It was noted that this was the second application for this site with a change in design of the dwelling. It was **AGREED** to recommend **refusal** for the following reason:   * Design and appearance – the new design was out of keeping with the character and locality of Leinthall Starkes Village. The position of the proposed dwelling on the edge of the settlement boundary of Leinthall Starkes village would be front-on to the Wigmore to Ludlow road, would be highly visible to residents and road users and would be too much of a jarring contrast with neighbouring properties.   **9.3 174528** – St James Church, Castle Street, Wigmore HR6 9UD – Proposed single storey extensions to North Chapel and to north side of tower to replace existing Plant Room, disabled drop-off parking bay and lift enclosure on north-west side of church and glazing of south porch to create draught lobby. Interior alterations to create multi-use venue. Change of Use from D1 class only, to D1, A3 and D2 uses. Following discussion it was **AGREED** to recommend **refusal** for the following reasons:   * Inadequate parking – There is no parking at St James’ Church. The current parking arrangements at the village hall are frequently ignored. The proposals for increased parking are unlikely to be adequate. * Disabled access – There is no disabled access at present. The proposals to address disabled access and parking are unrealistic. * Traffic Generation – If successful the project will generate significant increases in traffic on Broad Street and Ford Street. Both these roads are already of concern with regard to pedestrian safety, parking and vehicle accidents. * Highways Safety – If successful the project will generate significant increases in traffic on Broad Street and Ford Street resulting in increased wear and tear on road surfaces leading to increased numbers of pot holes. |  |
| **10** | **Correspondence:** As below. No responses required. (Appendix 2). No training booked. |  |
| **11** | **To raise matters for the next scheduled meeting:** Wigmore Village Hall |  |
|  | **Date of next meeting: Monday 12 February 2018 at 8pm.** |  |
| **The meeting closed at 9.35 pm** | | |

**APPENDIX 1**

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| **FINANCE – JANUARY 2018** |

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| **RECEIPTS & PAYMENTS** | | | | |
| **BALANCE AT 24/11/17 – £36,286.80 (December 2017 statement not received at time of publication)**  NOTES:  EARMARKED RESERVES: £8230.38\* Bury Lane Community & 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 - £216; 3rd Topping field - £324; Repairs to play equipment - £771.60);*  £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 (£14,085.68)  RESIDUAL AMOUNT: £22,201.12  \* *Includes additional £1311.50 as per Minutes 13 Nov. 2017* | | | | |
| **i)** | **PAYMENTS from General funds** | | | |
|  | **Supplier** | **Item** | **Amount £ incl. VAT** | **VAT £** |
| 1 | Plusnet/ Dir Debit | Broadband (Nov/Dec) @ £33 per month | 33.00 | 5.50 |
| 2 | J Rochefort | Clerk’s Dec 17 salary £349.10 + working contribution @ £18 p.m. | 367.10 | - |
| 3 | HALC | 2 training sessions for clerk (Planning & GDPR) | 156.00 | 26.00 |
| 4 | Npower | Street Lights (1/10/17 – 31/12/17) (un-metered supply) | 44.73 | 2.13 |
| 5 | Npower | Street Lights (1/10/17 – 31/12/17) (photo cells) | 3.10 | 0.15 |
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| **TOTAL PAYMENTS FROM PRECEPT / COMMUNITY FIELD FUND** | | | **603.93** | **33.78** |
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| **ii)** | **PAYMENTS FROM LENGTHSMAN / P3 FUNDS** | |  |  |
|  | None |  |  |  |
| **TOTAL PAYMENTS FROM LENGTHSMAN / P3 GRANT** | | |  |  |

**APPENDIX 2**

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| **POSTBAG – Correspondence received since 01/12/17** | | | | |
| Date received | From | About | Action Required | Date forwarded |
| 1/12/17 | BBLP | Weekly Briefing | For Info | 1/12/17 |
| 8/12/17 | BBLP | Weekly Briefing | For Info | 8/12/17 |
| 8/12/17 | Hfds Council | Newsroom – Heavy weather alert | For Info | 8/12/17 |
| 12/12/17 | Community First | e-bulletin | For Info | 13/12/17 |
| 13/12/17 | Western Power Distribution | Annual Stakeholder Workshops Jan/Feb | For Info | 13/12/17 |
| 13/12/17 | BBLP | Weather update & gritting & gritbins | For Info | 13/12/17 |
| 14/12/17 | Hfds Council | Newsroom – Heavy weather alert & rubbish & recycling update | For Info | 14/12/17 |
| 14/12/17 | Hfds Council | Lottery Grants in Herefordshire | For Info | 14/12/17 |
| 14/12/17 | Cllr C Gandy | Re Gritbins | For Info | 14/12/17 |
| 15/12/17 | BBLP | Weekly Briefing | For Info | 15/12/17 |
| 18/12/17 | Hfds Council | Newsroom – Christmas rubbish & recycling update | For Info | 19/12/17 |
| 20/12/17 | Hfds Council | Newsroom – Christmas office opening times | For Info | 20/12/17 |
| 20/12/17 | Hfds Rural Hub | January newsletter | For Info | 20/12/17 |