**WIGMORE GROUP PARISH COUNCIL**

**Draft Minutes of the ordinary meeting held on Monday 3 October 2016**

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| **PUBLIC SESSION : Members of the public present: 0** |

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|  |  | **ACTION** |
| **1** | **Present:** Graham Probert (GP)(Chairman); Jenny Johnson (JJ); Bryan Casbourne (BC); Kevan Perkins (KP); Clare Major (CM).  **Apologies**: Vic Harnett (VH); Alan Dowdy (AD), absences previously notified ; Helena Leclezio (HL) due to illness– all absences accepted.  **In attendance**: Cllr Carole Gandy – Mortimer Ward; (CG); Jano Rochefort - Clerk (JR). |  |
| **2** | **Declarations of Interest:** None |  |
| **3** | **Open Session:** reports received as follows:  **3.1 Cllr Carole Gandy - Ward Councillor.** (CG) reported the following items:  **Hfds Council & NHS:** The Health Overview & Scrutiny committee have been discussing the Sustainable Transformation Plan (STP) where NHS England require health services and local authorities to put together health and care plans based around the needs of local populations. 44 geographical ‘footprint’ areas have been identified. Our ‘footprint’ is Herefordshire & Worcestershire and a STP needs to be submitted by the end of Oct. This will undoubtedly mean consultation on a reconfiguration of services in some way. CG will keep WGPC updated on this matter.  **River pollution:** CG attended a seminar on phosphate pollution. Both the rivers Wye and Lugg have high levels of pollution in some parts, especially the Lugg. Some of this is from industry, road run off and agriculture (especially intensive agriculture) but a considerable amount is the result of sewage treatment. Welsh Water presented some of their plans to address this problem but attendees felt more was required.  **Budget:** The government has offered local authorities the option of accepting a 4 year financial settlement. Although the figures involved are no better than expected, Hfds Council has agreed to accept this option as it gives some certainty as to its government grants up to 2020. The other option is to continue with yearly settlements which would be vulnerable to sudden government cuts. A rock and a hard place!  **Wigmore School:** CG has visited the school to discuss school transport and the GCSE results and in particular how the Hereford Times chose to report these.  **Ford Street footway:** CG is now receiving emails from residents relating incidents at this junction which she will collate into a report. A resident is active in highlighting the issue to others. CG has spoken to Sean Rooney (SR)(Head of Highways at Hfds Council) who thinks we should try signs first (*No footway for ……… yds*). SR will not support railings and was not enthusiastic about bollards. More concrete evidence is needed.  **Street lighting:** At the September meeting, faced with a significant quote for maintenance from BBLP, WGPC councillors suggested turning off the street lights in Wigmore. CG has spoken to SR about this. WGPC would first need to have the roads that are currently lit by WGPC-owned street lights assessed for safety and then consult with those who would be affected if the lights were turned off. CG asked SR if the safety assessment required all or some of the lights to remain lit, would this make a stronger case for Hfds Council taking over responsibility for the lights. SR’s response was non-committal.  **Leisure Centre:** Hfds Council is in negotiation with Halo to formalise the arrangement they have to provide leisure facilities in the county. At present the arrangement is informal.  **County news:**  \* Hereford Racecourse has been re-vamped and after a 4 year lull will be staging jump racing from this month onwards.  \* Hfds Council is preparing for the arrival of up to 30 Syrian refugees on 29 Nov. and a similar number in March 2017. Refugee Action, on behalf of the council, will deliver support services to the refugees to help them settle in the county. It is expected that housing will be found in and around Hereford from the private rental sector. For enquiries and offers of support use [www.herefordshire.gov.uk/refugees](http://www.herefordshire.gov.uk/refugees) |  |
| **4** | **To adopt the minutes of previous meeting: 12 September 2016:**  The minutes of the 12 September 2016 meeting were proposed as a true record. Proposer - BC; Seconded - KP. **ACCEPTED** unanimously. The chairman signed the minutes. |  |
| **5** | **Update on matters previously considered:**  **5.1 Provision of dog bags in Wigmore –** Following last month’s meeting, a resident had written with concern that the dog bags would be removed from Bury Lane Playing field. Following discussion it was **AGREED** to continue with the decision to put the remaining bags into the shop and a limited number (2) to be handed out at a time. A notice to explain this will be placed on the Bury Lane Field bins and the bag dispenser and bin will be removed after a few weeks.  **5.2 Meeting with new Lengthsman –** GP reported a very productive meeting with Dave Campbell (DC Gardening Services). DC proposed to start tidying up the WGPC area by strimming around grit bins and cutting vegetation back from signs and bollards. Estimated cost £400-500. It was noted that about 10 grit bins have been destroyed. DC needs a map of the grit bin locations. DC then proposes to strim ash saplings on the A4110/school boundary as noted at September’s meeting. Estimated cost £200-400. This was expenditure was **AGREED** to. Proposer - BC; Seconded - CM. GP will also ask DC to look at the Kings Meadow culvert. GP and DC noted that the roadside grips on Ongar Street were in a very poor state resulting in the brook flooding over the road and contributing to the breakdown of the road surface. GP to arrange a meeting with Mike Brookes (BBLP) to inspect this problem.  **5.3** **Millennium Green Garden –** This area has now been formally opened. BC noted that the chef at The Oak uses the herbs in the garden for his cooking. GP said that Powerlines will trim the silver birch very soon.  **5.4** **The Cross of the Tree phone box and others –**  **5.4.1** The Cross of the Tree box has no electricity and will be moved temporarily to behind the garage and then finally to the Millennium Green Garden where it will be stoked with tourist literature.  **5.4.2** BT is proposing to remove 132 underused payphone boxes in Herefordshire. The box in Leinthall Starkes is on their list to be removed. It was **AGREED** that WGPC would buy the L.S. from BT for £1. Proposer - GP; Seconded - BC.  **5.5 Road Safety in Wigmore –** JR showed councillors information from Glasdon regarding styles and prices for Village Gateway signs. There has been no response from the Hereford company. JR will get quotes for the chosen Glasdon designs. BBLP will need to scan the ground where the Gateway signs are proposed to ensure no pipes, wires or cables will be damaged and also approve size of gates. JR will obtain quotes for the *‘No footway …’* signs for the Ford Street junction.  **5.6 Bury Lane Playing Field –** The Deed of Dedication with Fields in Trust (formerly the National Playing Fields Assoc.) has now been fully registered with the Land Registry. JR has received brochures from several companies that design, supply and repair play grounds and play equipment. JR will contact Ludus Leisure to come and do a free site inspection and suggest improvements. GP will ask Charles Poole to do an end-of-season topping off of the field.  **5.7 Internet at the village hall –** BC is organising a series of free IT courses starting in Nov. to be held at the village hall. The free internet access that is available at the hall is to be promoted. JJ will be the contact for this and details will be in the next newsletter. | **JR**  **GP**  **BC/GP**  **JR**  **JR**  **JR**  **GP**  **BC**  **JJ** |
| **6** | **Finance:**  **6.1** JR presented the external auditors’ (Grant Thornton) report for the 2016-16 Annual Return. The accounts were found to be in order with a minor correction as JR had incorrectly allocated the £988 Council Tax Support grant to the ‘wrong’ box of the Returns form. This amount will be re-stated in the ‘correct’ box on next year’s form.  **6.2** **All Payments** from the General Fund as shown below. Proposer - CM; Seconded – JJ. **APPROVED** unanimously. **All Payments** from the Lenghtsman/P3 Fund as shown below. Proposer - JJ; Seconded – BC. **APPROVED** unanimously. |  |
| **7** | **Planning:**  162863 – Yewcot, Leinthall Starkes, Ludlow SY8 2HP – Proposed extension to existing house. No objections.  162083 - 4 Glen View, Wigmore, HR6 9UU – Erection of single detached dwelling & garage. No objections.  163039 – Lane Cottage, Deerfold, Birtley, SY7 0EF – Proposed polythene tunnel *(No new comments accepted as prior approval had been granted to similar applications on previous occasions)* | **JR** |
| **8** | **Street lights maintenance in Wigmore:** See Item 3.1. WGPC will wait for a report from Hfds Council’s Street Lights officer in respect of which lights, if any, are necessary on safety grounds. |  |
| **9** | **Neighbourhood Development Plan (NDP):** BC presented the final ‘Reg. 14/draft consultation’ version of Wigmore Group’s NDP to councillors. Proposer – KP; Seconder – CM. This plan was **APPROVED** unanimously. BC will insert the consultation dates into the plan. Hfds Council will do a Habitats Regulations Assessment (HRA) and a Strategic Environmental Assessment (SEA) which will become part of the Wigmore NDP. | **BC** |
| **10** | **Proposals for new parliamentary boundaries consultation**: CG felt that, since the Brexit vote, the need for the government to save money by reducing the number of UK MPs had disappeared particularly as EU MEPs will no longer be required. After some discussion councillors did not see a need to make a comment on the proposed boundary changes. |  |
| **11** | **Correspondence, Training and Meetings:** As below. |  |
| **12** | **Matters for next scheduled meeting:** KPand JJ stated they would not be able to attend the next meeting. Noted and granted. CG will also not be at the next meeting. |  |
|  | **Date of next meeting: Monday 14 November 2016 at 8pm.** |  |
| **The meeting closed at 09.40pm** | | |

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| **FINANCE – OCTOBER 2016** |

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| **RECEIPTS & PAYMENTS** | | | | |
| **BALANCE AT 25/09/16 - £38,409.25 – (incl. RECEIPTS £7,500** *(2nd payment of precept)* **)**  No uncleared cheques  NOTES:  EARMARKED RESERVES: £8390.28 Bury Lane Playing Field *(Goalposts - £899 paid for out of Comm. Field Fund; Topping field - £156; Playground inspection - £60.72));*  £386.42 P3 scheme (*Wigmore Castle footpath upgrade - £813.58 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 (£14,800.70) + NDP grant (£2600)) = £17,400.70  RESIDUAL AMOUNT: £21,008.55 | | | | |
| **i)** | **PAYMENTS from General funds** | | | |
|  | **Supplier** | **Item** | **Amount £ incl. VAT** | **VAT £** |
| 1 | Plusnet/ Dir Debit | Broadband (September) @ £33 per month | 33.00 | 5.50 |
| 2 | J Rochefort | Clerk’s Sept 16 salary £267.63 + postage £4.80 + home-working contribution @ £18 p.m. | 290.43 | - |
| 3 | B Casbourne | One Stop Print Shop Printing Mortimer Village News. | 135.00 | - |
| 4 | Kirkwells | Wigmore Neighbourhood Plan – Support Package March 2016 (*grant received*) | 2,400.00 | 400.00 |
| 5 | Grant Thornton | Fee for Annual External Audit | 120.00 | 20.00 |
| 6 | Wigmore Village Hall | Cleaning & maintenance of village hall toilets & car park plus use of Clerk’s cupboard. 1/7/16 – 30/9/16 | 521.25 | - |
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| **TOTAL PAYMENTS FROM PRECEPT / COMMUNITY FIELD FUND** | | | **3499.68** | **425.50** |
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| **ii)** | **PAYMENTS FROM LENGTHSMAN / P3 FUNDS** | |  |  |
|  | S L Woodfield | Mowing & strimming parish areas, play area & Leinthall Starkes church | **908.40** | **151.40** |

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| **POSTBAG – Correspondence received since 12/9/16** | | | | |
| Date received | From | About | Action Required | Date forwarded |
| 16/9/16 | BBLP | Weekly Briefing | For Info | 16/9/16 |
| 16/9/16 | K Caswell | Dog bag provision | For Oct meeting | 20/9/16 |
| 19/9/16 | Hfds Council | Green Lanes event 17/10/16 | For Info | 20/9/16 |
| 20/9/16 | Hfds Council | Budget consultation – reminder | For Info | 22/9/16 |
| 21/9/16 | CSPO Knight | Re Wigmore street lights | For Oct meeting | 22/9/16 |
| 23/9/16 | BBLP | Weekly Briefing | For Info | 23/9/16 |
| 27/9/16 | Ludus Leisure | Playground proposal | For Oct meeting | 28/9/16 |
| 28/9/16 | Hfds Council | New Constituency boundary proposals | For Oct meeting | 28/9/16 |
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