**WIGMORE GROUP PARISH COUNCIL**

**Draft Minutes of the ordinary meeting held on Monday 14 November 2016**

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

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|  |  | **ACTION** |
| **1** | **Present:** Graham Probert (GP)(Chairman); Vic Harnett (VH); Alan Dowdy (AD); Helena Leclezio (HL); Bryan Casbourne (BC); Clare Major (CM); Gill Bilbrough (GB).  **Apologies**: Jenny Johnson (JJ); Kevan Perkins (KP) absences previously notified - all absences accepted.  **In attendance**: PCSO Peter Knight (PK); Alison MacArthur – Wigmore School (AM); Jano Rochefort - Clerk (JR). |  |
| **2** | **Declarations of Interest:** None |  |
| **3** | **To co-opt a new parish councillor for Elton:** Gill Bilbrough has agreed to become the councillor for Elton. This vacancy had remained unfilled since the May 2015 full term elections. GB’s co-option was **proposed** by GP and **seconded** by BC. **AGREED** unanimously. GB duly signed the Acceptance of Office form and she was welcomed as councillor. |  |
| **4** | **Open Session:** reports received as follows:  **4.1 PCSO Peter Knight:** PK reported that with the clocks going back the number of burglaries has increased. Burglaries have been committed in Leominster, Orleton and Yarpole. Simple deterrents such as keeping lights on in the house when away overnight, having movement sensor lights outside and installing house alarms all help to deter thieves. A few sheds have also been broken into so these should be locked and alarmed. A reminder to all residents to report anything suspicious to the police on telephone 101. PK is doing surgeries in the villages. The next visit to Wigmore shop will be 9 Dec, 3-4pm. There were no major incidents at Halloween. The police did have a big presence that night. A property marking event at Travis Perkins was very popular with builders and trade customers. Speed enforcement team will be coming to Wigmore and Leintwardine soon. PK stressed that North Herefordshire remains a low crime area.  **4.2 Alison MacArthur – Business Manager, Wigmore Schools:** AM gave the background to the felling of a large beech tree during half term. It had become diseased with fungus and the tree surgeon advised its removal. The ‘Keep Clear’ road markings (yellow ziz zag and double yellow lines) at the entrance and exit to the school drive had all but disappeared. School bus contractors had complained that it was becoming difficult to enter and exit the school drive due to cars parking too close to the drive. **AGREED** that BBLP would be informed of the problem. The school had submitted a planning application to replace the two oldest portacabins with permanent classrooms. HL raised issue of the external lighting to be used. AM said sensor lights would be installed. Following the recent heavy rain JR had alerted AM to obstacles (concrete blocks, leaves and a branch) in the brook on school grounds. This is being attended to by the school’s maintenance man. Also the broken fence between the school and Kings Meadow will be repaired.  **4.3** **Cllr Carole Gandy - Ward Councillor.** CG was away but had sent in her report which had already been circulated to councillors. See Appendix 1. | **JR** |
| **5** | **To adopt the minutes of previous meeting: 3 October 2016:**  The minutes of the 3 October 2016 meeting were proposed as a true record. Proposer - BC; Seconded - AD. **ACCEPTED** unanimously. The chairman signed the minutes. |  |
| **6** | **Update on matters previously considered:**  **6.1 Bury Lane Playing Field –** The dog bags are now available for free in the village shop. BC will place notices to that effect on the dog bins.  **6.2 Road Safety in Wigmore –** JR is collecting quotes for signs for Ford Street and the village gateway.  **6.3** **The Leinthall Starkes and the Cross of the Tree phone box –** BT and Hfds Council have been notified that WGPC wishes to adopt the LS box and JR is waiting for further details. The Cross of the Tree phone box is in the process of being moved to the Millennium Garden. It had very good foundations. | **BC**  **JR**  **JR**  **GP/BC** |
| **7** | **Finance:**  **7.1 All Payments** from the General Fund as shown below. Proposer - VH; Seconded – BC. **APPROVED** unanimously.  **7.2** **All Payments** from the Lenghtsman/P3 Fund as shown below. Proposer - CM; Seconded – AD. **APPROVED** unanimously. |  |
| **8** | **Planning:**  8.1To consider the following applications:  \*163101 – Mortimer Country Stores, Broad Street Wigmore, HR6 9UJ – Installation of 3 no. sun blinds to the front windows. No objections.  \*163338 – Wigmore School Academy, Ford Street Wigmore HR6 9UW – Construction of a detached single-storey building containing e no. classrooms, to replace existing single & double mobile classroom units. No objections.  \*163236 – Agricultural building for fodder storage at Brinshope HR6 9UR – request for extension of commencement deadline *(No comments to make)*  \*163443 – The Cottage, Leinthall Starkes, SY8 2HL – Proposed extensions & alterations to dwelling. No objections.  \*163528 – Deerfold Cottage, Ongar Street Lingen, SY7 0EE – Proposed ground floor extensions. No objections.  8.2 Updates on the following applications:  \*162863 – Yewcot, Leinthall Starkes, Ludlow SY8 2HP – Proposed extension to existing house. Approved with conditions  \*162083 - 4 Glen View, Wigmore, HR6 9UU – erection of single detached dwelling and garage**.** Approved with conditions  \*163039 – Lane Cottage, Deerfold, Birtley, SY7 0EF – Proposed polythene tunnel. Prior approval given | **JR** |
| **9** | **Wigmore School:** It was confirmed that WGPC would continue to give a prize for Mathematics to a Wigmore High School pupil. |  |
| **10** | **Street lights maintenance in Wigmore:** Councillors discussed the options suggested by Richard Perkins (BBLP ‘s Asset Management Leader). Further quotes for the various options had been requested from BBLP but had not yet been received and it was felt that no decision could be taken until the future cost implications were known. The option to stop paying for all street lighting was discussed. A consultation with residents would be advisable before deciding on that course of action. JR will repeat the request for quotes and an article will be included in the next newsletter asking for residents’ opinions as to whether the 10 street lights should be upgraded and maintained or whether they should be turned off. The 2017-18 precept will be discussed at December’s meeting and an amount for upgrading the street lights will need to be included in the calculations. | **JR/BC** |
| **11** | **Highway matters:**  **11.1 Bury Lane & HGVs -** A resident had emailed the clerk after he had been able to prevent a HGV turning into Bury Lane. The driver was following satnav instructions. This is not an isolated incident. There are no signs at either end of Bury Lane to warn drivers of large vehicles of the unsuitability of taking this route. The clerk has contacted BBLP about having such warning signs erected but had not yet received a reply. Following discussion councillors **AGREED** to purchase these signs now rather than wait for a response from BBLP.  **11.2 Speed Indicator Device (SID) –** Hfds Council has purchase new SIDs which are available to hire to parish councils. Following discussion councillors expressed a preference to buy a SID rather than hire one. BC stated that grants were available for this type of safety equipment. Clerk to obtain quotes for this item. | **JR**  **JR** |
| **12** | **Neighbourhood Development Plan (NDP):**  **12.1 Wigmore Group’s Draft NDP** will be available for public consultation from 12 Dec. 2016 until 30 Jan. 2017 (7 weeks). 50 copies have been printed and copies will be available to read in the Wigmore shop, the village hall, the Oak and the Castle Inn, and all four churches in the group. Hard copies will be available on request. It will also be put on the webpage together with Hfds Council’s Habitats Regulations Assessment (HRA) and Strategic Environmental Assessment (SEA). The clerk will send copies to local businesses and other interested organisations plus statutory bodies as required by law. Comments can be made online or deposited in dedicated boxes at the shop and village hall.  **12.2 Orleton & Richards Castle NDP consultation (Reg. 16**). WGPC have no comment to make to this consultation as it does not affect WGPC’s area. | **BC/JR** |
| **13** | **Lengthsman & P3 Schemes:**  **13.1 Lengthsman scheme 2017-18 –** It was agreed that WGPC would continue with the scheme for 2017-18. As funding from Hfds Council for the Lengthsman/P3 schemes is gradually being withdrawn over the next 3 years, the amount of extra match funding from WGPC needs to be considered at December’s meeting.  As a result of the recent heavy rain and the concern of a Kings Meadow resident about potential flooding from the Wigmore Brook, Mike Brookes (BBLP Locality Steward) had re-stated that BBLP should be called if flooding was imminent. The resident has been informed of the BBLP tel. no. Discussion followed regarding the question of regular clearing of the brook. HL commented that in the past community-spirited residents had cleared the upper part of the brook as and when necessary. However these residents had either moved away or were no longer physically able to carry out this task. GP will ask the new lengthsman to quote for checking and clearing the brook on a regular basis.  **13.2 P3 update –** AD will be purchasing equipment shortly, as approved at last month’s meeting. The major footpaths around the Castle are monitored regularly as they are used more frequently being part of the Mortimer Loop walk. AD will respond to walkers’ reports of issues on the lesser used footpaths. Broken finger posts have been noted for repair in the spring. | **GP** |
| **14** | **Herefordshire Council/BBLP consultation on budget cuts:** BBLP’s presentation to parish councils included details of the Hfds Council’s budget cuts to their revenue budget. Parish councils are asked for their opinions on where savings could be made. Councillors agreed that road drainage was vital and that taking enforcement proceedings against landowners for not carrying out their riparian duties would not be cost-effective. Dispensing with amenity grass cutting was the preferred option. | **JR** |
| **15** | **Correspondence, Training and Meetings:** As below. |  |
| **16** | **Matters for next scheduled meeting:** None |  |
|  | **Date of next meeting: Monday 12 December 2016 at 8pm.** |  |
| **The meeting closed at 09.35pm** | | |

**APPENDIX 1**

CLLR CAROLE GANDY’S WIGMORE REPORT NOVEMBER 2016

I visited the recycling plant at Pershore, which was a very interesting visit and if the parish council or any groups within your villages would like the opportunity to do so they should contact Kate Stott of Severn Waste on 01905 761680 or katestott@severnwaste.co.uk

All departments in the Council are considering the rural sparsity grant which was awarded to the council after the budget was set for this financial year. I think it amounts to about £4.5 million.  Those expenditures especially spend to save programs which most affect rural areas are being considered by cabinet as priorities to benefit from these one off sums.  I will keep you informed on the progress.

You will have heard about the recent Amey judgement which is good news in respect of £9.5 m being awarded to Herefordshire by the high court.  This payment however is subject to any stay pending appeal and even then will need to be held in a special reserve until any appeal process is exhausted.  This is one of a number of actions ongoing against Amey.

Those who attended the Balfour Beatty briefing will know that their revenue budget for 2017/18 has been cut from £6.4 m  to £5.8 m and that their capital budget which is the road resurfacing and patching is likely to remain the same as this year.  I now have 6 roads on my list which residents and myself consider are in a very poor state and I suspect there are others which have not been brought to my attention.  Mike Brookes and myself are fairly pessimistic about the likelihood of some if any of these being programmed for this coming financial year.  Our only hope I believe is that the Amey claim is resolved ASAP and that a significant part of this money can be used for road repair and resurfacing.   I would urge parish councils to write to the leader and the portfolio holder, recognising that the money can’t be allocated yet but urging them, when the matter is resolved to seriously consider the state of rural roads in Herefordshire.

The findings of  the bus consultation are  to be first considered by the General Overview & Scrutiny Committee shortly.  I was a little disappointed that it would appear that no parish council in Mortimer ward submitted comments.  Obviously individual bus users and residents did but bearing in mind how important a bus service is to residents in some of our villages I believe it was a missed opportunity. I would hope that it does not give the impression that the matter is not an important one for Mortimer parish councils.

I attended Wigmore School’s prize giving celebration which was very enjoyable and am also hoping to attend both their High School Xmas Concert and KS1 Nativity Play.  We are extremely lucky to have such a good school in Mortimer ward.

With regard to  the property in Ford Street, a letter was sent to the resident on the 14th October giving him 14 days to clear the scrap and advising that Enforcement Notice would be served immediately after that time.  If he fails to comply to enforcement notice then prosecution will follow.

With regard to the playground, Mike Brooks has inspected and agrees that fencing needs to be repaired.  He has logged the job.

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| **FINANCE – NOVEMBER 2016** |

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| **RECEIPTS & PAYMENTS** | | | | |
| **BALANCE AT 25/10/16 - £34,751.17 – (incl. RECEIPTS £750** *(Public Green Spaces Community Grant - Millennium Green)* **)**  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));*  £170.42 P3 scheme (*Wigmore Castle footpath upgrade - £813.58; Wigmore footpaths maintenance £216 - 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 (£14,584.70) + NDP grant (£200 *(£2400 paid to Kirkwells*)) = £14,784.70  RESIDUAL AMOUNT: £19,966.47 | | | | |
| **i)** | **PAYMENTS from General funds** | | | |
|  | **Supplier** | **Item** | **Amount £ incl. VAT** | **VAT £** |
| 1 | Plusnet/ Dir Debit | Broadband (Oct/Nov) @ £33 per month | 33.00 | 5.50 |
| 2 | J Rochefort | Clerk’s Oct 16 salary £267.63 + ink cartridges £37.95 + home-working contribution @ £18 p.m. | 323.58 | - |
| 3 | EZ Hosts Ltd | Annual fee for hosting WGPC website | 69.99 | - |
| 4 | Balfour Beatty LP Ltd | Emptying Dog Bins (Feb 2015) *This invoice seems to have been mislaid & not paid in March 2015.* | 32.03 | 5.34 |
| 5 | Npower | Street Lights (1/7/16 – 30/9/16) | 146.51 | 6.98 |
| 6 | B Casbourne | NDP Draft consultation printing of 50 copies | 234.00 | - |
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| **TOTAL PAYMENTS FROM PRECEPT / COMMUNITY FIELD FUND** | | | **839.11** | **17.82** |
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| **ii)** | **PAYMENTS FROM LENGTHSMAN / P3 FUNDS** | |  |  |
|  | DC Gardening Services | Lengthsman scheme duties in the parishes of Wigmore Group for Oct 2016, as per attached schedule | **534.00** | **89.00** |

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| **POSTBAG – Correspondence received since 3/10/16** | | | | | |
| Date received | | From | About | Action Required | Date forwarded |
| 4/10/16 | | Hfds Council | Call for SID deployment requests | For Nov meeting | 5/10/16 |
| 4/10/16 | | West Mercia Police | SNT Oct. newsletter | For Info | 5/10/16 |
| 11/10/16 | | Came & Co Insurance | Autumn 2016 Newsletter | For Info | 24/10/16 |
| 13/10/16 | | HALC | Information Corner | For Info | 24/10/16 |
| 14/10/16 | | BBLP | Weekly Briefing | For Info | 24/10/16 |
| 17/10/16 | | K Caswell | Bury Lane & satnav problems | For Nov meeting | 24/10/16 |
| 18/10/16 | | Cllr Gandy | Info on street lights | For Nov meeting | 24/10/16 |
| 19/10/16 | | Wigmore School | Advance notice of removal of diseased beech tree on Bury Ln boundary | For Info | 24/10/16 |
| 19/10/16 | | BBLP | Parish Briefing and budget options | For Nov meeting | 24/10/16 |
| 21/10/16 | | BBLP | Lengthsman & P3 funding 2017-18 | For Nov meeting | 24/10/16 |
| 26/10/16 | | Herefordshire Rural Hub | Nov e-newsletter | For Info | 28/10/16 |
| 28/10/16 | | Community First | November e Bulletin | For Info | 28/10/16 |
| 1/11/16 | | Hfds Council | Broadband survey | For Info | 1/11/16 |
| 8/11/16 | | BBLP | Weekly Briefing | For Info | 8/11/16 |
| 10/11/16 | | BBLP | Examples of Lengthsman consultation | For Info | 10/11/16 |
| 11/11/16 | | Hfds Council | Local Flood Risk Management Strategy – consultation (deadline 20/1/17) | For Info | 11/11/16 |
| 11/11/16 | Hfds Council | Health Watch Survey | For Info | 11/11/16 |
| 11/11/16 | BBLP | Weekly Bulletin | For Info | 11/11/16 |