**WIGMORE GROUP PARISH COUNCIL**

**Draft Minutes of the ordinary meeting held on Monday 12 December 2016**

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| **PUBLIC SESSION : Members of the public present: 9**  Residents raised the following concerns regarding the planning application for a new property on Brook Lane Wigmore:   * The proposed building design is 2 storeys and will overlook neighbouring properties. * This is a conservation area and the proposed design is out of keeping with the area. * Loss of green space and damage to a green lane that has remained unchanged for 400 years. * The lane is subject to flooding and the proposed new access will exacerbate this. * The lane is a bridleway and the proposed vehicle access will be using this route. * The access from Brook Lane onto the A4110 is narrow and has restricted visual splays and sight lines. * Concern that the lorries bringing building materials will damage Brook Lane * No information regarding provision of sewage disposal, or utilities to the new property.   VH advised residents making comments to the Planning Dept. that only ‘material planning considerations’ can be taken into account.  CG stated that if there were sufficient concerns from residents then she could request that that the Planning Committee look at this application rather than have a council officer make the decision. |

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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); Jenny Johnson (JJ); Kevan Perkins (KP).  **Apologies**: None  **In attendance**: Mortimer Ward Councillor Carole Gandy (CG); Jano Rochefort - Clerk (JR). |  |
| **2** | **Declarations of Interest:** None |  |
| **3** | **Open Session:** report received as follows:  **3.1** **Cllr Carole Gandy - Ward Councillor:**  **Wigmore School -** CG has attended both the Wigmore School Concert and the Nativity Play for younger pupils. Both events were very enjoyable and were well attended.  **Flooding at Kings Meadow** – CG had a meeting on site with VH, Mike Brookes (BBLP Locality Steward) and Mark Watkins (Land Drainage Officer) to discuss the recent flood problems. Mark Watkins will suggest that BBLP make fortnightly inspections during the autumn and winter. Mike Brookes has given the BBLP Emergency tel. no. (01432 261800) to councillors, the clerk and a resident to call in future. He stressed that Under No Circumstances should residents try to deal with this problem themselves especially in the dark. BBLP should be alerted before the situation becomes critical. Also CG has alerted Dean Curtis (Wigmore School) that some children are jumping across the stream which is a safety concern. This danger has been raised with pupils.  **Play area fence at Kings Meadow –** the need for repairs has been logged.  **No 6. Ford Street** – the resident has been threatened with enforcement and the Enforcement Officer is going to visit the property to talk to the owner.  **Internet training** – A £2500 grant is available from Go-online@Fastershire to support parish councils or community groups to help their communities learn more about the benefits of the internet. They also provide a free ‘Introduction to the Internet’ workshop.  **Broadband –** Most properties in Mortimer ward should be able to connect to faster broadband by the end of March 2017. Residents can check on the website <http://www.fastershire.com/faster-homes> so see when a property will be connected to fibre. If it says the end of December it may actually be a little later. There are 350 approx properties which are not included in the BT contract but these should be connected by the end of 2017.  **NHS –** The Herefordshire & Worcestershire Sustainable Transformation Plan (STP) Final Draft Plan was published on 23 Nov. See [www.yourconversationhw.nhs.uk](http://www.yourconversationhw.nhs.uk) This STP covers one of the largest geographical areas (1500 sq. miles) but one of the smallest populations (780,000 approx) and also provides hospital services for 40,000 people from Wales. The website has a survey which CG encourages everyone to complete as this plan outlines some significant Health proposals for the County in the future which will affect every resident at some time or another. |  |
| **4** | **To adopt the minutes of previous meeting: 14 November 2016:**  The minutes of the 14 November 2016 meeting were proposed as a true record. Proposer - VH; Seconded - BC. **ACCEPTED** unanimously. The chairman signed the minutes. |  |
| **5** | **Update on matters previously considered:**  **5.1 Flooding –** See Item 3.1  **5.2 Street Lights -** JR has written an outline of the history and the current situation re the street lights for the latest newsletter. Residents have been asked for comments on whether the SLs should be turned off. VH stated that the faulty SL (P008) at the Ford Street/Bury Lane junction was not really necessary as there were other lights close by. It was AGREED to wait until the end of the consultation on 6 January 2017 before making a decision on whether to keep and maintain the SLs or turn them off.  **5.3 Neighbourhood Development Plan (NDP) -** The consultation on the draft NDP has started and will finish on 30 January 2017. The documents are on the village website and paper copies are available in the village shop, the village hall, Wigmore Church, The Oak and The Castle Inn. There are some spare paper copies of the draft plan. Notices have been put up on all notices boards and the statutory consultees, neighbouring parish councils, local businesses and other interested bodies will be contacted this week.  **5.4 Road Safety in Wigmore:**  **SIDs -** JRinformed councillors that SIDs would cost approx £3000 each to buy. Kingsland PC bought two SIDs some years ago but found that new technology quickly made them outdated and maintenance and a rota to move/maintain them proved problematic. Kingsland are now hiring SIDs from Hfds Council at £250 per SID per session. However Luston PC has decided to buy their own. WGPC councillors **DECIDED** to concentrate on installing the Village Gateways at either entrance to the village. JR will pursue quotes.  **Bury Lane HGV signs –** JR had been contacted by Robin Quant (BBLP) who agreed that this lane should have advisory signs at either end of the lane and that BBLP probably should erect them. JR has asked for a quote and will chase this up.  **Ford Street/A4110 junction** - A resident has suggested making a level but distinctive footway along the strip of road between The Oak’s wall and Ford Street. This would alert drivers that this strip was essentially for pedestrians but vehicles could drive onto it if necessary as is the case in King Street Ludlow. There already is a white line demarcating the Ford Street road from the pedestrian strip which could be repainted and new, coloured tarmac laid on the strip. The water stop cock has been made level with the road surface already. GP will enquire about tarmacking the strip and re-painting the white line. JR will run this past Robin Quant.  **Village Gateway signs –** JR to proceed with getting quotes and contact Robin Quant re scanning the roads for underlying utilities.  **5.5** **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 from BT. The Cross of the Tree phone box has proved to have excellent foundations but will be moved to the Millennium Garden in due course.  **5.6 Millennium Green Silver Birch –** Powerlines Services have now pruned the tree. Councillors felt that it could sustain taking a little more off the top. GP will discuss this with Powerlines.  **5.7 AED training –** AED and basic CPR training has been book for Sat. 21 January 2017 10am-12md at the village hall. Posters will go up in the New Year. The course is run by West Mercia Ambulance Service and is free.  **5.8 Internet training -** BC will arrange for free internet training at the village hall in the New Year. | **JR**  **GP**  **JR**  **GP**  **GP**  **BC** |
| **6** | **Finance:**  **6.1 All Payments** from the General Fund as shown below. Proposer - BC; Seconded – VH. **APPROVED** unanimously.  **6.2** **All Payments** from the Lenghtsman/P3 Fund as shown below. Proposer - BC; Seconded – VH. **APPROVED** unanimously.  **6.3 2017-18 Budget and Precept -** VH presented the proposed 2017-18 budget and precept to councillors. (See Appendix 1). It was noted that grants for the Lengthsman/P3 scheme are being reduced in 2017-18 and will be further reduced in 2018-19 and will be gone by 2019-20 leaving parish councils to pay for all these works. Concern was also raised that the government is considering putting a cap on the amount by which parish and town councils can raise their precepts at a time when parish councils are being asked to take on more work in their communities. Taking these considerations into account the finance working party suggested that the 2017-18 precept be increased from £15,000 to £17,500. Proposer – VH; Seconded – GP. **ACCEPTED** unanimously.  BC suggested that WGPC develop a three year rolling plan of projects for the group parishes. This was AGREED and a meeting will be called in the New Year to explore options. | **JR** |
| **7** | **Planning:**  **7.1** To consider the following applications:  \*163583 – Land off Brook Lane – Proposed dwelling.  Following discussion on this application, the councillors **DECIDED** unanimously to  object to this application on the following grounds:  a) the proposed property will overshadow, overlook and reduce the privacy of  neighbouring properties.  b) the proposal will result in the loss of an ecologically important habitat.  c) the proposal is out of keeping with neighbouring properties and will have a  detrimental effect on the listed buildings in the conservation area.  d) access to and from the A4110 is via a narrow lane with restricted visibility splays  and sight lines.  e) access to the property will be via a public bridleway and no permission has been  sought to use motor vehicles on this lane.  f) Brook Lane floods in heavy rain. In 2007 after heavy rains flooded Brook Lane and  Wigmore village, a flood protection channel was installed along Brook Lane which  included building access bridges across Brook Lane for certain properties. The  proposed new access for the property goes right across the brook just before the  point where water diverts into the channel. This will increase the risk of Brook  Lane once more and presents an increased risk of flooding to the rest of Wigmore  Village.  \*163829 – Land at Pear Tree Farm, Wigmore – non-material amendment to 150115.  Change of House type of Plot 3 from Type A to Type B. No objections.  **7.2** Updates on the following applications:  \*163101 – Mortimer Country Stores, Broad Street Wigmore, HR6 9UJ – Installation of 3 no. sun blinds to the front windows. Approved.  \*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. Approved.  \*163236 – Agricultural building for fodder storage at Brinshope HR6 9UR – request for extension of commencement deadline. Rejected  \*163443 – The Cottage, Leinthall Starkes, SY8 2HL – Proposed extensions & alterations to dwelling. No decision as yet.  \*163528 – Deerfold Cottage, Ongar Street Lingen, SY7 0EE – Proposed ground floor extensions. No decision as yet. | **JR** |
| **8** | **To consider proposed changes to the Definitive Map for Wigmore:** Councillors did not have any objections to the changes but wished to know who is responsible for any costs incurred as a result e.g. changes to signs. JR will make enquiries. | **JR** |
| **9** | **Allowance Scheme for Paris or Town Councillors:** This scheme, if adopted by the parish council, would allow parish councillors to claim an allowance for childcare and dependents’carers’ costs. Due to time constraints this item is to be discussed at January’s meeting. |  |
| **10** | **Herefordshire Council Consultation:** The Marches Freight Strategy consultation. Due to time constraints this item will be discussed at January’s Meeting. |  |
| **11** | **Correspondence, Training and Meetings:** As below. |  |
| **12** | **Matters for next scheduled meeting:** See items 9 and 10 and also Mr K Caswell’s comments re Bury Lane Playing Field. |  |
|  | **Date of next meeting: Monday 9 January 2017 at 8pm.** |  |
| **The meeting closed at 10.30pm** | | |

**APPENDIX 1**

**WGPC BUDGET 2017-18**

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|  | **2016-17 Budget** | **2016-17 Spend to Date @ 27/11/16** | **2016-17 Remaining amount** | **2016-17 Anticipated Outturn** | **Budget 2017-18** | **Notes for 2017-18** |
| ***INCOME*** |  |  |  |  |  |  |
| PRECEPT | 15,000.00 |  |  |  | **17,500.00** | Precept for 2017-18 |
| LENGTHSMAN/P3 SCHEME | 2,922.98 |  |  |  |  | Claimed for 2015-16 work |
| NDP GRANT | 2,600.00 |  |  |  |  |  |
| VAT RECLAIMED | 1,435.66 |  |  |  |  |  |
| PUBLIC SPACES COMMUNITY GRANT | 750.00 |  |  |  |  | For Millennium Garden |
| **TOTAL INCOME** | **22,708.64** |  |  |  |  |  |
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| ***RECLAIMABLE VAT (EST)*** | ***1,000.00*** |  |  |  |  |  |
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| ***EXPENDITURE*** |  |  |  |  |  |  |
| STAFF | 4,500.00 | 2,405.49 | 2,094.51 | 1,588.32 | **4,600.00** | SCP 19 increase to £9.743 pa = £4053 pa + £480 PAYE |
| SUBSCRIPTIONS | 450.00 |  | 450.00 | 465.00 | **470.00** | HALC membership increase to £470 approx for 2017-18 |
| SIGNAGE/SID | 500.00 |  | 500.00 |  | **1,000.00** | ? Grant money in a/c of £1140 No SID but 1 sign needed for Wigmore. SIDs £3000 approx Signs ? |
| BROADBAND, IT & WEBSITE | 400.00 | 333.99 | 66.01 | 132.00 | **400.00** | Broadband at V. Hall - Plusnet @£33 p.m & website expenses £69.99pa |
| PRINTING NEWSLETTER | 600.00 | 171.99 | 428.01 | 360.00 | **600.00** | 4 issues @ £120 per issue |
| MAINTENANCE | 3,000.00 | 310.46 | 2,689.54 |  | **3,000.00** | Churchyards, playing fields & equip, Street Lights maint. (excl elect) & Lengthsman/P3 contribution |
| CLEANING & HIRE OF PC OFFICE @ Village hall | 2,100.00 | 1,563.75 | 536.25 | 521.25 | **2,100.00** | £521.25 per quarter. No increase anticipated |
| TRAINING | 500.00 | 36.00 | 464.00 |  | **400.00** | Allows for 4 training courses |
| ADMIN | 750.00 | 556.39 | 193.61 |  | **750.00** | Stationery, stamps, clerks expenses, audit |
| HIRE | 300.00 | - | 300.00 | 280.00 | **300.00** | Village Hall for PC meetings @ £20 per meeting |
| INSURANCE | 400.00 | 364.34 | 35.66 | 367.58 | **400.00** | Fixed 3 yr contract expires 31/5/19 |
| STREET LIGHTS | 750.00 | 435.94 | 314.06 | 294.00 | **750.00** | Electricity for lights owned by PC. Est. £147 p qu. |
| DONATIONS | 50.00 | 3,616.84 | - 3,566.84 | 30.00 | **250.00** | PC award for Maths for HS pupil + any other worthy causes. |
| ELECTIONS | - | - | 1,884.00 | - | **500.00** | Increase allowed for & ring fenced for future elections. |
| NEIGHBHD. PLAN | 250.00 | 2,639.48 | - 2,389.48 |  | **500.00** |  |
| CONTINGENCY | 450.00 | 213.72 | 236.28 | 475.00 | **1,480.00** |  |
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| **TOTAL** | **15,000.00** | **12,648.39** | **4,235.61** | **4,513.15** | **17,500.00** |  |
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| LENGTHSMAN \* |  | 2,410.80 |  |  | **2,034.00** | \*2017-18 Lengths man & P3 grant = £2607 from HC and £2511 from WGPC |
| P3 \*\* | 386.42 | 216.00 | 170.42 |  | **477.00** |
| COMM FIELD | 8,607.00 | 296.72 | 8,310.28 |  |  | Community Field Fund of £9506 (£8840 + £666.69 on closure of Football Club) £8310 remaining. |
| EQUIPMENT |  |  |  |  |  | See under maintenance |
| GRASS CUTTING |  |  |  |  |  |
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| **TOTAL EXPENDITURE** |  | **15,571.91** |  |  |  | Tallies with Cashbook |
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|  |  |  |  |  |  | \* To be claimed from 2016-17 Lengths /P3 grant |
|  |  |  |  |  |  | \*\* In 2014-15 received P3 grant of £1200. £170 remaining |

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| **FINANCE – DECEMBER 2016** |

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| **RECEIPTS & PAYMENTS** | | | | |
| **BALANCE AT 25/11/16 - £33,378.06**  No unlearned cheques  NOTES:  EARMARKED RESERVES: £8310.28 Bury Lane Playing Field *(Goalposts - £899 paid for out of Comm. Field Fund; Topping field - £156; Playground inspection - £60.72; Land Registry - £80));*  £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 (£14,344.70)  RESIDUAL AMOUNT: £19,033.36 | | | | |
| **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 Nov 16 salary £267.63 + £6 car parking + £3.50 envelopes + working contribution @ £18 p.m. | 295.13 | - |
| 3 | Wigmore High School | For Maths Award for High School Student | 30.00 | - |
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| **TOTAL PAYMENTS FROM PRECEPT / COMMUNITY FIELD FUND** | | | **358.13** | **5.50** |
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| **ii)** | **PAYMENTS FROM LENGTHSMAN / P3 FUNDS** | |  |  |
|  | S L Woodfield | Mow & strim parish areas, Leinthall Church & play area. | **439.20** | **73.20** |
|  | DC Gardening Services | Lengthsman scheme duties in the parishes of Wigmore Group for Nov 2016, as per attached schedule | **174.00** | **29.00** |
| **TOTAL PAYMENTS FROM LENGTHSMAN / P3 GRANT** | | | **613.20** | **102.20** |

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| **POSTBAG – Correspondence received since 14/11/16** | | | | |
| Date received | From | About | Action Required | Date forwarded |
| 17/11/16 | Hfds Council | Allowance Scheme for town/parish councillors | For Dec meeting | 17/11/16 |
| 17/11/16 | Elizabeth Bayley | Thank you note for Maths prize gift | For Info | - |
| 18/11/16 | BBLP | Weekly Briefing | For Info | 18/11/16 |
| 25/11/16 | BBLP | Weekly Briefing | For Info | 25/11/16 |
| 30/11/16 | BBLP | Modification of Definitive Map | For Dec meeting | 4/12/16 |
| 1/12/16 | Hfds Rural Hub | December e-newsletter | For Info | 7/12/16 |
| 2/12/16 | Hfds Council | Informal Drop In session – 14/12/16 | For Info | 3/12/16 |
| 2/12/16 | BBLP | Weekly Briefing | For Info | 3/12/1616 |
| 2/12/16 | Hfds Council | The Marches Freight Strategy consultation | For Dec meeting | 4/12/16 |
| 2/12/16 | West Mercia Police | SNT Dec newsletter | For Info | 7/12/16 |