**WIGMORE GROUP PARISH COUNCIL**

**Draft Minutes of the ordinary meeting held on Monday 8 May 2017**

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| **PUBLIC SESSION : Members of the public present: 2**  An email had been received and concerns were raised again regarding the appearance of the village generally. That the village looks uncared for with weeds, overgrown hedges, litter and dog fouling. The village could do with more public spirited volunteers to do litter picks. CG said that anyone could contact BBLP who would arrange for a collection of rubbish. Most Wigmore residents keep the frontage of their properties tidy but a few seem to think that it is someone else’s responsibility, not theirs. Now that the spring has come weeds are growing fast on the verges and pavements. Apparently BBLP will only deal with ragwort and Japanese Knotweed. The Lengthsman will be asked to attend to these and also to clearing the gullies and ditches. VH & AD attended a BBLP briefing for parish councils and were informed once again that there is very little money in their budget from Herefordshire Council as can be seen from the state of the roads in the county. BBLP will only attend to drains once a year. CG is waiting for a list from BBLP on what jobs parish councils and volunteers could take on themselves to help keep their communities looking pleasant .  Another concern raised was the health implications of the proposed erection of a 20m high Vodaphone phone mast at the Severn Trent Sewage Treatment Plant on Bury Lane Playing and Community Field.  See Item 8.1. Residents were informed that there was still time to submit comments on this planning application. |

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|  |  | **ACTION** |
| **1** | **Present:** Vic Harnett (Chairman)(VH); Graham Probert (GP); Alan Dowdy (AD); Jenny Johnson (JJ); Helena Leclezio (HL); Clare Major (CM); Bryan Casbourne (BC); Gill Bilbrough (GB).  **Apologies**:– Kevan Perkins (KP)  **In attendance**: Alison MacArthur – Business Manager, Wigmore School (AM); Ward Cllr. Carole Gandy (CG); Jano Rochefort (JR)(Clerk). |  |
| **2** | **Declarations of Interest:** None |  |
| **3** | **Open Session:** reports received as follows:  **3.1 Alison MacArthur – Business Manager, Wigmore School –** AG reported the increasing problem of dog fouling on school grounds which is exacerbated because of the 2 footpaths that cut across the playing fields. Also of concern is the safeguarding issue of walkers using the footpaths during the school day. The school is looking at various options – restricting use of the footpaths during the school hours; fencing the access from Bury Lane/Kings Meadow and having a lockable gate; requesting the footpaths be moved. It is unlikely that this option would be allowed. The footpaths were already established when the school was built in 1963. The Ramblers usually make strong objections to any proposal to close or move a PROW. CG will contact Children’s Services with reference to the safeguarding issue. AG said dog walkers are challenged during the school and possibly the school should erect more forceful notices reminding dog walkers to clean up after their dogs. She hoped the parish council would support the school in this matter.  **3.2 Cllr Carole Gandy – Mortimer Ward Councillor:**  **Planning** – There has been no further application from The Oak. The planning officer will probably make a determination on their previous planning application.  **Traveller Site** – The owner of Ash Farm had put forward his field as a possible location but this has been rejected because of the narrowness and steepness of Barnet Lane and its poor access onto the A4110.  **Dog Fouling** – CG had been in contact with former colleagues in Redditch Borough Council. They are trialling using volunteer Enforcement Officers to challenge badly behaved dog walkers. CG will report back on its success or otherwise.  **Skatepark in Wigmore:** Youngsters feel there is little for them to do in Wigmore and building a skatepark at Bury Lane Playing and Community Field has been mentioned in the past. CG said the organisers of the Hereford Skatepark helped to set up Leominster’s skatepark and would be willing to discuss doing the same for Wigmore.  **Roads:** Road inspections are done as follows: A & B roads are inspected monthly as are C1009 Lingen to Wigmore and C1019 Wigmore to Ludlow. All other C roads are inspected quarterly and U roads are inspected annually.  **Potholes:** CG had been to a briefing by BBLP and outlined the criteria for pothole filling. Category 1 potholes are deemed to require prompt attention because they represent an immediate or imminent hazard or because there is a risk of short term structural deterioration. They arise in high risk areas (A&B roads and prestige footways) and will be addressed within 24 hours, permanent repairs to be done within 7 days. Category 2 potholes are deemed not to represent an immediate or imminent hazard and are then further prioritised and can be left for 2 months. BBLP do not have enough money or staff to adequately deal with the road issues in the county. It costs £60 to repair a pothole, 90% of this goes in staff getting to the location, and the capital budget allows for 3 pothole repairs per mile. |  |
| **4** | **To adopt the minutes of previous meeting: 10 April 2017:**  The minutes of the 10 April 2017 meeting were proposed as a true record. Proposer - GP; Seconded - AD. **ACCEPTED** unanimously. The chairman signed the minutes. |  |
| **5** | **Update on matters previously considered:**  **5.1 Street Lights –** At April’s meeting in view of the complications and expense in trying to disconnect and remove parish council owned street lights, WGPC decided to keep them and get them properly upgraded, repaired and maintained. Money for this is to come from the 3 year budget plan. A site meeting with VH, JR and Vince Beecham, BBLP’s Street Lights Supervisor, has been arranged for Thursday 11 May.  **5.2** **Road Safety in Wigmore:**  JR had obtained a quote for 2 *‘No footway’* signs from SignRite but councillors felt it was too expensive and included un-necessary poles GP and BC will investigate other sign manufacturers prices.  **5.3 State of roads in N. Herefordshire:** VH and AD had attended a parish councils’ briefing by BBLP. VH had challenged BBLP’s Alastair MacDonald about the very poor state of the rural roads in the county. The response was that there is no money and there are even fewer staff to maintain the roads as BBLP would like to do. CG has said that residents should continue to report potholes to BBLP or herself.  **5.4 Issues re dogs and dog owners in Wigmore:** JR has bought ten ‘Polite Notice’ signs for displaying around Wigmore. GP can obtain plastic ties so that they can be put up. | **GP & BC**  **GP** |
| **6** | **Finance: All Payments** from the General Fund as shown below to be paid. Proposer - HL; Seconded – CM. **APPROVED** unanimously. |  |
| **7** | **2017-2018 Lengthsman/P3 Schemes:**  **7.1 Lengthsman :** It was **AGREED** to ask D C Gardening to take on the maintenance of the ditches and grips throughout the parish, to tidy up verges and pavements and to maintain the PROWs in the parishes under AD’s instructions. VH will meet with Dave Campbell to establish what areas are to be maintained especially in Wigmore. The contracts with S L Woodfield and I Beavan are to continue. JR to send out the contracts.  JJ commented that Bury Lane Playing Field needed topping off as the docks are getting out of hand. It was **AGREED** to ask Charles Poole to do this job as he did the same last year as a one off.  It was also noted that the hedge on the A4110 belonging to Bank Cottage is spreading onto the road resulting in vehicles cutting in to the verge and destroying it. JR to write to owners and ask them to cut back the hedge. Failing that WGPC can arrange for the work to be done and charged to the owners.  **7.2 Parish footpaths officer’s report:** Most footpaths in the WGPC parishes are passable. Two have been closed due to damaged footbridges – ET3 in Elton and WQ1 in Wigmore. The closure notice initially states it will be for 3 weeks which then becomes, 3 months, 6 months and then 12 months as is the case with WQ1. Mike Brookes, Locality Steward is aware of the situation. Footpath WQ6 (Jacob’s Ladder) needs strimming now and WQ2 (to The Castle) has weeds growing through the new path but this can wait for a month. JR to ask D C Gardening to attend to these jobs. | **JR**  **JR**  **JR** |
| **8** | **Planning:**  **8.1** \*171329 – Land at Wigmore Sewage Works, Wigmore - Proposed installation of a 20.0m lattice mast, supporting 3 no. antenna, 2 no. dishes, associated ground based equipment cabinets. *(See also Item 10)*  Following discussion on this application, the councillors **DECIDED** unanimously to  object to this application on the following grounds:   1. the proposed location of the mast is immediately adjacent to a community   field used by children and residents. The mast will have a detrimental effect on  residents wishing to use the amenity and parents letting their children play  there because of health concerns.  b) the proposed mast will overshadow, overlook and reduce the value of  neighbouring properties in Kings Meadow and Bury Court.  c) there is an another mast on Gatley Long Coppice that could be used.  **8.2** Updates on the following application:  \*171139 & 171140 – Tannery House, Wigmore HR6 9UJ – Alterations to the rear  façade of property, minor internal works, replacement doors & windows &  structural remediation. *(Awaiting decision from Planning Dept).*  \*163583 – Land off Brook Lane, Wigmore – Proposed dwelling. *(Application refused)* | **JR** |
| **9** | **Bury Lane Playing & Community Field:** It was **AGREED** to defer the request for a wayleave agreement with BT Openreach until the Vodaphone telecoms mast planning application had been decided by Herefordshire Council. JR noted that BT Openreach’s proposed location for the trench to lay the cable would cut through the main roots of approximately 19 mature trees which would inevitably kill them. Should the Vodaphone mast get approval, BT Openreach should be asked to propose an alternative route for the trench. |  |
| **10** | **Neighbourhood Development Plans (NDP):** BC gave an update on the Wigmore Group NDP. Kirkwells (NDP consultants) have made the changes requested. The new version needs a some minor editing but will be laid before the parish council at the June meeting with a view to doing another Reg 14 consultation shortly afterwards. | **BC** |
| **11** | **Automatic Pensions Enrollment:** JR confirmed that the auto pension enrolment requirements are being met as per the timetables set down by the Pensions Regulator. She has been sent a letter by the then chairman of WGPC Graham Probert informing her that she is not automatically enrolled into the WGPC pension scheme as she does not meet the legal criteria. She can ask to be enrolled but WGPC are not obliged to contribute to it. JR informed the council that she does not intend to bother. |  |
| **12** | **Policies for review:**  **Financial Regulations –** 2.2 Bank reconciliations are carried out every quarter by JJ. This activity should be reported to the council and exceptions noted. No other comments were made and the chairman signed the regulations. Next review will be in May 2018.  **Risk Policy:** Consider transferring archive material to Herefordshire Archive and Records Centre (HARC).  **Asset Register:** The PPO’s gardening equipment needs to be added. | **JR** |
| **13** | **Correspondence, Training and Meetings:** As below. |  |
| **14** | **Matters for next scheduled meeting:** Wayleave agreement; NDP Reg. 14 revised Draft Plan for approval, Asset register. |  |
|  | **Date of next meeting: Monday 12 June 2017 at 8pm.** |  |
| **The meeting closed at 10.10 pm** | | |

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| **FINANCE – MAY 2017** |

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| **RECEIPTS & PAYMENTS** | | | | |
| **BALANCE AT 28/04/17 – £39,992.96**  RECEIPTS: £3,957.04 (2016-17 Lengthsman & P3 grant)  £8,750.00 (Precept Pt1)  **TOTAL RECEIPTS: £12,707.04**  NOTES:  EARMARKED RESERVES: £8230.48 Bury Lane Playing Field *(Goalposts - £899 paid for out of Comm. Field Fund; Topping field - £156; Playground inspection - £60.72 & £79.80; Land Registry - £80));*  £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)* £1140 Signage *(Road sign ‘Parking residents only’ - £60*); £3000 Parish Council match funding for Lenghtsman/P3 schemes.  TOTAL: (Earmarked reserves (£14,372.46)  RESIDUAL AMOUNT: £25,620.50 | | | | |
| **i)** | **PAYMENTS from General funds** | | | |
|  | **Supplier** | **Item** | **Amount £ incl. VAT** | **VAT £** |
| 1 | Plusnet/ Dir Debit | Broadband (April/May) @ £33 per month | 33.00 | 5.50 |
| 2 | J Rochefort | Clerk’s April 17 salary £337.76 + laminating pouches x 100 £16.63 + ink cartridgesXL x 2 £42.40 + working contribution @ £18 p.m. | 414.79 | 2.77 |
| 3 | J Rochefort | Cardiac Science – replacement defib pads | 40.74 | 6.79 |
| 4 | Society of Local Council Clerks (SLCC) | Annual membership of SLCC for parish clerk | 101.00 |  |
| 5 | Came & Company | Annual fee for Local Council Insurance | 380.11 |  |
| 6 | Diane Malley MAAT | Fee for Annual Internal Audit Review 2016-17 | 100.00 |  |
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| **TOTAL PAYMENTS FROM PRECEPT / COMMUNITY FIELD FUND** | | | **1009.64** | **15.06** |
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| **ii)** | **PAYMENTS FROM LENGTHSMAN / P3 FUNDS** | |  |  |
|  | None |  |  |  |
| **TOTAL PAYMENTS FROM LENGTHSMAN / P3 GRANT** | | |  |  |

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| **POSTBAG – Correspondence received since 10/04/17** | | | | |
| Date received | From | About | Action Required | Date forwarded |
| 10/4/17 | HALC | Information Corner | For Info | 11/4/17 |
| 11/4/17 | Channel 4 | Village of the Year 2017 | For Info | 11/4/17 |
| 11/4/17 | Hfds Council | Armed Forces Day | For Info | 11/4/17 |
| 13/4/17 | BBLP | Weekly Briefing | For Info | 14/4/17 |
| 13/4/17 | Came & Company | Spring Newsletter | For Info | 14/4/17 |
| 14/4/17 | Hfds Council | Update on Fastershire Broadband | For Info | 14/4/17 |
| 19/4/17 | J Rochefort | TPO request for trees at Bury Lane Playing Field | For May meeting | 19/4/17 |
| 21/4/17 | BBLP | Weekly Briefing | For Info | 29/4/17 |
| 25/4/17 | Hfds Council | Road Resurfacing | For Info | 29/4/17 |
| 25/4/17 | Came & Company | Annual Insurance renewal documents | For May Meeting | 2/5/17 |
| 26/4/17 | Cllr C Gandy | BBLP Parish Council Briefing session | For Info | 29/4/17 |
| 28/4/17 | BBLP | Weekly Briefing | For Info | 2/5/17 |
| 3/5/17 | West Mercia Police | Replacement PCSO | For Info | 3/5/17 |
| 3/5/17 | Dan Guerche (PCC) | PCC presentation in June | For June meeting | 5/5/17 |
| 3/5/17 | K Caswell | Email re village issues | For May meeting | 5/5/17 |
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