

**WIGMORE GROUP PARISH COUNCIL**  
**Draft Minutes of the meeting held on Monday 9 November 2015**

**PUBLIC SESSION : Members of the public present: 1**

Tom Smith gave a progress report on the football pitch and football team. Raised the issue of fireworks debris being left on the ground after Bonfire Night. No requests made to use the Community Field for fireworks but residents had been doing so for at last 15 years so precedent had been established. Next Mortimer Villages Newsletter will include a reminder for users of the field not to leave any rubbish behind. Noted increased mole activity. Possibly ask a Pest Controller for (free) advice with the quid pro quo of free advertising at the field. Fundraising – plan to hold charity matches June/July 2016. May be able to get a grant from Community First. Matter of public liability insurance raised for use of field. Goal posts to be erected this week. Noted that there is an electricity cable running 1m deep under the field. Much interest in the team from 15 year olds. Item for newsletter - Football training is on Tuesday 7-8pm at Wigmore Sports Hall for 15+ year olds.

|          |   | <b>ACTION</b> |
|----------|---|---------------|
| <b>1</b> | <p><b>Present:</b> Councillors Graham Probert (GP)(Chairman), Bryan Casbourne (BC), Alan Dowdy (AD), Jenny Johnson (JJ), Kevan Perkins (KP), Clare Major (CM); Helena Leclezio (HL)</p> <p><b>Apologies:</b> Vic Harnett (VH)(Vice-Chairman). Absence notified at October meeting and accepted.</p> <p><b>In attendance:</b> Cllr Carole Gandy; Mike Brookes, Sarah Steer; Jano Rochefort (JR)(Clerk).</p>  |               |
| <b>2</b> | <p><b>Declarations of Interest:</b><br/>           Non-Pecuniary Disclosable Interest – Cllr Clare Major – 7.1 -Pipe Aston planning application.</p>  |               |
| <b>3</b> | <p><b>Open Session:</b></p> <p><b>3.1 Wigmore School.</b> Dean Curtis sent his apologies. Sarah Steer, Senior Deputy Head gave the schools’ report. High school exam results were very good. The GCSEs were brilliant and the school was the best for Maths in Herefordshire. The school’s progress results were the best they had ever had. The Primary school Ofsted in June went well with improvements being recognised. Cllr Casbourne visited the Primary school to talk about the recent village flower and vegetable show and harvest festival. Herefordshire Council’s new school transport policy has not yet affected pupil numbers at Wigmore as the losses have been matched by the out of county gains. But the policy is splitting communities e.g. Orleton, and will be under review. Problem with dog owners allowing their pets to foul the playing fields. There are information signs but these could do with upgrading. There is to be a first prosecution for dog fouling. Another item for the newsletter. A councillor expressed concern regarding the security of the playing fields in light of a recent short incursion by travellers. Any concerns outside of school hours should be referred to the school business manager.</p> <p><b>3.2 Locality Steward.</b> Mike Brookes has been familiarising himself with Mortimer Ward and been on training courses. A request was made that the signs in the WGPC parishes be cleaned/improved to comply with legislation. Mike will be conducting a night inspection which will include looking at the visibility/reflectibility of signs and road markings. He will also look at the possibility of a ‘Narrow Road’ sign at the top of Broad Street. (See item 11)</p> <p><b>3.3 Ward Councillor.</b> Cllr Carole Gandy (CG) reported the following items</p> <p><b>Wigmore School.</b> CG has visited the school and commented further on the new Schools</p> |               |

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|   | <p>Transport Policy of Herefordshire Council i.e. free school transport to the nearest suitable school with places, which may well be outside the county. A review of neighbouring local authorities showed no common approach. Shropshire does not pay for transport to schools outside the county. Worcestershire seems to have varying criteria. Tenbury Wells High School appears to be offering incentives to parents with a free mini bus. It could be that 3 different school buses end up serving the same village. Communities are being split and the end result is that parents that can pay have a choice of schools and those that can't pay go to the nearest school. The policy will be reviewed in by Herefordshire Council January 2016.</p> <p><b>Core Strategy.</b> This has now been passed by Herefordshire Council so Neighbourhood Plans can be progressed. The inspector's main change was to replace the word 'target' with 'minimum'. This was to prevent councils putting a moratorium on planning applications but properties that have been built or had planning permission granted since 2011 can be subtracted from the overall figures agreed.</p> <p><b>Kings Meadow.</b> Fence around the playground area still needs repairing.</p> <p><b>BBLP Training.</b> There are approx 10 TROs (Traffic Regulation Orders) completed annually. Wigmore has a TRO no. 36 made in 2014 for a speed sign of 40mph at Wigmore Cemetery to create a speed buffer before the 30mph at the start of the village. So this should be attended to by 2018.</p> <p><b>Finance.</b> The budget consultation responses have now been analysed. Of 1,987 responses most were via paper and not online. Most people wanted money for libraries, community transport and public transport. Council owned smallholdings were the least supported. There are over 70 smallholding tenants. Each holding receives approx £58K in subsidies annually. Most are too small to be viable. There is a backlog of repairs and maintenance of approx £2M and the council does not have the resources to run them efficiently. Council will be deciding the future of its smallholdings portfolio shortly.</p> <p><b>Planning issues:</b></p> <ul style="list-style-type: none"> <li>i) <b>Art Studio, Barnett Lane.</b> Ongoing. No planning permission application has been received so issue is now with the Enforcement Officer who is starting enforcement proceedings .</li> <li>ii) <b>The Oak.</b> No change to the status quo. Conservation Officer is now back from long-term sick leave.</li> <li>iii) <b>6 Ford Street.</b> Discussed with Enforcement Officer to look at whether there had been an application to trade from a residential premises i.e. a change of use.</li> </ul> <p><b>Mortimer Chairman &amp; Clerks Quarterly meeting.</b> Discussed implications of landowners' duties to maintain/clear ditches on their land (Riparian duties) as BBLP will no longer do this for them.</p> <p><b>3.4 Community Police Support Officer (CPSO)</b> – Peter Knight sent his apologies but sent the November 'Safer Neighbourhood Team' newsletter which will be on the website.</p> |                     |
| 4 | <p><b>Minutes of previous meeting: 12 October 2015.</b> Accepted unanimously.</p>   |                     |
| 5 | <p><b>Update on matters previously considered:</b></p> <p><b>5.1 Defibrillator</b> – The West Midlands Ambulance Service coordinator will obtain prices for a new metal case for the defibrillator. New volunteers are also needed to train as Community First Responders. The scheme should be running by the New Year.</p> <p><b>5.2 Cross of the Tree Telephone Box</b> – WGPC now owns this box and needs to decide what to do with it. Suggestions so far: a) move it to Wigmore to house defibrillator – but consider cost of moving it; b) a library; c) pop up coffee shop.</p> <p>Another item for the newsletter.</p>   | <p>KP</p> <p>BC</p> |

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| 6  | <p><b>Finance:</b></p> <p><b>6.1 Payments</b> from the budget (as listed in the agenda and below with the addition that Parish Council will use some of the P3 budget to make up the shortfall in upgrading the Church to Castle footpath)<br/> <b>APPROVED. Proposed: BC Seconded: AD All in favour.</b></p> <p><b>6.2 2016-17 Precept</b> – It was proposed to set the 2016-17 precept at £15,000 (a reduction of £1,000 from the current financial year) on the basis that even taking anticipated future expenditure into account, the council would still have a surplus in the region of £18,000.<br/> <b>Proposal AGREED Proposed: AD Seconded: CM All in favour</b></p> <p><b>6.3 Deposit account</b> – In light of the council’s budget surplus proposal was made to investigate opening a deposit account. Clerk reported that Lloyd’s deposit account interest rate is only 0.05% which is in line with other organisations. She will make further enquiries.</p> | JR       |
| 7  | <p><b>Planning applications:</b></p> <p><b>7.1 – 152603 Aston Motte House Pipe Aston SY8 2HG (to reposition portal framed building)</b> Concerns expressed as follows:<br/> i) This building should have been removed as part of a 2000 planning application. It was finally removed in June this year and therefore is not a repositioning but a new structure.<br/> ii) It is a very large structure that will impact on 3 neighbouring properties.<br/> iii) It will impinge on an historic motte and bailey site.<br/> iv) Its size is out of keeping with a small rural village.<br/> <b>Decision: To OBJECT to this application</b></p> <p><b>7.2 – Burnt House, Castle Street, Wigmore HR6 9UA (Extend dormer window)</b> No objections.</p>  |          |
| 8  | <p><b>Neighbourhood Plan:</b> A little more by way of consultation with the parish council and community and various other groups before the plan can be submitted for independent examination . BC and JR will attend a workshop on this next week.</p>   | BC<br>JR |
| 9  | <p><b>Community Governance Review:</b> Herefordshire Council have requested comments on their proposal to conduct a Community Governance Review (CGR) into Parish Councils. Clerk gave a brief overview of what a CGR entails.<br/> <b>Decision: Wigmore Group Parish Council see no need for a CGR</b></p>  |          |
| 10 | <p><b>Community Field:</b></p> <p><b>10.1 Improving playground and equipment</b> – See 10.2<br/> <b>Decision: To leave playground as is for the present.</b></p> <p><b>10.2 Consider other community projects for the area.</b> Projects discussed included a planting a community orchard, upgrading the path around the field, draining part of the field that suffers from flooding. See also 10.3<br/> <b>Decision: To conduct a feasibility study into the best use of the field</b></p> <p><b>10.3 Tesco’s Local Community Scheme.</b> BC will investigate whether the feasibility study at 10.2 would come under this scheme’s criteria. If not what other community projects could be put forward. Also look at other grants making schemes to finance feasibility study and/or drainage of field.</p>   | BC       |
| 11 | <p><b>Extra road signage on A4110:</b> Mike Brookes will look into this as discussed at 3.2</p>  |          |

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|--------------------------------------|--|--|
| 12                                   | <b>Street lighting on Kings Meadow:</b><br>Discussion regarding the pros and cons of LED street lights on Kings Meadow. LEDs use less electricity and give a more directional downward light so reducing light pollution but have left pools of darkness on pavements. This area of Wigmore is still better lit than Ford Street for example and cost savings make the change worth while. |  |
| 13                                   | <b>Correspondence – as below</b>   |  |
| 14                                   | <b>Matters for next scheduled meeting:</b> None raised.  |  |
| 15                                   | <b>Date of next meeting:</b> Monday 14 December 2015 at 8pm.   |  |
| <b>The meeting closed at 10.10pm</b> |  |  |

DRAFT

**FINANCE – NOVEMBER 2015**

**RECEIPTS & PAYMENTS**

**BALANCES AT 27/10/15**      £34,287.55

RECEIPTS:                              £0

**No outstanding cheques**

**Total: £34,287.55**

NOTES:

EARMARKED RESERVES:    £8607 Community Field\*; £1200 P3 scheme; £2000 Election fund; £1200 Signage

\* Goalposts (£899 paid for out of Comm.Field Fund).

**i) PAYMENTS from General funds**

|   | Supplier        | Item   | Amount £<br>incl. VAT | VAT £        |
|---|-----------------|--|-----------------------|--------------|
| 1   | KBM             | Sadolin Wood protection Lt Oak & External sealant Brown  | 21.18                 | 3.53         |
| 2   | HALC            | Training – Planning & Community Action (Jano)  | 90.00                 | 15.00        |
| 3   | L Henry         | Clerk's salary (£244.55)<br>+ expenses (travel to Wigmore x 1 = £5)<br>+ home-working contribution @ £18 p.m   | 267.55                | -            |
| 4   | Bowdler & Co    | Clerk's (LH) PAYE (October 2015 – as above)  | 61.20                 | -            |
| 5   | J Rochefort     | Clerk's salary (£165.54)<br>+ expenses (travel to Leintwardine x 1 = £5, Stationery = £45.35,<br>Postage = £6.48)<br>+ home-working contribution @ £18 p.m | 240.37                | -            |
| 6   | Bowdler & Co    | Clerk's (JR) PAYE (October 2015 – as above)  | 165.54                | -            |
| 7   | B Casbourne     | Various (spare keys for Village Hall = £10; ink cartridge for<br>Newsletter = £39.99)  | 49.99                 | 8.34         |
| 8   | B Casbourne     | For Millennium Green - Paint & wood filler (B&Q)   | 80.51                 | 13.44        |
| 9   | Steve Dawson    | For Millennium Green – White Spirit, Resin filler, Sand/cement<br>mix  | 48.63                 | 8.12         |
| 10  | Phil Blackburne | For Millennium Green – labour & materials  | 499.71                | 18.60        |
| <b>TOTAL PAYMENTS FROM PRECEPT / COMMUNITY FIELD FUND</b> |                 |  | <b>1524.68</b>        | <b>67.03</b> |

**ii) PAYMENTS FROM LENGTHSMAN FUNDS**

|  |                |  |   |   |
|--|----------------|--|---|---|
|  | None requested |  | - | - |
|--|----------------|--|---|---|

| POSTBAG – Correspondence received since 13/10/15 |                          |   |                                  |                |
|--|--------------------------|---|----------------------------------|----------------|
| Date received                                    | From                     | About   | Action Required                  | Date forwarded |
| 13/10/15   | Hfds Council             | Business Continuity Planning  | Respond directly if interested.  | 14/10/15       |
| 13/10/15   | Hfds Council             | Tree Warden Network & Launch  | Added to website and ad in shop. | 14/10/15       |
| 14/10/15   | Hfds Council             | Neighbourhood Planning workshop   | Respond by 4/11/15               | 14/10/15       |
| 14/10/15   | HALC                     | Information Corner 14/10/15   | For Info                         | 18/10/15       |
| 16/10/15   | Hfds Council             | Community Governance Review letter to PCs   | For next meeting                 | 18/10/15       |
| 16/10/15   | Sovereign Playground     | Emailed brochure  |                                  | >> JJ<br>>>GP  |
| 16/10/15   | BABA                     | International Blacksmithing Event – Ypres 2016  | For next meeting                 | 19/10/15       |
| 19/10/15   | BBLP                     | New Locality Steward – Michael Brookes  | For Info                         | 19/10/15       |
| 19/10/15   | Hfds Council             | Adoption of Herefordshire Local Plan Core Strategy  | For Info                         | 19/10/15       |
| 20/10/15   | HALC                     | * Wise Owl Training Prog – Spring 2016<br>* Provision of Play & Sports Equipment on village greens<br>* Transparency Fund for Smaller Authorities | For Info                         | 20/10/15       |
| 21/10/15   | HALC                     | Invitation to AGM – 21/11/15  | For Info                         | 22/10/15       |
| 26/10/15   | C & C                    | Minutes of Oct meeting & Riparian Responsibilities  | For Info                         | 28/10/15       |
| 27/10/15   | BBLP                     | Weekly Briefing – Tesco Local Community scheme  | For next meeting                 | 27/10/15       |
| 4/11/15  | West Mercia SNT          | November Newsletter   | For Info                         | 4/11/15        |
| 5/11/15  | Hfds Council             | Funding Update  | For Info                         | 6/11/15        |
| 6/11/15  | BBLP                     | Weekly Briefing   | For Info                         | 6/11/15        |
| 7/11/15  | Wigmore School           | Celebration Evening Programme   | For next meeting                 |                |
| 7/11/15  | Clerks & Councils Direct | November 2015 Issue   | For Info                         |                |
| 9/11/14  | Hfds Council             | Flood Action Campaign – Nov 2015  | For Dec meeting                  | 9/11/15        |