

WIGMORE GROUP PARISH COUNCIL
Minutes of the Annual Meeting held on Monday 13th May 2019

Members of the public present: 4

		ACTION
	<p>Members Present: Cllrs Nick Davidson (Vice Chairman); Bryan Casbourne (BC); Gwen Fraser (GF); Chris Thomas (CT); Rachel Watson (RW)</p> <p>In attendance: Mortimer Ward Councillor Carole Gandy (CG); Jano Rochefort – Clerk to the Council (JR).</p>	
1	<p>Election of the Chairman of the Council: Alan Dowdy had indicated his willingness to stand as Chairman of the parish council and was duly re-elected. Cllr Dowdy will sign his declaration of office form at a later date. See Item 3.</p>	
2	<p>Election of the Vice Chairman of the Council: Nick Davidson was duly re-elected as Vice Chairman of the parish council and signed his declaration of office form. In the absence of Cllr Dowdy, Cllr Davidson continued to chair the meeting.</p>	
3	<p>Apologies for absence: Apologies were received from Cllr Alan Dowdy.</p>	
4	<p>Declarations of Interest and written dispensation requests: Chris Thomas declared a DPI (Disclosable Pecuniary Interest) for Item 10.1</p>	
5	<p>Open Session:</p> <p>5.1 The following matters were raised by members of the public:</p> <ul style="list-style-type: none"> • The ‘Give Way’ road sign at the junction of Ford Street and the A4110 (Broad Street) has been removed. • The ‘No Footway’ sign on Ford Street is on a telegraph pole. Is this a good idea? • Concern that Pipe Aston has no representation on the parish council due to lack of nominations at the recent local elections. • Continuing traffic concerns along the C1019. There are at least 3 residents willing to assist in a traffic survey in Pipe Aston. <p>5.2 Cllr Carole Gandy – Mortimer Ward Councillor: In addition to her report (See Appendix 3) CG has received concerns regarding the number of parking spaces allocated for the residents of sheltered housing at 1A – 4A Ford Street. The original assumption, many years ago, was that there would be sufficient space for one car per bungalow. This is no longer the case as new residents have more than one car in the family. This is now causing problems for other residents of the bungalows and their carers. There is also uncertainty as to whether the parking area is in fact officially reserved for these residents. CG will contact the housing association. CG then made her apologies and left to go to another parish council meeting.</p> <p>5.3 Councillors’ reports:</p> <ul style="list-style-type: none"> • ND reported, on behalf of CG, on the meeting that was organised by Fastershire and Gigaclear regarding installing ultrafast broadband to the area. Following representations from residents Gigaclear will work outside of school opening and closing times to avoid chaos. They are looking at the issue of Glen View and have seen how bad the road surface is. They are also looking at issues at 	

	<p>Monstay Farm (Burrington parish), Pitch Cottage and Juniper Cottage (Pipe Aston parish).</p> <ul style="list-style-type: none"> BC reported that there will be a Community Field Open Day on 22 June for residents to look at and comment on proposals for the Field. There are also two further Open Sessions later in the year which will be organised by the Parish Council and as a chance for community groups to advertise what they do. 	
6	<p>To adopt the minutes of previous meeting: 8th April 2019: The minutes of the 8th April 2019 meeting were proposed as a true record. It was RESOLVED to ACCEPT the minutes. The vice chairman signed the minutes.</p>	
7	<p>To consider the membership of Committees (C) and Working Groups (WG): The following councillors were appointed to the working groups as follows: Finance WG: Internal Audit – ND, GF plus JR (clerk) Finance WG: Budget & Precept setting – AD, RW plus JR (clerk) Bury Lane Playing Field WG: BC, CT plus Chris Reeves and Helena Leclizio as co-opted members of the public. Parish Paths Officer (PPO): AD Wigmore Closed Churchyard Liaison: AD</p>	
8	<p>To consider the renewal of the council’s insurance policy: In light of the very late submission of quotes from the council’s current insurance brokers and that the council’s insurance policy expires on 31st May 2019, it was RESOLVED that the Budget working group (AD and RW) plus GF would look in detail at the proposals from Came & Company and Zurich and would have the delegated authority, on this occasion, to decide on which quote to accept.</p>	AD, RW & GF
9	<p>Finance: 9.1 It was RESOLVED that all the Payments from the General Funds be paid. (Appendix 1) 9.2 It was RESOLVED that the Payments from the Community Field Reserves be paid. (Appendix 1) 9.3 It was RESOLVED to confirm the clerk’s salary increase in line with the Local Government agreement w.e.f. 1st April 2019. 9.4 It was RESOLVED to approve the payment of CiLCA registration for the clerk but to send feedback to SLCC that this extra cost was not clearly shown on their website. 9.5 It was RESOLVED that Nick Davidson and Rachel Watson would be the two new cheque signatories on the parish council’s Lloyd’s bank account.</p>	JR
10	<p>Planning: 10.1 191191 – 66 Kings Meadow, Wigmore HR6 9UX – Proposed outbuilding for home office / arts studio. It was RESOLVED to recommend approval of the application. 191296 – Barn at Little Orchard, Wigmore, HR6 9UQ – Proposed barn conversion. It was RESOLVED to recommend approval of the application. 191310 – The Old Court House, Wigmore, HR6 9UJ – Propose to fell a Cypress (Evergreen, non-native) tree. It was RESOLVED to recommend approval of the application. 191312 - Rock Cottage, Wigmore, HR6 9UJ – Replacement of roof to existing rear lean-to extension. It was RESOLVED to recommend approval of the application. 10.2 Updates on previous planning applications – see Information sheet (Appendix 2)</p>	JR

11	<p>Wigmore Group Parish Council Policies:</p> <p>11.1 It was RESOLVED to adopt the Herefordshire Council’s Code of Conduct 2018 for Members.</p> <p>11.2 It was RESOLVED to adopt the Wigmore Group Parish Council’s Co-option Policy for filling councillor vacancies.</p> <p>11.3 The following WGPC policies were reviewed without amendments – Standing Orders and Financial Regulations. It was RESOLVED postpone consideration of the Asset Register and the Risk Management Policy to the June meeting.</p>	
12	<p>2019-20 Lengthsman / P3:</p> <p>12.1 It was RESOLVED to postpone consideration of the draft Lengthsman / P3 schedule to the June meeting pending further work on the draft spreadsheet.</p> <p>12.2 It was RESOLVED to accept the quote of £200 from C Hill to repair the footbridge on footpath WQ1 (from The Castle Inn to The Willows)</p>	<p>BC</p> <p>JR</p>
13	<p>Highways, Traffic and HGVs: Various options to address highways concerns are to be considered as follows:</p> <p><u>Bury Lane</u> – apply for a weight restriction on the lane</p> <ul style="list-style-type: none"> - make it a No Through road with a bollard placed after the Kings Meadow junction - Children crossing sign. Where would this be placed as there is no designated crossing place on the lane. <p><u>Elton / Pipe Aston</u> – Liaise with Jan Malcolmson to arrange for volunteers to use the Community Roadwatch Speed Check services. It was RESOLVED that the council would spend approximately £100 for this service.</p>	<p>CG</p> <p>CT</p> <p>CT</p> <p>JR</p>
14	<p>Mortimer Voices newsletter: It was AGREED that the newsletter would continue to be hand delivered by councillors as delivery using Royal Mail is too costly and the WGPC area is too far-flung to ensure that a paid delivery person would be able to deliver all the houses. The newsletter distribution list has therefore been revised and will be circulated to councillors. Letters will be again sent to the Ongar Street / Barnet Lane / Deerfold area offering the option of receiving the next edition by email.</p>	<p>JR</p>
15	<p>Bury Lane Community Playing Field: A grant of £1975 has been given for initial planning work on the field. The Open Day on 22nd June will be for residents to comment on draft proposals and put forward ideas. Playlink, an organisation that specialises in recreational and play areas, will visit on 18th June to assess the field and recommend a way forward for development of the field. Sport England have also been approached for advice. BBLP have been asked for support from their Community Engagement fund to help with the pump track. BC will research prices for a lockable storage box for tools and a large volume litter bin. It was stressed that this track is not intended to be a BMX track but that health and safety must be attended to during its construction and when it is in use.</p>	<p>BC</p>
16	<p>Training: It was AGREED that an Induction Training session for all WGPC councillors should be arranged in July. The date will be confirmed with HALC and the village hall.</p>	<p>JR</p>
17	<p>To Note Information Items: See Information Sheet attached. (Appendix 2)</p>	
18	<p>To raise matters for the next scheduled meeting: Asset Register, Risk Management Policy, Lengthsman / P3 schedule, Wigmore Village Show</p>	
	<p>Date of next scheduled meeting: Monday 10th June 2019</p>	
<p>The meeting closed at 9.43pm</p>		

APPENDIX 1

FINANCE – MAY 2019				
RECEIPTS & PAYMENTS				
BALANCE AT BANK 30/4/19 – £30,160.11 (incls precept Pt 1 £8990.00)				
Uncleared cheque £108.00				
Committed Total: £30,052.11				
EARMARKED RESERVES:				
<ul style="list-style-type: none"> • £7652.57 - Bury Lane Community & Playing Field 				
UNALLOCATED RESIDUAL AMOUNT: £13,409.54 (£30,052.11 - £16,642.57 (£7652.57+ £8990))				
i. PAYMENTS FROM GENERAL FUNDS				
	Supplier	Item	Amount £ incl. VAT	VAT £
1	Plusnet/ Dir Debit	Broadband (March/April) @ £33 per month	33.00	5.50
2	J Rochefort	Clerk's April salary 2019 £357.10 + overtime in March & April. £104.74 + stationery £6.48 + travel expenses (@ 45p pm – for internal audit (x 2) = 92 miles) = £41.40 + working contribution @ £18 p.m	527.72	-
3	B Casbourne	For purchase of The Guide to Major Trusts 2019/20	110.00	-
4	J Rochefort	For Office 365 annual renewal	59.99	-
5	DM Payroll Services Ltd	Internal Audit review for 208-19	100.00	-
6	C Hill	Mowing to schedule May (Community field & Lengthsman duties)	150.00	-
7	C Hill	One-off Wigmore churchyard tidy for funeral 2/5/19 Jacob's Ladder footpath – strimming (P3)	99.00	-
TOTAL PAYMENTS FROM GENERAL FUNDS			1079.71	5.50
ii. PAYMENTS FROM COMMUNITY FIELD RESERVES				
a	B Casbourne	For One Stop Print Shop Online – Discussion Document for grant application	45.00	-
TOTAL PAYMENTS FROM COMMUNITY FIELD RESERVES			45.00	-
TOTAL PAYMENTS FOR MAY			1124.71	

APPENDIX 2

INFORMATION ITEMS FOR 13th May 2019

The Castle Inn: The initial sale that was due to be completed at the end of last year fell through. There is a new potential purchaser and the administrators hope to have the sale completed by the end of this month. There is no information on what plans a new owner might have for the pub.

Wigmore Castle: English Heritage report huge amount of clearance work has been carried out recently with more to come this year. As regards the restricted access to the top part of the castle English Heritage have put up conservation panels which explains that the keep is not open and why. The plans for the replacement steps are still being considered. Funds have been secured to do design work this year.

Fastershire & Ultrafast Broadband: Following a community meeting on 29th April, Fastershire and Gigaclear explained that they are bringing in ultrafast broadband to almost every property and business in the Wigmore Group. This entails digging small trenches in the road and laying fibres that run past properties, enabling households and businesses to have FTTP (Fibre to the Property) which is faster than FTTC (Fibre to the Cabinet). More information can be found on the Fastershire website <http://www.fastershire.com/>

Street Lights: A street light on Castle Street is not working. A request for a repair has been made to BBLP.

2nd May 2019 Local elections: Details of the new Wigmore Group parish councillors can be found on the website www.mortimervillages.co.uk. Following the election there are three vacancies on the parish council for Elton, Leinthall Starkes and Pipe Aston. These vacancies are being advertised and interested volunteers should contact the clerk for information. Cllr Carole Gandy was re-elected as the Mortimer Ward Councillor.

Planning Updates:

183656 – Oakhill Farm, Wigmore HR6 9UH – Proposed change of land of two sites for the siting of structures to be used as holiday accommodation. (*Withdrawn*)

190218 – The Cottage, Leinthall Starkes, SY8 2HP – Variation of Condition 2 of reference 174588 (Proposed extension & alterations to a dwelling) – revised design which will result in an overall smaller development on the site. (*Waiting a decision*)

190392 & 190393L – Rock Cottage, Wigmore HR6 9UJ – Proposed single storey rear extension. (*Withdrawn*)

190602 – Wigmore Hall, Cider House, Wigmore, HR6 9UL – Proposed conversion of a redundant building to a dwelling together with the installation of a garage and access drive. This application is a variation of the previous LBC ref 160283L. Retrospective. (*Waiting a decision*)

190625 – The Stables, Novel Lane, Leinthall Starkes, SY8 2HP – Change of use of agricultural land to domestic curtilage. (*Waiting a decision*)

190692 – Gardeners Cottage, The Goggin, Richards Castle, SY8 4EX – Proposed two storey extension, proposed porch and alteration of existing vehicular access. (*Approved with conditions*)

APPENDIX 3

WIGMORE COUNTY COUNCILLOR WARD REPORT MAY 2019

Firstly may I apologise for the lateness of the report but I always take my 94 year old mother away at this time each year and so upon leaving the election count went immediately to Norfolk returning on Tuesday of last week and ever since I have been required to attend training sessions on various subjects. It would have been very presumptuous of me to send the report prior to election result.

I shall also have to leave the meeting very early as Stapleton PC also has its meeting on Monday at 8 pm and as they only meet quarterly, I feel it important that I attend. Again, I apologise.

I am not in a position to advise you as to which party or parties will now be in control of the council or any portfolio holder names as there is still a lot of "horse trading going on".

I attended the meeting along with many residents with regard to the installation of faster broadband in the Wigmore area. There are at present a number of concerns I have about how many residents in Wigmore parish according to the plan, may not benefit from this but my view would be that they should not panic just yet. There were similar issues in Aymestrey and with a bit of negotiating and one to one discussions solutions were found for most residents. I will be in regular contact with Matt Smith, the officer from Herefordshire Council responsible for this project to ensure that any anomalies are looked at very carefully. I will keep you updated.

If you are happy for me to do so I shall now pursue the matter of a weight restriction on Bury Lane.

With regard to the issue of speeding etc through Pipe Aston and Elton I am unsure who is now taking responsibility for producing the plan of the hot spots which was requested by Balfour Beatty officers in order for them to get some understanding of which options could be considered.

I reported previously that although I had received an email from the Neighbourhood Watch Co-ordinator with a contact telephone number and the website link but my further email sent on 27th March observing that there was no telephone contact for local residents and was she happy for the contact number to be released to residents as many did not have access to broadband has not been responded to. I shall now phone her myself.

I understand that one of the items of planning on your agenda tonight is a barn conversion at Little Orchard off Ongar Street. I have been to look at the site, I believe the access is fine and the existing building can barely be seen from the road. The barn is in a fairly poor state although I have seen worse but has not been used for over 10 years. It makes sense to me to allow this application which would cover the same footprint and therefore I shall be supporting the application.

For your interest 89.8% of secondary children got their first choice of school from Sept 2019 5.1% their second choice and .4% their third. There were 83 who did not get any of their preferences and they were offered their nearest school which had vacancies. There are 4 Secondary Schools in Herefordshire with waiting lists and 5 with vacancies. Although the first choice offer was down this year from 91.5% it is still a good result compared to other local authorities.