

# Wigmore Group Parish Council

## Minutes of the monthly meeting held on Monday 11 January 2021

*Due to Coronavirus restrictions, the meeting was held via Zoom.*

**Present:** Cllrs Nick Davidson (ND) Chairman; Phil Brown (PB); Bryan Casbourne (BC); Alan Dowdy (AD); Jayne Hodgetts (JH); Gwen Fraser (GF); Jan Malcolmson (JM).

**In attendance:** Mortimer Ward Cllr Carole Gandy (CG); Maggie Brown, Clerk.

1. **Apologies.** All present.

2. **Declarations of interest:** No declarations of interest or **requests for dispensations** received.

### 3. **Open Session**

3.1. In addition to her monthly report (see Appendix 2) Ward Cllr Carole Gandy advised – the Chief Executive of Herefordshire council has retired. Interviews are underway, hoped for appointment on 22 January. Meeting on 2 February to consider Herefordshire's Transport Package, which may affect car parking charges in the city. If decision taken against a bypass, monies already received, plus interest, will need to be paid back.

Griffiths Garage in Leintwardine has offered premises for COVID-19 vaccination and testing.

3.2. Views of residents on parish matters. No residents were present at the meeting.

4. **Minutes** of scheduled meeting 14 December 2020 approved as a true record, to be signed at a later date.

### 5. **Notice of Vacancy for a Wigmore Councillor.**

The Chairman reported that Cllr Rachel Watson has resigned from the Parish Council. WGPC wishes to formally record its thanks to Rachel, for her contributions on the parish council over a number of years, in particularly facilitating support systems for residents during the COVID-19 crisis. It wishes to commend her for her services to the Parish Council and in the community. Rachel has confirmed she will continue maintaining the Mortimer Villages website, her work on the Village Hall Committee, and running the Huddle Hub which is working with Herefordshire Council Talk Hubs, and other third parties, to provide services to combat loneliness and reach members of the community who might otherwise be isolated.

Notice of this vacancy has been posted. **RESOLVED** Clerk to circulate notices inviting applications for co-option if an election is not called by 22 January. Noted: a vacancy still exists for a Leinthall Starkses councillor.

### 6. **Finance**

6.1. Quarter end report from Responsible Financial Officer circulated. No questions raised.

6.1.1. Bank reconciliation to end 31 December 2020 verified by PB.

6.1.2. **RESOLVED** to move (virement) £2,500 + £1,500 from the Lengthsman budget heading, to Wigmore closed churchyard to fund works required on two veteran Lime trees.

6.2. **RESOLVED** that the Parish Council will meet via Zoom until it is otherwise so decided.

6.3. Balances and payments between meetings noted, **RESOLVED** to approve payments. See Appendix 1.

### 7. **Planning**

Response to applications to be determined by Herefordshire Council:

[P204119/F - Planning Permission](#) Pipe Aston, Mortimer, Land adj to Juniper Cottage Pipe Aston Ludlow Herefordshire SY8 2HG, Land adj to Juniper Cottage Pipe Aston Ludlow Herefordshire SY8 2HG, Proposed 40 x 20m manege with retaining walls formed using stone gabions. , Valid. *Deadline extended to 12 January*

**RESOLVED** Wigmore Group Parish Council has no objection to this proposal provided the manege is for private use only.

8. **Road Safety in the valley from Wigmore via Elton to Pipe Aston.** Reported: Locality Steward confirmed he will consider options for slowing traffic and improving road safety and respond as soon as possible. Forestry Commission has reinstated white lines at Vinnalls Car Park, improving safety at junction with the C1019.

**RESOLVED** Traffic Working Group (AD, JH, JM & ND) to look at designs for *temporary* signage and report back in February.

9. **Closed Churchyard – Wigmore.**

- 9.1. Works to second Lime Tree; crown reduction; in accordance with advice received from Jerry Ross Arboricultural Consultancy. **RESOLVED** contract Edwards Tree Services to complete works as soon as practicable.

Noted: work on damaged Lime tree not yet undertaken. Further quotes are to be presented at the February meeting.

- 9.2. Banning the dumping of domestic garden waste on the footpath/church property whilst still permitting naturally fallen (or cut) material from within the churchyard to remain for environmental purposes. Reported: complaints received from members of public. Location of garden waste, in relation to boundaries, still unclear. **RESOLVED** to defer item to February. AD and BC and the Clerk to gather intelligence on boundaries and land ownership.

10. **RESOLVED to adopt the following policies with amendments as agreed:**

- 10.1. Model Standing Orders 2018 (Revised 2020)
- 10.2. Data Retention Schedule
- 10.3. Data Protection Policy
- 10.4. Publication Scheme

11. **Bury Lane Playing Field**

- 11.1. Noted: monthly inspection of play equipment on 31 December 2020.

- 11.2. Recent hedging and ditching work on the boundary of the Community Field. Reported: Resident has spoken to ND and accepted responsibility for the damage to the Community Field. Agreed: The fence and hedge should be reinstated. Instant hedging recommended. The boundary remains the middle of the ditch. BC to provide photographs of hedge if possible. Reimbursement of temporary fence to be sought.

**RESOLVED** Chair or Clerk to write to the resident, confirming conversation and setting out requirements for repairing damage. Clerk to confirm Public Liability insurance is in place.

- 11.3. Noted: 3 warning notices & temporary safety fencing put up. Thanks to PB for helping with this.

12. **Streetlights**

- 12.1. Noted: quotation CCM198 for £441.08 to repair streetlight 003 on pavement by Castle Gardens A4110 accepted; invoice will be raised, and work completed upon payment. **RESOLVED** pay invoice upon receipt. No further action required, further update to be given at February meeting.

- 12.2. To consider any action required to further arrangements for transferring responsibility of 10 streetlights from Wigmore Group Parish Council to Herefordshire Council. Reported: no update had been received. CG advised the difficulty is in finding £6,000 to bring the lights up to standard prior to adoption by Herefordshire Council.

13. **COVID-19**

See item 3.1. Agreed: ND to liaise with the Village Hall on a newsletter confirming where residents can get help and support.

14. **Lengthsman Contract**

**RESOLVED** Clerk to send details to Countrywide Grounds Maintenance for 2021/22.

15. Information items noted. JM reiterated her thanks to residents for picking up litter on the C1019. No correspondence brought forward, or training requested.

16. To raise matters for next scheduled meeting: Monday 8 February 2021.

1. Percentage division of costs for public lavatories at the Village Hall
2. Post Box at Pipe Aston
3. Consideration of further quotations for work on damaged small leaved lime, tree 6.
4. Works required to Ash Tree in Community Field
5. Footpath between Leinthall Starkes and Wigmore
6. Temporary signage on C1019
7. Domestic garden waste dumped next to Wigmore closed churchyard.
8. Update on repair of streetlight 003 on pavement by Castle Gardens A4110

Meeting closed at 21:30

Signed ...*Nick Davidson*...

Cllr Nick Davidson  
Chairman, Wigmore Group Parish Council

8 February 2021

Original to be signed and place on file.

## Appendix 1

### FINANCE

Lloyds Bank Balance at 3/11/2020 £45,049.08

Less December payments £626.21;

Less payments made between meetings: Countrywide Grounds Maintenance - Sep, Oct & Nov invs £1,761.00;

Lloyds Bank Balance at **31/12/2020 £42,661.87.**

Ringfenced funds: Bury Lane Community & Playing Field: maintenance fund £4,077.88.

Bury Lane Community & Playing Field: development fund £8,675.00.

Election Fund £1,809.02; Traffic/Signage £1,536.00; Street Lights £2,000.00

Reserve Fund £7,500.00

General Revenue Reserve £3,212.16

TOTAL ringfenced £28,810.06

Un-ringfenced funds available: **£13,851.81**

**Payments approved.** Amounts include VAT where applicable.

Clerk Payroll - December (Month 9) £532.83

#Clerk Expenses – January £98.27

HMRC PAYE for months 7 & 8 £247.91

Countrywide Grounds Maintenance December Inv 150248 £587.00

Total Payments **£1,466.01**

Un-ringfenced balance after January Payments: **£12,385.80**

# Zoom subscription 2/1/21-1/2/21 £7.20; post saver sleeves £8.14 & Fence £82.93

## Appendix 2

### WIGMORE GROUP PARISH COUNCIL WARD COUNCILLOR REPORT JAN 2021

Firstly, a Happy New Year to everyone. Let us hope it will be an improvement on 2020 and many of the events usually organised for residents in the Wigmore parish will be able to take place.

I have chased Lee Fishwick with regard to costings for signage etc in Pipe Aston & Elton.

I am also through John Harrington also chasing the transfer of the street lights but have received no recent response.

I forwarded to the clerk the response from Mark Tansley with regard to the Caravan Park at the rear of The Castle pub which I do not think addresses the concerns. Oliver Kaye appears not yet to have visited the site to inspect the tree work but I do not think that the response from Mark will tally with the view of some local residents.

Despite the heavy rain over the festive season, I was not made aware of any significant flooding but once again there was flooding in other parts of Mortimer ward.

I have continued to send you the weekly PowerPoint from the CEO on the coronavirus situation which in Herefordshire is now a real problem. I don't know whether these will continue as the CEO left at the end of December. We have a special Full Council meeting on 22<sup>nd</sup> January to approve new appointment.

I was pleased to see that Alan had Zoomed into the budget consultation briefing, although I am unsure how helpful it was.

I was sorry to see that Rachel had resigned from the parish council as she has been a significant contributor to its work, in particular with regard to the website. I hope once this pandemic is over that her café at the village hall will flourish.

### Appendix 3

## Information Items for 11 January 2021

### **Bury Lane Community Field**

A temporary safety fence has been put up on the boundary of the field; recent hedging and ditching works will be discussed at the January meeting.

#### **Play Equipment:**

- Inspected by councillors on 31 December 2020. No change from previous inspection.
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### **Update from Pipe Aston**

Pipe Aston Litter Pick – thank you to all Litter Bugs who have worked so hard to keep our stretch of the C1019 clear of rubbish! Also to those who have 'volunteered' to make sure our drains are kept clear, our 'Drain Angels'.

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### **Planning Applications received after the Agenda was published.**

[P204277/F - Planning Permission](#) 4th January 2021

Wigmore, Mortimer, White House Farm Barnet Lane Wigmore Leominster Herefordshire HR6 9UG, White House Farm Barnet Lane Wigmore Leominster Herefordshire HR6 9UG, Proposed agricultural livestock shed. , Valid

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### **Planning Applications for which comments are not being accepted.**

[P204425/XA2 - PP - Approval of details reserved by condition](#) 16th December 2020

Wigmore, Mortimer, Land adjacent to Burnt House Castle Street Wigmore Leominster HR6 9UA, Land adjacent to Burnt House Castle Street Wigmore Leominster HR6 9UA, Application for approval of details reserved by condition 14 attached to planning permission 203551. , Valid

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### **Planning Updates.**

#### **[P203568/L - Listed Building Consent](#) 5th November 2020**

Wigmore, Mortimer, Oakley House Wigmore Leominster Herefordshire HR6 9UJ, Oakley House Wigmore Leominster Herefordshire HR6 9UJ, Installation of natural insulation material to loft spaces. Replace perished roof tiles to outbuildings with clay roof tiles, replacing any rotten wood as needed. Install secondary double glazing to windows at the front of Oakley House. Install shower enclosure and [...]

Determination Made: **Approved with conditions.**

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### **Vacancies**

A [Notice of Vacancy](#) has been posted after Councillor Watson's resignation from the Parish Council. If an election is not requested, the Parish Council may co-opt a person to fill the vacancy as soon as practicable, in accordance with the Local Elections (Parishes and Communities) Rules 1986.

There is also a vacancy on the parish council for Leinthall Starkes which can be filled by co-option. If you are interested in becoming a councillor, please contact the parish clerk. [clerk@wigmoregrouppc.co.uk](mailto:clerk@wigmoregrouppc.co.uk)

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### **New Queries from residents**

1. Suggestion of footpath between Leinthall Starkes & Wigmore. To be discussed in February.
2. Request for information on public rights of way in Barnett Wood.

8 January 2021

[clerk@wigmoregrouppc.co.uk](mailto:clerk@wigmoregrouppc.co.uk)