

Llanwarne & District Group Parish Council

Minutes of a Parish Council Meeting held in Llanwarne Village Hall on

Thursday 17th March 2022

Present: Councillors: Rosey Price (Acting Chairman), Rowena Williams, Rick Guest, Paula Snow and Pat Roberts.

Ward Councillor Toni Fagan, Elizabeth Malcolm (Footpaths Officer), Beth Williamson and Mark Hearne (Parish Clerk) were also present.

1. **To receive apologies for absence** –Councillors Jason Pacey, Anthony Snell, Harry Holt, James Roberts and Brian Goodwin.
2. **To receive declarations of interest & written requests for dispensation** – None.
3. **To consider the minutes of the meeting held on the 20th January 2022** - It was RESOLVED to adopt the minutes as a true record, and these were signed by the Chairman.
4. **To note the status of Resolutions passed at the meeting of the 20th January 2022** – The Clerk reported that all resolutions passed at the previous meeting have been discharged.
5. **Open Session** - To receive views from residents on parish matters. No issues were raised.
6. **Presentation on Hereford Green Network (HGN)** – Beth Williamson delivered an interesting and informative presentation on the work and history of the Hereford Green Network. Beth explained there is a plethora of information on the HGN website, and they offer workshops on key topics including flood management, tree planting amongst others. YouTube is another source of key information. Beth agreed to send the Parish Council a link to the relevant background information adding that several Parish Councils have already signed up to the HGN at a cost of £50 per annum. These include Llangarron which is holding a formal launch of the initiative on the 26th March 2022. Councillors agreed to consider joining the HGN at the next meeting which will allow time to become fully acquainted with the scheme.
7. **Reports and Updates**
 - 7.1. Safer Neighbourhood Team – No one was present from the Safer Neighbourhood Team but Councillors had received a copy of their recent newsletter. Ward Councillor Fagan mentioned that the local police are currently concerned over the increasing threat from scams and people should remain vigilant.
 - 7.2. Ward Councillor Fagan raised the following issues:
 - 7.2.1. The Herefordshire Council website is a source of useful guidance for members of the public who wish to offer support to people fleeing the war in Ukraine.
 - 7.2.2. Reminded Councillors that Herefordshire Council are keen to receive the views of Parish Councils on Environmental Building Standards.

- 7.2.3. Residents who may struggle to pay their Council Tax during 2022/23 should seek the support which is available the details of which can be found on the Herefordshire Council website. Alternatively, residents may contact Ward Councillor Fagan direct.
- 7.3. Locality Steward - No defects which need to be reported to the Locality Steward were identified.

8. Lengthsman

- 8.1. Lengthsman Report – The Lengthsman was not present at the meeting and no report had been submitted.
- 8.2. Lengthsman Contract – Subject to the correction of a minor typo Councillors approved the Lengthsman contract and it was RESOLVED that the Clerk forwards the document to the Lengthsman for signature.
- 8.3. Drainage Bid – Councillors reviewed the proposed bid against the available drainage grant and agreed it should be submitted to Balfour Beatty. It was RESOLVED that the Clerk proceeds accordingly.

9. **Footpaths Officer Report** – The Footpaths Officer had nothing substantive to report but there was discussion on the quotes submitted for work identified in the previous meeting. Councillors acknowledged that it is the responsibility of landowners to install stiles which are provided by Balfour Beatty and to keep clear footpaths which run across their land. Councillors agreed that a practical approach would involve the Clerk reporting the issues to the Locality Steward in the first instance to be followed by a letter to the landowner reminding them of their responsibilities. The Footpath Officer agreed to provide the names of the landowners concerned.

10. Environment

- 10.1. **Flooding** - Councillor Guest reported that he attended a recent site meeting in connection with the attenuation pond in the parish and it is hoped that the impressive work undertaken will pay dividends in mitigating the risk of flooding in the future. It was RESOLVED that Councillor Guest drafts a letter on behalf of the Parish Council thanking Mrs Williams for her co-operation in making the attenuation pond possible.
- 10.2. **Great Collaboration/Hereford Green Network** – It was RESOLVED earlier in the meeting that a decision on whether to join the Hereford Green Network would be reached at the next meeting.

11. Planning

- 11.1. Appeal Under Section 78- Town and Country Planning Act 1990. Planning Application 210025 – Land at South Herefordshire Hunt Kennels, Wormelow. Application for permission in principle for residential development of 2-9 dwellings with package treatment plant. It was RESOLVED that the Clerk submits the Parish Council's original objection to the Planning Inspector.

12. Finance

- 12.1 The current bank balance is £9,963.90
- 12.2 Councillors approved the following payments:

- 12.2.1 Lengthsman (Invoices TGC1802 (Drainage Grant Fund) £1800.00 (ex VAT); TGC1809 (Drainage Grant Fund) £900.00 (ex VAT)¹
 - 12.2.2 Autela Payroll Services - Invoice Number (8337) £43.50 ex VAT)
 - 12.2.3 Clerk's travel costs - £9.90
 - 12.2.4 Annual Website Support – Invoice Number INV-2866 - £100.00
 - 12.2.5 HALC Affiliation Fee – Invoice Number H1455- £461.83 (ex VAT)
 - 12.2.6 Clerk's salary for February & March 2022
 - 12.2.7 PAYE – February & March 2022 - £180.20
- 12.3 **Financial Monitoring 2021/22** – Based on the spend to date plus anticipated cost and receipts to year end the Clerk estimated that there will be reserves in the region of £10,500 but this was contingent on receiving VAT payments and Drainage Grant reimbursement in good time. It was RESOLVED that the Clerk drafts a Reserves Policy for consideration at the next meeting.
- 12.4 **Internal Audit 2021/22** – It was RESOLVED to invite HALC to undertake the internal audit for 2021/22.
- 12.5 **NALC Pay Scales**- Councillors noted the 1.75% increase in NALC pay scales effective from the 1 April 2021.
- 13 **Platinum Jubilee** – Councillors agreed that the Parish Council should mark the Queen's Platinum Jubilee and it was RESOLVED to make available a budget of £200 for this purpose. It was further RESOLVED that Councillor Snow would investigate merchandise which may be suitable for this purpose.
- 14 **Verges** – Councillors considered that the verge that runs from the village sign on the B4348 until the junction with the A466 may be suitable for a single cut during the growing season. It was RESOLVED that the Clerk informs Balfour Beatty accordingly.
- 15 **Items for the Next Meeting**
- 15.1 Great Collaboration/Green Network
 - 15.2 Smartwater.
 - 15.3 Change of Name of the Parish Council
 - 15.4 Reserves Policy
- 16 **Date of the Next Meeting** – The next meeting will take place on Thursday 19th May 2022 in Llanwarne village hall beginning at 19.30hrs.

¹ Invoices submitted as part of the Drainage Grant and costs will be reimbursed by Herefordshire Council.

Meeting closed at 21.10.

Signed

Date