

Llanwarne & District Group Parish Council

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

Thursday 21st July 2022

Present: Councillors: Jason Pacey (Chairman), Rosey Price , Rowena Williams, Rick Guest, Paula Snow, Brian Goodwin and Pat Roberts

Ward Councillor Toni Fagan, Mark Hearne (Parish Clerk) and one member of the public were also present.

1. **To receive apologies for absence** –Councillors James Roberts and Harry Holt.
2. **To receive declarations of interest & written requests for dispensation** – Councillor Williams declared a non-DPI against agenda items 10.2 and 10.4 and Councillor Snow declared a DPI against agenda item 10.3.
3. **To consider the minutes of meetings held on the 19th May 2022 and 23rd June 2022** - It was RESOLVED to adopt both sets of minutes as a true record, and these were signed by the Chairman.
4. **To note the status of Resolutions passed at the meetings of the 19th May 2022 and 23rd June 2022** – The Clerk provided an update on resolutions passed at the two previous meeting and specifically commented on the following issues:
 - 4.1. Verge cutting. It was agreed that the Clerk better understands the location of verges nominated for a single cut to make sure this is reported to Balfour Beatty next year.
 - 4.2. Road opposite Church House – The Clerk reported the precise location of the road to the Locality Steward, but no response has been forthcoming to date.
 - 4.3. The Lengthsman has not yet returned his contract.
5. **Open Session** - To receive views from residents on parish matters. Councillor Price reported that a resident of Llanwarne has requested that consideration is given to installing CCTV cameras in the village car park to deter suspected drug activity on Wednesday evenings at 22.00hrs. A number of options were discussed but it was RESOLVED that the Clerk reports the issue to the local police team in the first instance. Councillor Roberts commented that the white lines at Pencoyd crossroads were obscured, and it was RESOLVED that the Clerk reports the issue to Balfour Beatty.
6. **Reports and Updates**
 - 6.1. Ward Councillor Fagan was unable to attend the meeting.
 - 6.2. Locality Steward - No defects which need to be reported to the Locality Steward were identified.

7. Lengthsman

- 7.1. Lengthsman Report – The Lengthsman was not present at the meeting and no report had been submitted.
- 7.2. Drainage Bid – Following discussion, Councillors supported the three projects recommended by the Lengthsman for funding through the 2022/23 drainage grant. It was RESOLVED that the Clerk notifies the Lengthsman accordingly.

8. Footpaths Officer Report – The Footpaths Officer was unable to attend the meeting.

Councillors highlighted the responsibility of landowners to keep clear footpaths which run across their land, and it was RESOLVED that the Clerk writes to two landowners where obstructed footpaths are a particular problem. There was also discussion on the benefits of linking established PROWs across the parish and it was suggested that this may be a topic for a working group which is due to be discussed later in the meeting.

9. Environment – The Chairman reported that Llanwarne and Llangarron Parish Councils have received a proposal for consultants for a full survey of the Gamber and Garron catchment area. An independent hydrologist has reviewed the proposal and suggested some amendments and a revised proposal has now been received. It is now intended to discuss the proposal with the Ward Councillors for the respective parishes to consider the viability of the project and funding streams to cover the cost of this work.

10. Planning – To consider the following planning consultations to be determined by Herefordshire Council.

- 10.1. Planning Consultation 220882 – Willow Cottage, Hoarwithy, Hereford. Proposed conversion and alterations of existing garage to form a holiday let. Councillors considered that the proposals will fundamentally alter the appearance of the building. The expected increase in traffic accessing the site will be an issue for the Highway Department to consider. In conclusion, Councillors had no objection to the planning application, and it was RESOLVED that the Clerk notifies the LPA accordingly.
- 10.2. Planning Consultation 221561 – Limefields Cottage, Wormelow. Change of use of land from agricultural use to residential garden with siting of polytunnel. Also, change of use from agricultural use to residential for separate piece of land for siting of shepherd's hut for personal/family ancillary use only. Retrospective application. As a matter of principle, Councillors oppose retrospective planning applications but acknowledged this option remains available to developers and land/property owners. Councillors expressed concern over the intended future use, and it was RESOLVED that the Clerk register these points in a response to the LPA.
- 10.3. Planning Consultations 222229 & 222230. Treberon Farm, St Owens Cross, Hereford. Proposed refurbishment of attic space to improve bedrooms and create an additional bathroom. Replacement of existing dormers and introduction of additional dormer and roof light.¹ Councillors noted that the property has not benefitted from any major refurbishment for many years. The proposed changes will not fundamentally alter the character of the dwelling or immediate area and for these reasons Councillors voted to support the planning application. It was, therefore, RESOLVED that the Clerk notifies the LPA accordingly.

¹ Councillor Snow left the room during the discussion on this planning application.

- 10.4. Planning Consultation 221662 – Upper House Farm, Wormelow. Proposed replacement of three windows that are rotting and where glazing will fall. Following discussions, Councillors voted to support the application and it was RESOLVED that the Clerk notifies the LPA accordingly.

11. Finance

- 11.1 The bank balance at the end of June 2022 was £13,143.20
- 11.2 Councillors approved the following payments:
 - 11.2.1 Clerk's salary for June and July 2022.
 - 11.2.2 PAYE – June and July 2022 (£367.20)
 - 11.2.3 Clerk's travel costs - £19.80
 - 11.2.4 Stationery - £6.50
 - 11.2.5 HGN Membership - £50.00
 - 11.2.6 Annual Website Support (Invoice INV 2979) - £100.00
- 11.3 Financial Monitoring and Bank Reconciliation 2022/23 – 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 £6,800.
- 11.4 Clerk's storage costs – Following discussion, Councillors agreed to contribute £15 per month towards the Clerk's storage costs and this will be subject to a future review.

12. **Change of Name** – Councillors noted that HALC are providing an information event on the 1st November 2022 which will cover the process for changing the name of the Parish Council.

13. **Working Groups** –The Chairman explained that working groups could be established to consider and progress key areas of Parish Council business and cited Planning, Environment and Safety as possible candidates. Councillors were supportive of the proposal in principle but wanted to understand more about the commitment in terms of time in participating in a working group. The Chairman acknowledged this concern but suggested that meetings could be undertaken virtually. Councillors agreed to reflect further on this proposal and it will be discussed again at the next meeting.

14. **Social Media** – It was agreed that only official Parish Council information such as agendas and minutes will be published on Facebook and this detail will be forwarded by the Clerk. It will also be used to promote specific issues such as the planned presentation by Smartwater. It was also agreed that an additional administrator is required to support Councillor Williams and Councillor Snow volunteered to take on this role.

15. Items for the Next Meeting

- 15.1. Working Groups
- 15.2. Smartwater Presentation
- 15.3. Activities in the Car Park
- 15.4. Response to the letter to landowners on footpaths
- 15.5. Defibrillator

16. **Date of the Next Meeting** – The next meeting will take place on Thursday 15th September 2022 in Llanwarne village hall beginning at 19.30hrs.

The Chairman moved a resolution to exclude members of the public from the following confidential items

17. Councillors considered two applications from residents to join the Parish Council. Following discussions Councillors considered that both candidates were worthy of appointment but with only one vacancy it was RESOLVED to invite Mr Anthony Snell to join the Parish Council. It was RESOLVED that the Clerk write to both applicants informing of the outcome of the selection process.

18. Following discussion, it was RESOLVED to increase the Clerk's salary to NJC Spine Point 26 effective from 21 July 2022.

Meeting closed at 21.10.

Signed

Date