

Llanwarne & District Group Parish Council

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

Thursday 21st March 2024 at 19.30hrs

Present: Councillors: Jason Pacey (Chairman), Anthony Snell, David Lloyd, Rosey Price, Rowena Williams and David Pursey.

Also present were Toni Fagan (Ward Councillor), Terry Griffiths (Lengthsman) and Mark Hearne (Clerk).

1. **To appoint a Clerk/RFO** – Councillors unanimously agreed to appoint Mark Hearne as Parish Clerk on LGA spine point 26 and whose contractual hours will be 7 per week. The appointment will be effective from 21st March 2024.
2. **To receive apologies for absence** – Councillor Paula Snow.
3. **To receive declarations of interest & written requests for dispensation** – None
4. **To consider a co-option to fill current vacancies.** The Chairman commented that he is aware of two potential new Councillors and is hopeful that it will be possible to co-opt one or both at the May 2024 meeting. Councillor Williams announced that, with regret, she will be resigning from the Parish Council and will confirm this in writing to the Clerk. On behalf of the Parish Council the Chairman extended his thanks to Councillor Williams for her contribution which has been greatly appreciated.
5. **To consider minutes of the meeting held on 19th January 2024** – It was RESOLVED to approve the minutes as a true and proper record of the meeting. The minutes were duly signed by the Chairman.
6. **To consider the Resolutions agreed at the last meeting.** During the discussion, the following issues were covered:
 - 6.1. An expression of interest for match funding for Lengthsman activities for 2024/25 has been submitted by the previous Clerk.
 - 6.2. A draft article for the parish magazine promoting the work of the Parish Council will be considered at a future meeting.
 - 6.3. The Chairman reported that two grit bins have now been installed in the village of Llanwarne.
7. **Open Discussion (limited to 10 minutes)**
 - 7.1. In her report Ward Councillor Fagan raised the following issues:
 - 7.1.1. Herefordshire Council is due to meet shortly to discuss the eastern river crossing and western bypass.

- 7.1.2. An on-line consultation on the Core Strategy and Local Plan will cover the period 25 March 2024 to the 20 May 2024
- 7.1.3. The Rural Settlement Hierarchy review shows that Llanwarne could not sustain a significant development.
- 7.1.4. Herefordshire Council have announced additional money for PROWs and drainage issues which will be in addition to the financial provision already earmarked for the Lengthsman scheme.
- 7.1.5. A meeting of local Footpath Officers is due to take place on the 22nd March 2024.
- 7.1.6. An application for funding for the village hall has been submitted.
- 7.1.7. Litter picking kit is available from the Ward Councillor.
- 7.1.8. The proposed meeting to discuss the issue at Crossroads has not been progressed due to difficulties in contacting the Balfour Beatty drainage engineer. To expedite the matter the Chairman suggested setting a date for the meeting and then extend an invitation to the drainage engineer.
- 7.2. To receive views of local residents on parish matters. The following issue was raised:
 - 7.2.1. The Chairman invited the Parish Council to consider the installation of a free library in Llanwarne which will be provided in a sentry box at a cost of £106 including delivery. Councillors were supportive of the idea in principle, so it was RESOLVED to formally consider this proposal at the next meeting.

- 8. Environment** – At the suggestion of the Chairman it was agreed to bring forward this item on the agenda. The Chairman provided feedback on the recent village (Llanwarne) walk with the Environment Agency (EA) during which Councillor Lloyd was also present. It was agreed that Emily Penning (EA) will collate all comments and observations collected by her EA colleagues and submit some key recommendations on the next steps including some possible funding streams. It was RESOLVED that the Chairman will hasten this information from the EA.
- Ward Councillor Fagan left the meeting.*

9. Lengthsman

- 9.1. To consider work for inclusion in the Lengthsman contract 2024/25. The Chairman reminded the Lengthsman that he had agreed to provide a map of the parish showing all the drainage assets. The Lengthsman advised that work is ongoing but could not offer a date when the map will be available. The Lengthsman commented that there are six maintenance days available from the 2023/24 allocation and has earmarked work which will absorb four of the remaining maintenance days. The Lengthsman agreed to forward the list of projects for 2023/24 to the Clerk to allow the Parish Council to identify work which could be undertaken using the two unallocated maintenance days. Councillor Price highlighted the erosion of the road on Monkton Lane. The Lengthsman advised that the road will not be resurfaced by Balfour Beatty until the drainage issue has been resolved. The Lengthsman also advised that his fixed rates will increase by 8% for 2024/25.
- The Lengthsman left the meeting.*
- 9.2. To review the current arrangements for the provision of Lengthsman services. Following discussion, it was RESOLVED that the Clerk publishes a tender document on the Parish Council website inviting expressions of interest for providing Lengthsman services for the period 1 June 2024 until 31st March 2025. Councillors also agreed that it would be beneficial to meet any prospective new Lengthsman prior to a formal selection at the meeting in May

2024. Councillors also agreed that regardless which Lengthsman is selected at the May 2024 meeting it is necessary for the Parish Council to adopt a more rigorous governance process on the work undertaken.

10. Footpaths:

- 10.1. To receive a report from the Footpaths Officer & consider action. No report has been submitted by the Footpaths Officer.
- 10.2. To consider the acquisition of footpath maps. Councillor Price suggested that a footpath map produced by Orcop Parish Council offers a format which the Parish Council may wish to replicate. It was RESOLVED that Councillor Price circulates a copy of the Orcop map and it was further RESOLVED to include this issue on the agenda for the next meeting.

11. Finance

- 11.1. To note the current bank balance which is £11,224.09.
- 11.2. The following payments were approved.
 - 11.2.1. Eyelid Productions (invoice 3481) -£100
 - 11.2.2. Lengthsman- TGC2606 - £14.52 (Inclusive of VAT)
 - 11.2.3. Lengthsman – TGC2625 - £528.00 (Inclusive of VAT)
 - 11.2.4. Postage £6.00
- 11.3. Councillors agreed the draft budget 2024/25 as presented by the Clerk and it was RESOLVED that this will be published on the Parish Council website. The Clerk advised that the level of reserves at year end will be circa £11k but this does not take into account of payments authorised at this meeting which will slip into 2024/25.
- 11.4. It was RESOLVED that the Parish Council donates £50 to both the Llanwarne Parochial Church Council and Kidney Research in memory of Brian Goodwin.
- 11.5. It was RESOLVED that the Clerk applies for a bank account with Unity Trust Bank with the facility of on-line banking noting a monthly fee of £6. It was further RESOLVED that the existing signatories would move across to the new bank account.
- 11.6. Councillors noted that on the basis there is no evidence that residents of the parish utilise this space it was decided against contributing towards the cost of insuring the Millennium Green and it was RESOLVED that this decision is conveyed accordingly.
- 11.7. Financial Monitoring and Bank Reconciliation – To note the current status of the Parish Council finances. This was discussed under agenda item 11.3 and there was nothing further to report.
- 11.8. To approve the use of HALC services in undertaking the 2023/24 internal audit. Councillors agreed to utilise HALC services, and it was RESOLVED that the Clerk write to Lynda Wilcox accordingly.

12. Planning: To comment on applications for determination by Herefordshire Council. No planning applications have been presented for consideration.

13. Parish Council Rural Settlement Hierarchy consultation event – Councillor Snow has produced some bullet points following her attendance at a recent event hosted by Herefordshire Council on the 19th March 2024 which the Clerk will circulate to Councillors. It was RESOLVED to include this on the agenda for the next meeting.

14. Tourist and Road Signs

- 14.1. To consider the procurement of new tourist and road signs. It was RESOLVED that the Clerk acquires some costs for a brown tourist sign to be labelled “ Llanwarne Historic Ruin”. It was further RESOLVED to include this on the agenda for the next meeting. In parallel, it was RESOLVED that the Clerk follows up the previous enquiry raised to Balfour Beatty.
- 14.2. To consider the deployment of a “no overnight parking” sign. It was RESOLVED that the Clerk obtains some costs for a replacement sign.

15. New email address – Councillors recognised the benefits of transitioning to a dot.gov email address and it was RESOLVED that the Clerk initiates action to effect the change.

16. Clerk correspondence - No correspondence was received for consideration at this meeting.

17. The Role of the Parish Council – It was RESOLVED to use the article to be drafted by Councillor Snow to advertise the current vacancies on the Parish Council.

18. Items for next meeting (no discussion) –

- Local Plan Consultation
- Free Library
- Appointment of a Lengthsman
- Tourist signs
- Footpath Map

19. Note date of next meetings: 16th May 2024

- Parish Meeting starting at 19.00 hrs.
- Annual Parish Council Meeting starting at 19.30 hrs.

Meeting closed at
21.20hrs

Signed

Date