

Llanwarne & District Group Parish Council

Minutes of the Annual Parish Council Meeting held in Llanwarne Village Hall on
Thursday 16th May 2024 at 19.30hrs

Present: Councillors: Jason Pacey, Anthony Snell, David Lloyd, Rosey Price, Paula Snow, David Pursey and Fay Bevan.

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

1. **To elect a Chairman** – Councillor Pacey was proposed by Councillor Price and seconded by Councillor Lloyd. There were no other nominations, so it was RESOLVED to appoint Councillor Pacey as Chairman who duly signed his Acceptance of Office form.
2. **To elect a Vice Chairman** - Councillor Price was proposed by Councillor Pacey and seconded by Councillor Snell. There were no other nominations, so it was RESOLVED to appoint Councillor Price as Vice Chairman.
3. **To co-opt a new Councillor to the Parish Council** – Councillors voted to co-opt Fay Bevan to the Parish Council who signed her Acceptance of Office form. It was further RESOLVED that Councillor Bevan will represent Llanwarne parish.
4. **To receive apologies for absence** – None
5. **To receive declarations of interest & written requests for dispensation** – None
6. **To consider minutes of the meeting held on 21st March 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.
7. **To consider the Resolutions agreed at the last meeting.** The Chairman provided a status report on each of the resolutions passed at the last meeting. There was discussion on the following issues:
 - 7.1. The Chairman has again requested the report from the Environment Agency following the recent walk through Llanwarne. It was RESOLVED to circulate a copy of the report to councillors once received.
 - 7.2. It was RESOLVED that the Clerk hastens HALC to initiate the necessary action for the Parish Council to transition to a dot.gov email account.
8. **Open Discussion (limited to 10 minutes)**
 - 8.1. In her report Ward Councillor Fagan raised the following issues:

- 8.1.1. The decision reached by Herefordshire Council to terminate the contract with Balfour Beatty. Further information on the transition arrangements will be provided as soon as this becomes available.
- 8.1.2. Herefordshire Council have agreed to invest £3m for improvement to C and U roads with £5m to be invested in A and B roads. An additional £3m will be allocated to surface development. This work will not be undertaken exclusively by Balfour Beatty with the expectation that other contractors will be involved.
- 8.1.3. Herefordshire Council have made £100k available to repair larger structures on the PROW network such as bridges. This will be additional to the £250k committed by Herefordshire Council for improving the PROW network across the county.
- 8.1.4. Expressions of Interest are being invited for the Community Infrastructure Fund and the Community Capacity Building Fund. Details of both schemes can be found on the Talk Community pages on the Herefordshire Council website.
- 8.1.5. The Department of Education have announced funding for a school in Herefordshire for children with special educational needs.
- 8.1.6. Referenced a recent online meeting with Bruce Evans (Highways) at Herefordshire during which it was confirmed that there is no grant available to remedy drainage problems in private properties unless those issues affect the highway. Under these circumstances it may be possible to fund the work through the drainage grant. The Chairman explained that the issue arose from flooding affecting a property at Lower Grove. A site meeting took place recently with representatives from Balfour Beatty and the Parish Council with Ward Councillor Fagan and the property owner present. The Lengthsman was also in attendance together with representatives from a private contractor (Williams Water). It was agreed at the meeting that, in addition to investigating if funding is available to remedy this type of drainage issue, the Lengthsman would circulate details of what is permissible under the terms of the drainage grant and Williams Water would provide a quote for the works considered necessary to alleviate the problem.

8.2. To receive views of local residents on parish matters. The following issue was raised:

- 8.2.1. The Chairman raised an issue which has been forwarded to him asking if the Parish Council could consider “20 is plenty” signs at the entrances to Llanwarne and other suitable sites in the other villages in the parish. It was RESOLVED to include this subject on the agenda for the next meeting to allow time to acquire costings and procurement routes.

9. Lengthsman

- 9.1. The Chairman explained that responses have been received from Terry Griffiths and Matt Heeley in response to the invitation to tender for lengthsman services from 1 June 2024 until 31st March 2025. After detailed discussions Councillors voted to appoint Matt Heeley subject to satisfactory references and sight of his insurance policy and professional certificates/licences.

Councillor Snow joined the meeting.

10. Footpaths:

- 10.1. The Chairman confirmed that Elizabeth Malcolm has decided to resign as the Footpaths Officer. It was RESOLVED to include the requirement to appoint a replacement on the agenda for the next meeting. It was noted that the former Footpaths Officer has provided a list of works on the PROW network which require action. Councillor Price mentioned that Ross Welcome Walkers may have access to funding for stiles/gates etc and agreed to enquire if there was anyone who might be interested in taking on the role. It was RESOLVED that Councillor Price will ask Elizabeth Malcolm for a point of contact for the group. Ward Councillor Fagan reported that Belinda Andrews has expressed an interest in becoming the Footpath Officer. It was RESOLVED that the list of identified works identified by Elizabeth Malcolm should be forwarded to the PROW team at Herefordshire Council.
- 10.2. Councillor Price suggested that there may be benefit in producing a footpath map covering the district of Llanwarne similar to that produced by Orcop a copy of which was circulated to Councillors prior to the meeting. Councillors welcomed the proposal, and it was RESOLVED that Councillor Price would make further enquiries and report back to a future meeting with further information including production costs.

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. Clerk's salary (March, April and May 2024) in accordance with his employment contract.
- 11.2.2. PAYE (March, April, May 2024) - £255.00
- 11.2.3. Stationery - £7.00.
- 11.2.4. Lengthsman TGC2566 - £14.52 (inclusive of VAT)
- 11.2.5. Lengthsman TGC2577 - £528.00 (inclusive of VAT)
- 11.2.6. Lengthsman TGC2677 - £14.40 (inclusive of VAT)
- 11.2.7. Lengthsman TGC2658 - £180.00 (inclusive of VAT)
- 11.2.8. Lengthsman TGC2659 - £528.00 (inclusive of VAT)
- 11.2.9. Lengthsman- TGC2710 - £559.20 (inclusive of VAT)
- 11.2.10. Lengthsman – TGC2721- £15.70 (inclusive of VAT)
- 11.2.11. HALC/NALC Affiliation/Subscription Fee - £661.78 (inclusive of VAT)
- 11.2.12. HALC Internal Audit - £300 (inclusive of VAT)
- 11.2.13. Autela Payroll Services - £87.47 (inclusive of VAT)
- 11.2.14. Unity Trust Bank - £500.00
- 11.3. To note the Internal Audit report for 2023/24 – Councillors noted that the auditor had highlighted a number of areas which require attention, and it was RESOLVED that the Clerk takes the necessary action to address these issues during the course of 2024/25.
- 11.4. It was RESOLVED to approve the Certificate of Exemption 2023/24 and the form was duly signed by the Chairman.
- 11.5. It was RESOLVED to approve Section 1 – Annual Governance Statement 2023/24 and the form was duly signed by the Chairman.
- 11.6. It was RESOLVED to approve Section 2 – Accounting Statement 2023/24 and the form was duly signed by the Chairman.
- 11.7. It was RESOLVED to renew the insurance policy at a cost of £143.04.

11.8. The Clerk provided an update on the status of the application for a new account with Unity Trust Bank noting that it is planned to submit the necessary papers and payment (see 11.2.14 above) shortly. **(Post meeting note – due to a misspelling of a named Councillor on the application form it will be necessary to initiate a fresh application)**

11.9. Councillors noted receipt of the first tranche of the precept - £5,500.

12. Planning: To comment on applications for determination by Herefordshire Council.

12.1. Planning Consultation 240823- Land adj Wildwood, Harewood End. Outline for erection of two dwellings and garages. Construction of new vehicular access and associated works. Councillors were unable to discern any substantive differences between the current and earlier iterations of the application so concluded that comments previously submitted to the LPA remain valid. It was RESOLVED that the Clerk responds to the LPA accordingly.

12.2. Planning Consultation 240843 – Llanwarne Vineyard, Lenastone Lane, Llanwarne. Erection of a bungalow and garage (replacement of extant permission approved in 1992. Councillors recorded that they have no objection to the proposal to build a smaller bungalow per se but commented that consent to allow the applicant to access the property across the brook has not yet been sought or granted by Herefordshire Council. This is a requirement under the Land Drainage Act 1991 Section 23. Councillors noted that an authorised consent from changes to a watercourse is important, as any changes have the potential to increase flood risk to people and property, either those upstream or downstream and often unconnected to the works in question. There is no evidence that the applicant has given due consideration to this and furthermore makes no reference in the planning statement that consent to cross the brook will be sought. Further, in the event that the applicant seeks to invoke the fallback position described in the application Councillors would expect the LPA to carefully consider the validity of what is being proposed. It was RESOLVED that the Clerk responds to the LPA accordingly.

13. Environment – The Chairman reported that the Wye/Usk Foundation are due to undertake a study on pollution and run off in the Garron catchment area.

14. Village Hall – To consider a request from Llanwarne Village Hall committee for the Parish Council to submit an application to the Community Ownership Fund for a grant covering 80% of the cost of a new roof for the village hall with the balance being provided by the Village Hall Committee. As a member of the Village Hall Committee Ward Councillor Fagan explained that, as they are not a Charity Incorporated Organisation, they are not permitted to submit an Expression of Interest (EOI) to the Community Ownership Fund. Consequently, Ward Councillor Fagan asked if the Parish Council, as an eligible body, would be prepared to submit an EOI on behalf of the Village Hall Committee. It was further noted that the Parish Council would, as the recipient of any funding, be responsible for delivering the project and would carry the financial risk should the costs of the project increase beyond the available funding. Ward Councillor Fagan added that a 15% contingency has been built into the costings. The Chairman commented that currently there is insufficient mitigation against the risk to the Parish Council. Ward Councillor accepted the Parish Council's reservations and agreed to liaise with the preferred contractor to explore the scope for a fixed price contract and will report back. Given the urgency of submitting an application it was

agreed that an extraordinary meeting may be necessary to consider any risk mitigation measures proposed by the Village Hall Committee but it was RESOLVED to submit an EOI in the meantime.

15. Parish Council Rural Settlement Hierarchy consultation event – Councillors noted that the settlements earmarked for housing development by Herefordshire Council do not include any of the parishes within the district of Llanwarne and considered that there was no pressing requirement to submit comment in response to the consultation which ends on the 20th May 2024.

16. Tourist and Road Signs

16.1. The Clerk confirmed that the fee (£165) required by Herefordshire Council would cover two brown tourist signs publicising the same location. It was RESOLVED that the Clerk circulates the criteria for a brown tourist sign to allow Councillors the opportunity, at the next meeting, to assess the prospects of a successful application. Councillor Price commented that despite numerous requests for a new village sign for Llanwarne there has been no response from Herefordshire Council. It was RESOLVED that the Clerk pursues this issue with Herefordshire Council.

16.2. Councillors agreed that a replacement “no overnight parking” sign should be procured, and it was RESOLVED that the Clerk obtains a quote for consideration at the next meeting.

17. Sentry Box –It was RESOLVED to purchase the sentry box subject to Councillors Pacey and Lloyd identifying a suitable and safe location.

18. Draft Business Plan 2024/25 – It was RESOLVED to approve the draft business plan for 2024/25.

19. The Role of the Parish Council – Subject to a minor editorial change it was RESOLVED to approve the draft article for the parish magazine.

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

21. Items for next meeting (no discussion)

- Footpath Officer Vacancy
- Footpath Map
- Brown Tourist Signs
- Sentry Box
- “20 is Plenty” signage

22. Note date of next meeting: 18th July 2024

Meeting closed at
21.45hrs

Signed

Date