

Llanwarne & District Group Parish Council

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

Thursday 18th July 2024 at 19.30hrs

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

Also present were Toni Fagan (Ward Councillor), Mark Hearne (Clerk), Matt Heeley (Lengthsman) and two members of the public.

1. **To receive apologies for absence** – Councillors David Pursey and Fay Bevan.
2. **To receive declarations of interest & written requests for dispensation** – None
3. **To consider minutes of the meeting held on 16th May 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.
4. **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:
 - 4.1. The Chairman reported that the report from the Environment Agency following the recent walk through Llanwarne remains outstanding.
 - 4.2. The Clerk reported that an acknowledgment has been received from HALC in response to the Parish Council's request to transition to a dot.gov email account.
 - 4.3. The Chairman provided an update on the request made to Herefordshire Council to display "20 is plenty" signage in Llanwarne. Herefordshire Council rejected the request on the grounds that such signage is not permissible.
 - 4.4. Councillor Price advised that she has emailed the Ross Walking Group regarding the vacant Footpath Officer role and awaits a substantive response.
 - 4.5. The Clerk confirmed that a submission for additional PROW funds to repair identified defects has been forwarded to Herefordshire Council.
 - 4.6. Action to submit an Expression of Interest for funding to replace the village hall roof had been suspended due to the General Election. Ward Councillor Fagan reported that no news has yet been received on this or similar schemes so any proposed action will be held in abeyance for the time being.
 - 4.7. The Clerk reported that no action has been taken in response to a request to Herefordshire Council for a replacement for the missing village sign, but it was RESOLVED that a new request is submitted. Councillor Price added that the Hereford/Monmouth sign is also missing.
5. **Open Discussion (limited to 10 minutes)**
 - 5.1. To receive views of local residents on parish matters. The following issue was raised:

- 5.1.1. A resident enquired about the prospect of implementing a 30-mph speed limit in Llanwarne in response to concerns over speeding in the village. Ward Councillor Fagan agreed to explore the options for implementing a 30-mph speed limit with officials in the Traffic Management Department in Herefordshire Council. The Lengthsman added that the Parish Council were faced with two options if they decided to pursue a Traffic Regulation Order (TRO) to facilitate a 30-mph speed limit. The first option is to apply to Herefordshire Council and, even if the required criteria was satisfied, it would take several years before a TRO was implemented. The speedier route would necessitate the Parish Council funding the TRO from their own resources, but the charge could be as high as £10k. As alternative, Councillors suggested that the placement of road signs encouraging motorists to slow down may be a more practical and cost-effective option and Ward Councillor Fagan agreed to ask the Traffic Management team to consider the optimum location for such signs. Another option to help slow traffic down could include painting roundels on the road. The Chairman also suggested that residents may wish to raise their concerns with Jesse Norman MP.

Councillor Snell joined the meeting at 20.00hrs

- 5.2. In her report Ward Councillor Fagan raised the following issue:

- 5.2.1. There is no visibility on the roads which have been earmarked for resurfacing work but will attempt to seek clarity from Herefordshire Council colleagues.

6. Lengthsman

- 6.1. The Lengthsman provided a brief report following his recent appointment covering the following issues:

- 6.1.1. An initial 3 hours was spent strimming in the parish but will now transition to working a full day per month.
- 6.1.2. Will endeavour to attend future Parish Council meetings during which future priorities can be agreed but is receptive to receiving instructions from Councillors/Clerk between meetings. It was RESOLVED that the Clerk circulates the Lengthsman's mobile number.
- 6.1.3. To assist with establishing a pattern of activities during the year it was RESOLVED that the Lengthsman circulates, via the Clerk, an annual schedule of work he has agreed with another Parish Council as a basis for consideration at the next meeting.

- 6.2. Councillors voted to approve the Lengthsman contract for the period 1 June 2024 to the 31st March 2025 which was duly signed by Mr Heeley and the Chairman.

7. Footpaths:

- 7.1. As the Footpath Officer role remains vacant the Chairman urged Councillors to seek a volunteer[s] for the role.
- 7.2. Councillor Price reported that there has been no progress in producing a footpath map for the parishes, so it was RESOLVED to defer the matter until the next meeting.

8. Finance

- 8.1. To note the current bank balance which is £16,828.63. The Clerk reported that this was the balance at the end of May 2024 but more recent bank statements have not been received. The Clerk agreed to visit the local branch to restore monthly statements and plug the gaps in the information.

8.2. The following payments were approved.

8.2.1. Clerk's salary (June and July 2024) in accordance with his employment contract.

8.2.2. PAYE (June and July 2024) - £328.40

8.2.3. Clerk's travel expenses - £9.90

8.2.4. Autela Payroll Services - £81.86 (inclusive VAT)

8.2.5. Matt Heeley (Lengthsman) - £105.00

8.2.6. Lengthsman

8.2.6.1. TGC1939 - £480.00 (inclusive of VAT)¹

8.2.6.2. TGC2759 - £15.70 (inclusive of VAT)

8.2.6.3. TGC2753 - £559.20 (inclusive of VAT)

8.2.7. Signage for Llanwarne Car Park - £21.60

8.2.8. Eyelid Production - £100.00

8.3. Financial Monitoring and Bank Reconciliation 2024/25 – The Clerk reported that based on spend to date and current budgetary projections it is estimated that reserves at the end of 2024/25 will be in the region of £9500.

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

9.1. Planning Consultation 241574 – The Glyn, St Weonards, Hereford. Proposed replacement extensions. Following discussion, Councillors voted to support the proposals set out in the planning application. It was RESOLVED that the Clerk responds to the LPA accordingly.

9.2. Planning Consultations 241502 and 241503. Lower Monkton Farm, St Weonards (planning permission and listed building consent respectively). Proposed variation of condition 2 of planning permission 202927/F (Proposed sub-division of units 1 and 2 to create an additional 2 residential dwellings, together with internal and external alterations and increased garden curtilages. To create a total of 8 residential dwellings)- to increase the width of unit 6 by approximately 1.3m by carefully demolishing and rebuilding the east wall. Following discussion, Councillors voted to support the proposals set out in the planning application. It was RESOLVED that the Clerk responds to the LPA accordingly.

10. Environment – The Chairman reported he recently attended a Flood Group meeting which was hosted by Herefordshire Council adding that it was of limited value. It was also reported that it is the intention of the Wye/Usk Foundation to undertake a study on the Garron.

11. Parish Council Policies – Councillors voted to adopt the following policies:

11.1. Reserves Policy 2024/25

11.2. Financial Regulations 2024/25

11.3. Standing Orders 2024/25

11.4. Risk Management Plan 2024/25

It was RESOLVED that the Clerk publishes the documents on the Parish Council website.

12. NALC Local Council Awards – Councillors agreed that there would be value in seeking a Local Council Award and suggested that the Parish Council aims to achieve the Foundation level in September 2024. It was RESOLVED that Councillor Lloyd would work with the Clerk in satisfying the required criteria.

¹ This is an invoice dated 29 June 2022 which was not settled at the time

13. Village Hall – This issue was discussed earlier in the meeting and there was nothing to add.

Ward Councillor Fagan left the meeting

14. Tourist and Road Signs - Following discussion Councillors voted to support an application to Herefordshire Council for a brown tourist site advertising St Johns the Baptist at a cost of £165 which is non-refundable. It was RESOLVED that the Clerk submits the application accordingly.

15. The Junction Turkey Tump Lane and B4348 – Following discussion, Councillors agreed that it would be impracticable to place mirrors at this junction and no further action would be taken. It was RESOLVED that the Clerk provide draft a note to the Chairman as the basis for a response to the correspondent who submitted the request.

16. Sentry Box – The Chairman agreed to work with Councillor Lloyd to investigate possible appropriate locations for the sentry box. It was RESOLVED to further consider this issue at the September meeting of the Parish Council.

17. Clerk Correspondence

17.1. A resident has written expressing concern over the absence of a speed limit in Tretire. Councillors noted that there were other areas within the parish similarly affected by speeding traffic and this should be considered at a future meeting. To address the specific issue raised by the correspondent Councillors suggested that the installation of a welcome to the village sign may offer a first and practical step forward. It was RESOLVED that Councillors will investigate whether there are suitable locations in Tretire for a village sign and will report back to the next meeting. Other possible measures discussed included roundels and village gates which have been used by other Parish Councils to reduce speeding traffic. It was RESOLVED that the Clerk writes to the correspondent setting out the Parish Council plans and invite them to the next meeting when this issue will be further discussed.

18. Items for next meeting (no discussion)

- Footpath Officer Vacancy
- Footpath Map
- Lengthsman schedule
- Sentry Box
- NDP
- Village signs in Tretire

19. Note date of next meeting: Thursday 19th September 2024

Dates of future meetings:

21st November 2024

16th January 2025

20th March 2025

Meeting closed at
21.15hrs

Signed

Date