

Llanwarne & District Group Parish Council

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

Thursday 19th September 2024 at 19.30hrs

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

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

1. **To receive apologies for absence** – Councillor Rosey Price.
2. **To receive declarations of interest & written requests for dispensation** – None
3. **To consider minutes of the meeting held on 18th July 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 open resolutions passed at previous meetings and which are not covered on the agenda for this 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 continues to remain outstanding. It was RESOLVED to remove this item from the Resolution Log.
 - 4.2. The Clerk reported that an invoice has been received from HALC which covers the cost of the transition to a dot.gov email account which suggests that there is some progress. It was RESOLVED that the Clerk continues to work with HALC to expedite the transition.
 - 4.3. The Chairman reported that he is attending a webinar on “20 is plenty” on the 9th October 2024. Further discussion on this matter is due to take place later in the meeting.
 - 4.4. It was RESOLVED that the Clerk again reports the missing village sign to Herefordshire Council using the photographs provided by Councillor Price.
 - 4.5. The Chairman reported that the application for a brown tourist sign had unavoidably been delayed by the switch in bank accounts. It was RESOLVED that the Clerk will now submit an application.
5. **Open Discussion (limited to 10 minutes)**
 - 5.1. In her report Ward Councillor Fagan covered the following issues:
 - 5.1.1. Confirmed the arrangements to meet the Traffic Management Team from Herefordshire Council on the 23rd September 2024 to consider road safety issues in Llanwarne.
 - 5.1.2. A consultation on childcare issues has been initiated by Herefordshire Council.
 - 5.1.3. A programme has been launched by Herefordshire to upskill people in the county to help them access the labour market.

- 5.1.4. Parish Council are encouraged to compile a “wish list” of projects should funding opportunities become available.
 - 5.1.5. Residents are encouraged to report any road surface/drainage problems to Herefordshire Council via the website or pothole app.
 - 5.1.6. Informal discussions are taking place on the issue of devolution which is a priority for the new Government. Further details will be available through a forthcoming white paper.
 - 5.1.7. A consultation has been initiated on children’s current safeguarding thresholds under the heading “Working Together 2023”.
 - 5.1.8. A training session has been arranged by the Little Birch Footpaths Officer.
 - 5.1.9. Herefordshire Council will be submitting high level comments in response to the consultation on the National Planning Policy Framework. The Chairman added that as this consultation focuses on technical planning issues the Parish Council would not necessarily be qualified to offer a meaningful response.
- 5.2. To receive views of local residents on parish matters. The following issue was raised:
- 5.2.1. A resident highlighted a number of near accidents due to the absence of visible road markings at the crossroads in Llanwarne adding there is a missing sign at the same location. The Chairman agreed to include these issues when he meets the Traffic Management (Herefordshire Council) on the 23rd September 2024.
 - 5.2.2. The same resident asked if the mowing of the ruined church and the area around the war memorial could be included in the Lengthsman’s work schedule. It was agreed to consider this request at agenda item 8.

Ward Councillor Fagan left the meeting.

6. Lengthsman

- 6.1. The Lengthsman provided a brief update on his activities since the last meeting and Councillors agreed to his suggestion that a Parish Council WhatsApp group should be established which would allow future issues to be raised quickly. It was RESOLVED that the Chairman will invite Councillors to join the group, but this will be at the discretion of individual Councillors. The Clerk reported that no submission for drainage grant monies has been submitted to Herefordshire Council due to the absence of any identified projects. There was a brief discussion on the benefits of deploying road signs which encourages motorists to drive slowly but it was agreed to defer any action until after the meeting with Traffic Management on the 23rd September 2024.
- 6.2. Following discussion, it was RESOLVED that the Lengthsman adapts the annual work schedule he uses for his other Parish Council to meet the specific requirements of Llanwarne and districts. Once received, it was further RESOLVED that the Clerk circulates the schedule to Councillors for review.

7. Footpaths:

- 7.1. Councillors noted that additional funding has been made available by Herefordshire Council and the Lengthsman agreed, in principle, to undertake the necessary work. It was RESOLVED that the Clerk provides a copy of the submission to Herefordshire Council to the Lengthsman which will document the work needed.

- 7.2. No progress has been achieved in identifying a new Footpaths Officer.
- 7.3. It was RESOLVED to defer discussion on the proposed map of the footpaths in the parish to the November meeting.

8. Finance

- 8.1. To note the current bank balance which is £10,410.95. The Clerk commented that whilst the Parish Council's current account is now with Unity Trust Bank the savings account still resides with Barclay's Bank and Councillors may wish to consider closing this account in the future.
- 8.2. The following payments were approved.
- 8.2.1. Clerk's salary (August and September 2024) in accordance with his employment contract.
 - 8.2.2. PAYE (August and September 2024) - £437.60
 - 8.2.3. Clerk's travel expenses - £9.90
 - 8.2.4. Postage - £8.90
 - 8.2.5. Registration Fee – Local Council Awards - £60.00 (inclusive of VAT)
 - 8.2.6. Application for a tourist sign fee payable to Herefordshire Council - £165.00
 - 8.2.7. Lengthsman - £367.50.
- 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 £9,500. The Clerk also presented a bank reconciliation which shows there are no uncashed cheques; the form was duly signed by the Chairman. The Clerk recommended that the Parish Council considers the precept and budget for 2025/26 at the November meeting and agreed to provide a financial analysis to inform the discussion. As part of this work, it was agreed that consideration should be given to the inclusion of additional grass cutting (see paragraph 5.2.2) in the budget.

- 9. Planning:** To comment on applications for determination by Herefordshire Council. No planning applications were submitted for consideration at this meeting.

- 10. Environment** – The Chairman commented there was nothing substantive to report but added there is work ongoing in the Gamber brook in Llanwarne. As part of this work the landowner is removing part but not all of the Himalayan Balsam in this stretch of the watercourse. The Chairman considered that all of the Himalayan Balsam should be removed and will raise the issue with Ward Councillor Fagan.

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

- 11.1. Complaints Policy
- 11.2. Disciplinary Policy
- 11.3. Privacy Notice
- 11.4. Publication Scheme
- 11.5. Training and Development Policy

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

- 12. NALC Local Council Awards** - The Clerk explained that a formal submission will be forwarded to HALC who will consider the evidence through an accreditation panel against the criteria for the

Foundation level of the Local Council Awards. The Parish Council will have the opportunity to address any gaps in the evidence as part of the accreditation process.

- 13. Road Traffic Accident in Llanwarne** – The Chairman confirmed that a meeting with Traffic Management (Herefordshire Council) is due to take place at 14.30hrs on the 23rd September 2024 to discuss an accident which took place in August 2024 plus other road safety issues. All Councillors are able to attend if available.

- 14. Village Hall** – There was no knowledge of any developments since the last meeting.

15. Road/Speed Signs

15.1. The Chairman commented that Herefordshire Council have provided a sample of road signs which would be acceptable for deployment in the parish adding that he has circulated some proposed locations for the signs in Llanwarne. Councillors were asked to offer some suitable locations in the respective settlements to allow a decision on the number required at the November meeting. It was RESOLVED that the Clerk acquires the cost of the signs from Herefordshire Council.

15.2. Councillor Snow agreed to forward some photographs on some proposed locations for a “welcome to the village” sign in Tretire. It was RESOLVED that the Clerk forwards the correspondence from the resident to Councillor Snow which triggered the debate on this issue. It was RESOLVED to revisit this issue at the next meeting.

- 16. Sentry Box** – The Chairman commented that, together with Councillor Lloyd, some possible locations for the sentry box were identified the details of which were circulated to Councillors prior to the meeting. It was suggested that part of the hedge/fence in the car park could be removed to allow space for the sentry box. Councillors also considered the proposal from Councillor Price that the whole hedge is removed and replaced by post and rail fencing which would offer better visibility of the car park from the road. It was RESOLVED that the Lengthsman provides a quotation for the preparatory groundwork and materials required to site the sentry box including the cost of removing the hedge and replacing it with a post and rail fence. It was RESOLVED that the Clerk circulates the quotation to Councillors once received.

- 17. Clerk Correspondence** – Correspondence has been received from a resident who asked for a progress report on plans to convert the irrigation pond to an attenuation pond owned by the Williams’ family. Councillors noted that this was always an attenuation pond, and it was RESOLVED that the Clerk responds to the correspondent accordingly adding that the Environment Agency had determined the design and location. The Lengthsman reported that there is a fallen tree across the brook where it crosses the land of the correspondent. It was agreed that this will be brought to the attention of the landowner concerned.

18. Items for next meeting (no discussion)

- Footpath Officer Vacancy
- Footpath Map
- Village signs in Tretire
- Location of road signs in the parish

- Budget and Precept 2025/26
- Parish Council wish list

19. Note date of next meeting: Thursday 21st November 2024

Dates of future meetings:

16th January 2025

20th March 2025

15th May 2025

Meeting closed at
21.05 hrs

Signed

Date