

# HOLME LACY PARISH COUNCIL

## MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL HELD AT HOLME LACY VILLAGE HALL ON TUESDAY 3rd SEPTEMBER 2019

**PRESENT:** Cllrs C. Harris (Chairman), T. Williams (Vice-Chairman), K. Bishop, S. Lawson, M. Edwards, J. Riley and S. Farr.

**IN ATTENDANCE:** J. Eva (Parish Clerk) and Ward Cllr D. Summers.

**PUBLIC:** 0

1. **Apologies for absence...**all Councillors were present.
2. **Declarations of interest and written requests for dispensation.**  
Cllrs Edwards and Farr declared an interest in item 11 as they are both members of the Village Hall interim management committee and both signed the declarations book.
3. **Open Session (10 minutes)**
  - 3.1 **Brief verbal report from Ward Cllr Summers**
    - Footpath HL18 is unpassable in places – Cllr Summers has reported this to BBLP and has taken photos. The PC's Footpaths Officer is aware of this issue and will also contact BBLP.
    - Holme Lacy bridge work is yet to commence - both Cllr Summers and the Clerk have contacted HC for information on the date of the proposed works to ensure residents have enough notice to plan their journeys.
  - 3.2 **Views of local residents on parish matters**  
No residents were present at this meeting.
4. **Minutes of the last Parish Council meeting on 30<sup>th</sup> July 2019.**  
The minutes were agreed and signed as a true record of the meeting with the following amendments; page 2, item 10.1 Village Hall: to add '*which was funded by the Parish Council*' to the section on the internal redecoration work and a correction to a spelling mistake.
5. **Finance**
  - 5.1 Lloyds bank balance on 28<sup>th</sup> August 2019... £13,097.22... this was noted by members.
  - 5.2 Spend against budget... was noted.
    - 5.2.1 Members requested the inclusion of an additional figure to identify reserves.
    - 5.2.2 Internal hall redecoration...it was noted that only £850.00 from the £1000 originally agreed for this work was spent.
    - 5.2.3 It was RESOLVED to donate £150.00 towards the replacement of degraded external timber.
  - 5.3 Members considered and approved the following payments;
    - 5.3.1 Clerk's salary for August.
    - 5.3.2 Lengthsman G. Jones... £65.50
    - 5.3.3 DC Gardening Services – x2 field cuts... £192.00 each
    - 5.3.4 Alan Peake internal hall redecoration work... £850.00
    - 5.3.5 Eyelid Productions annual website support... £100.00
    - 5.3.6 HALC internal audit fee... £200.00
  - 5.4 Tree work – playing field  
Members considered two quotations for routine works to an oak tree that is overhanging a residential garden on the boundary with the playing field.
    - Quote A £650 and Quote B £350.

It was RESOLVED to approve Quote A - a local certified arboricultural company.

6. **Council Policies** - members considered and APPROVED the adoption of the following policies;  
6.1 Standing Orders (NALC)  
6.2 Financial Regulations (NALC)

7. **Playground** - members considered two replacement options for the rubber floor matting;  
- Option 1 - remove tiles, replace with grass tiles @ £7,285 or replace with rubber mulch @ £8,160.  
- Option 2 - infill gaps with a wet pour mastic - not be suitable due to the original rubber matting.

It was RESOLVED for the Clerk to enquire with Dave Tristram at Herefordshire Council on whether there are grants available to the Parish Council for this work. Cllrs Bishop and Edwards to measure up and inspect the base layer of the playground and report back to the next meeting.

8. **Council Risk Register** - members considered the risk register.  
It was RESOLVED to add the playground maintenance as a low risk, as per the annual inspection recommendation, to the register.

9. **Planning**

9.1 Application 192603...Herefordshire & Ludlow College, Holme Lacy Campus... Proposed campus-wide landscape improvements, creation of a new enterprise centre, new stables and associated agricultural stores.

It was RESOLVED to support this application as members agree it will enhance the campus and the works previously undertaken.

10. **Roads / Footpaths**

10.1 Holme Lacy bridge works – it was RESOLVED for the Clerk to write to Herefordshire Council to express the Parish Council's concerns about the lack of information available to the parish.

10.2 Footpaths – the Footpaths Officer (FO) informed members that she has inspected several local footpaths and has taken photos of particular issues including;

- HL 4 is overgrown towards the Church... FO to contact the BBLP Locality Steward.
- HL 18 as per item 3.1.
- Overgrown field stiles – FO will ask the BBLP Locality Steward to gain permission from local landowners in order for local volunteers to help clear vegetation from around the stiles.

10.3 SID deployment in December – it was RESOLVED to approve this deployment.

11. **Village Hall / Playing Field**

11.1 Village Hall Update

Cllr Farr informed members that prior to this meeting he had tendered his resignation as Chairman and potential trustee of the interim management committee. A new Chairman will be appointed by the committee on 5<sup>th</sup> September.

Cllr Farr reported the following information that was available to him as Chairman;

- Of the 10 trustee positions – 9 have been filled.
- AGM and appointment of trustees will take place 19<sup>th</sup> September 2019.
- Insurance policy is due in October which the new committee will arrange, together with Trustee liability indemnities.
- Ridge roof tiles – the Clerk is sourcing quotes for this repair as requested by the insurers.

Finances

- Sara (Treasurer) – is preparing a draft village hall budget for 2020/21. This will be considered by the Finance Working Group in preparation of the Parish Council’s draft budget for November.
- Sara and the Parish Clerk will meet on 12<sup>th</sup> September to run through the Village Hall finances.
- Holme Lacy Village Hall Fund bank account – it was REOLVED to release funds from the account to the new trustees as soon as the Parish Council has received confirmation of their registration with the Charity Commission following their AGM on 19<sup>th</sup> September.
- Parish Council donation towards running costs 2019/20 – it was RESOLVED that remaining funds (to date approximately £2,800) in the village hall budget would be available to the new committee following their registration and confirmation from the Charity Commission.
- Parish Council donation towards running costs 2020/21 – it was RESOLVED that the Parish Council will budget £4k for basic running costs, available from April 2020. The continued support from the Parish Council is dependent on a 12-month review of the village hall funds and fund-raising activities, with the aim to make the hall financial independent.

User Groups

- Lynda Wilcox of HALC advised the Parish Council at a recent meeting with Councillors and hall representatives that all user groups of the hall should be treated equally – no group should have exclusive use or rights to particular areas of the building, be permitted to store equipment and alcohol without prior permission or be allowed to customise the fabric of the building for their own benefit – failure to enforce this could invalidate the halls insurance and affect the appeal for future hirers. This information was reported and emphasised to the interim management committee.

Cllr Edwards informed members that he has found it increasingly difficult to attend the village hall meetings on a Thursday evening due to personal commitments.

*Members thanked Cllr Farr for his hard work and continued effort as Chairman of the interim management committee.*

**12. Matters for the next meeting – no discussion.**

- To approve Press and Media and Clerk’s dispensation policy
- To consider items for the autumn newsletter
- To receive a draft budget from the finance working group
- Playground – to receive information from Cllrs Bishop and Edwards and consider action
- Traffic calming measures – to consider approaching Herefordshire Council

**13. Date of the next meeting – 12th November**

There being no other business the Chairman closed the meeting at 8:35.

Cllr C, Harris  
**Chairman**

Signed: ..... Date: .....