

HOLME LACY PARISH COUNCIL

Minutes of a meeting held on Tuesday 1st March 2022 at 7pm at Holme Lacy Village Hall

Minutes C21/64 – C21/75

Members Present: Cllrs C Harris (Chairman), T Williams (Vice Chairman), K Bishop, J Riley, S Farr and S Lawson.

In Attendance: J Eva (Parish Clerk) and Ward Cllr D Summers.

Members of the Public: 3

C21/64 To receive, consider and approve apologies for absence

None received.

C21/65 To receive declarations of interest and written requests for dispensation

Cllrs Riley and Farr declared Schedule 2 interests in item C21/70.2&3 (Trustees).

C21/66 To consider the minutes of the previous meeting – 9th November 2021

Members noted that Cllr Lawson had given her apologies due to holiday. **IT WAS RESOLVED** to approve the minutes of 9th November 2021 with the above amendment.

C21/67 Open Session

1. Members noted the following verbal update from Ward Councillor Summers:

- Spoken to a resident who is developing plots on Ash Grove about widening the entrance to the properties. Members noted that the removed kerbstones, which the parish council had reported to Herefordshire Council, have now been reinstalled.
- In talks with Herefordshire Council regarding the installation of a cycleway.
- In contact with the college regarding the old train station platform.

Cllr Summers asked what actions the parish council have taken to address the broken fencing and overgrown vegetation near the bridge. Cllr Harris confirmed that she wrote to the Principal at Holme Lacy College, as landowners of this area, to ask him to address this matter for the benefit of the village. The principal assured Cllr Harris that the issue would be dealt with by the college Estate Manager.

The Chairman and Vice Chairman of the parish council are due to meet with the principal in the next 2-weeks and this matter will be discussed.

Cllr Summers left the meeting at 7:12pm

Mrs M Summers joined the meeting at 7:13pm

2. To note matters raised by residents relevant to the parish
Mr Lindsay, a resident of the village, addressed members regarding his desire for the parish to create a Neighbourhood Development Plan (NDP). The plan would give weight to the parish when future developments are proposed.

The Chairman reminded Mr Lindsay that the parish council did previously consider preparing an NDP when he himself was a councillor but at the time the interest within the parish was not there. The Chairman reiterated the importance of having sufficient volunteers from the community, including councillors to dedicate their time to a development plan.

Members agreed to consider Mr Lindsay's proposal at the council's next ordinary meeting in May 2022.

C21/68 Planning

Holme Lacy School - Herefordshire Council Public Consultation 24.02.2022

The Chairman expressed great concern at how the parish council was not formally notified of the event by Herefordshire Council, which was poorly advertised within the community.

Members felt that the information provided at the consultation lacked detail and was contradictory to the discussions of councillors at Herefordshire Council's Scrutiny Committee Meeting in late 2021.

Attendees were invited to submit comments which will be collated and in preparation for the next session, which is due to be held in 6-weeks.

IT WAS RESOLVED to write to Herefordshire Council regarding the lack of formal notification to the parish council.

C21/69 Finance

1. To receive and approve the clerk's finance report which includes:
 - i. Spend to date and bank reconciliation were noted.
 - ii. Invoices for payment were noted.

Payee	Goods/Services	Total amount
Clerk	February 2022 salary	
Clerk	Stationery expenses	£77.05 (receipts)

- iii. List of invoices paid between meetings

Payee	Cheque No.	Goods/Services	Total amount
K. Bishop	1210	Remembrance wreath	£20.10
Clerk	1211	November salary	
DC Gardening Services	1212	Lengthsman services	£852.00
Aboriginal Tree Services	1213	Tree removal	£600.00
HMRC	1214	PAYE	£75.00
Clerk	1215	December salary	
Cheque void 1216			

Autela Payroll	1217	Payroll services	£50.40
Richard Craig Electricals	1218	Repair phone box supply to defibrillator	£69.00
Clerk	1219	January salary	
HALC	1220	HALC & NALC subs	£486.57
DC Gardening Services	1221	Lengthsman services	£252.00

iv. Grant payments received

Members noted that the parish council has recently received a grant from the Herefordshire Community Foundation and a donation from the Prynce's Charity. These funds will be ring fenced for further improvements to the children's play area.

IT WAS RESOLVED to accept the finance report which showed the Council is in a healthy fiscal position towards the end of the 2021/22 financial year.

2. To review the Risk Register and make any necessary changes.

IT WAS RESOLVED to accept the register and no changes were made.

C21/70 Village Hall

1. To receive a verbal update from the parish council representatives. Cllr Farr reported that the Village Hall Management Committee (VHMC) is making good progress and has arranged several community events.

Cllrs Farr and Riley left the meeting at 7:32pm, for the duration of items C21/58.2 & 3 due to their declared interests as Trustees of the hall.

2. To receive and note the Treasurers Report (17th February 2022). Members noted the hall's healthy fiscal position.
3. To consider a funding request from the Village Hall Management Committee (VHMC).

The parish council has received a request from the VHMC for funding towards the hall – repairs and purchase of equipment.

Mrs Summers explained the improvement works that have been carried out over the past couple of years. The committee aims to undertake several large repairs to the hall and purchase new equipment.

The Chairman confirmed that the parish council's only form of income is the annual precept which is used annually on projects to benefit the parish. In 2021, the council purchased two Speed Indicator Devices to help combat speeding, carried out ongoing playing field maintenance and some tree works on the field. A new Lengthsman was appointed halfway through the year and his job specification was increased. This enabled the council to improve the maintenance of public areas in the village i.e., green amenity areas, footpaths, pavements, main road drainage, and bus shelter / road sign cleanliness.

Cllr Williams confirmed that on examination of the VHMC accounts it appears that the hall is in a healthy fiscal position, having received some

substantial grant funding from other sources during the pandemic.

Cllr Williams proposed that the parish council continues to fund the annual village hall insurance, at a cost of £1,000.

IT WAS RESOLVED to approve this proposal.

Councillors confirmed that they would consider a one-off request from the village hall committee for the donation of a piece equipment that is required. The total cost for the requested item should be no greater than £300.00.

The three members of the public left the meeting and Cllrs Farr and Riley re-joined.

C21/71 Playing Field / Playground

1. Members noted that the parish council has successfully applied for a grant from the Herefordshire Community Foundation - Get Active - Green Spaces Fund at a total of £6,000.

2. To establish a working group for the Get Active Project.

IT WAS RESOLVED to appoint Cllrs Williams, Bishop, Riley and Farr to the working group. As a working group, it is not permitted to make any decisions or approve payments. The group will report back to the next ordinary meeting of the parish council with their recommendations.

3. Field fence repairs – to consider a quote to repair stock fence. Two separate contractors have not responded to the clerk's request.

IT WAS RESOLVED to approach an alternative local fencer.

4. Queen's Platinum Jubilee Celebrations

Members considered suitable tree/shrub varieties for the green in celebration of the Queen's Platinum Jubilee. The variety should be a suitable size for the village green, by the benches.

IT WAS RESOLVED to purchase an established winter flowering cherry tree which will provide a beautiful burst of colour during the wintertime. Spring bulbs will be planted in time, around the tree for additional impact.

5. To appoint a Playing Field Officer.

Cllr Bishop confirmed that he is happy to continue conducting regular checks of the play area and field.

IT WAS RESOLVED to include checks of the entire field – fencing, trees, and any hazards to Cllr Bishop's inspection routine.

C21/72 Speeding Indicator Devices (SIDS) & Defibrillator

To consider if any actions are required.

1. SIDS – no action required.

2. Defibrillator – Cllr Harris and Mrs Karen Williams continue to check the defibrillator on a monthly basis.

A basic emergency training session will be arranged for villagers in the

next few months. Members agreed it would be good to link up with the VHMC to see if the session could be held on an evening when other activities are on.

C21/73 Highways / Footpaths / Environment

- 1) Members noted that people can report road, footpath, lamppost issues directly to Herefordshire Council via their website - [Report a problem](https://www.herefordshire.gov.uk/report-problem) <https://www.herefordshire.gov.uk/report-problem>
- 2) To receive a verbal update from the Footpaths Officer.
The FO confirmed that the footpaths look in good order.

Cllr Farr mentioned an area of concern at the top of the agricultural field, near the old railway track and down to the river. The FO confirmed that this area is not an official footpath and is located on the college's land.

Cllr Harris will raise this with the principal that their meeting.

- 3) To consider an email from BBLP regarding timings of verge cuttings.
IT WAS RESOLVED not to alter the verge cuttings this year.

C21/74 Lengthsman

- 1) Members noted the Lengthsman's latest completed work sheet.
- 2) To consider entering the Lengthsman and P3 Scheme for 2022/23.
IT WAS RESOLVED to enter the Lengthsman Scheme only this year.

C21/75 Correspondence

- 1) Members noted an email from a resident regarding the condition of the footpath from the road bridge. The clerk has informed the resident that the area belongs to the college and the council has written to the principal.
- 2) Members noted an update from Herefordshire Council announcing that the administration of the county PRoWs will be managed by them directly from March 2022.
- 3) To note any other correspondence received.
No other correspondence received.

With no further business the meeting was closed at 8:37pm

Signed Date