

LEINTWARDINE GROUP PARISH COUNCIL

FULL COUNCIL MEETING

Monday 27th July 2015

TO: ALL MEMBERS OF LEINTWARDINE GROUP PARISH COUNCIL:
Councillors Woolley (Acting Chair), Alker, Collins, Davidson, Evans, Garner,
Gorbett, Kirby and Vera-Sanso.

NOTICE OF MEETING

You are hereby summoned to attend the Meeting of Leintwardine Group Parish Council which will be held at the Reading Room, High Street, Leintwardine on Thursday 6th August 2015 commencing at 8:00pm at which your attendance is required.

Paul Russell

Paul Russell
CLERK TO THE COUNCIL

PUBLIC OPEN SESSION: Members of the public are invited to address the Council on any matters relating to the work of the Council or to raise any issues of concern. (Public Bodies (admission to meetings) Act 1960)

AGENDA

- 1. ELECTION OF CHAIR**
Nominations are invited for the position of Chair.
- 2. ELECTION OF VICE-CHAIR**
Nominations are invited for the position of Vice-Chair.
- 3. APOLOGIES**
- 4. DECLARATION OF INTEREST**
Members are reminded that at the start of the meeting they should declare any known interests in any matter to be considered, and also during the meeting if it becomes apparent that they have an interest in the matters being discussed.
- 5. MINUTES**
The Minutes of the Council Meeting held on Thursday 2nd July 2015 need to be agreed and signed as a correct record.
- 6. CEMETERY ACCESS**
Please see the attached report.

7. RIVERBANK SSSI UPDATE

Please see the attached report.

8. PLANNING MATTERS

- (a) **Planning** – The following planning applications have been received from Herefordshire Council for consideration.

Application: P151177
Location: Leintwardine Fire Station, Rosemary Lane, Leintwardine, Craven Arms, Herefordshire, SY7 0LP
Proposal: Erection of 12m slim line aerial mast and demolition of existing 14m training tower (part of dangerous structure replacement programme)
LINK: <https://www.herefordshire.gov.uk/planning-and-building-control/development-control/search-and-comment-on-planning-applications/details?id=151177&search=p151177>

Application: P152008
Location: 11 Watling Street, Leintwardine, Craven Arms, Herefordshire, SY7 0LW
Proposal: Works to Trees in a Conservation Area: Work to Copper Beech Tree
LINK: <https://www.herefordshire.gov.uk/planning-and-building-control/development-control/search-and-comment-on-planning-applications/details?id=152008&search=p152008>

Application: P152010
Location: Seedley House, Mill Lane, Leintwardine, Craven Arms, Herefordshire, SY7 0LA
Proposal: Works to Trees in a Conservation Area: Fell two Sycamore Trees
LINK: <https://www.herefordshire.gov.uk/planning-and-building-control/development-control/search-and-comment-on-planning-applications/details?id=152010&search=p152010>

Application: P151802
Location: Bryntirion, 40 Watling Street, Leintwardine, Craven Arms, Herefordshire, SY7 0LL
Proposal: Proposed conversion of loft & insertion of two rear dormer windows.
LINK: <https://www.herefordshire.gov.uk/planning-and-building-control/development-control/search-and-comment-on-planning-applications/details?id=151802&search=p151802>

9. FINANCIAL MATTERS

- (a) **Monthly Expenditures** – To consider ratifying outstanding expenditure:

PAYEE	SERVICE	NET	VAT	TOTAL
Herefordshire Council	500 x Blue refuse bags	£60.52	£0.00	£60.52
Leintwardine Village Hall	Electricity invoice	£69.92	£3.50	£73.42
	TOTAL	£130.44	£3.50	£133.94

10. DATE OF NEXT MEETING

The next meeting of the Council will be held on Thursday 3rd September 2015 at 8pm in the Reading Room, High Street, Leintwardine.

LEINTWARDINE GROUP PARISH COUNCIL

FULL COUNCIL MEETING

Minutes of the Meeting of Leintwardine Group Parish Council held at the Reading Room, High Street, Leintwardine on Thursday 2nd July 2015 commencing at 8:00pm.

MEMBERS PRESENT: Councillors Woolley (Chair), Alker, Collins, Davidson, Evans, Garner, Gorbitt, Kirby, Trumpess and Vera-Sanso.

OFFICER PRESENT: Clerk to the Council

ALSO PRESENT: Ward Cllr Gandy.

PUBLIC OPEN SESSION:

There were four members of the public present.

Gratitude was expressed to Ms Kay for the work she carried out as Chair of the Council and regret was expressed at her resignation.

Cllr Gandy presented the following report:

- A meeting was being arranged to discuss the issues of traffic and speeding in Mortimer Ward including Leintwardine Village;
- It was noted that the Locality Steward, Rachel Dixon, was leaving at the end of July. As yet cover had not been identified;
- Council was asked to consider whether it supported the relocation of the 30mph signage going out of the village after the Doctor's Surgery. This would be considered at the next Council meeting in September along with the issue of speeding vehicles;
- An issue regarding planning rights for Travelers had been raised with the MP who was going to raise the matter with fellow MPs in Parliament;
- Details regarding potential funding sources for community green spaces had been circulated;
- A broadband cabinet had been installed by the bridge but had not yet been connected;
- Both the Ward Councillor and the MP were keen to hold surgeries in the Village. It was suggested that any surgeries should be held between 6pm and 7pm in order to enable greater access by local residents;
- It was noted that the wrong steps at Sawpit Bank had been cordoned off. However both steps were in a poor condition and both required maintenance works.

13/15 APOLOGIES

There were no apologies received.

Council **NOTED** that Ms Kay had formally resigned from the Council. Herefordshire Council would be informed of the Casual Vacancy.

It was further **AGREED** that Cllr Woolley would write a letter of thanks to Ms Kay for her service to the Parish and a vote of thanks was passed.

14/15 DECLARATION OF INTEREST

There were no Declarations of Interest made.

15/15 MINUTES

It was proposed by Cllr Kirby, seconded by Cllr Collins and **RESOLVED** that the Minutes of the Council Meeting held on Thursday 4th June be agreed and signed as a correct record.

It was proposed by Cllr Evans, seconded by Cllr Alker and **RESOLVED** that the Minutes Extraordinary Council meeting held on Wednesday 27th May 2015 be agreed and signed as a correct record.

16/15 MATTERS ARISING

It was agreed to request an update of progress from Mr Geoff Hughes regarding the meeting with the Environment Agency and relevant officers from Herefordshire Council. A response was still awaited.

Cllr Evans was in possession of the new padlock for the Cemetery and agreed to set it and put it in place.

17/15 PARISH MATTERS

- (a) **Lengthsman Scheme** – Council **NOTED** the update regarding outstanding maintenance issues in the village and surrounding area. A site meeting had been held with DC Gardening Services and they had been instructed to carry out all the outstanding Lengthsman works especially to the visual splays around the parish.

Council **NOTED** the information received informing it that funding for Leintwardine Group PC had been amended and reduced from £3,684 to £3,264. There was also a sum of £3,175 included for the P3 scheme which the Council was not pursuing in 2015/16.

Following discussion it was proposed by Cllr Trumpess, seconded by Cllr Garner and **RESOLVED:**

- Following the appointment of a new Clerk the Council would deliver the P3 scheme on behalf of the Parish. Maps would be obtained from Herefordshire Council;
- That the review of the funding allocation would be challenged as the annual maintenance plan had already been developed and it was unreasonable to alter the allocation three months into the season.

- (b) **Grounds Maintenance Contract** – Council was informed that a meeting had taken place prior to the Full Council meeting with a local resident regarding the area next to the river bank. Concern had been expressed that this area was a Site of Special Scientific Interest (SSSI) and subject to restrictions regarding management and that the shelter was potentially dangerous.

It was **AGREED**:

- To obtain advice from Natural England regarding the management and maintenance of the area;
- Investigate the construction of the shelter and confirm that it was in a stable condition and did not require permissions;
- Suspend maintenance of the area until further advice had been received;
- Erect notices up informing members of the reason why maintenance has been suspended.

Following discussion regarding the Grounds Maintenance contract it was proposed by Cllr Evans, seconded by Cllr Collins and **RESOLVED**:

- That the contract to carry out grounds maintenance on behalf of the Parish Council be awarded to DC Gardening Services due to the short time left of the season;
- That a formal Request for Tender be developed and agreed and considered at the September meeting.

- (c) **Tree Matters** – Following discussion regarding the appointment of a Village Tree Warden it was agreed to forward details of the scheme to Cllr Gorbutt.

18/15 BURIALS & CEMETERY MATTERS

- (a) **Burial Update** – Council **NOTED** that two full interments had taken place and the cemetery grass was cut on Wednesday 24th June.
- (b) **Disabled Access** – Council noted with concern that there was no DDA compliant access to the Cemetery. Following discussion it was **AGREED** to:
- Obtain advice from the Locality Steward regarding potential options available;
 - Consider appointing someone to open and close the cemetery on a daily basis to allow access;
 - Consider securing the doors open to enable access at all times;
 - Investigate possible issues if access to the cemetery was available at all times;
 - Review cemetery charges to cover any potential additional costs subject to the final decision reached.

The matter would be considered at the next Full Council meeting on 6th August 2015.

19/15 HIGHWAY MATTERS

Council considered the following items that required attention and **AGREED**:

- To establish what action had been taken to unblock the drain outside The Old Post Office in Church Street, Leintwardine;
- Contact Herefordshire Council regarding the poor state of the road surface at the junction past the Doctors Surgery to Craven Arms;
- Raise concerns regarding the lack of road markings and no cats eyes in the High Street;

- Request an update regarding the resurfacing programme for roads within the Parish.

20/15 PLANNING MATTERS

- (a) **Planning** – Council **RESOLVED** to submit the following to Herefordshire Council:

Application: P151501
Location: Sunnyside, 57 Watling Street, Leintwardine SY7 0LL
Proposal: Proposed widening of existing access. Removal of existing pre-fab garage, replace with oak timber framed two bay garage.
COMMENT: No objection

Application: P151561
Location: Seedley Barn, High Street, Leintwardine SY7 0LF
Proposal: Proposed demolition of existing bedroom wing, porch and outbuildings. Erection of two storey extension and service building.
COMMENT: No objection

Application: P151569
Location: 22 Watling Street, Leintwardine SY7 0LW
Proposal: Proposed reconstruction of chimney stack – Listed Building ref: 151186.
COMMENT: No objection

- (b) **Rosemary Lane Update** – It was recommended that a Working Group be set up to develop the Parish Council's objections to the proposal to develop 45 dwellings at this site. The Neighbourhood Plan Working Group would also have an opportunity to make representations to the Appeal to be heard in January 2016.

It was proposed by Cllr Gorbutt, seconded by Cllr Garner and **RESOLVED:**

- That a Rosemary Lane Working Group be set up;
- That Cllrs Collins, Woolley and Trumpeß be appointed to sit on the Working Group;
- That additional representatives from the community be invited to sit on the Working Group.

- (c) **Neighbourhood Plan Update** – Council was informed that the consultation results were now being analysed. Following that analysis the Steering Group would agree the layout of the Neighbourhood Plan. A mapping exercise was currently being carried out to assess the views, green areas and potential infill options.

It was hoped to submit the draft Plan to Herefordshire Council in August to September. An Environmental Impact assessment would then need to be carried out.

Council agreed to express its congratulations to the Steering Group for all the work it had undertaken to date.

21/15 LEINTWARDINE CENTRE

An update would be presented to Council at its September meeting.

22/15 FINANCIAL MATTERS

- (a) **Monthly Expenditures** – It was proposed by Cllr Gorbutt, seconded by Cllr Garner and **RESOLVED** to ratify the following expenditure:

PAYEE	SERVICE	NET	VAT	TOTAL
Plum Publishing Ltd	460 copies of LLife	£184.00	£0.00	£184.00
Leintwardine VH&CC	Quarterly Rent	£187.50	£0.00	£187.50
DC Gardening Services	Grounds Maint	£605.00	£121.00	£726.00
	TOTAL	£976.50	£121.00	£1,097.50

- (b) **End of Year Accounts** – Council was presented with the end of year financial statement and Annual Governance Statement for consideration.

Following discussion it was proposed by Cllr Evans, seconded by Cllr Collins and **RESOLVED**:

- To formally adopt and approve the end of year financial statement;
- To formally adopt and approve the Annual Governance Statement.

23/15 DATE OF NEXT MEETING

Council **AGREED** that the next meeting of the Council would be held on Thursday 6th August at 8pm in the Reading Room, High Street, Leintwardine.

Agenda items would be:

- The election of a new Chair;
- Access to the Cemetery;
- Land by the riverbank (SSSI);
- Planning.

There being no other business the Chair thanked members for their attendance and closed the meeting at 10:08pm.

CHAIR:

DATE:

FULL COUNCIL

Date: 27th July 2015

Title: Cemetery Access Report

Purpose of the Report: To provide Members with a range of options to consider with regard to providing DDA access to Leintwardine Cemetery

Contact Officers: Paul Russell

1. RECOMMENDATION

- 1.1 That the report be noted;**
- 1.2 That Council considers whether to adopt one of the options outlined in Section 3 of the report.**

2. INTRODUCTION

- 2.1 This report outlines a range of options Leintwardine Group Parish Council may wish to consider to enable access to all wishing to visit the cemetery.
- 2.2 Currently access is via a metal gate to the side of the main entrance. This is similar to a kissing gate and creates restricted access.
- 2.3 The main entrance is normally locked and only opened when a funeral takes place or maintenance is being carried out.
- 2.4 Currently no access is afforded to less able bodied visitors, pushchairs or wheelchairs. The issue of access has been highlighted following a recent interment when it became evident that there was no DDA compatible access into the cemetery for less able bodied mourners to visit the graves of loved ones and pay their respects.
- 2.5 DDA refers to the Disability Discrimination Act 1995. Based on the requirements of this Act Leintwardine Cemetery does not comply/

3. OPTIONS TO IMPROVE ACCESS

- 3.1 There are four options are available to Council to consider:
- Do nothing and retain restricted access;
 - Develop an opening and closing regime to enable access during daylight hours;
 - Create an alternative DDA access either to the front or side of the cemetery;
 - Secure the main doors open to allow access 24 hours a day via the main entrance.

- 3.2 Option one to do nothing would have no cost implication to the Council directly but would restrict access to able bodied visitors only. This option does not comply with DDA.
- 3.3 Option two to develop an opening and closing regime would have an on-going cost implication. Council would need to employ someone to open the cemetery in the morning and close it in the evening. Based on a time allocation of 1½ hours per week (approximately 12 minutes per day) to open and close the cemetery at £9 per hour, the total cost for 7 days coverage per week for 52 weeks of the year would amount to £702 per annum plus the cost of holiday cover. Monthly cost would be £58.50.
- 3.4 Council may wish to consider specific opening days for the cemetery to reduce the potential opening and closing costs. It may also wish to consider opening the cemetery on Thursday morning and close it on Monday thus only requiring two visits per week or other permutations.
- 3.5 Option three to create an alternative DDA friendly access into the cemetery would have some cost implications to the Council and would require identification of a suitable entrance, obtaining relevant permissions, design of the entrance and construction.
- 3.6 It is understood that option three has previously been considered by Council and that issues were faced identifying a suitable access point, obtaining rights of way access over land not under the ownership of the Council and subsequent construction costs.
- 3.7 If Council wishes to develop Option Three then an initial feasibility study would need to be undertaken by the Clerk in conjunction with the Council's current grounds contractor, D C Gardening Services. Any option developed would be submitted to Herefordshire Planning Department for assessment as to whether planning permission was required.
- 3.8 Option four offers the most practical and cost effective option although it may compromise security of the cemetery by leaving the main doors open throughout the year. However, access into the cemetery is already available via the kissing gate entrance at all times and although this restricts cycles and other larger vehicles it is unlikely that there would be issues with vehicles trying to access the cemetery.
- 3.9 The main doors would need to be secured open for Health and Safety reasons although options could be considered the encourage people to open and shut the main gates. It might be an option to replace the timber doors with wooden gates which would provide an open aspect with increased visual surveillance whilst at the same time requiring visitors to open and shut the gates which would be secured by a gate latch.
- 3.10 This would have some financial cost to the Council but quotations would be sought if required.

FULL COUNCIL

Date: 27th July 2015

Title: Riverbank SSSI Report

Purpose of the Report: To provide Members with details of the status of the Riverbank SSSI and an update on actions required to address the Health & Safety issues identified within the area.

Contact Officers: Paul Russell

2. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 That Council considers accepting the quotation to provide a handrail at a cost of £96.20 + VAT.

2. INTRODUCTION

- 2.1 This report provides an update Leintwardine Group Parish Council regarding the recent issues highlighted relating to the riverbank area near the bridge.
- 2.2 The land had been identified as a Site of Special Scientific Interest (SSSI) which meant that certain restrictions regarding its management are in place.
- 2.3 Further concerns were highlighted in relation to the Youth Shelter which Council had given permission to construct.
- 2.4 Finally concern was expressed regarding the safety of the steps leading down from the green to the riverbank space which became very slippery when wet.

3. UPDATE AND ACTION PLAN

- 3.1 Concerns regarding the way the land was managed and a request to clarify any restrictions was submitted to Natural England so that advice could be obtained.
- 3.2 The River Teme is an SSSI for its entire length and this includes the banksides. The main area of land under the ownership of the Parish Council is grassland with the riverbank itself having a natural cover of vegetation as it is fairly steep.
- 3.3 The exact boundary of the SSSI is slightly ambiguous. The general assumption adopted by Natural England is that the SSSI extends 10 metres from the edge of the river.

- 3.4 Based on this measurement the youth hut is not sited within the SSSI and Natural England has not expressed any concerns regarding the structure or the peripheral plantings.
- 3.5 The SSSI designation is designed to protect the river itself rather than the adjacent land although activities on the land can impact on the integrity of the SSSI. However, in this case it is considered that the current management of the area creates little if any risk to the integrity of the SSSI as it is maintained as permanent grassland.
- 3.6 The Parish Council has been advised that the current management system can remain in place. However, if there are any proposed changes to the management Council is obliged to inform Natural England.
- 3.7 The advice received from Natural England has been passed on to all members for information.
- 3.8 With regard to the Youth Hut it has been confirmed that the Parish Council granted the Youth Club permission to construct the Youth Hut. The hut is currently being repaired and improved.
- 3.9 Contact has been made with the Youth Club and the following actions have been agreed:
- The log step is to be removed immediately and a sign erected warning people that they use the shelter at their own risk;
 - Additional coach bolts will be added to the corrugated iron roof to help secure it further;
 - New steps will be constructed to enable safe access into the hut. Handrails will be fitted on each side;
 - The steps and handrail will be constructed from planed timber and securely anchored to reduce the risk of being washed away in case of flooding;
 - Protruding twig ends will be eliminated by the provision of a toe board and guard rail;
 - The oil drum litter bin is to be removed to reduce risk of polluting the watercourse and replaced with a proper litter bin which will be securely fixed and emptied weekly by the Youth Club.
- 3.10 The Youth Club has carried out a risk assessment of the hut and its uses. It is suggested that a copy be submitted to the Parish Council for its records.
- 3.11 A quotation has been obtained from D C Gardening Services to erect a handrail on the steps. The quotation is as follows:
- Provision of 3 posts 4" x 4" x 6'
 - 2 rails 3" x 2" x 10' in length
 - Sundries and labour
 - Total Cost: £96.20 plus VAT at 20%

- 3.12 The railing would be erected on the right hand side of the steps with the left hand side free from obstruction to allow access for the mower to carry on maintaining the area.
- 3.13 The tree branches currently overhanging the steps will be removed to create improved access to the riverbank.
- 3.14 It is suggested that signage be erected on the boundary fence of the riverbank area indicating that the land ahead is privately owned and there is no public access. This will hopefully help discourage members of the public accessing private land.
- 3.15 The grassland area is currently being maintained by D C Gardening Services but no work will be carried out on the river bank unless agreement has been obtained from Natural England.
- 3.16 Finally a full risk assessment will be carried out of the site by the Clerk and a health and safety procedure developed so that in future any potential risks or hazards can be dealt with effectively and efficiently.