

LEINTWARDINE GROUP PARISH COUNCIL

FULL COUNCIL MEETING

Thursday 29th October 2015

TO: ALL MEMBERS OF LEINTWARDINE GROUP PARISH COUNCIL:
Councillors Collins (Chair), Woolley (Vice Chair), Alker, Davidson, Evans,
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 5th November 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. **APOLOGIES**
2. **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.
3. **MINUTES**
The Minutes of the Council Meeting held on Thursday 1st October 2015 need to be agreed and signed as a correct record.
4. **MATTERS ARISING**
To consider matters arising from the minutes that are not on the agenda.
5. **WARD COUNCILLOR**
To receive the monthly report from Ward Councillor Gandy.

6. PARISH COUNCIL VACANCIES

To note that Rose Garner has resigned from Leintwardine Group Parish Council. Election notices have been posted. Council is urged to consider an action plan to encourage people to stand to fill the six vacancies.

7. PARISH MATTERS

- (a) **Leintwardine Youth Club** – To note that all repair works are due to be carried out in the near future and evidence of this shall be submitted after completion to Herefordshire Council. A further update will be provided.
- (b) **Grounds Maintenance Contract** – Please see the attached tender specification for amendment and approval.
- (c) **Criftings Estate** – To note that a quotation has been received from D C Gardening Services to carry out the larger trees and bushes at this site at a cost of £350 + VAT. A further update will be provided at the meeting.
- (d) **Transparency Funding** – To note that an application has been submitted to HALC to enable the Council to comply with the new Transparency Code.
- (e) **Chair and Clerks Meeting** – A copy of the draft minutes will be provided to Members once they have been agreed. The next meeting will take place on 10th February 2016

8. BURIALS & CEMETERY MATTERS

A cemetery update will be provided at the meeting. A request has been received from a parishioner who is moving abroad to sell her burial plot back to the Council. Council is requested to consider purchasing the plot back at its original cost of £125.

9. HIGHWAY MATTERS

- (a) **Traffic Meeting** – Please see the attached report following the Traffic Meeting held on Tuesday 20th October 2015 at 7pm in the Community Centre.
- (b) **Traffic in Jay Lane** – To consider this matter.
- (c) **Winter Maintenance** – To note that supplies of grit and sandbags are available to order from BBLP. Council is requested to discuss Winter Gritting.

10. PLANNING MATTERS

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

APPLICATION: P152950
SITE: Seedley Barn, High Street, Leintwardine SY7 0LF

DESCRIPTION: Proposed demolition of existing bedroom wing, porch and outbuildings. Erection of two storey extension and service building

LINK: <https://www.herefordshire.gov.uk/planning-and-building-control/development-control/planning-applications/details?id=152950&search=P152950>

- (b) **Herefordshire Core Strategy** – To note that in accordance with Regulation 26 of the Town and Country Planning Act 2012 at the Council meeting 16 October 2015, Herefordshire Council resolved to adopt the Herefordshire Local Plan Core Strategy.

All relevant documents can be viewed on the Council website at:

<https://www.herefordshire.gov.uk/planning-and-building-control/planning-policy/core-strategy/adopted-core-strategy>

- (c) **Rosemary Lane Update** – To receive an update from the Steering Group.
- (d) **Neighbourhood Plan Update** – To receive an update if available.

11. LEINTWARDINE CENTRE/LIBRARY

To note that the procedures for the transfer of Deeds relating to the toilets have now been completed and the funds have been transferred to the Community Centre Committee. The Committee has passed on its thanks to the Parish Council for its co-operation in the matter.

12. FINANCIAL MATTERS

- (a) **Accounts Outstanding** – To receive the Financial Statement and outstanding invoices for payment for October 2015. The report will be presented at the meeting.
- (b) **Bank Mandate** – To agree the completion of the Bank Mandate and the change to the internet banking arrangements.
- (c) **Draft Budget 2016/17** – To review the draft budget for 2016/17. A copy is attached.
- (d) **Insurance Renewal** – To note that Council's insurance has been renewed and the relevant certification has been received.

13. DATE OF NEXT MEETING

The next meeting of the Council will be held on Thursday 3rd December 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 meeting held at the Reading Room, High Street, Leintwardine on Thursday 1st October 2015 commencing at 8:00pm.

MEMBERS PRESENT: Councillors Collins (Chair), Davidson, Evans, Gorbett (20:16), Kirby.

ALSO PRESENT: Ward Cllr Gandy.

OFFICER PRESENT: Clerk to the Council.

At the commencement of the meeting it was acknowledged that there were not sufficient Council Members present and it was therefore inquorate. No decisions could therefore be made until the arrival of Cllr Gorbett.

PUBLIC OPEN SESSION

There were three members of the public present who raised the following matters:

- (a) **Herefordshire Council Budget Consultation** – A public meeting was being held week commencing 5th October 2015 regarding the future of the Leintwardine library and representations would be made at that meeting and to Mr Wiggin MP at his surgery on Saturday 3rd October 2015 to try to save the service. Whilst Herefordshire Council had to provide library services as a statutory provision the statute was not specific regarding access to library services. The concern was noted.
- (b) **Leintwardine Neighbourhood Development Plan** – The following update was provided:
- An assessment of potential housing sites had now been undertaken which had identified the number of houses each site was capable of coping with;
 - There was a focus on small sites within the village;
 - A call for other potential sites was to be made;
 - Each site identified to date had some issues which the Group were trying to resolve but there may be an overall shortfall;
 - The Project Plan was to complete the draft Plan by the end of October 2015 ready for consultation. There would be a six week consultation which would close by Christmas, amendments would be made over the holiday period with a revised plan ready in January 2016

47/15 APOLOGIES

Apologies were received and accepted from Cllrs Woolley (Vice Chair), Alker, Garner and Vera-Sanso

48/15 DECLARATION OF INTEREST

No Declarations of Interest were made.

49/15 MATTERS ARISING

The following matters arising from the minutes were **NOTED**:

- The Deed of Surrender relating to the toilet block had now been signed and submitted the Herefordshire Council. Cllr Collins had obtained a copy of the 1990 Agreement for the construction of the toilet block and a copy of the Counterpart Deed of Underlease. He confirmed that the information provided in the briefing note supplied by LVH & CC was substantially correct.
- LVH & CC had issued to the Parish Council (with the surrender documents) a draft amended copy of the Charity Commission Scheme for the Leintwardine Community Centre and the Leintwardine Village Hall. Cllr Collins would seek advice on the legality of this document and report back to the Parish Council.

50/15 WARD COUNCILLOR

The monthly report from Ward Councillor Gandy was **NOTED**:

- The Herefordshire Core Strategy was expected to be signed off at an extraordinary Council meeting on Friday 16th October 2015;
- The outline application for housing near the surgery was being considered on 7th October 2015 by the Planning Committee;
- Amendments had now been made to the way planning applications relating to the Travelling Community would be considered;
- BBLP would continue to address concerns relating to The Todding;
- Cllr Gandy had visited the library and met with 20-25 users. Comments had been fed into the overall budget consultation.

Cllr Gorbett arrived at 20:16 hours. The rest of the meeting was quorate.

51/15 MINUTES

It was proposed by Cllr Evans, seconded by Cllr Kirby and **RESOLVED** that the Minutes of the Council Meeting held on Thursday 3rd September 2015 be agreed and signed as a correct record.

52/15 PARISH COUNCIL VACANCIES

Council noted that there were six vacancies on the Parish Council. It was agreed to submit an article to Leintwardine Life to encourage local residents to consider co-option.

53/15 PARISH MATTERS

- (a) **Leintwardine Youth Club** – Council **NOTED** that Herefordshire Council had been informed that the structure was considered to pose a danger to the general public and a letter has been received by the Parish Council under Section 77 of the Building Act 1984 outlining those concerns. The Parish Council was not the owner of the Structure and this information had been passed on to Herefordshire Council.

The following update was noted:

- Funding was in place to provide a new step and the LYC would be purchasing the required materials;

- There was still no funding in place for labour to construct the steps.

It was agreed to request LYC to obtain two quotations to construct the steps. The quotes will then be submitted to the Parish Council for consideration. The Parish Council agreed to consider funding the labour element of the works required.

- (b) **Grounds Maintenance Contract** – Members noted the quotation received from DC Gardening Services to provide grounds maintenance for the next three years and agreed to obtain two further quotations prior to making a decision.
- (c) **Herefordshire Council Budget Consultation** – Following discussion it was agreed that the Chair of the Parish Council would submit a response expressing concerns regarding the future of the Lengthsman Scheme and the potential loss of the library service.
- (d) **Environment Agency Meeting Update** – The Parish Council **NOTED** the update received from Mr Hughes, Herefordshire Council, following the meeting with the Environment Agency regarding the erosion of the banks of the River Teme.
- (e) **Transparency Funding** – The Parish Council **AGREED** to submit an application for funding to the HALC Office to enable Leintwardine Group Parish Council to provide the infrastructure to comply with the new transparency code.
- (f) **Chair and Clerks Meeting** – The Parish Council **NOTED** that this would take place on Wednesday 14th October 2015 in the Reading Room, Leintwardine.

54/15 BURIALS & CEMETERY MATTERS

The Parish Council **NOTED** that one interment of cremated remains had been carried out during September.

55/15 HIGHWAY MATTERS

The Parish Council **NOTED** that an open meeting to discuss speeding vehicles through the village had been arranged and would be held on Tuesday 20th October 2015 at 7pm in the Community Centre. The quotation to carry out traffic data collection in the village would be considered at that meeting.

56/15 PLANNING MATTERS

- (a) **Planning** – The Parish Council **AGREED** to submit the following comments to the planning applications received from Herefordshire Council:

Application: P152742
Location: Cranes Lane Cottage, Paytoe, Leintwardine

Proposal: Proposed amendment to increase the height of the cart shed style garage with storage above. Original approval P142037/AM

Comment: No objection

Application: P152766

Location: 6 Watling Street, Leintwardine

Proposal: Proposed replacement of 4 windows and 1 door.

Comment: No objection

Application: P152788

Location: 15 Church Street, Leintwardine

Proposal: Proposed works to willow tree and ash tree

Comment: No objection

- (b) **Appeals** – The Parish Council **NOTED** that the appeal regarding P143146, The Todding, Leintwardine SY7 0LX commenced on 11th September 2015.
- (c) **Rosemary Lane Update** – After some discussion on the matter the Steering Group had decided not to apply for Rule 6 Status. The group would be seeking to submit reports to the inquiry which may be accepted at the Inspector's discretion
- (d) **Neighbourhood Plan Update** – This matter had already been considered under Open Session.

57/15 LEINTWARDINE CENTRE/LIBRARY

The Parish Council considered the report outlining various options available to the Parish Council. It was proposed by Cllr Garbutt, seconded by Cllr Evans and **RESOLVED**:

- That the Parish Council continues to rent the library room on the existing terms (i.e. £750 per annum plus electricity) and hire the meeting room and kitchen as required on the concessionary available to local groups and individuals. The agreement will apply pending the outcome of the Herefordshire Council Budget Consultation;
- That the Parish Council rents the storage room located in the Meeting Room at a cost of £10 per month.

58/15 FINANCIAL MATTERS

- (a) **Accounts Outstanding** – Following consideration it was proposed by Cllr Garbutt, seconded by Cllr Evans and **RESOLVED** to pay all outstanding accounts for September amounting to £3,986.46 including VAT.

The Parish Council **NOTED** that the second precept payment has been received from Herefordshire Council.

- (b) **End of Year Audit** – The Parish Council considered the external audit report and following discussion **RESOLVED**:
- That the report be noted;

- That the Action Plan outlined in the report to address the issues identified within both the internal and external audits be adopted;
- That the Action Plan is implemented as soon as practicable.

(c) Draft Budget 2016/17 – Members noted the preliminary draft budget for 2016/17.

(d) Insurance Renewal – It was agreed to enter into a 3 year contract with Came & Company to provide insurance thus reducing the 2015/16 premium to £337.06.

59/15 DATE OF NEXT MEETING

The Parish Council **NOTED** that the next meeting of the Council would be held on Thursday 5th November 2015 at 8pm in the Reading Room, High Street, Leintwardine.

There being no other business the Chair thanked Members for their attendance and closed the meeting at 10.15pm.

CHAIR:

DATE:

REQUEST FOR QUOTATION (RFQ)

BIDDERS MUST COMPLETE ALL THE AREAS SHADED IN YELLOW TO ENSURE THEIR BID IS PRESENTED IN A COMPLIANT FORMAT

SECTION ONE – LEINTWARDINE GROUP PARISH COUNCIL’S CONTACT DETAILS

RFQ Title	Grass Cutting Maintenance Contract
Department	Leintwardine Group Parish Council
Originator telephone number	01547 529025 or 07772 657446
RFQ clarifications email address	leintwardinegpc@gmail.com
RFQ response address	Leintwardine Group Parish Council 2 Church Road Knighton Powys LD7 1EB
Leintwardine Group Parish Council’s originator of RFQ	Paul Russell, Clerk to the Council

SECTION TWO – TIMESCALES

Date RFQ advertised	Monday 9 th November 2015
Date/time RFQ questions should be received by email to the Leintwardine Group Parish Council originator as identified in Section One	Friday 29 th January 2016 at 12 noon
Date/time RFQ response to be received by post to the Leintwardine Group Parish Council originator as identified in Section One	Friday 29 th January 2016 at 12 noon
RFQ Validity Period (calendar days)	90 days
Estimated Contract Award Date	Monday 8 th February 2016. Contract to commence on 1 st March 2016.
Contract Duration	Annual contract for a minimum duration of 3 years with annual exit clauses.
Payment Terms	Payment will be on receipt of invoice

SECTION THREE – SCOPE OF WORKS

Description of the Scope of Works
<p>Leintwardine Group Parish Council is currently seeking a Grounds Contractor to manage and maintain its current grassed areas for a contract period of 3 years. This may be extended to five years based on the standard of maintenance and grass cutting delivered.</p> <p>Contractors should be aware that, particularly in view of the financial pressures currently being faced by Local Government, the Council will place a considerable importance on the financial aspects of this project. The</p>

Council expects to achieve a high level of Value for Money.

The Works described in this Quotation specification are expected to be executed by the Contractor in a manner that enhances the reputation of the Parish Council for the maintenance of its grassed areas. In general, what is required are the best horticultural practice to be implemented and the maintenance of rigorous standards of cleanliness and tidiness. The quality of finish of the grass areas is currently of a reasonable standard, and the Contractor will be expected to maintain the contract standard for grass maintenance as defined below throughout the Contract Period.

The outline requirement is as follows:

Large Recreational/Amenity Areas

Maintain grass sward between 15mm – 60mm in height at all times from March to October.

Frequency of cut will be 12 times a year. Contractors are requested to provide the cost of carrying out additional cuts over and above the required 12 times per year to enable the Council to react to changes in weather and growing conditions.

Grass Cutting – General Notes

The following requirements to be complied with:

- a) Avoid sharp turns and scuffing with vehicles on grass areas.
- b) Machines to be well maintained, correctly adjusted and set to give a clean, even cut across the cutting width without chewing, tearing or ribbing.
- c) In drought the cutting height to be raised to maintain sward at a maximum height of 60mm. Mowing to continue only while growth continues to reach maximum specified height.
- d) Mow at approximately 90 degrees to the direction of the previous cut.
- e) Machinery weight/pressure should be of a type to prevent compacting or rutting.
- f) Sites to be kept tidy – grass cuttings/debris to be swept off non-grass areas (paths etc).
- g) Areas to be inspected prior to mowing and cleared of rubbish, litter, stones etc.
- h) Naturalised bulb areas to be left uncut until 6 weeks after completion of flowering, after which areas to be cut and tidied and

mown as usual specification.

- i) All operatives to wear relevant Personal Protective Clothing to ensure a reduction of any potential injuries.
- j) All areas to have a Risk assessment carried out prior to the initial cut. All operations to be covered by relevant insurance including £5 million public liability insurance.

NOTE: If inclement weather or site conditions prevent mowing the contractor must regain the specification as soon as practicable.

Contract Specification – Leintwardine

Area 1: Leintwardine Cemetery

- mowing, strimming and general grounds maintenance
- Removal of rubbish from bins within cemetery every visit. The Parish Council will supply the blue bags.

Area 2: Area adjacent to the River Teme

- Mowing area at the bottom of the steps leading from the village green

Area 3: Village Green, Sawpit Bank, Criftins Play Area

- Mowing, strimming and general grounds maintenance to these areas

Area 4: Criftins

- Mowing of grass verge
- Annual pruning of various bushes as required.

Approximate Cutting Schedule: The following table indicates when the Parish Council would expect the contractor to schedule in the 14 cuts per annum. Outlined below are the dates for 2016:-

Month	Frequency	Week Number
March	1	21/03/16
April	1	04/04/16
April	1	18/04/16
May	1	02/05/16
May	1	16/05/16
May	1	30/05/16
June	1	13/06/16
June	1	27/06/16
July	1	11/07/16
July	1	25/07/16
August	1	15/08/16
September	1	05/09/16
September	1	19/09/16

October	1	10/10/16
TOTAL	14	

Please note that the above dates are a guide only.

WORKING HOURS

The Contractor shall not perform the Services at any Location outside the following times:

- 7.30am and 6.00pm, Mondays to Fridays, and 8.00am to 1.00pm on Saturdays.
- In addition, the Contractor shall not use noisy equipment such as leaf blowers and lawn mowers before 9.00am. For the avoidance of doubt, where any dispute arises as to whether equipment is noisy the decision of the Clerk to the Council shall be final.

These hours may be varied in the event of an emergency either by permission of the Clerk to the Council or at his instigation. In either case the Variation will be confirmed within 24 hours.

ACCESS

- Access to some of the Locations to be maintained is restrictive of the size of vehicle/machine that can be used. It is the responsibility of the Contractor to acquaint himself with the access to each Location, and any other problems affecting access relating to all Locations.
- The Contractor shall avoid, where possible, vehicle encroachment onto grass and other areas, except where vehicle encroachment is absolutely necessary for effective performance of the Contract. In any event, the Contractor shall not encroach onto such areas during excessively wet ground conditions.
- Any damage caused due to encroachment onto grass and other areas by the Contractor's plant or vehicles shall be made good at the Contractor's expense.

SAFETY, HEALTH AND WELFARE MEASURES

The Contractor shall ensure that all health, safety and welfare measures as outlined in the relevant legislation are strictly complied with.

All Works in connection with this Contract shall be carried out using all necessary protective equipment; clothing etc.

Where strimmers/brushcutters are being used, the Contractor shall provide the following minimum safety equipment for use by the operator(s),

- Safety helmet to British Standards, currently BS 4423
- Gloves
- Goggles/eye shield

Safety boots (with internal or external steel toe-cap)
Ear-defenders
First Aid Kit

The Contractor shall at all times comply with the precautions against fire detailed in the Health and Safety statement submitted by him to Leintwardine Group Parish Council. These precautions may be amended with the consent of the Clerk to the Council.

The Contractor shall inform the Clerk to the Council immediately of any unsafe feature or any matter or cause for public concern on any Location at which he is providing the Services. The Contractor shall confirm these details within 48 hours.

The Contractor shall provide and maintain all necessary facilities for his own employees and for those employed by Sub-Contractors, including washing facilities.

ACCIDENT REPORT

In the event of an accident or a dangerous occurrence the Contractor will prepare a report. A copy of all accident reports or reports of dangerous occurrences occurring in relation to this Contract shall be sent to the Clerk to the Council who is responsible for the Location at which the incident occurred within 48 hours of the occurrence.

LEGAL REQUIREMENTS

The Contractor shall satisfy himself as to, and comply with, all Legal Requirements affecting the provision of the Services and in particular (but without limitation) with regard to the control of traffic and the conduct of persons, and shall pay any costs or expenses incurred in complying therewith.

NOISE CONTROL

The Contractor shall ensure that all measures to control the noise levels produced by his operations on site required under or by virtue of any enactment or regulation or by the working rules of any industry, are strictly complied with.

The Contractor's attention is drawn in particular to the Noise Abatement Act 1960 and the Control of Pollution Act 1974 and all amendments thereto, and Paragraph 2 of these Preliminaries "Working Hours". Attention is also drawn to the Noise at Work Regulations 1989.

CLEANING ROADS AND FOOTPATHS

The Contractor shall take all necessary measures to prevent the deposition of mud, onto both private or public roads and footpaths, and shall keep the approaches to any location clear of mud and debris.

The Contractor shall take all reasonable precautions to prevent other materials arising from the Services being deposited on existing roads. Loose

materials on open vehicles shall be secured with suitable ropes and covers.

TOOLS AND PLANT

The Contractor shall provide all tools, plant, vehicles, implements and machinery necessary for the proper execution of the services and clear away on completion. All Contractor's vehicles are to be clearly marked with the name of the Contractor.

Plant and tools shall at all times be used in the correct manner and for the correct purpose. All plant and tools shall be provided with the correct guarding, interlocking devices etc. The safety devices shall always be used when operating any tools and/or plant. Any plant and tools shall be satisfactorily maintained and records of maintenance shall be available for inspection.

MATERIALS

All vehicles, materials, equipment and chemicals to be used in connection with the provision of the Services shall be supplied by the Contractor and included in his rates.

EXISTING GRASS SWARDS - REINSTATEMENT OF DAMAGE

The Contractor shall make good any damage caused to existing grass swards at any location as a result of the Contractor's operations. The reinstatement of the grass shall be to the satisfaction of the Clerk to the Council and entirely at the Contractor's expense. This includes any damage caused by cutting with inappropriate machinery or at inappropriate times and any damage caused by herbicides.

REMOVAL OF LITTER, RUBBISH AND ARISING PRIOR TO AND ON COMPLETION OF WORKS

Prior to commencing any operation on a landscape feature the Contractor shall first collect all litter, debris and other deleterious matter from the landscape feature.

The Contractor shall remove from the Location rubbish and litter arising from Services provided under this Contract both as it accumulates from time to time and at the completion of every working day. This includes all trimmings and pruning arising from work operations, edging and leaf clearance operations, and all other debris or litter.

INCLEMENT WEATHER

The Contractor shall perform the Standard Services and Additional Services to the Contract Standard and in accordance with the programme of works regardless of the weather or climatic conditions. In exceptionally adverse weather conditions the Contractor may seek the Clerk to the Council's approval to suspend all or any part of the Services for the period during which the adverse weather conditions continue. The Clerk to the Council acting reasonably and without undue delay may give such approval.

SECTION FOUR – QUESTIONNAIRE

Q1	Please confirm you shall have insurance cover as follows: <ul style="list-style-type: none">• Employers liability £5,000,000• Public liability £5,000,000• Professional Indemnity £2,000,000 (word count 100 words)
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Bidder response

Q2	Please confirm your compliance to the Health and Safety at Work Act 1974, any other relevant Acts, Regulations, Codes of Practice or Guideline notes and any statutory amendments pertaining to Health and Safety at Work, together with a copy of your Health and Safety policy (word count 250 words)
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Bidder response

This section includes any questions relating to the quality of the solution offered

Q3	Please provide details of your Method Statement stating any dependencies on the Authority. (word count 250 words plus attachment)
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Bidder response

SECTION FIVE – PRICE

The Bidder shall confirm the price (exclusive of VAT) to complete the works.

Bidder response

SECTION SIX – REFERENCES

The Bidder shall include reference details of one contract relevant to this particular activity, of more than twelve months duration, which is still running or has been completed within the last three years.

The bidder shall support the reference with the following information:

- Reference Company Name
- Description of the work carried out
- Contract start and end date

AGENDA ITEM No: 7(b)

Bidder response	Reference
Company Name	
Address	
Contact Name	
Telephone No.	
Email	
Description of the work carried out (word count 200 words)	
Approximate annual contract value (£)	
Contract start and end date	

SECTION SEVEN – CHANGES TO CONTRACT TERMS

1.1 Agreement	Contract documents and agreement should be attached to all quotations
1.1 Commencement date	To be agreed
1.1 Expiry date	3 years to March 2019 with option to extend contract by 2 years until March 2021.
6.3 Authority address	Paul Russell Clerk of the Council Leintwardine Group Parish Council 2 Church Road Knighton Powys LD7 1EB Tel: 01547 529025 Mob: 07772 657446
7.3 Review meetings	<ul style="list-style-type: none"> • Initial scoping/site meeting • Six monthly meetings to assess level of maintenance and compliance of contract and address any issues arising.

LEINTWARDINE GROUP PARISH COUNCIL

OPEN TRAFFIC MEETING – 20th OCTOBER 2015

Report of the Open Traffic Meeting held on Tuesday 20th October 2015 in the Community Centre, High Street, Leintwardine.

PRESENT: Cllr Collins (Chair), Cllr Woolley (Vice Chair), Mr Ian Connolly (Police), PCSO Knight (Police) and nine members of the public.

Cllr Collins opened the meeting by welcoming those who were in attendance and thanked the Police for attending. The meeting had been called following concerns which had been expressed by residents regarding the speed traffic passed through the village especially by the Surgery and to discuss ways of slowing the traffic down. Enquiries had been made to Balfour Beatty Living Places (BBLP) concerning the possibility of moving the 30mph speed limit sign further north on the A4113. BBLP had advised that such a move would require a Speed Limit and Traffic Regulation Order which would take a long time to process because of the large number of requests that had been made. The cost of obtaining such an order would be approximately £8,000.

An additional possible traffic calming measure that could be introduced in the future would be to improve the visibility of the Surgery exit and the pedestrian crossing point from Roman Close to the Leintwardine Surgery when viewed by drivers approaching Leintwardine village from the North. A possible source of funding to help the applicant meet the costs of any traffic scheme might be from the Community Infrastructure Levy. However this funding would not be available until building works had commenced as part of the implementation of the emerging Neighbourhood Development Plan.

Cllr. Collins then introduced Mr Ian Connolly, Acting Traffic Management Advisor, who briefly outlined his role within the police department and explained what actions could be taken to address the speeding problem in the short term.

Mr Connolly then briefly outlined his role and various options available. The main aim of the Police was to try to reduce casualties and in the last two years only two injury related traffic incidents had been recorded neither of which occurred due to speeding vehicles. One option that could be considered was Speedwatch scheme which was managed by the Safer Neighbourhood Team.

Prior to any scheme being implemented there was a need to obtain some speed data which The Safer Roads Partnership (SRP) would arrange. The data gathering units were normally placed on existing streetlights or other street furniture such as speed limit repeater poles and recorded the speed of vehicles travelling through the village. The data would include:

- The identification of vehicle speed;

- The times/periods when the highest number of speeding incidents occurred;

All the above information then helped mount an enforcement campaign that was intelligence led. All vehicles speeds would be recorded and help SRP decide what action was required. It was emphasised that enforcement was used to help slow down vehicles and educate drivers rather than raise funding through fines.

If the area was identified as a problem speed area then a focused enforcement action would be mounted to tackle the issue. If speeds were not high enough to warrant enforcement then a Community Speedwatch scheme could be considered.

The police would provide a radar device, "Hi Viz" jackets and appropriate warning signs and would train all volunteers. A minimum of six volunteers were required to enable two teams of three to operate independently. There was no legal enforcement action but warning letters would be sent to offenders speeding. All volunteers had to be 18 years or over and provided they had attended the training sessions were covered by the Police public liability and personal accident insurance.

The team of three recorded the speed, make and model of the vehicle and then submitted that information to Mr Connolly for action. There was a finite amount of equipment and currently there were four speedwatch initiatives operating in Herefordshire which accounted for all of the equipment currently available in the county.

SRP would provide Wheelie Bin stickers to help enforce the message on rubbish collection day. These would be distributed to local residents.

It was unlikely that any traffic calming measures would be installed due to the lack of collisions recorded and financial pressures.

Another measure was to improve the village entrances by installing a Treatment Gateway and create a highly visible feature. The Parish Council might consider whether it wished to help support this option financially.

Vehicle activated signage was also an option but this had a finite life so Council might wish to consider purchasing a unit and sharing the cost with neighbouring parishes. They would then share the sign. It was agreed to find out the cost of a Vehicle Activated Sign.

Concern was expressed that one of the main offenders were tractors travelling through the village at high speed especially during harvest time.

It was suggested that vehicles parked on the road, an option encouraged by the Safer Roads Partnership. It was acknowledged that this was potentially dangerous and vehicles may suffer damage from passing vehicles.

One issue with large vehicles was when they slowed down and speeded up they created significant vibrations which could undermine dwellings situated close to the highway.

With regard to enforcement kit this was currently housed in a transit van. However the SRP were awaiting the delivery of two motorcycles which were fitted with the same equipment and were far more versatile.

The SRP would review the highway and identify the best place to site the data collection equipment. This would be carried out within the next two months. They would also ensure that the highway met the criteria to carry out enforcement.

The example of Amestrey was highlighted. It has benefitted from SRP enforcement, repeater signage and coloured road markings reiterating the speed limit. However, local authorities were moving away from coloured tarmac due to long term maintenance issues.

The Parish Council would highlight the issue of speeding vehicles in the next issue of Leintwardine Life and would call for potential Speedwatch volunteers.

PCSO Knight requested residents to inform him of any road traffic incidents so that he could record them and develop an incident log.

Mr Phipps then gave a short presentation on the Middleton Village Speed scheme in Shropshire. The scheme cost £12,000 and included two solar powered Vehicle Activated signs costing £3,200 each installed with the remainder spend on improved signage which included input from the local school children. A main and social media campaign had been mounted and had been very effective. However, the impact of the scheme was now declining and consideration was being given to creating a 20mph village zone.

The Chair thanked everyone for attending and closed the meeting at 20:16 hours.

AGENDA ITEM No: 12(c)

Draft Budget 2016/17

EXPENDITURE	Actual 2014/15	Budget 2015/16	Actual 2015/16	Budget 2016/17
Salaries	£5,141.88	£5,500.00	£961.00	£7,000.00
Clerk Expenses	£429.86	£500.00	£0.00	£400.00
Chairs Allowance	£100.00	£100.00	£100.00	£200.00
Chair Expenses	£123.95	£150.00	£0.00	£150.00
Recruitment	£150.00	£0.00	£0.00	£0.00
Grants	£60.00	£0.00	£0.00	£100.00
Cemetery	£1,973.07	£2,000.00	£300.52	£2,000.00
Open Spaces	£1,685.00	£1,700.00	£1,180.00	£2,400.00
Insurance	£354.80	£390.00	£337.06	£350.00
Leintwardine Life	£811.00	£850.00	£184.00	£850.00
Office	£0.00	£450.00	£0.00	£500.00
Storage	£0.00	£0.00	£0.00	£120.00
Library Rent	£750.00	£1,000.00	£375.00	£750.00
VH & CC Electric	£835.43	£2,000.00	£69.92	£850.00
Meeting Room Rent	£0.00	£0.00	£0.00	£0.00
VH & CC Misc	£22.99	£0.00	£0.00	£25.00
Audit	£160.00	£260.00	£0.00	£300.00
Subscriptions	£382.96	£400.00	£0.00	£500.00
Lengthsman Scheme	£1,910.25	£1,000.00	£0.00	£1,000.00
P3 Scheme	£0.00	£0.00	£0.00	£0.00
Neighbourhood Plan	£170.00	£1,000.00	£0.00	£0.00
Parish Plan	£1,770.79	£0.00	£0.00	£0.00
Planning	£1,781.06	£800.00	£0.00	£1,000.00
Miscellaneous	£60.75	£500.00	£0.00	£500.00
Capital Projects (Cemetery Gate)	£0.00	£0.00	£0.00	£1,500.00
Contingency	£0.00	£0.00	£0.00	£500.00
	£18,673.79	£18,600.00	£3,507.50	£20,995.00
VAT	£689.13	£0.00	£0.00	£0.00
	£19,362.92	£18,600.00	£3,507.50	£20,995.00

INCOME	Actual 2014/15	Budget 2015/16	Actual 2015/16	Budget 2016/17
Precept	£16,000.00	£16,364.00	£8,182.00	£0.00
Transitional Grant	£0.00	£1,136.00	£568.00	£850.00
Lengthsman	£1,910.25	£0.00	£0.00	£0.00
Cemetery	£1,300.00	£500.00	£835.00	£1,200.00
Wayleave	£54.11	£54.00	£0.00	£50.00
Interest	£0.00	£0.00	£0.00	£0.00
Planning Donations	£2,085.00	£0.00	£0.00	£0.00
Parish Plan Grant/NDP	£200.51	£0.00	£5,150.00	£0.00
Other	£105.90	£546.00	£0.00	£0.00
	£21,655.77	£18,600.00	£14,735.00	£2,100.00

AGENDA ITEM No: 12(c)

Precept requirement	<u>-£2,981.98</u>	<u>£0.00</u>	<u>-£11,227.50</u>	<u>£18,895.00</u>
Tax Base		439.76		439.76
D Band		£37.21		£42.97
Percentage Increase				5.99%