



ORLETON PARISH COUNCIL

DRAFT Minutes
Of the meeting of Orleton Parish Council
Held on Thursday, 19th October 2023 at 7:30pm at
the Village Hall

PRESENT: Councillors: Barry Rogers (in the Chair), Veronica Bishop, David Lane, Brian Powell, Ron Gittings, Mark Simmons (from item 4).

IN ATTENDANCE: Olena Barrett (Clerk), Cllr Dan Hurcomb (Bircher Ward – Herefordshire Council), 2 Police officers (Leominster Safer Neighbourhood team, until after item 5), 2 members of the public.

MINUTES

1. To receive apologies of absence.

Apologies were received from Cllr Mitchell (illness).

2. To consider any declarations of interest and written requests for dispensation on agenda items. NONE.

3. To approve Minutes of the meeting held on 21st September 2023.

Minutes were **APPROVED** as true and accurate record and duly **SIGNED** by the Chairman.

Cllr Simmons joined the meeting.

4. To receive an update from HC Bircher Ward Member, Councillor D. Hurcomb Ward Member's update was received, copy appended to the Minutes. – APPENDIX 1

5. Open session (limited to 10 minutes)

To receive views of local residents on items set out in the agenda and other parish matters proposed for inclusion in future agendas.

An update on local policing matters was received from the Police officers in attendance. It was **REPORTED** that:

5.1 Following the recent spate of burglaries and attempted break-ins an arrest has been made;

5.2 Following the PC reports to the Police in regard to suspected drug dealing in the local area, the village has been added to the Police patrol rota and random patrols will continue to be carried out in known locations at various times of the day;

5.3 Property marking roadshow will take place on 25th October in the Village Hall;

5.4 Speeding data collection and enforcements took place in both – Maidenhead pub area and Comberton, random enforcement patrols will continue to be deployed;

5.5 The importance of residents reporting incidents was underlined. Non-urgent reports can be made online (signposts available on Parish Council website) and/or via telephone dialling 101; urgent, ongoing crimes and emergency calls – 999. Number of reports informs the Police's allocation of resources.

5.6 Questions from PC Councillors were taken:

5.6.1 Cllr Bishop enquired about contact and update from Ian Connolly regarding speeding issues – it was confirmed that such update was recently received and the correspondence was passed to the PC Members at the time. Further updates will be forthcoming in due course.

5.6.2 Cllr Powell enquired about issues of mud on the road and whether the Police can take action – it was confirmed that the Police can indeed take action where appropriate, but issues of proportionality must be considered in each individual case. It was also reported that the Locality Steward can also deal with cases of mud on the road, which should be reported via the HC online reporting system (signposts available on the PC website) and to the Ward Member, Cllr Hurcomb.

6. Clerk's report

To receive Clerk's update on current matters and agree next steps where appropriate.

Following matters were **REPORTED** to the Council by the Clerk:

6.1 Comberton Bridge works and resulting Kings Road closure has been extended and will now continue until and including Friday, 24th November, as notified by HC.

6.2 First Aid training session for members of the OPC working groups, as approved by the PC at the previous meeting, has been booked and will take place on Saturday, 18th November at the Village Hall (large room). 4 places are still available.

6.3 The broken stile leading out of the Rec, as reported at the last meeting, is now repaired. Thanks were expressed to Parish Footpath Officer, Martin Bradford, for his prompt attendance.

6.4 Benches have now been installed, repositioned and removed as per the PC decisions.

6.5 Appointment for the deposit of the PC historical records has been made with Herefordshire Archives and Records Centre and will take place on Friday, 27th October.

7. Finance.

7.1 To note the bank balance – 30th September 2023

Bank balance was **NOTED** - £31,527.59

7.2 2nd Quarter and Half-Year finance report

7.2.1 To receive the appointed Member's report on the verification of the 2nd Quarter and Half-Year bank reconciliations.

Pursuant to Financial Regulation 2.2 the appointed member **REPORTED** the conclusion of verification of accounts, financial statement, and bank reconciliation as prepared by the RFO for the 2nd Quarter and Half-Year 2023/24. No errors or irregularities were discovered. Relevant documents were duly **SIGNED** as evidence of verification.

7.2.2 To receive and note the appointed Member's budget monitoring report as on 30th September 2023.

Budget monitoring report was delivered by Cllr Gittings and the RFO and **NOTED** by the Council. Areas of overspend on budget headings were highlighted (War Memorial renovation, unforeseen employment costs). Section 137 remaining budget was reported as £310.00, following grants awarded and virements.

7.2.3 To consider and approve the finance report & bank reconciliation for the 2nd Quarter and HalfYear, as produced by the RFO and verified by the appointed Member.

The Council considered the 2nd Quarter & Half-Year finance report & bank reconciliations, as produced by the RFO and verified by the appointed Member. It was moved by Cllr Bishop, seconded by Cllr Simmons and unanimously **APPROVED**.

7.3 Budget Working Group

To consider and resolve to establish Budget Working Group, approve draft Terms of Reference and agree any further steps as may be deemed necessary.

7.3.1 To approve BWG Terms of Reference. APPROVED

7.3.2 To appoint members to BWG.

Councillors Mitchell, Gittings and Simmons were nominated and unanimously **APPOINTED** as members of the Budget Working Group.

7.4 To note receipt of the following payments:

The receipt of following payments was **NOTED**:

7.4.1 Luston Group Parish Council - £564.50 (SIDs maintenance contract share).

7.4.2 Richards Castle Parish Council - £564.50 (SIDs maintenance contract share).

7.5 To consider and approve the following (but not limited to) outstanding invoices for payment: Following invoices were **APPROVED** for payment by BACS:

7.5.1 Leo Pest Control, September (additional collection) & October 2023 - £85.20 + £85.20

7.5.2 Autela Payroll Services – 116.99

7.5.3 HALC (training, 17th Aug) - £284.10

7.5.4 Anubis (training, 18th Nov) - £500.00

7.5.5 Village Hall (training, 18th Nov) - £70.00

7.5.6 Parish Footpaths Officer (PROW basic materials & tools) - £39.05

7.5.7 Clerk (Poppy wreath) - £25.24

7.5.8 Clerk (First Aid kits x 2) - £55.89

7.5.9 Travel & admin expenses - £40.32 + £31.35

7.5.10 PC Telephone - £10.00

7.6 To note the following payments:

Following payments were **NOTED**:

7.6.1 Unity Bank service charge - £18

7.6.2 NEST DD - £63.79

7.6.3 Clerk's salary for September.

8. Neighbourhood Development Plan review

To consider advice received from planning consultant and agree next steps.

Following new advice received from HALC recommended planning consultant and in light of shaping the NDP Review process most efficiently and in line with overriding Local Authority and National policies, the Council **RESOLVED** as follows:

- 8.1** To postpone the formal NDP review process until such time as Herefordshire Council's Local Plan and other relevant policies are released at least in draft form to inform Neighbourhood Planning at parish level. National Planning Framework Policies should also be monitored and taken into account to inform best timing of the Review process.
- 8.2** To forego applying for the NDP grant (as provided by Locality and Groundwork) due to insufficient time before the end of Financial Year to effectively spend it and to allow for the grant funding to be available for the formal NDP review process, when it commences in the future.
- 8.3** To continue with the application for redesignation of the Neighbourhood Area to encompass Orleton parish alone, as per the PC previous resolution – M.R. 21.09.2023, 10.1
- 8.4** For the NDP Working Group to continue its work and conduct background research and preparations as per the Group's Terms of Reference and the PC previous resolutions – M.R. 21.09.2023, 10.2

9. Highways

To receive an update from Cllr Bishop and consider following items:

- 9.1** *Parish speeding data – to receive an update on data collected by the SIDs in most recent deployment, an update on recent Police data collection in the Parish and agree next steps.*

Continuous speeding issues in and around the village were reported and discussed. Whilst both, the Police and data collected by the PC SIDs in recent deployments suggest that average speeds and the 85 percentile of drivers remain within the speed limit and below Police enforcement threshold, the speeding problems are evident during certain hours of the day and in recurring locations (Maidenhead pub junction, Comberton B4362). Speeding was also reported in Millbrook Way and Mortimer Drive, particularly prevalent since Kings Road closure.

- 9.2** *To consider the following speed control measures and agree next steps:*

9.2.1 Speed bumps

It was REPORTED that speed bumps are no longer supported by the Local Authority's policy and therefore not a possible option.

9.2.2 Village gateways

Deployment of village gateways was considered and merits and downsides of such scheme were discussed at length. In particular prohibitively high cost of installation due to Balfour Beatty requirements was noted. At this time the scheme was not supported by the Parish Council.

10. War Memorial & Remembrance Sunday

To consider any necessary preparations for Remembrance Sunday events and introduction of planting around the War Memorial and agree next steps.

It was **REPORTED** that St. George's Church will take lead in Remembrance Sunday events organisation as in previous years, Last Post performer was contacted and confirmed, poppy wreath was ordered and is ready for the day. Chairman of the Council to read the names of the Fallen during the ceremony at the War Memorial on 12th November (10:50am) and lay the wreath on behalf of the Parish and the Council.

The PC also considered a motion by Cllr Bishop to introduce planting around the War Memorial. Following discussion it was **DECIDED** that the austere and unadorned appearance of the Monument is preferable to underline its solemn nature.

It was also **RESOLVED** to dispose of one of the planters currently located by the WM due to structural damage and to **DONATE** the other remaining planter to St. George's church.

11. Herbicide spraying

To review the arrangements for herbicide spraying in the village for next season (spring/summer 2024).

Following difficulties with herbicide spraying service delivery this summer season, the arrangements for next season (spring/summer 2024) were discussed. It was **NOTED** that late treatment, when the growth is already considerable, as it happened this summer (spraying carried out in July 2023) proved to be not satisfactory. It allowed weeds to spread, self-seed and, in some cases, grow to a considerable height, creating a messy appearance. Even after the treatment was carried out the die-back growth remained and would require additional strimming. It was, therefore, **RESOLVED** that next season the treatment must be applied no later than 31st May. If this is not possible the PC will consider different options.

Difficulty of finding a contractor to carry out this specialised treatment was also **NOTED**.

The PC to review this in March 2024, to allow for unpredictable rate of vegetation growth due to the climate change.

12. Lengthsman

Following works were **APPROVED** for December:

- Ditching works to include hire of digger/diesel and traffic management; -
Scraping off drain tops throughout the Parish.

13. Planning

To consider the following planning applications for determination by Herefordshire Council:

13.1 232753 - 1 Mortimer Drive, Orleton, Ludlow, Herefordshire SY8 4JW

Proposed works to beech tree on sketch plan B1 - Crown thinning 30% mainly to remove all dead and dying branches. Crown reduction to bring overall crown radius back to approximately 5.5M to achieve a 5M distance from property roof of 1 Mortimer Drive. NO OBJECTION

13.2 232935 - Bower Orchard, Church Lane, Orleton, Ludlow, Herefordshire SY8 4HU

Proposed works to large Conifer. Fell to ground level. Tree is too large for garden location, blocks light to part of this and neighbouring garden. Damaged branches from snow/storms. NO OBJECTION

13.3 232889 - Land at Maidenhead Public House, Green Lane, Orleton, Ludlow, SY8 4JB

Proposed placement of 3 no. (3.7m x 6.5m) and 1 no. (3.7m x 8.0m) prefabricated holiday pods with foul drainage to the existing foul drains on site.

RESOLVED to submit following comments:

We support this application in principle, however, we request that provision of at least one additional parking space per unit/pod is required to cater for holidaymakers' needs and prevent any additional on-street parking having detrimental effect on the, already overburdened, local area.

14. To receive updates and agree next steps, where appropriate:

14.1 Coronation Committee – to receive an update from Cllr Rogers.

Cllr Rogers **REPORTED** that the Coronation Committee accounts are now reconciled and bank account was closed at £0 balance. The funds remaining after meeting all costs of the Coronation events have been donated to ORA, Village Hall and Orleton Toddlers Group, as previously reported. The accounts and all documentation will be now passed to Cllr Mitchell for audit and will be then passed to the Clerk and kept on file for the required 7 years period.

14.2 Village Hall – to receive an update from Cllr Gittings.

Cllr Gittings updated the Committee as follows:

- VH bank account balance is just over £13.000;
- A quote for oil tank replacement and new boiler was received at £9.500 + VAT. Grant funding (possibly from National Lottery) will be sought to meet the costs;
- Marquees owned by VH will be sold;
- Table-top sale raised £120;
- Village fete planned for Sunday 9th June;
- Race night planned;
- Grapevine adverts will be published;
- Children party discounts currently offered to Orleton residents will now be offered for other bookings as well;
- Village quiz planned on 14th Nov;
- Over £1000 raised for MacMillan Cancer Support by the Coffee Morning.

14.3 Flood Group – to receive an update from Cllr Lane.

Cllr Lane reported to the PC as follows:

- Land Drainage Volunteers have finalised pre-winter clearing of Brimfield Brook with last working session by the transformer station. Number of residents requested help with clearing their parts of the brook and payments were offered for the service. LDV refused any remuneration, however a suggestion was made of a donation to ORA instead. Cllr Powell confirmed that £70 was donated and the sum will go towards purchasing a heavy-duty strimmer for the use of both – LDVs and ORA.
- LDVs will continue to monitor the Brook throughout the autumn/winter season and attend to any obvious blockages. The greatest risk of flooding remains the highway drainage and Balfour Beatty's jetting and maintenance has been ineffective historically.
- Letters to residents are being sent before any work is undertaken by the LDVs.
- A supply of sandbags is stored in the shed by VH and available; the supply needs inspection as bags tend to deteriorate.
- The LDV group has now got 10 active members, with 1 new joining recently.

14.4 Orleton Recreation Association – to receive an update from Cllr Powell. Cllr Powell updated the Members as follows:

- Banking mandate issues were resolved and ORA now using online banking;
- Grapevine updates being published regularly;
- S106 funding for renovation of the pavilion confirmed and quotes being sought;
- Planning application needs to be submitted for the pavilion's renovation;
- Insurance renewed;

- H&S Policy reviewed and accidents book now in place;
- Noticeboards installed and notices placed;
- Playground needs a specialist H&S assessment and inspection;
- Tree inspection is necessary and need for more thinning anticipated to improve condition of the woodland;
- Motorhomes weekend planned at the end of November;
- Apperley bench will be installed in near future by the Coronation tree; - Name of the Rec changed to Apperley Recreation Ground.

15. To review time of the day Orleton Parish Council meetings are held.

To consider motion submitted by Cllrs Lane, Powell, Mitchell, Bishop and Gittings under Standing Orders 7a et al, to change the time at which PC meetings are held from 7:30pm to 7:00pm.

After discussion an alternative motion was proposed by Cllr Simmons to change the time PC meetings are held to 6:30pm, this was seconded by Cllr Lane and it was unanimously **APPROVED**.

16. Matters for discussion at the next meeting. (No discussion) NONE raised.

17. Date of next meeting – 16th November 2023 @ 6:30pm

There being no other business the meeting closed at 21:17

Signed – Chairman of the Council

Date