



ORLETON PARISH COUNCIL

Minutes Of the meeting of Orleton Parish Council Held on Thursday 16th November 2023 at 6:30pm at the Village Hall

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

IN ATTENDANCE: Olena Barrett (Clerk), Cllr Dan Hurcomb (Bircher Ward – Herefordshire Council), 11 members of the public.

MINUTES

1. To receive apologies of absence.

None.

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 19th October 2023.

It was **RESOLVED** to **APPROVE** the Minutes as true and accurate record and they were duly **SIGNED** by the Chairman.

4. 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.

The Chairman requested that members of the public wishing to make representations with regard to items later on in the Agenda speak when the items come under discussion. No other matters were raised.

5. Captain's Meadow (Orleton Fields) lighting

To receive a report and results of residents' consultation regarding lighting scheme at the Captain's Meadow development and consider next steps as appropriate.

The Chairman invited members of the public to express their views on the issue of lighting in the new development at Captain's Meadow. A total of eight residents from Captain's Meadow spoke on the matter with supporting and opposing views being expressed. A number of points were raised; including light pollution, excessive glare, intrusive positioning, security & safety considerations and potential financial burdens on residents.

Cllr Lane delivered a short summary of the issues, including a report of a meeting held with the Highways Authority (Herefordshire Council) and the developer (Shropshire Homes), attended by both him and the Clerk.

The Council considered three options put before it:

1. To approve the existing street lighting plan.
2. To reject the proposed street lighting plan.
3. To exercise powers under the *Parish Councils Act 1957, S3*.

Option C, which would mean the Parish Council taking full liability for the lighting at Captain's Meadow in perpetuity, was rejected as not feasible due to current budgetary incapacity and, if adopted, requiring a disproportionate precept increase.

The Council was reminded that under its current Neighbourhood Development Plan (as approved in April 2017), it is bound by the policies therein. In particular:

Policy ORC13 Highway Design Requirements, d), which states:

"Where development proposals are advanced this should ensure: (...) d) The nature of the development does not lead to pressure for the provision of street lighting where this is not currently present within the particular locality."

Policy ORC6 Sustainable Design, b) & e), which state:

"An integrated approach to achieve a high standard of sustainable design will be required to, in particular, achieve the maximum possible reduction in the carbon footprint of any development. Development proposals should contain a co-ordinated package of design measures which, in addition to regulatory requirements, include: (...)

b) Seeking on site measures that support energy conservation (...) and minimising the use of external lighting to that which is necessary; (...)

e) Where external lighting is required it should be supported by a lighting plan that demonstrates that it will not have an adverse effect through unnecessary glare, light trespass, scenic intrusion or sky glow;"

The Council moved to vote on a motion to approve the current street lighting scheme in Captain's Meadow.

3 voted for, 3 voted against, 1 abstained.

There being an equality of votes the Chairman exercised his casting vote under Standing Orders 3r, and voted against the proposed scheme.

It was, therefore, **RESOLVED** to reject the proposed street lighting scheme in Captain's Meadow.

Clerk to notify the Highways Authority.

6. Highways

6.1 *To consider road safety issues at the junction of B4361 and Ashley Moor and agree next steps.*

Two members of the public spoke about safety issues on the above junction, including two known casualties of road accidents caused by very poor visibility on this stretch of road with 60mph speed limit. It's been reported that this issue was under the PC consideration previously and it has been established that extension

of 40mph limit is not possible due to national guidance. Engineering solutions have been suggested as the only option. Cllr D. Hurcomb to raise this matter with the Highway Authority and update when appropriate.

6.2 *To consider request for provision of street nameplate signs on Kings Road and Kitchen Hill Road and agree next steps.*

Street signs being the responsibility of Herefordshire Council it was **RESOLVED** for the Clerk to raise this matter with a proper department and request the street nameplate signs to be replaced, as appropriate.

7. Clerk's report

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

Following matters have been REPORTED by the Clerk:

7.1 Parish records have been deposited with the Hereford Archives & Records Centre (HARC), as per the PC instruction.

7.2 An update from Shropshire Homes regarding railing fence adjacent to the Kings Road was received. The fence will be straightened and repainted in the coming months, according to the developers schedule of works on site.

7.3 Coronation Committee accounts (National Lottery grant) have been audited by the PC Chairman and were passed to the Clerk to keep on file as per requirements (7 years).

7.4 First Aid training session for Councillors and volunteer members of the PC Working Groups will take place on Sat, 18th November at the Village Hall, starting at 9:30am.

8. Finance.

8.1 To note the bank balance – 31st October 2023

Bank balance was **NOTED** - £30,113.56

8.2 Budget and precept 2024/25

To receive an update from the Clerk.

The Clerk updated that the 2024/25 tax base has not yet been released by the Herefordshire Council and further work on the draft budget will continue once it is known.

8.3 To consider and approve the following (but not limited to) outstanding invoices for payment:

Following invoices have been **APPROVED** for payment by BACS:

8.3.1 Leo Pest Control, October 2023 (additional collection) - £85.20

8.3.2 DC Gardening, October 2023 - £2,500.80

8.3.3 Travel & admin expenses - £44.10 + £48.05

8.3.4 PC Telephone - £10.00

8.4 To grant a delegated authority to the Clerk to approve payments of urgent and regular liabilities in December 2023, above the power and limit under FR 4.1.iii if required.

Due to the Christmas break in the PC regular meetings regular and urgent expenditure to be approved by the Clerk to avoid late payments affecting suppliers and/or PC incurring penalties. Regular banking authorisations by two Members will still be required. All payments to be reported to the PC at next meeting in January 2024.

It was **RESOLVED** to grant the Clerk delegated power to approve regular and urgent payments in December 2023, subject to the usual authorisation requirements by two signatories.

8.5 To note the following payments:

Following payments made were **NOTED**:

- 8.5.1 Ludlow Skip Hire, approved under FR 4.1.iii - £240.00
- 8.5.2 NEST, DD - £63.79
- 8.5.3 HMRC, DD - £21.14
- 8.5.4 Clerk's salary for October.

8.6 To note the following payments received:

Following payments were **NOTED** as received:

- 8.6.1 D. Lane, resale of skip remaining capacity - £200.00

9. Lengthsman

To consider and approve schedule of works for January:

- *Scraping of drain tops throughout the parish.*

APPROVED

10. Flood resilience

- 10.1** *To receive and update from Cllr Lane following recent flood event in Orleton and agree next steps where appropriate.*

Cllr David Lane reported that on 20th October, Storm Babet caused flooding in Millbrook Way resulting in road closure for 2-3 hours. Cllr Lane thanked the Clerk and Cllr Hurcomb for their work in securing the presence of Balfour Beatty to set out signage and the Locality Steward for her prompt attendance.

Cllr Lane also reported that on the 29th October LDVs - Jane Bingham, Adrian Beaumont David Robbins, Mark Wetton and himself had cleared silt a debris from under and around the bridge culvert in Millbrook Way and that on 1st November, LDV members Cllr Brian Powell, Adrian Beaumont and David Lane had distributed 34 sandbags to residents of five properties in anticipation of a further storm, Ciaran - which did not occur. No property flooding occurred and Cllr Lane reported that brook levels had remained contained. The flooding of Millbrook Way was therefore due to highway drainage design - allowing brook water to back-up in to the highway and due to surface water coming from overland sources. Cllr Lane indicated that further engagement with landowners above Orleton to contain and delay flows was essential to reduce flood risk and that improved drainage from the B4361 across farmland was now being investigated. Cllr Powell agreed to discuss drainage in the Portway area with Cllr Lane and with a view to identifying defects and improvements.

- 10.2** *To consider replenishing the supply of sandbags.*

The Council considered replenishing supply of sandbags to be held in case of sudden and extreme weather events and risk of flooding to properties. Two quotes for supply of 100 sandbags were considered. It was **RESOLVED** to purchase 100 sandbags from a local supplier at a cost £335.00 (including VAT and delivery). Clerk to facilitate and arrange for the sandbags to be safely stored in shed by the Village Hall.

10.3 *To receive an update from Cllr Lane regarding Flood Signage scheme and agree next steps.*

Cllr Lane updated the Council that the Community Flood Signage scheme is in its last stages of talks with Herefordshire Council and Balfour Beatty. The scheme will see flood signage being stored locally and a group of trained volunteers facilitating road closure in Millbrook Way in the event of flooding, in consultation with Balfour Beatty. This scheme will allow for a rapid response based on the fast-changing situation on the ground in a situation of extreme weather conditions.

11. Waste bins

To receive an update and review the arrangements for dog bins maintenance across the village and agree next steps.

An update was received from Cllr Lane. It was brought to the Members attention that the recently adopted process of Councillors monitoring and reporting the dog waste bins collection requirements, is not functioning as intended and Councillors need to alert the Clerk when additional collection is required. Other options of managing the dog waste bin collections were discussed, including increasing collections frequency and replacing the bins with larger capacity ones. With the budgetary implications of both options it was **RESOLVED** to retain the current arrangements for dog waste disposal and to **ADOPT** a “any bin will do” policy, encouraging members of the public to utilise general waste bins provided.

12. Planning

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

12.1 233207 - Little Waterloo, Orleton, Ludlow, Herefordshire SY8 4JG

Proposed extension to side of existing property (part retrospective).

It was **RESOLVED** to submit following comment to the Planning Authority:

“Whilst we have no objections in principle, we note the extension’s encroachment onto the adjacent bridleway and request that this issue is resolved prior to a permission being granted.”

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

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

Cllr Gittings updated the PC and circulated a written copy of his report – APPENDIX 1

13.2 Orleton Recreation Association – to receive an update from Cllr Powell.

Cllr Powell reported to the Council as follows:

- Next meeting of ORA Cttee is scheduled for the following week;
- Planning application for the refurbishment of the pavilion is being prepared with drawings recently received. An issue of accuracy of the drawings arose and is being resolved prior to the application being submitted;
- Works to trees application is also being prepared; fungal disease identified on some trees in the woodland and pollarding required;
- Play area has recently undergone an inspection – results expected shortly;
- Apperley bench will be installed when ground conditions improve.

13.3 Footpaths – to receive an update from Cllr Lane.

Cllr Lane updated the PC of an issue, raised by a member of the public, of one of the local footpaths missing from the PROW maps held by the Local Authority and being inaccessible to the public. Historic map of PROWs showing the footpath have been circulated. Clerk to make enquiries with the Local Authority.

13.4 Parking issues – to receive an update from Cllr Powell.

Cllr Powell reported concerns raised by numerous members of the public, over parking issues in the village at certain times. In particular, parking issues during the Bonfire Night have been discussed, as well as severe congestion connected to events held at the Village Hall. An example of 26th October was raised, when both – Doctors Surgery and Connexus Homes staff meeting were held at the VH at the same time, resulting in large numbers of attendees' vehicles causing parking and traffic issues and highway obstruction. Clerk to write the VH Cttee.

14. To receive an update from HC Bircher Ward Member, Councillor D. Hurcomb (limited to 5 minutes).

Cllr Hurcomb delivered a report and circulated a written copy - APPENDIX 2

15. Section 106 funds

To receive and update on the section 106 funds available, review and consider planned projects.

The Clerk reported to the PC recent developments and updates received from Cllr Hurcomb, regarding the delivery of highway projects funded from S106 fund (amount available - £87,397.00). Zebra crossing by the Primary School has been identified as top priority project and is being assessed by Herefordshire Council, with a tender expected to be conducted at the beginning of next year (2024). Cost of the project is not yet known and will determine the feasibility of other projects. Further updates will be provided to the PC in due course.

EXCLUSION OF MEMBERS OF THE PUBLIC

*A **RESOLUTION** was passed, pursuant to 'Public Bodies (Admission to Meetings) Act, 1960, c. 67, s. 1(2)', to exclude the members of the public from the meeting for the duration of the following items.*

Members of the public present left the meeting.

16. Employment matters

To consider recently agreed national pay award applicable from 1st April 2023 to 31st March 2024, as per NALC's recommendation, and approve its implementation henceforth, including backdated payment from 1st April 2023.

[REMOVED]

Minutes of the closed session are contained in the Confidential Minute book and are exempt from public record.

READMISSION OF THE PUBLIC

*A **RESOLUTION** was passed to readmit the public for the remainder of the meeting.*

No members of the public rejoined the meeting.

17. Matters for discussion at the next meeting. (No discussion)

17.1 Review and update of the Standing orders to reflect Clerk's delegated powers.

17.2 Consider appointment of Parish Tree Officer, if required.

18. Date of next meeting – 18th January 2024.

NOTED

Signed – Chairman of the Council

Date