



ORLETON PARISH COUNCIL

MINUTES

**Of the meeting of Orleton Parish Council
held on Thursday 18th January 2024 at 6:30pm
at the Village Hall**

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

IN ATTENDANCE: Olena Barrett (Clerk), Cllr Dan Hurcomb (Bircher Ward – Herefordshire Council), 3 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 12th January 2024.

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

Councillor Simmons joined the meeting.

At the discretion of the Chairman item 7.6 of the agenda, being of interest to the members of the public present, was moved and considered at this point of the meeting.

7.6 Planning – *To consider the following planning application for determination by Herefordshire Council. To receive the Clerk's report and recommendations, where appropriate, and agree response to respective planning application:*

233282 – *Land adj. Orchard Farm, Comberton, Orleton, Herefordshire – Proposed use of land for the stationing of caravans for residential purposes, a dayroom and hardstanding ancillary to that use, and the formation of a new access.*

After short introduction from the Chairman, the Clerk explained the process of assessment of this planning application taken by the Council and the resulting report put before the PC for consideration. Executive summary of the report has been read and the following recommendation has been put to the vote:

Recommendation: *To object to planning application No. P233282/F on grounds which are fully set out in the Executive Summary and parts I & II of the report appended to these minutes.*

It was **RESOLVED** to **APPROVE** the recommendation of the report and to **OBJECT** to this application on grounds fully set out in the appended report, which is to be submitted to the Planning Authority in its entirety – APPENDIX 1

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.

None.

5. Finance.

5.1 To note the bank balance – 31st December 2023

Bank balance was **NOTED** - £23,722.69

5.2 To note the following payments made.

The following payments made, including payments made under the provision of PC Resolution from 16th November 2023, M.R. 8.4, we **NOTED**:

- 5.2.1** Radbournes (sandbags), BACS - £335.00
- 5.2.2** Public Works Loan, DD - £1,096.07
- 5.2.3** Nest pensions, DD - £99.95
- 5.2.4** Lengthsman, BACS - £2,487.60
- 5.2.5** Herefordshire Council, election recharges, BACS - £161.76
- 5.2.6** Village Hall, room hire, BACS - £60.00
- 5.2.7** Leo Pest Control, BACS - £85.20
- 5.2.8** Parish Footpath Officer, expenses, BACS - £136.03
- 5.2.9** Unity Bank, account fee - £18.00
- 5.2.10** Clerk's travel & expenses, BACS - £21.60 & £26.99
- 5.2.11** Telephone, BACS - £10.00
- 5.2.12** Clerk's salary, November & December, BACS

5.3 To note the following payments received:

The following payments received were **NOTED**:

- 5.3.1** Herefordshire Council, Lengthsman grant reclaim (01.12.23) - £980.00
- 5.3.2** Herefordshire Council, Lengthsman grant reclaim (22.12.23) - £1,983.00

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

The following payments were **APPROVED** for payment by BACS:

- 5.4.1** Leo Pest Control, December 2023 - £85.20
- 5.4.2** DC Gardening, December 2023 - £72.00
- 5.4.3** Autela Payroll Services, 3rd quarter – £85.36
- 5.4.4** PFO, expenses - £67.38
- 5.4.5** Travel & admin expenses - £13.68 + £25.63
- 5.4.6** PC Telephone - £10.00

5.5 Budget for the financial year 2024/25 and Precept requirement – APPENDIX 2

the draft budget recommendation was considered. It was **AGREED** to amend the following heads of expenditure:

- A. Employment – PAYE - £525.00
- B. Employment – pension - £840.00
- C. Employment – home allowance - £135.00
- D. S137 (grants & other expenditure) - £3,000.00
- E. Flood resilience - £700.00

Following the above amendments the budget for the financial year 2024/25 was **AGREED** and the precept figure of £35,950.00 was **APPROVED**, with six Councillors voting in favour and one Councillor voting against. Clerk to submit the PC precept requirement to Herefordshire Council.

6. Lengthsman

Following works were **APPROVED** for February:

- Scraping of drain tops throughout the parish.

7. Planning

To consider the following planning applications for determination by Herefordshire Council. To receive the clerk's report and recommendations, where appropriate, and agree responses to the respective planning consultations:

- 7.1 233742** – Lower House, Church House Farm, Orleton, Ludlow, Herefordshire, SY8 4HN – Copper beech tree at end of garden, adjacent to public road (Mortimer Close) footpath (overhanging some branches close to reaching cables on Kitchen Hill Road). 30-35% overall reduction including removal of up to 3 lower stress limbs and crossing branches, and undertake crown reduction.
NO OBJECTION

- 7.2 233640** – 19 Mortimer Close, Orleton, Ludlow, Herefordshire, SY8 4PG – Proposed works – Tree number 1 – Ash approx. 40 feet high showing Ash dieback. Part overhanging neighbours lounge area. Danger of branches falling onto neighbours property causing damage. Lower branches taking light from their sitting room. Recommended by arborist that it is in need of pollarding – 50% pollard recommended. Tree number 2 – Common Alder approx. 40 feet high the arborist has identified phytophthora disease. Dead and diseased branches visible. Danger of branches falling onto glass conservatory. Recommended by arborist that it is in need of pollarding to remove diseased and also dead limbs.
NO OBJECTION

- 7.3 233595** – 4 Mortimer Drive, Orleton, Ludlow, Herefordshire, SY8 4JW – Silver Birch – to be felled because of size and concern about damage to property.
NO OBJECTION, however, the PC requests that the tree should be replaced by a more appropriate species elsewhere.

- 7.4 233433** – The Old Vicarage, Orleton, Ludlow, Herefordshire, SY8 4HN – The Horse Chestnut and Sycamore crowns need to be reduced to maintain the shape of the trees. It would reduce the height and spread of the tree by not more than approximately 1m. The pruning is required to maintain the good health of the trees.
NO OBJECTION

7.5 232669 – Woofferton Transmitting Station, Station Road, Orleton, Ludlow, Herefordshire, SY8 4AW – Proposed development comprises two parts, Installation of approx. 500m² of solar panel arrays in a corner of the site and installation of 3 satellite dishes in and around the main building to enhance current transmission capabilities.

NO OBJECTION

8. To consider health and safety matters arising and agree next steps

8.1 *To receive a report following the First Aid training session for councillors and volunteers and consider any health and safety matters arising and agree next steps.*

The Chairman reported that a First Aid training session has taken place with number of Councillors and volunteers from the PC Working Groups (Adopt a Footpath WG & Land Drainage WG) attending and completing the training. The training was considered of high quality and very valuable in establishing good health & safety practices as well as equipping the attendees with the necessary First Aid skills and knowledge. One of the areas highlighted by the training was the importance of defibrillators in delivering life-saving help, which lead to the PC reviewing its practices and scheduling an inspection of the two machines in the village, results of which are reported below. Certificates of the First Aid training have been received by the Clerk and will be kept on file (copies) with originals distributed to the attendees.

8.2 Defibrillators

Cllr Gittings reported on the inspection of two defibrillators maintained by the PC – one of which is located by the doctors surgery, Millbrook Way and the second one by the Primary school, Kings Road. It was **REPORTED** that both machines are in need of replacement pads and batteries, with the expiry date falling in the next couple of months. Codes for both of the defibrillators are held by all PC members and the clerk; they can also be obtained by phoning emergency number 999. It was **AGREED** to **APPROVE** purchase of replacement batteries and supplies for both defibrillators, as follows:

Replacement pads - £65 + VAT per unit

Replacement batteries - £295 + VAT per unit

9. Village Hall

To consider the request for signing a petition of support for the VH Committee's grant application to the National Lottery Community Fund.

It was **RESOLVED** to support the VH Committee's funding application to the National Lottery Community Fund and to sign the Petition as per request. Clerk to sign on behalf of the PC. The Council also **AGREED** to make a recommendation to the VH Committee and suggest that other, more sustainable and environmentally friendly heating systems are considered, with more funding options available for such and grant applications standing a better chance of success.

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

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

Cllr Gittings **REPORTED** on most recent VH Cttee meeting and distributed a written summary of his report – APPENDIX 3

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

Cllr Powell **UPDATED** the Council as follows:

- Planning application for pavilion refurbishment has been resubmitted;
- Funds available for the pavilion refurbishment are being evaluated. Current pot of money is in the region of £43,000.00 plus the expected S106 contribution of just over £21,000.00;

- Recreation ground use during flooding events is being considered by the ORA Cttee to ensure public safety;
- Other projects considered by the ORA Cttee:
 - Disabled access;
 - Stone path for disability scooters access.

10.3 Highways – Cllr Bishop REPORTED as follows:

- Zebra crossing by the school, as previously reported to the PC, has now been rejected by the Highways Authority due to lack of street lighting in the area;
- A meeting with Highways Authority manager will take place on Fri, 19th Jan with Cllrs Bishop and Hurcomb to attend to discuss other traffic management solutions possible by the school;
- Cllr Bishop is conducting research and preparing a report for the PC on most effective solutions for traffic control and speed limit adherence; preliminary findings suggest that SID devices coupled with village gateways are a most effective and cost-efficient options. Full report to follow in due course;
- SIDs due to return to Orleton in mid-April.

10.4 Land Drainage Group – Cllr Lane BRIEFED the Council as follows:

- 10th December 2023 – Comberton – reports of blocked culvert, sand bags provided to Comberton Farm; Cllr Hurcomb engaged. Repairs carried out on 17th January 2024.
- 10th Dec – Cllr Lane responded to reports of foul surcharging from manhole opposite Maidenhead PH. Cleared by Balfour Beatty for Severn Trent Water.
- Storm Henk – 21.2mm of rain on 2nd January 2024. Millbrook Way & Kings Road closed, Green Lane, Tunnel Lane & B4361 flooded. Cllr Lane met Ed Beedles of Shropshire Homes to witness surcharging from sewers. The Chairman reported the incident to Environment Agency & STW. Cllr Hurcomb in attendance. Road closed after 18:00 on the strength of photographic evidence sent to the Locality Steward – the need to progress the scheme for locally managed road closures in the event of flooding reinforced.
- Millbrook Way clean up following the flooding – initial clean up of 3rd of the road carried out by the LDVs with cones deployed on the remnant of the road. BB attended after call-out, clearing carried out on 9th January. Kings Road remains uncleared, residents complaints received, BB notified.
- Cllr Lane expressed particular thanks to Mr Adrian Beaumont, Cllr Gittings, the Chairman and the Clerk for their support during recent flooding incident.
- Need for PC discussion and decision regarding next steps highlighted in regard to sewage capacity in the village and Severn Trent infrastructure performance, particularly in light of the expected new housing in the near future (40+ residential units).
- Volunteers and Council members of the LDV WG received First Aid training in November.
- First Aid kit have been issued to the LDVs' Lead and is being kept at the Lead's address for the use during the LDVs' activities.
- Cllr Lane, together with the Chair, Cllrs Bishop & Rogers and the Clerk, attended a site visit at Orchard Farm with regard to a planning application for the site and prepared a drainage report as part of the PC response to the planning application consultation.
- Other meetings attended by the LDVs Lead: with J. Apperley to gain better understanding of issues surrounding Natural Flood Management (NFM) for farmers; with I. Wood of EA to discuss storm Henk. Meeting regarding NFM facilitated by Herefordshire Council in Hereford to be attended on February the 6th.
- The PC have been approached by former Ludlow Councillor – Diane Lyle to provide advice on setting up flood group in Ludlow with the effectiveness of Orleton LDV WG being noticed and admired.

10.5 Footpaths – Cllr Lane UPDATED as follows:

- 16th December – new kissing gate installed on the Rec;

- 18th December – urgent safety works carried out on Millbrook Way footbridge, churchyard and Little Overton, Tunnel Lane kissing gate – anti-slip chicken wire and gravel installed;
- 6th Jan – stile on B4361 repaired and fingerpost restored;
- The PFO, Martin Bradford has successfully negotiated free stiles, posts and treated wood for the works carried out by the Adopt a Footpath Working Group, which will be supplied by Hoople/Herefordshire Council.
- PFO has submitted a proposed budget to the Clerk together with request for grant and equipment. The PC to discuss the equipment policy for Working Groups at the next meeting.
- PFO is working on permissive permissions and investigating footpaths in the parish missing from the Definitive Map.
- Particular thanks have been extended to volunteers – Barbara Gittings, Mike Goodwin (Chairman of the Ramblers Association), Chris Cadman, Mark Wetton and Dave Robins, as well as Cllr Brian Powell.
- Volunteers and Council members of the AFWG received First Aid training in November.
- First Aid kit have been issued to the PFO and is being kept at the PFO address for the use during the AFWG activities.

11. To receive an update form HC Bircher Ward Member, Councillor D. Hurcomb

Cllr Hurcomb delivered an update and distributed hard copy of his report – APPENDIX 4

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

- Sewage and drainage infrastructure capacity in the village, including foul drainage discharge in Kings Road pumping station;
- VH tariff for PC meetings for next FY;
- Equipment for working groups policy & PFO equipment requests;
- Appointment of Parish Tree Warden;
- Road safety (VB);
- Dog waste management.

13. Date of next meeting – 15th February 2024.

There being no other business the Chairman closed the meeting at 8:42 PM.

Signed – The Chairman

Date