



MINUTES
of the meeting of
ORLETON PARISH COUNCIL
held on Thursday 17th October 2024 at 6:00pm at the Village Hall

PRESENT: Councillors – Barry Rogers (in the Chair for the duration of Items 1 – 2 of the Agenda), Cllr David Lane (in the Chair), Cllr Veronica Bishop and Cllr Ron Gittings.

IN ATTENDANCE: 5 Members of the Public; Cllr Dan Hurcomb – Bircher Ward representative, Herefordshire Council; Olena Hayward (Barrett) – Clerk.

1. APPOINTMENT OF LOCUM CLERK FOR THE MEETING

It was proposed by Cllr Bishop, seconded by Cllr Gittings and unanimously

RESOLVED

to appoint Mrs Olena Hayward (Barrett) as clerk for the meeting.

2. TO ELECT A CHAIRPERSON.

Following the resignation of the previous Chairman of the Council, it was proposed by Cllr Gittings, seconded by Cllr Bishop and unanimously

RESOLVED

to appoint Cllr David Lane as the Chairman of the Council for the remainder of the municipal year 2024/25.

Cllr Lane duly SIGNED the Declaration of Acceptance of Office before the Clerk and took the Chair.

The Chairman extended his thanks to the previous Chair of the Council, Mr Colin Mitchell, for his hard work and dedication to the Council and the Parish.

3. TO ELECT A VICE CHAIRPERSON.

Cllr Rogers offered his resignation as the Vice-Chairman of the Council, which was accepted by the Chairman.
The Chairman thanked Cllr Rogers for his work for the Council and the local area.

It was then proposed by Cllr Lane, seconded by Cllr Rogers and unanimously

RESOLVED

To appoint Cllr Gittings as Vice-Chairman of the Council for the remainder of the municipal year 2024/25.

4. TO RECEIVE APOLOGIES OF ABSENCE.

Apologies for absence were RECEIVED from Cllr Brian Powell.

5. TO CONSIDER ANY DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR DISPENSATION ON AGENDA ITEMS.

Cllr Lane reminded the Council that there is a dispensation in force, regarding all items relating to flooding and drainage in the village, granting him the dispensation to take part in discussions.

6. To approve Minutes of the meeting held on 19th September 2024

Minutes of the previous meeting of the Council were considered. It was proposed to insert the word “incur” in the item 23 of the Minutes, after the words “Footpath Officer can...” and to remove the word ‘make’. It was then proposed and unanimously

RESOLVED

to APPROVE the Minutes, with the above amendment, as correct and accurate record. Minutes were duly SIGNED by the Chairman.

7. Open session (limited to 10 minutes)

Following matters were raised by members of the public present:

- Request that agendas for the PC meetings are posted on the Council’s website;
The Chairman explained that Agendas are published on the PC website but for exceptional circumstances and have only not been posted twice – during a month when the PC was temporarily without a clerk and this current month when the PC clerk was suddenly taken ill.
- Request that hard copies of the agenda are available at meetings;
The Chairman explained as above.
- Request that the Council considers providing name plate for Kings Road;
- Request to reconsider the time meetings of the Council are held;
- Congratulations on the effectiveness of the Road Closure scheme, as deployed during the flooding incident on the previous day/night.

8. Clerk’s report

To receive Clerk’s update on the vacancy for the role of parish councillor, on recent administrative matters and agree next steps where appropriate.

CO-OPTION

Following the resignation of one of the Councillors a casual vacancy arose on the Council. The Clerk reported that the period for the local electors to request an election has now expired and no effective request has been made. The Council is, therefore, now required to co-opt a person to fill the vacancy at the earliest opportunity.

The Council was advised that the co-option must remain a standing item on the agenda for all its meetings until such time as the vacancy is filled. It was further advised that the Council should satisfy itself that it co-opts a person who is eligible to hold the office and has not been disqualified from holding such. It was therefore

RESOLVED

- a) The mode of application for the co-option be in writing by submission of a short CV, including the candidates skills and experience as relevant in the discharge of the duties of a Parish Councillor, as well as a short statement to explain why the candidate wishes to join the Parish Council.**
- b) The application form to include electoral qualifications and eligibility questions, as well as a declaration on non-disqualification, as per the relevant legislation and to ensure the candidate’s eligibility to hold the office.**

- c) The application form to include all requisite consents for processing and holding the candidate's data, including passing of the data to relevant Authorities following the co-option.
- d) The Clerk to draft the application form and advert for the role. Both to be published on the Parish Council's website, with the advert to be displayed on the PC noticeboard, as soon as possible.
- e) Clerk to review the applications in the first instance to establish the candidates' eligibility. The Full Council to review the applications in the second instance, to establish the candidates suitability for the role.

9. PLANNING - TO NOTE THE FOLLOWING PLANNING APPLICATIONS DETERMINED BY HEREFORDSHIRE COUNCIL.

Following planning decisions were **NOTED**.

- a. P24313/PA7 – All others, Prior Approval – Prior approval for proposed steel portal framed building, to house sheep during lambing and storage of hay for feed and straw for bedding.
DETERMINATION MADE – PRIOR APPROVAL NOT REQUIRED
- b. P241855/K – Works to Trees in a Conservation Area – T1 Douglas Fir - reduce height by 3m and side branches by up to 1.5m. T2 Thuja – reduce height by 2m and trim sides. T3 Magnolia – reduce crown by 1.5m.
Magnolia, Millbrook Way, Orleton, Ludlow, Herefordshire SY8 4HW
DETERMINATION MADE – WORKS CAN PROCEED
- c. P242028/K – Works to Trees in a Conservation Area – T1 Korean Fir (approximately 20ft) to be felled to allow more light into property and garden
Little Gains, Millbrook Way, Orleton, Ludlow, Herefordshire SY8 4HW
DETERMINATION MADE – WORKS CAN PROCEED

10. FINANCE

- a. **To note the bank balance as at 30th September 2024**

Bank balances at 30th September 2024 were REPORTED and NOTED as follows:

Unity Trust Current T1 -	£41,720.27
Unity Trust Instant Access -	£2,279.42

- b. **To note the following (but not limited to) payments received:**

- i. HCC Creditors £17,975.00 – **NOTED**

- c. **To consider and approve the following (but not limited to) outstanding invoices for payment:**
NONE

- d. **To note following payments made:**

Following payments made were **NOTED**

- i. Bank Service Charge (Direct Debit) £18.00
- ii. M Bradford PFO August Expenses £196.67
- iii. M Bradford PFO July Expenses £184.80
- iv. Clerk September Salary in accordance with the Contract of Employment
- v. Norris & Miles fee £575.00
- vi. One Stop Promotion (festival bunting) £268.04
- vii. Leo Pest Control SI101652 £85.20
- viii. C Mitchell reimburse dog bin liners £10.49

- ix. SWARCO £9,299.00
- x. O Barrett training fee £133.36

At the discretion of the Chairman Items 14, 15 and 16 of the Agenda were moved and considered following Item 10 of the Agenda.

Three members of the public left the room following the consideration of those items and before the Council moved to consider the remaining items of the agenda.

11. REMEMBRANCE SUNDAY

To agree the purchase of a wreath, distribution of poppies on posts and agree event representation.

Cllr Rogers reported that he has tidied the area around the War Memorial and that the area will be tidied again shortly before the Remembrance Sunday. It was also reported that the last year's wreaths now need removing as they look unsightly. It was therefore

RESOLVED

that Remembrance wreaths will be henceforth removed at the end of February each year, to ensure that the War Memorial does not look uncared for, but that the appropriate length of time has passed with the remembrance wreaths in situ. It was further agreed that Cllrs Rogers and Gittings will ensure that the lamppost poppies be put up ready for the day and they will be removed a week after the Remembrance Sunday this year and henceforth.

It was further

RESOLVED

to authorise the Clerk to purchase a wreath to be laid on Remembrance Sunday by the Chairman of the Council. Wreath to be ordered as soon as possible to the same design as in previous years.

12. SPEED INDICATOR DEVICES (SIDS)

To arrange collection from Luston Parish Council and to appoint one member of the Parish to become SIDS Coordinator, and/or to consider such alternative proposals from Cllr Gittings for the use and deployment of SIDS as may be agreed by the committee.

Cllr Gittings reported on recent problems with deployment of the PC SIDs, including that, with the Clerk not willing to facilitate the deployments and the download of the data, a solution needs to be found for the future. It was therefore

RESOLVED

that the SIDs will be primarily used to act as a speed limit remainder for passing motorists and data will no longer be collected.

It was further

RESOLVED

to authorise the Clerk to purchase two signpost poles in order to make the two new SID devices ready for deployment. A purchase of up to £200 per pole was authorised.

To consider contributing towards Richards Castle's purchase of SIDS.

The request was considered. It was noted that the two SID devices originally bought jointly with two adjoining Parishes – Richards Castle and Luston are now at the end of their lifespan, having served the three Parishes for

a number of years. The maintenance contract for those, having been renewed for a three year period in August 2022, will come to an end in August 2027 when, as was agreed at the time of the renewal, the devices will have reached their useful lifetime and will be written off and disposed. It was, therefore, considered that it would not be justified for the PC to reimburse Richards Castle Parish Council for their share of the devices and
RESOLVED

To politely refuse the request. The Clerk to write to advise Richards Castle Parish Council.

13. GRAPEVINE

To receive an update from Cllr Lane on publication of monthly newsletter.

A suggestion was made that the writing of the monthly newsletter introduces another burden on the already significant workload of the Council's Chairman.

However, Cllr Lane pointed out that consideration should be given that the newsletter offers an opportunity to thank the PC's many volunteers, communicate the PC activities and matters important to local residents, all of which make it a worthwhile preoccupation.

It was, therefore, **AGREED that the writing of the monthly newsletter be at the discretion of the Chairman and not an obligation arising on the office holder.**

14. MOTION: TO AMEND STANDING ORDER 3(u) by omitting reference to s.137 of the LGA 1972. Standing Orders will therefore state as follows:

Any vote to co-opt a councillor(s) or to grant or donate any monies shall be by a paper ballot which shall be declared by the Clerk. Where a casting vote is then required of the Chair of the meeting this shall be declared orally. Councillors may not disclose how they have voted, nor the vote of any other councillor. This provision of Standing Orleton Parish Standing Orders may not be suspended by a motion of the committee under Standing Order 26(a).

It was proposed by Cllr Lane, seconded by Cllr Gittings and unanimously

RESOLVED

To approve the motion in full.

Standing orders to be amended accordingly by the Clerk and the amended version to be distributed to the Members and published.

15. EVERGREENS GRANT APPLICATION

To consider the Grant application.

The grant application from Orleton Evergreens for £500 to support the organisation of 60th Anniversary dinner was considered. The application was commended for its thoroughness.

In accordance with the PC Standing Orders a paper ballot vote was held. The Clerk distributed numbered ballots and the Councillors cast their votes. All ballots were returned to the Clerk, who counted the votes and

DECLARED

That the motion was carried and the grant application was approved for the full amount of £500 under the usual conditions applicable under the PC Grants Policy.

Clerk to draft the Grant Award letter and further facilitate up to and including the usual grant completion requirements.

16. ST GEORGE'S COMMUNITY ASSOCIATION GRANT APPLICATION

To consider the Grant application.

The grant application from St. George's Community Association for £500 to cover the costs of a research of the lives of the men listed on the Orleton War Memorial was considered.

In accordance with the PC Standing Orders a paper ballot vote was held. The Clerk distributed numbered ballots and the Councillors cast their votes. All ballots were returned to the Clerk, who counted the votes and **DECLARED**

that the motion was carried and the grant application was approved for the full amount of £500 under the usual conditions applicable under the PC Grants Policy and as follows:

- **Amounts unspent before the end of the Financial Year (31st March 2024) to be returned to the Parish Council;**
- **Up to £300 to be spent for the purpose of obtaining access to and copies of Birth and Death Certificates of the subjects of the research;**
- **Up to £200 to be spent on publication of the final research. The publication to be as a hard copy pamphlet available free of charge to all residents of the Parish and the Orleton Primary School pupils. Digital copy to be published via the Applicants' digital channels and to be made available to the Parish Council for publication on the PC website;**
- **Further grant applications from other groups under the St. George's Community Association umbrella will not be made nor considered in the current financial year, to ensure the integrity of the Parish Council's Grants Policy is preserved.**

Clerk to draft the Grant Award letter and further facilitate up to and including the usual grant completion requirements.

17. CHURCH LANE

To consider the state of this road and agree action going forward.

Cllr Bishop reported a complaint made by a resident with regards to the state of the Church Lane, in particular in front of their property.

It was AGREED that a request be made to the Locality Steward that the whole of the Church Lane be inspected and action taken where appropriate. Clerk to lodge the request with the Locality Steward.

18. FIREWORK NIGHT UPDATE

Residents' complaints regarding parking issues during the Bonfire Night events annually were considered. It was **AGREED** that, the event being a one night a year occurrence it does not place an undue burden on the village. Matter of emergency access were noted and it was considered that those are issues for the organisers of the event to resolved. It was further considered that the Parish Council has no role in the matter and should not impede the organisation of the event.

19. Severn Trent Sewer Flooding

To receive an update from Cllr Lane.

Cllr Lane reported that further work has been done on establishing the current situation and calculations undertaken to establish the sewage system capacities, including the pumping station. It is thought that the Water Company is aware of the flaws and limits of the existing infrastructure. It's been established that there

are regular occurrences of sewage entering the Brimfield Brook. Cllr Lane further pointed out that this presents both an environmental and development planning issues.

It was therefore **AGREED** that a press notice and release be prepared and sent to Hereford Times, copy to MP for North Herefordshire, Ellie Chowns.

Further updates to follow.

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

- a. Village Hall – to receive an update from Cllr Gittings.

Cllr Gittings reported that next meeting of the VH Cttee is scheduled on Monday, 21st October. A letter needs to be sent to the Chairman of the same to advise that Cllr Rogers has been appointed to serve as the VH Trustee henceforth.

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

In Cllr Powell's absence no report was received.

- c. Highways – to receive an update from Cllr Bishop.

Cllr Bishop enquired of the Bircher Ward representative any updates on the S106 project delivery. It is hoped that some parts of the project will be delivered before the end of this year.

The Ward representative, Cllr Hurcomb further advised that currently there are only 8 Locality Stewards in the County and their workload and areas of responsibility are proportionately enlarged, with consequent limitations on their ability to cope with the workload.

- d. Land Drainage Group and Flood Wardens – to receive an update from Cllr Lane.

Cllr Lane reported that the Flood Wardens closed the road during the previous night's flooding event, marking the first time a road closure was enacted by a Community Group in the County. Some minor improvements were identified to be made and lessons learnt from the event will be reported to Balfour Beatty and jointly implemented. On the whole the scheme worked very well and largely delivered on aims of stopping drivers coming through the flooded areas and exacerbating effects on the residential properties.

Cllr Lane further reported that the Land Drainage Volunteers have continued with their usual work of the season and maintenance of the Brook, which has now been cleared and is running at full capacity.

- e. Footpaths – to receive an update from Cllr Gittings.

Cllr Gittings reported that there are fears that the PROW Grant monies will not be spent before the end of the Financial Year, unless a procedure is developed for the PFO to be able access them in a timely manner.

The Council was advised that it cannot delegate spending approval authority to anyone else but the Proper Officer of the Council in consultation with the Chairman (or a Committee of the Council, as the case may be), neither can the Councillors approve expenditure outside of its meetings.

It was therefore

RESOLVED

To grant the Clerk delegated authority to approve expenditure under the PROW improvements project, as per the previously approved list of works. Any expenditure must not exceed the approved limits, as per the original grant application and subsequent Grant award, for any individual job approved and the grant total. A spreadsheet to be established and kept to ensure the project remains within the allocated and available budget. Clerk to report to the Council any expenditure incurred between meetings and the overall budget vs expenditure outturn.

21. Highway Flood Relief Scheme

To receive an update from Ward Cllr Hurcomb.

Cllr Hurcomb reported that it is now for the Highways Authority to develop the outline of the scheme as drafted by Cllr Lane and Mr Mark Wetton. It is currently envisaged that the next phase of the project will be a 3D ground mapping survey to establish the depth and any potential crossing utilities.

It was agreed that Cllr Hurcomb will provide regular updates and ensure that a feedback is received by this Council following the completion of the ground survey, which is expected to be concluded by the end of February 2025.

Communication channels with landowners need to be established to ensure that any planned works are well co-ordinated and in line with crop rotation and any other farming requirements.

Any planned works should also be co-ordinated with ORA Cttee to ensure works on the drain behind pavilion are prioritised and, if possible, completed before the refurbishment of the pavilion is carried out.

22. To receive an update from HC Bircher Ward Member, Councillor D. Hurcomb.

Further to the updates above Cllr Hurcomb advised that a fund is made available for projects which will effect in alleviating the pressures on front-line services, in particular the NHS.

He further updated that discussions are underway on next FY council tax levels.

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

None.

24. Date of next meeting : 21st November 2024 at 6:00pm - CONFIRMED

There being no other business the Chairman closed the meeting at 8:27 PM

Signed – Chairman

Date