



ORLETON PARISH COUNCIL

MINUTES of the meeting of Orleton Parish Council held on Thursday 19th September 2024 at 6:00pm at the Village Hall

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

IN ATTENDANCE: Amber Littleworth – Clerk, Cllr Dan Hurcomb – Bircher Ward representative (Herefordshire Council), 2 Police Officers and one member of the public.

MINUTES

1. To receive apologies of absence.

Cllr Barry Rogers

2. To consider any declarations of interest and written requests for dispensation on agenda items.

The Proper Officer informed the PC that a request for dispensation on all matters pertaining to Millbrook Way Bridge (Item 14) has been received from Cllr Lane, under S33 of the Localism Act and Orleton PC Standing Orders 13(d) & all. This request has been considered by the Proper Officer and the requested dispensation has been granted until 1st May 2027. The dispensation is to participate in discussions on items relating to flood resilience, but not to take part in voting. Details of the decision are contained in the Declarations of Interests & Dispensations Register of the Council and appended to these Minutes. – APPENDIX 1

3. To approve Minutes of the meeting held on 18th July 2024.

The Minutes have been amended using tracked changes and **APPROVED** as true and accurate record and will be signed by the Chairman once tracked changes have been made.

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.

PCSO Swallow and PCSO Harper explained they were part of the Safe Neighbourhood Team which has recently expanded meaning more presence in the area. PCSO Harper enquired whether the Parish Council had any concerns at present? Chairman confirmed the Parish Council are not aware of any problems at the moment but changing seasons results in different crimes. PCSO Harper reminded the Parish Council to report anything suspicious, with as much details (if safe to do so). There are 4 operations currently in place. The first being Operation Night Owl to monitor night crime, carry out routine stops and checks for anything suspicious. Operation Rouge Traders targeting vulnerable, elderly people for services at extortionate prices and not carrying out the job – this has proved to be successful. During October Half Term there will be a 'Police Day' event which is free of charge and targeted for 8-12 year olds. On Halloween night, the police car and officers on duty will dress up and patrol areas to ensure the elderly are kept safe in their home, children are safe on the streets and to reduce the risk of antisocial behaviour. Operation Stop That Sheep carries out routine stops for agricultural vehicles to check documents on livestock, fly tipping issues and vet checks. Operation Kerbit aims to reduce speeding by carrying out random speed checks. This covered all topics from PCSO Swallow and Harper, and they took their leave.

One member of the public wanted to give thanks to our Lengthsman for cutting the hedge along Millbrook Way which borders Ashley Walk.

5. Clerk's report.

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

The Clerk REPORTED as follows:

- 5.1** Clerk confirmed reverting back to Stackmail as Outlook was causing issues. It is hopeful that using Stackmail will eliminate missing emails.
- 5.2** An email of concern was sent to Cllr Bishop regarding speeding in the village, and this is being addressed.
- 5.3** The precept for 2025/2026 is due by 31st December 2024 and needs to be agreed during October/November meetings.
- 5.4** Payment to Mrs Barrett needs to be authorised as soon as possible.

6. Planning

- 6.1** 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
Our Tree Warden has researched this application and SUPPORTS the same.
- 6.2** 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
Our Tree Warden has researched this application and SUPPORTS the same.
- 6.3** P242313/PA7 – All others, Prior Approval – Prior approval for proposed steel portal framed building, to house sheep during lambing and for storage of hay for feed and straw for bedding.
The Parish Council APPROVES the above planning application.
- 6.4** P242263/K – Works to Trees in a Conservation Area – Proposed works to the ash, hazel, rowan and damson trees marked along the path we plan to do a 20% crown lift, pruning to allow light and air to the footpath underneath, as this is becoming dangerously slippery. One of these trees is rooted in the churchyard and as such is subject to a separate application. The trees included in this application are rooted in the neighbouring property no works will be undertaken beyond the boundary of the church land.
Churchyard Cottage, Church Lane, Orleton, Ludlow, Herefordshire SY8 4HU
The Parish Council believes that it is crucial for the owner to be made aware of the above planning application and should be contacted.
- 6.5** P242262/K – Works to Trees in Conservation Area – Proposed works to Holly trees marked on the plan, raise the canopy to around 10 foot from the ground because they have swamped gravestones and risk causing damage to them. The Ash tree along the path we plan to do a 20% crown lift, pruning it back heavily to the boundary with the adjoining property to allow light and air to the footpath underneath, as this is becoming dangerously slippery.
St Georges Church, Orleton, Ludlow, Herefordshire SY8 4HN
It is recommended from the Parish Council that the area is kept as it is.

7. Finance.

7.1 To note the bank balance – 30th June 2024

NOTED - £36,640.24

7.2 To note the following (but not limited to) payments received:

NONE RECEIVED – NOTED

7.3 The following payments made between 19th July 2024 – 18th September 2024 were reaffirmed:

- 7.3.1** Leo Pest Control – SI100912 £85.20
- 7.3.2** Martin Bradford PFO Expenses June 2024 £141.93
- 7.3.3** Martin Bradford PFO Expenses May 2024 Street Signs £29.98
- 7.3.4** Autela Payroll Services – Inv14087 £101.15
- 7.3.5** R Gittings – Reimbursement for defibrillator key safe £17.99
- 7.3.6** Yatton Farm Services Inv980 £456.00
- 7.3.7** Yatton Farm Services Inv959 £456.00
- 7.3.8** PKF Littlejohn LLP HE0096 £378.00
- 7.3.9** Leo Pest Control SI100185 £85.20
- 7.3.10** O Barrett Inv OH1/24 £133.36

7.4 The following (but not limited to) outstanding invoices for payment were approved:

- 7.4.1** Clerk August salary in accordance with the Contract of Employment
- 7.4.2** Swarco 900281870 £2,790.00 – payable immediately
- 7.4.3** Swarco 900281870 £6,510.00 – payable by the end of September 2024
- 7.4.4** Parish Online Inv00GA166-0003 £67.20
- 7.4.5** Leo Pest Control SI101324 £85.20

It was AGREED to delay the payment to Parish Online until the Clerk considers its benefits and cancel the subscription if it posed little benefit for the Parish Council.

7.5 The following payments made were noted:

- 7.5.1** Direct Debit (HMRC SDDS) 0000297117 £34.46
- 7.5.2** Direct Debit (NEST) IT000007787059 £124.93
- 7.5.3** Direct (ICO) Z2803933 £35.00

The Clerk confirmed that contact will be made to HMRC to find out more information about **7.5.1**

8. Council Printer

It was **AGREED** to accept Barrington IT Services quote for £250.00 and the Clerk will approve the same.

9. Speed Indication Devices (SIDS) purchased with West Mercia Police Grant

Chair confirmed that the SIDS are in his possession and purchase of the poles are of significant cost (£2,000 each). The Parish Council believes there is a more cost-effective alternative. The option of turning the device to change the direction of traffic is desirable and will be looked into. The Parish Council understands we need Highway authorisation for pavement usage in advance. The placements were confirmed as follows:

First placement will be opposite the Village Hall on Millbrook Way

Second placement will be in the Little Furlong area

There may be potential for a third placement pending on the cost of the poles and the Parish Council will keep this in mind.

10. Evergreens Grant for £500

The final report reveals the total cost of £415.00. Therefore, £85.00 will be refunded to the Parish Council and a cheque was handed over to the Clerk. Evergreens should remember that they can apply for a further grant at any time.

11. School Traffic Calming Project

Concerns were raised over winter approaching and the Project is yet to be finalised. It was **AGREED** Chair will get in touch with the Project Manager, Mr Speller, and require an update.

12. Speeding on B4361 at Railway Bridge – Parishioner complaint

13. Millbrook Way Bridge - update

The painting project has been **APPROVED** with the help from volunteers in our community. However we await confirmation from Herefordshire Council for materials and costs.

14. Orleton Recreation Ground (Apperley Recreation Ground)

The Parish Council confirmed the Ground is now registered with the Land Registry and a plan is available with a digital record of ownership. ORA have been invited to suggest whether the official custodian should be the registered owner of the land rather than the Clerk or the registered address currently known. It was **AGREED** the address shall remain as it is until ORA have informed the Parish Council of their decision.

Parish Councillors considered Appendix 2 and **AGREED** for the same to be paid as a gesture of goodwill.

15. Parish Council Policies – to review the following for approval/adoption

15.1 Grants Policy

The Grants Policy has been revised by Parish Councillors and **APPROVED** by all present.

15.2 Media and Press Policy

Parish Councillors considered the Media and Press Policy and **APPROVED** the same.

Cllr Simmons took his leave at this point during the meeting and sent his apologies for the remainder of the meeting.

16. Orleton Flood Resilience Project

Cllr Lane reported that the Highway Authority has now verified the findings of the parish council submission. We now await confirmation of the timetable for the further modelling and design of a drainage scheme to relieve flooding at the Maidenhead (B4361)

17. To propose the installation of a village flagpole

Thanks were given to Cllr Gittings for providing a background of this proposal. It was **AGREED** the most logical place for the flagpole would be outside the Village Hall on the grass to left of the entrance. Cllr Gittings met with the Chair of the Village Hall who suggested a Parish Council Grant to refurbish the area, prune the tree and repair the Village Hall sign. This proposal was invited to the Chair of the Village Hall to consider and the Parish Council await a response. Other locations were considered such as the Community Garden in the local pub garden and near the War Memorial. The erection of a flagpole requires planning permission if the pole is above 4.6m. It was **AGREED** this topic will remain ongoing and an update will be given at the next meeting. The Clerk will secure planning permission requirements in the meantime.

18. To receive a Chairmans Report on meeting with Planning Officers

Chairman met with Planning Officers on 31st August 2024. They appeared unsighted on the flooding issues despite a detailed submission from the parish council. They also agreed to look again at the designation of Brimfield as an employment hub.

19. Local Drainage Fund Application submission for approval – Cllr Lane

Cllr Lane presented a draft fund application which was approved by the committee and will now be submitted to Ed Bradford at Herefordshire Council.

20. Gods Acre AGM held on 10th September 2024 - Cllr Bishop.

Cllr Bishop attended the AGM of God's Little Acre on 10th October 2024. There had been a significant gap between this and the last meeting, owing to Covid. However regular checks on the wall, the condition of the area including the notice board, the bird boxes and the flora and fauna continued, and repairs carried out where necessary. The cutting by the Parish Lengthsman is appreciated, and fifteen additional floral species have been identified in the area. Cllr Bishop raised the question of access and rights of way, which currently is more presumed than factual; this will be looked into further by the group. The Treasurer's Report highlighted activities that profited the ground, allowing careful expenditure when necessary. It was pointed out to the group that they should not feel excluded from applying for funds allocated by the Parish Council when it might benefit this peaceful plot which is tended by such dedicated guardians. Cllr Bishop wishes to recommend that the custodians are awarded a grant to contribute to some of their completed work, and the fund the necessary planned work on the land. The date of the next AGM is 10th September 2025, 10:00am at Eagle Cottages. It was **AGREED** the Clerk will write to Paul Burnham, Chairman, and offer an invitation to request a Grant.

21. To receive a report from Cllr Bishop regarding the inaugural meeting of St Georges Community Association on 7th September 2024

This meeting, arranged by J Berry and L Mackay, was called to develop an association (rather than 'friends') whose aims would be to develop various interests and activities to both maximise the use of the church building and to benefit its coffers. Wine was served as Mr Berry gave a presentation which provided some historical and cultural background relevant to St George's, and highlighted the changes recently carried out. The main alterations being the removal of a large section of pews, improving the drainage and parking facilities, and accessing water from the building. The work of volunteers with the graveyard was praised, and the funding from the Parish Council gratefully acknowledged, despite it being necessarily reduced. While the PCC would continue to uphold the religious activities, the association was envisaged as reaching further into village interests, supporting and enhancing with volunteers and helpers. It was clearly stated that the association would not seek to compete with the Village Hall. Questions were invited, but only two asked, one being from the Parish Council, Cllr Bishop, who asked who would be managing the association? The answer was the Church, with the Vicar involved in all matters. The Vicar was not present at this meeting. Cllr Bishop left after the presentation but is reliably informed that forms were distributed to those who stayed to indicate issues of interest.

22. To propose the purchase of sustainable, re-useable banners for the village (festival buntings) for £268.04 on behalf of the Festival Group.

The Parish Council **AGREED** to purchase the festival buntings provided that the anchor points are within a safe proximity and will be erected by the Festival Group. The Clerk will issue this payment.

23. To discuss and agree efficient financial procedures for our Footpath Liaison Officer (Cllr Gittings) to approve funds for works to the village footpaths/PROW.

It was **AGREED** the Public Footpath Officer can incur £250.00 at one time, provided it is within the Budget, with only the approval from the Clerk and Chairman required. Anything above £250.00 must need approval at a Parish Council meeting.

24. To approve PFO, Mr Bradford's quote of £100.00 to replicate the missing Green Lane street sign.

The Parish Council **APPROVED** this quote and Clerk will get in touch with Yarpole Parish Clerk to invite a refurb of the same.

25. Severn Trent Sewer Flooding

Cllr Lane reported that a meeting had been held with representatives of Severn Trent but without any definitive explanation for the persistent flooding of the King's Road. However, a sewer map had been obtained and, with the benefit of this, further analysis could now be carried out by the parish council. In the interim Severn Trent has asked the parish council to provide any local information regarding flooding which may assist them in identifying surface water infiltration.

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

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

- New boiler and oil tank now in situ protected by a shed with CCTV in the area.
- £11,620.36 and awaiting the grant of £2,000.00 for the boiler.
- Cllr Gittings will send over a programme for upcoming events taking place.
- Macmillan Cancer Morning taking place on Saturday 21st September 10am-2pm, fun for all of the family from face paints to cake stalls and coffee. All proceeds to Macmillan.

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

- Quotes for pavilion refurbishment are still being discussed and a request for prioritising into internal, external and grounds segments.
- Outside works have been prioritised to weatherproof it first.
- One grant has been applied (Kingspan), and a further grant applied (Awards for All)
- Football season has started.
- Tree officer visited with satisfaction of the area.

26.3 Highways – to receive an update from Cllr Bishop.

- Clerk to liaise with Wooferton Parish Council regarding the signage issues on the bridge.

26.4 Land Drainage Group – to receive an update from Cllr Lane.

- Thanks to Rob Morgan for flailing Les George's field to clear the book.
- Next working day is 28.09.2024 by the Transformer Station.
- Reported 9 gullies to Balfour Beatty in Little Furlongs.

26.5 Footpaths – to receive an update from Cllr Gittings.

- Busy time working every other weekend.
- 2 bridges have been repaired.
- Steps have been replaced.
- Kitchen Hill road sign has been refurbished with St George's Crescent next.
- Insurance challenge ongoing.

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

Cllr Hurcomb delivered an update and wanted to make Parish Councillors aware he will be on annual leave for 2 weeks – APPENDIX 2

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

- Evergreens Grant application to consider
- To consider the state of the road at Church Lane
- Firework night update

Please note Cllr Powell will not be at the next meeting.

29. Date of next meeting : 17th October 2024 at 6.00pm

There being no other business the Chairman closed the meeting at 9:04pm.

Signed – Chairman of the Council

Date