



ORLETON PARISH COUNCIL

**Minutes of the meeting of the Parish Council
Held on Thursday 20 February 2025
at 6:00pm
at the Village Hall, Millbrook Way, Orleton**

Present: Cllrs: David Lane (Chair), Barry Rogers, Veronica Bishop, Ron Gittings, Brian Powell and Michael Jones

In attendance: Emma Thomas – HALC Clerk Cover
Ward Cllr D. Hurcomb

Public: 4

1. To appoint a qualified temporary Clerk for the meeting.

It was RESOLVED to appoint Emma Thomas as clerk cover for the meeting.

2. To receive apologies of absence.

None

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

It was NOTED that Cllr David Lane has an on-going dispensation relating to flooding matters.

Cllr Mark Simmons joined the meeting

4. To approve Minutes of the meeting held on 16 January 2025 – APPENDIX 1

The minutes were APPROVED and duly signed by the Chair.

5. Open session (limited to 10 minutes)

None

6. Clerk's report.

None

1 member of the public joined the meeting

7. Finance

7.1 To receive an oral report from Cllr Gittings on PROW expenditure and Q4 update.

Cllr Gittings REPORTED that although the budget appears £7,500 overspent at present, this will be countered by several grants being repaid in the near future. The end of year unallocated reserves are looking healthy. Thanks were given to Barabara Gittings for her assistance with working out money spent on PROW.

7.2 To note the bank balance as at 31st January 2025

The following bank balances were NOTED:

Current account: £12,739.63

Savings Account: £17,322.47

7.3 To note the following payments made:

- 7.3.1** M Bradford PROW December expenses £267.75
 - 7.3.2** One Stop Promotions Inv No 288537 (flags) £284.64
 - 7.3.3** Yatton Farm Services Limited Inv No 1022 £504.00
 - 7.3.4** Yatton Farm Services Limited Inv No 1023 £804.00
 - 7.3.5** HMRC SDDS £293.54 (Direct Debit)
 - 7.3.6** Unity Bank January Service Charge £6.00 (Direct Debit)
 - 7.3.7** TRANSFER of £15,000.00 to Parish Council Savings Account carried out on 6th December 2024
 - 7.3.8** Public Works Loan (Direct Debit) £1,096.07
 - 7.3.9** Unity Bank December Service Charge £6.00 (Direct Debit)
 - 7.3.10** NEST pension (November) (Direct Debit) £60.95
 - 7.3.11** NEST pension (October) (Direct Debit) £62.46
 - 7.3.12** NEST pension (September) (Direct Debit) £62.46
 - 7.3.13** NEST pension (August) (Direct Debit) £124.93
 - 7.3.14** ICO August (Direct Debit) £35.00
 - 7.3.15** D Lane reimbursement for printer ink £57.49
 - 7.3.16** A Littleworth reimbursement for Microsoft 365 Personal subscription £84.99
- The above payments were NOTED

7.4 To note the following payments received

None

7.5 To approve the following payments:

- 7.5.1** HALC H2308 Hosting and domain name £270.00
 - 7.5.2** Clerk February Salary as per Contract of Employment
 - 7.5.3** M Bradford PROW January expenses £244.64
 - 7.5.4** HALC H5067 subscription fee 25/26 £966.38
 - 7.5.5** HALC Clerk Cover for February £300.00
- The above invoices were APPROVED for payment by BACS, with the exception of 7.5.4 which will be deferred until the March meeting

8. Planning – to comment/note the following applications

8.1 P250204/K The Bell House, Church Lane, Orleton, Herefordshire, SY8 4HU

Works to Trees in a Conservation Area : Proposed reduction in the height of the Fir Tree (T20) to a reasonable height.

Orleton Parish Council commented as follows: *“Orleton Parish Council has instructed our Tree Officer to inspect the area in question: The tree in question appears to be a form of the Lawson Cypress (Chamacyparis lawsoniana) and is probably 40 to 50 years old. There are a number of these trees in various gardens along the length of Church Lane and their distinct shape contributes to the overall appearance of the neighbourhood. The application seeks to reduce the height to a reasonable level to mitigate the risk of damage to property should the tree suffer storm damage. In the absence of a firm proposal and in the light that trees of this type are unlikely to respond to a significant reduction we would recommend the following course of action: Reduce the height by no more than 6ft and carry out a limited reshaping of the lower branches. Work should be carried out by an experienced arborist. This will ensure that the overall shape of the tree is retained but will limit the future height. A more severe reduction would result in an unsightly, lopped appearance that would detract from the attractive appearance of the neighbourhood. The Parish Council believe it would be better to remove the tree completely rather than attempting a more severe reduction than suggested.”*

NOTED

8.2 P250253/K Bank House, Orleton, Ludlow, Herefordshire, SY8 4HR

Works to Trees in a Conservation Area : Removal of 1no. Silver birch tree in medium sized garden. It is in excess of 40 feet in height with a spread of 33 feet.

Orleton Parish Council commented as follows: *“Orleton Parish Council has instructed our Tree Officer to review the planning application and makes the following comment: The tree in question appears to be a tall, rather etiolated specimen of the common Silver Birch (Betula pendula). It is an isolated specimen and whilst the top of the tree has the normal graceful appearance of the species the overall appearance is a bit scruffy. Birches are generally relatively short lived and can be quite shallow rooted. In an ideal world, a judicious crown reduction and tidy up could be recommended. However, the tree is pretty spindly and would be difficult to climb to try and limit the height and spread and could not be reached by a ' cherry picker '. Whilst it is always a shame to cut down a healthy tree, in my opinion this tree is storing up trouble for the future and, as the scope for remedial works is limited, I can see no viable alternative to complete removal. It would be ideal if the applicant would consider replacing the tree with a smaller tree better suited to the site.”*

NOTED

9. Road safety and Speed Indicator Devices (SIDS)

An update from Cllrs Bishop and Gittings was RECEIVED. The two new SID's are in place at Comberton and Portway. The SID at Comberton has issues with not getting enough light to charge the battery – this should improve with the weather. It was NOTED that Luston PC has sole use of the old SID's now and they should be contacted when the two new bases are in place so that they can be shared again.

10. Neighbourhood Development Plans and planning

The updated notes from Herefordshire Council on the adequacy of housing provision and the status of NDPs was NOTED. The clerk ADVISED that there was little that could be done to the NDP until at least the Summer of 2026 to allow the Core Strategy to be revisited in line with the new rulings.

11. Parish Meeting 2025

An update on proposals for the organisation of the meeting was RECEIVED.

The acceptance of an invitation to speak by the Chairman of Orleton Recreation Association Graham Shaw was NOTED.

12. Review of Community Resilience Plan

A report on the Community Resilience Plan was RECEIVED, along with the following recommendations from Cllr Jones:

- The old plan is not complete and has several areas of potential risk included that the PC should not undertake.
- To complete a full-scale review would use too much PC time and resource to be beneficial.
- A simple document including the following should be drawn up instead:
 - Approach the “Good Neighbour” scheme to provide a liaison contact.
 - Approach the Primary School and Village Hall to provide safe areas in case of an emergency
 - List the contact for the village shop in order that extended opening hours can be arranged if needed
 - Contain a list of the parish defibrillators and access codes
 - Provide designated contact details for the emergency services

It was RESOLVED that Cllr Mike Jones would draw up this document for approval. Once approved it was AGREED that it should be sent to Herefordshire Council Resilience Team and the emergency services.

13. Appointment and nomination of trustee for Village Hall Committee

It was RESOLVED that Cllr Barry Rogers would continue to be the PC representative on the Village Hall Board of Trustees. The Chair will inform the Trustees of this.

14. Appointment and nomination of trustee for Orleton Recreation Ground

It was RESOLVED that Cllr Brian Powell would continue to be the PC representative on the Orleton Recreation Ground Board of Trustees. The Chair will inform the Trustees of this.

15. Flagpole – to note recent communications with the Village Hall Committee in connection with a proposed grant application and agree protocols for the flying of occasional flags.

The recent communications were NOTED. It was RESOLVED to approve the short policy presented once the clerk has reworded it. (Appendix 1).

Thanks were given to the Village Hall Committee; Barbara and Cllr Ron Gittings and Martin Bradford for erecting the pole.

16. To receive a report from Cllr Lane on the Grapevine AGM held at Wyson Chapel on 10 February 2025

A report was RECEIVED from Cllr Lane. It included the following items:

- More than 2000 copies are circulated each year
- Advertising is up by 40%
- More volunteers are needed to enable the newsletter to continue beyond the next 12 months.

It was AGREED in principle that the PC are willing to provide a grant to enable the newsletter to be printed – subject to costs and a formal application being submitted. The Chair also agreed to approach Brimfield and Little Hereford PC to determine their position on possible joint grant support.

17. VE Day Celebrations

17.1 To receive a briefing on current proposals.

A briefing on the current proposals was RECEIVED. Thanks were given to the organisers. It was AGREED that the VE day flag would be displayed.

17.2 To appoint a Cllr to coordinate any requests for support.

It was AGREED that this was not necessary

18. To consider grant applications each in the sum of £500 from the following:

18.1 Orleton Primary School – extra-curricular tuition

It was RESOLVED to defer this until the March meeting, when commensurate benefit could be determined as required under s137 of the Local Government Act 1972. The clerk CONFIRMED that she will email all councillors the law on this so that they are clear on what is lawful.

18.2 Parochial Church Council – sound system for church services

It was RESOLVED to grant £500 for a new sound system for the church.

19. Severn Trent Sewer Flooding

An update from Cllr Lane on correspondence from Severn Trent was RECEIVED. A meeting is due to be held on the 12th March 2025 with all bodies involved to determine the local issues with drainage; the solutions to these issues; the assumptions being made regarding capacity and what future improvements will be made.

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

20.1 Village Hall – to receive an update from Cllr Rogers.

Cllr Rogers' REPORT included the following items:

- The Motor Homes weekend went very well
- Fund-raising continues a pace with lots of events planned

- Parking issues need resolving.

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

Cllr Powell's REPORT included the following items:

- The asbestos report has come back showing asbestos in the roof.
- \$106 money is being discussed with Herefordshire Council
- The building works have stalled at present.
- Branches are due to be cut by the end of August.

20.3 Highways – to receive an update from Cllr Bishop.

None received.

20.4 Land Drainage Group and Flood Wardens – to receive an update from Cllr Lane on recent meeting with Brimfield and Little Hereford Parish Council (to update on various flood measures) and Flood Groups meeting on 30th January 2025.

Cllr Lane REPORTED that he attended Brimfield Parish Council's meeting on the 19th February 2025 and updated them on flooding measures being taken in Orleton. It was NOTED that he will be meeting with the Chair of Brimfield PC to discuss future cooperation on flooding issues. It was NOTED that Cllr Lane also attended the recent Flood Meeting called by Herefordshire Council. There is a need for the setting up of Flood Groups across the county.

20.5 Footpaths – to receive an update from Cllr Gittings.

Cllr Gittings REPORT included the following items:

- The flagpole has been put up
- The Kings Road and Millbrook Road signs are in place
- Some signs have been removed and are being refurbished
- 15 of the 22 tasks allocated under this year's PROW grant have yet to be done.
- 2 galvanised gates and 3 fingerposts have been installed on Tunnel Lane.

21. Highway Flood Relief Scheme

An update from Cllr Lane and Ward Cllr Hurcomb on a meeting with Brimfield and Little Hereford Parish Council was RECEIVED. It was NOTED that a meeting is due to be held to discuss the recommendations found in the recent catchment and drainage surveys undertaken on 12th March. This will be brought back to the Parish Council. Thanks were given to Mr. Mike Harries for the data supplied regarding the water flows.

22. Road name signage for Mortimer Drive

The proposals for improved signage were CONSIDERED. It was RESOLVED that these additions should be made subject to permission from landowners.

23. To receive an update from HC Bircher Ward Member, Councillor D. Hurcomb to include but not limited to:

a) Progress on foul odours from agricultural unit

It was NOTED that 2 reports had been filed. The site was visited but no odours were present at the time. The Environment Agency has been informed of one incident and an incident log has been opened.

b) Highway drainage scheme - briefing on outcome of further survey work and confirmation of design delivery (stated in October 2024 to be late February)

Already discussed under item 21

c) S28 Notice and recent road accident - measures to be taken

The changes are due to be phased in from April.

d) **NFM scheme roll-out**

It was NOTED that little has been done and that an update report should be expected. Cllr Hurcomb will continue to follow this up.

e) **Portway junction - assistance with traffic control and permit**

Herefordshire Head of Highways will look at the issue. It is hoped that Balfour Beatty will undertake the works.

f) **Comberton planning application**

A determination notice is expected by the end of March.

It was further NOTED:

- that planning application 250348 has come in but was not on this agenda – The Chair will follow this up.
- Full Council met on 7th February 2025 when all budgets were approved.
- A restructure of the PRow team has taken place; it is hoped updated documentation regarding the PFO's will come out soon.
- There is an 11-day road closure taking place on Little Waterloo to clear a blocked culvert.
- A handrail at Orleton Rise Caravan Park should be installed after April

The following queries and requests were made and agreed:

- Can a road sweep of the Parish be arranged?
- Can the missing sign at Copper Corner be chased up?
- Can loose chippings be used to fill the gap on the left-hand side verge by Potters Cottage?

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

None not already included above.

25. Date of next meeting: 20th March 2025 at 6:00pm

NOTED

The meeting closed at 8.00pm

Signed: _____ Dated: _____