

# LUSTON GROUP PARISH COUNCIL

## MINUTES OF THE ANNUAL MEETING OF LUSTON GROUP PARISH COUNCIL HELD AT 7.30PM ON MONDAY 9 MAY 2022 AT CAWLEY HALL

**Present:** I Stevens (Chairman); C Pearson (Vice Chairman), E Coates, R Bennett Jones, K Wood, J Oatley, G Poulton, and W Talbot Ponsonby.

**In attendance:** R Hewitt (Clerk). One (1) member of the public was present.

### 1. Election of Chairman

**DECISION:** Cllr. I Stevens was duly elected as Chairman. Cllr. Stevens signed the Chairman's acceptance of office.

### 2. Receive apologies for absence – A Brandish.

### 3. Declarations of Interest

**3.1** Disclosable Pecuniary. The Chairman and Vice Chairman declared a disclosable pecuniary interest in the hydrology report commissioned by the parish council.

**3.2** Non-disclosable Pecuniary. None.

**3.3** Non-Pecuniary. None.

**3.4** Written requests for dispensation. None.

### 4. Election of Vice Chairman

**DECISION:** Cllr. C Pearson was duly elected Vice Chairman.

### 5. Approval of minutes from 4 April 2022

**DECISION:** The minutes of the meeting were agreed and signed.

### 6. Ward Councillor S Bowen's Brief Report (for information only)

Ward Cllr. Bowen's apologies were noted.

### 7. Flooding matters

[The Chairman and Vice Chairman left the meeting. Cllr. Talbot Ponsonby kindly agreed to chair the meeting.]

The Clerk reported that the site meeting at Luston with the senior highway engineer for the county has been scheduled for 23 May 2022. A proposal to establish a flood group was considered. **DECISION:** The scheduled date of the site meeting was confirmed. A decision on establishing a flood group was deferred pending the outcome of the site meeting.

[The Chairman and Vice Chairman re-joined the meeting. The Chairman thanked Cllr. W Talbot Ponsonby and resumed the chairing of the meeting.]

### 8. Clerk's Report and reports on meetings attended by parish councillors

The Clerk reported that a quotation has been received from the highway authority for road name signs on Tunnel Lane. The quotation will be on the agenda of the next meeting of the parish council. Responses have been submitted for Herefordshire Council's Local Plan Policy Options consultation and Rural settlements services and environmental survey.

Two proposals have been made to Herefordshire Council for Village Safety Initiative funding. The Clerk will check the Luston defibrillator on a temporary monthly basis. The school will plant the Woodland Trust trees less 4-5 trees that will be planted at Eyton. According to the lengthsman, the ground at Eyton Common may not be suitable for a sweet chestnut and advice is being sought from a tree nursery.

Overhanging trees on Croft Lane and C1040 have been reported to the highway authority. A quotation has been followed up for a new signpost and fingerposts at Lydiatt's crossroads. Broadband installation at Cawley Hall has been put back to late May 2022 due to the construction compound in the grounds. Heartstart training has been scheduled for late September 2022.

## **9. Matters raised by local residents**

Members of the parish council raised the following matters: broken planter on green space by the Willows, Luston; overhanging trees on C1040 off the B4361; defect on side of Seggin Lane near junction with Croft Lane; planning matter; inconsistent marking up of potholes; and incomplete repair of road defect at Moreton.

**DECISIONS:** Planning matter will be passed to planning enforcement at Herefordshire Council. Seggin Lane defect and incomplete repair will be reported to Balfour Beatty. Proposal for a new planter will be on the agenda for the next meeting of the parish council.

## **10. Planning**

**10.1** 190367 Broad Farm, Leominster, HR6 0AN. Proposed change of use of redundant agricultural buildings to mixed B8 and E(g)(iii) use. Retrospective.

**COMMENT:** The parish council supports the amended plans/ documents.

**10.2** 221312 Tudor House, B4361 From Angora Wood Farm To Upper Court, Luston, HR6 0EB. Proposed erection of 2 No. 3 bed single storey dwelling houses.

**COMMENT:** The parish council objects to the planning application due to the proposed site being outside the settlement boundary in the neighbourhood development plan.

**10.3** 221175 Ashton House, 11 Lilac Grove, Luston, HR6 0EF. Removal of a Norway Spruce tree. **COMMENT:** The parish council supports the proposed tree work.

**10.4** Update on planning decisions/ enforcement by Herefordshire Council. Works to trees within a conservation area are allowed for: 220512, 4 Townsend Park and 220880 The Steppes.

## **11. Highways and environmental matters**

**11.1** Drainage grant, review offer from highway authority – The highway authority will fund up to £4,339.00 of drainage work. **DECISIONS:** The drainage work agreed in the application will be prioritised in line with the available funding. Consideration will be given to sharing resources with neighbouring parishes if appropriate. The drainage grant contract was signed.

**11.2** Highways – Matters to bring to the attention of Balfour Beatty. **DECISION:** Re-report bridge on LJ25 near Luston.

**11.3** Lengthsman and P3 footpaths. Spraying of weeds is no longer sub-contracted via the lengthsman. The lengthsman has provided contact details of the contractor.

**DECISIONS:** Commission contractor to undertake weed control in July 2022. Raise LJ16/17 with the footpath officer. The P3 footpaths and lengthsman scheme contract was signed.

## 12. Finance

**12.1** Risk assessment and insurance policy. **DECISION:** Deferred to next meeting pending availability of insurance renewal documents.

**12.2 a)** Internal Audit: Completion of the internal audit and report was noted. There are no recommendations or actions to consider.

**12. b)** Annual Governance: **DECISION:** Reviewed and approved.

**12 c)** Annual Return 2021-22: **DECISION:** Reviewed and approved. It was agreed to complete the Certificate of Exemption.

**12.3** Payments for consideration:

D C Gardening Services, lengthsman/ P3 footpaths (May 2022) – £466.20  
Friends of Luston School Association, donation for Jubilee event – £150.00  
Morelock Signs, Townsend Park sign/ Eyton village sign – £398.76  
Clerk, wages April 2022

**DECISION:** Payments were approved and will be made by cheque.

**12.4** Speed indicator devices (x2): A quotation for two post brackets, padlocks and fixing equipment was considered. **DECISION:** The quotation was agreed. Support for the devices by all the parish councils will mean that the cost (£117.00 net) is split three ways.

## 13. Appointment of Representatives

**13.1 HALC representative and NAM nomination.** **DECISION:** Cllr. E Coates was nominated as HALC representative.

**13.2 Working group members:**

*Planning working group.* **DECISION:** Cllrs. Bennett Jones, P Edwards and C Pearson. Site meetings for planning applications will resume.

*Website working group.* **DECISION:** Cllrs K Wood and I Stevens.

*Finance working group.* **DECISION:** Cllrs. G Poulton, C Pearson and I Stevens.

*Management working group.* **DECISION:** Cllrs A Brandish, W Talbot Ponsonby and G Poulton.

*Traffic working group.* **DECISION:** It was agreed to end the traffic working group.

## 14. Review parish council policies and procedures

Standing Orders; Code of Conduct; Complaints procedure, Data Protection policy, Freedom of Information publication scheme, Financial Regulations, Equal opportunities policy, Grants and Donations policy, Planning policy and Communications policy.

**DECISION:** The management working group was asked to review the parish council's standing orders and financial regulations make recommendations to the parish council.

## 15. Community projects and initiatives

Community projects and initiatives for 2022-23 were considered, including a new planter for green area by the Willows, uses for the former 'Kid's Club' parking area by the school and increased support for the Good Neighbour scheme.

**16. Proposed schedule of Council Matters articles**

**DECISION:** The schedule of Community Matters articles was agreed. Cllr. Poulton kindly offered to write the next Council Matters article for the Eye.

**17. Matters for consideration at the next meeting (no discussion)**

New planter for green area by the Willows, uses for the former 'Kid's Club' parking area by the school.

**18. Date of Next Full Council Meeting.**

**DECISION:** The next meeting will be at 7.30pm on Monday 6 June 2022 at Cawley Hall, Eye.

There being no further business, the meeting closed at 9.16 pm.

Signed as a true record \_\_\_\_\_

Date \_\_\_\_\_