

LUSTON GROUP PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF LUSTON GROUP PARISH COUNCIL HELD AT 7.30PM ON MONDAY 15 MAY 2023 AT CAWLEY HALL

Present: I Stevens (Chairman); C Pearson (Vice Chairman), A Brandish, E Coates, R Bennett Jones, P Edwards, K Wood, J Oatley, A Capell, and W Talbot Ponsonby.

In attendance: Ward Cllr. Dan Hurcomb; and R Hewitt (Clerk). Five (5) members of the public were 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 – None.

3. Co-opt to the vacancies on the Group Parish Council

3.1 Luston Parish – Mr W Talbot Ponsonby was co-opted. The acceptance of office was signed, and the co-opted member joined the meeting.

3.2 Eye, Moreton & Ashton Parish – Ms R Bennett Jones, Mrs P Edwards and Mr A Capell were co-opted. The acceptances of office were signed, and the co-opted members joined the meeting.

4. Declarations of Interest

4.1 Disclosable Pecuniary. None.

4.2 Non-disclosable Pecuniary. None.

4.3 Non-Pecuniary. None.

4.4 Written requests for dispensation. None.

5. Election of Vice Chairman

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

6. Approval of minutes from 3 April and 2 May 2023

DECISION: The minutes of the meetings were agreed and signed.

7. Ward Councillor D Hurcomb's Brief Report (for information only)

Ward Cllr. Hurcomb's report was noted and is available with the records of the parish council. Cllr. Hurcomb kindly offered to look into the payment of the lengthsman grant 2022-23 by Herefordshire Council.

8. Playground at Luston

The Clerk reported that the head teacher is to raise the proposal to share the school facility at the next governor's meeting. **DECISION:** The report was noted, and it was agreed to advise the working group to highlight examples where playground facilities have been shared successfully.

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

The Clerk reported that the lengthsman grant funded work for 2022-23 has been completed, and a request submitted for payment of the grant. This remains outstanding apparently pending a purchase order number from Herefordshire Council. The following defects have been raised with the highway authority: potholes on Seggin Lane, Lydiatt's crossroads and B4361, and poor road surface on C1040 to parish boundary. The missing Tunnel Lane sign on the A49 junction has been reported to the highway authority. The status of the defibrillators at Luston and Eyton has been updated on the Circuit. The two jubilee plaques have been received and will be installed by the lengthsman.

10. Matters raised by local residents

Members of the parish council raised the following matters: signpost obscured by hedge on B4361 in Luston; overgrown grass on Lilac Grove, leaky drain between cottages and Lydiatt's crossroads; and broken cover on Eyton well on C1040.

11. Planning

11.1 Update on planning decisions by Herefordshire Council. Planning permission granted for 230077 The Meadowe House and 222939 Quarry Farm. Works to trees within a conservation area are allowed for 230791 The Brick House, 230796 Bank Villa Cottage, 230980 Yewtree Cottage and 230929 Holy Well House.

12. Highways and environmental matters

12.1 Grass cutting of verges in the group parishes: An invitation from the highway authority to postpone the first cut was noted.

12.2 Proposal to establish new permissive way off LJ11 by Lady Meadow. Herefordshire Council have said that the parish council is able to establish a permissive way with the formal agreement of the landowner and should be aware that the route will not be subject to inspection or maintenance by the county PROW team. **DECISION:** The establishment of a permissive way off LJ11 to link up with Yarpole Lane was supported subject to the formal agreement of the landowner(s).

12.3 Proposal to plant wildflower meadow and black poplar tree at Eyton Common to mark the Coronation of His Majesty Charles III. The Clerk reported on a site meeting with Herefordshire Wildlife Trust, and their suggestion that planting by the junction with the Willows and B4361 at Luston was a more suitable location. **DECISION:** Deferred.

12.4 Highways – Matters to bring to the attention of Balfour Beatty. **DECISIONS:** The defects raised by members of the parish council under #10 will be raised with the highway authority.

12.5 Lengthsman and P3 footpaths. Work by the lengthsman to remove moss treatment on pavement by the Willows and B4361 was noted. **DECISIONS:** Clear weeds in gutters of railway bridge, Eye Lane, and report overgrown trees on LJ22 behind the school. A kissing gate request will be discussed with the footpath officer. Signs obscured by vegetation can be cleared on a safety basis only. Treatment of weeds in Luston is to be requested for July 2023.

13. Finance

13.1 Internal audit and report: Completion of the internal audit and report was noted. There are no recommendations or actions to consider.

13.2 Annual Governance Statement: **DECISION:** Reviewed and approved.

13.3 Annual Return 2022-23: DECISION: Reviewed and approved. An external audit will be required due to the expenditure of the parish council being in excess of £25,000.

13.4 Risk assessment and insurance policy: DECISIONS: The risk assessment was reviewed and agreed. The insurance policy recommended by Gallagher was agreed.

13.5 Payments to ratify:

D C Gardening Services, lengthsman grant funded work 2022-23 – £2,112.73

Radbournes, sandbags – £147.00

Clerk, wages April 2023

DECISION: Payments were ratified and will be made electronically.

13.6 Payments for consideration:

D C Gardening Services, lengthsman/ P3 footpaths (April 2023) – £900.00

Gallagher (parish council insurance) – £548.96

Edwards Tree Services Ltd., remedial tree works – £264.00

Clerk, audit honorarium – £20.00

Clerk, Office 365 subscription 2022-23 – £135.36

DECISION: Payments were approved and will be made by cheque or in the case of Gallagher by electronic payment.

13.7 Review direct debit payment:

Gigaclear, broadband service, May 2023 – £36.00

DECISION: Payment was noted.

14. Appointment of Representatives

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

14.2 Working group members:

Planning working group. DECISION: Cllrs. Bennett Jones, P Edwards and C Pearson.

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

Finance working group. DECISION: Cllrs. A Capell, C Pearson and I Stevens.

Management working group. DECISION: Cllrs A Brandish and W Talbot Ponsonby.

15. 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, code of conduct and financial regulations, and to make recommendations to the parish council.

16. HALC training schedule

The HALC training schedule was reviewed. Cllrs. Coates and Capell expressed an interest in attending 'Grassroots' and 'Leading Lights' courses respectively.

DECISION: It was agreed to book the training courses.

17. Proposed schedule of Council Matters articles

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

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

There were no matters raised.

19. Date of Next Full Council Meeting.

DECISION: The next meeting will be at 7.30pm on Monday 5 June 2023 at Cawley Hall, Eye.

There being no further business, the meeting closed at 9.17 pm.

Signed as a true record_____

Date_____