

# LUSTON GROUP PARISH COUNCIL

## MINUTES OF THE ANNUAL MEETING OF LUSTON GROUP PARISH COUNCIL HELD AT 7.30PM ON MONDAY 13 MAY 2024 AT CAWLEY HALL

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

**In attendance:** Ward Cllr. Dan Hurcomb; and R Hewitt (Clerk). Three (3) 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 – K Wood.

### 3. Co-opt to the vacancy for Eyton Parish

**DECISION:** Deferred.

### 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 8 April 2024

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

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

Ward Cllr. Hurcomb said the county is on budget and on track to reduce the use of reserves. More grants are being provided to support parishes. Spending on highways will be the highest since 2019. Resurfacing the B4361 by Eyecote has been requested. 'A' and 'B' roads have all been surveyed, and the list of roads included in the programme will be confirmed in due course.

The highway maintenance contract will end in April 2026. There will be a tendering process. The Hereford bypass is back on the agenda and has received a funding commitment from government. The library at Hereford will move into Shirehall.

There is a Brimfield Brook natural flood management meeting in May 2024 which may be helpful to attend. The wetland has received support for its use as a community platform. A neighbourhood plan meeting with Bircher parishes will be set up to review options and ask questions.

Ward Cllr. Hurcomb said the B4361 is not considered suitable to take diversions from the A49 due to the poor road surfaces and lack of white lining.

## **8. Flooding Matters**

A meeting has been requested with the Natural Flood Management coordinator to review the options to hold water back above Luston, including new areas looked at earlier in the year by the flood group. A response from Welsh Water concerning the manhole cover by the culvert under the B4361 was noted. A follow-up report on this matter has been made to the Consumer Council for Water.

Surface water drainage problems reported to the highway authority at the Seggin and Moreton Eye remain outstanding.

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

Herefordshire Council have agreed in principle for access to the identified raised land nearest to the public footpath at the wetland for amenity use. The details need to be agreed, including asset transfer, management, and maintenance. The officer responsible has been asked to contact the parish council.

According to the rota, the speed indicator devices are due to be deployed again at Luston on 8 July 2024. An expression of interest in the drainage grant has been submitted to Herefordshire Council. Status of the defibrillators at Eyton and Luston has been updated with the Circuit. Information on the Luston Good Neighbour Scheme page of the parish council website has been updated at the request of the scheme coordinators.

The deadline for Herefordshire Council's Local Plan consultation (Reg. 18) falls before the next meeting. **DECISION:** To schedule an additional parish council meeting for 7pm on 20 May 2024 in order to consider the consultation.

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

Members of the parish council raised the following matters: A49 diversion and consequent speeding through Luston; drains on B4361 from Yarpole Lane towards Eyecote; drainage by Moreton Eye where a possible spring is breaking up the road. Support was expressed for the locality steward who is "trying her hardest".

A member of the public asked about the schedule of parish council matters articles in the Eye.

## **11. Planning**

**11.1** 240858 Eyton Hall, Eyton, HR6 0AE. Proposed change of use of Eyton Hall from 1 no. 17-bedroom dwelling to a mixed use comprising: a 9-bedroom dwelling; and a commercial unit (Class E) comprising an office and workshop with four bunk rooms above, and the installation of a new Package Treatment Plant. **COMMENT:** The application is supported.

**11.2** Update on planning decisions by Herefordshire Council. Prior approval for 240736 Land at Blackpole Cottage is granted. Prior approval is not required for 240075 Park Lodge Farm. The Planning Inspectorate has dismissed the appeal for 223835 Tudor House.

## 12. Highways and environmental matters

**12.1** The proposed annual maintenance plan and contract for the lengthsman scheme in 2024-25 were reviewed. Ward Cllr. Hurcomb was thanked for support in resolving an administrative issue concerning the expression of interest. **DECISION:** The annual maintenance plan was agreed and the lengthsman contract signed.

**12.2** Herefordshire Wildlife Trust is to undertake an Eyton Common study in June 2024. The study was agreed last year after meeting with the trust to try and identify a suitable location for a wildlife meadow. Members of the parish are invited to join if they'd like to learn more about the common. **DECISION:** To make commoners aware of the invitation to join the study in June 2024.

**12.3** Highways – Matters to bring to the attention of the highway authority. **DECISIONS:** The defects raised by members of the parish council under #10 will be raised with the highway authority along with potholes on the Kingsland road and Leominster road, Eyton, outstanding surface water drainage defects at Seggin Lane and Moreton Eye, and verge on corner of Lilac Grove and B4361 at Luston.

**12.4** Lengthsman and P3 footpaths. **DECISIONS:** A request for the lengthsman to cut the verge on the corner of Lilac Grove and B4361 was not supported.

## 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 2023-24: **DECISION:** Reviewed and approved. An external audit is required due to the expenditure of the parish council being in excess of £25,000. The re-declaration to the Pensions Regulator will be completed. The threshold for automatic enrolment is £10,000.

**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 for consideration:

D C Gardening Services, lengthsman/ P3 footpaths (April 2024) – £306.00

Gallagher (parish council insurance) – £563.82

Cawley Hall, meetings – £193.50

Clerk, audit honorarium – £20.00

Clerk, Office 365 subscription 2024-25 – £148.32

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

**13.6** Review direct debit/ standing order payments:

Gigaclear, broadband service, May 2024 – £36.00

Clerk, wages (April 2024)

**DECISION:** Payments were noted.

## 14. Appointment of Representatives

**14.1** HALC representative. **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.

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

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

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

### **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 financial regulations, and to make recommendations to the parish council.

### **16. Broadband at Cawley Hall**

The current contract will end in May 2024. **DECISION:** It was agreed to accept the proposed terms for a new Business 50 contract at a cost of £47.64 (net) per month. Payment will be taken by direct debit which will be updated by the Clerk for payment from the online bank account.

### **17. Proposed schedule of Council Matters articles**

**DECISION:** The schedule of Council Matters articles was agreed.

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

There were no matters raised.

### **19. Date of Next Council Meeting.**

**DECISION:** The next meeting will be at 7.00pm on Monday 20 May 2024 at Cawley Hall, Eye.

There being no further business, the meeting closed at 8.55 pm.

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

Date \_\_\_\_\_