

PARISH COUNCIL MEETING

Minutes of the Annual Parish Council meeting and Scheduled meeting of Leintwardine Group Parish Council meeting held at Leintwardine Community Centre, Thursday 2 May 2024 commencing at 7.00 pm.

MEMBERS PRESENT: Councillors Will Llewellyn (Chair), Nigel Offer, Barbara Watkins, Brian Watkins, and Lucy Gimlik

ALSO PRESENT: Matt – Lengthsman and Ward Councillor Carole Gandy

OFFICER PRESENT: Clerk to the Council.

No	Item	Description	Action
24.1	ELECTION OF CHAIR	The clerk asked for nominations of Chair - Cllr Barbara Watkins proposed Cllr Will Llewellyn and this was seconded by Cllr Nigel Offer, There were no other nominations, All Councillors were in favour and Cllr Llewellyn accepted the position and sign the chairman's acceptance form. Cllr Llewellyn chaired the rest of the meeting.	
24.2	ELECTION OF VICE-CHAIR	Cllr Llewellyn nominated Cllr Offer and Cllr Gimlik seconded the proposal. There were no other nominations. All Councillors were in favour and Cllr Offer accepted the role and signed his acceptance form.	
24.3	APOLOGIES:	Cllrs Sam Archer, Don Archer, Maureen Williams, Frederick Hood, Willem Vlok and Paul Hand	
24.4	DECLARATIONS OF INTERESTS	None	
24.5	STANDING ORDERS	These had been circulated before the meeting. The Councillors approved them.	
24.6	FINANCIAL REGULATIONS	It was noted that the new Financial Regulations had only just been released and they would be discussed at the June meeting.	
24.7	CODE OF CONDUCT	This had been circulated before the meeting. The Councillors approved these.	
24.8	WORKING GROUPS		
	8.1	The following councillors were appointed to the following Committee/working group: Finance Committee – Cllrs Llewellyn, Cllr Offer, Cllr Barbara Watkins, and Cllr Brian Watkins. Planning/Environment Working Group – Cllr Llewellyn, Cllr Offer, Cllr Barbara Watkins, Cllr Brian Watkins, and Cllr Vlok. Cemetery Working Group – Cllr S Archer, Cllr D Archer, Cllr Hand, and Cllr Williams Village Recreation Working Group – Cllr Llewellyn and Cllr Gimlik. Communications/Media Working Group – Cllr Gimlik. Tree Warden – Cllr Hand Community Centre Rep – Cllr Barbara Watkins Library Rep – Cllr Williams Foot path Officer – to ask Cllr Vlok.	
24.9	TO CONSIDER	ARRANGEMENTS FOR 2024/25	
	9.1	Bank Mandate – Signatories were discussed and agreed: Cllr Llewellyn, Cllr S Archer, Cllr M Williams, Cllr Offer and Cllr Barbara Watkins is in the process of being added.	
	9.2	Appointment of Internal Auditor – The Councillors decided to appoint HALC as the internal auditor for 2024/2025.	

	9.3	Register of Interests – Councillors were asked to make sure their Registers of Interests were on the HCC website and were up to date.	
	9.4	Meeting Schedule – The Councillors agreed the following dates for the meetings: Thursday 6 June 2024 Thursday 4 July 2024 Thursday 5 September 2024 Thursday 3 October 2024 Thursday 7 November 2024 Thursday 5 December 2024 Thursday 9 January 2025 Thursday 6 February 2025 Thursday 6 March 2025	
	MINUTES OF	SCHEDULED MEETING	
24.10	APOLOGIES:	Cllrs Don Archer, Sam Archer, Freddrick Hood, Paul Hand, Willem Vlok, Maureen Williams, and West Mercia Police	
24.11	DECLARATIONS OF INTEREST:	No declarations.	
24.12	OPEN SESSION:		
	12.1	No matters were raised.	
	12.2	No report from West Mercia Police	
	12.3	Report Ward Councillor Carole Gandy – As per report on the website and previously circulated. The PROW grant will not be available for projects of £10,000 + She will raise the issue that Leintwardine is included as a Hub with no constraint in the Herefordshire Local Plan 2021 to 2041.	
24.13	MINUTES:		
	13.1	Council approved the Minutes of the Full Council held on 4 April 2024.	Clerk
23.14	LENGTHSMAN		
	14.1	Works undertaken by the Lengthsman – Drainage works around Downton have revealed several blocked drains and these need jetting. The drains and ditches by Cllr Hands have been dug out. The Council agreed to hire a jetter and asked Matt to organise this. BBLP have jetted the drains opposite the Lion Hotel and Mark Watkins is going to put a camera down the drain to see if there is any damage to the pipe.	
	14.2	The Annual Maintenance plan and Lengthsman contract were discussed and approved by the Councillors.	Clerk
23.15	FINANCE & POLICY:		
	15.1	Outstanding Accounts- The Councillors approved the following payments: Clerks Wages £ 761.40 PAYE £ 98.56 LVHCC – Hire & first Saturday £ 40.00 ICCM Subscription - £ 100.00 Eyelid Productions website update - £ 70.00 Cllr Llewellyn reimbursement – map of cemetery	Clerk

		£ 21.00 The Council also noted/approved MJH Contracting had been paid £ 2,520.00, and the receipt of the first instalment of the precept. £ 15,800.00.	
	15.2	The Councillors noted the bank balances as £ 19,142.50 Current Account and £ 28,042.04 Savings Account. The bank reconciliations and invoices were signed.	
	15.3	The Income and Expenditure for the year ended 31 March 2024 was discussed and approved.	
	15.4	The budget to Actual figures for the year ended 31 March 2024 was discussed and approved.	
	15.5	It was noted that the audit paperwork would be delivered to the internal auditor on Tuesday 14 May, as per HALCs request.	
	15.6	The Councillors agreed that the subscription to Microshade will be reviewed by Cllr Gimlik.	
24.16	PLANNING	To consider any planning consultations received from Herefordshire Council and agree comments (if any) to be submitted by the Parish Council for determination by Herefordshire Council.	
	16.1	Application No – 240853 Address: Chantryland, High Street, Leintwardine Proposed – works to T1 – Holly – remove/fell, over shading low amenity value, T2 – Leylandii – fell. T3 – Ash to reduce by 30% over shading. T4 – Ash reduce by 30% over shading. This was discussed and Councillors agreed to the following comments: 1.The applicant has not fully completed the application form. Section5 WHAT ARE YOU APPLYING FOR on the Application Form, requires the applicant to say either YES or NO to the question, are you seeking consent for works. to trees subject to a TPO, neither of the boxes were ticked. 2.The trees T1,T2 ,T3,T4 have been described as overshadowing and requiring either removal or crown reduction. The plan provided indicates the trees as being situated on the Northern boundary, therefore, it is most unlikely that they significantly shade the garden from Sunlight as the passage of the Sun is from East to West. 3.The definition of a Mature Holly Tree as being of Low Amenity Value is Questionable and requires further substantiation. e.g. is the tree Male or Female which has berries prized by Birds during the Winter? Period and at the least provides cover for small birds during the same period. 4. All works to be carried out in accordance with BSS 3998. Crown Reduction should be specified as final branch length to be achieved. after pruning and shaping and not using a % removal of branches (30 % removal is far too great to remove and leave achieve	

		a satisfactory tree shape.	
23.17	WORKING GROUPS UPDATES:		
	17.1	Planning, Environmental, Flooding and Highways – The reports were circulated prior to the meeting and are attached. These were discussed. The reply to the Herefordshire Local plan 2021-2041 will be circulated for approval as its m=needs to be submitted by 20 May 2024,	Cllr Offer
24,18	17.2	Footpath Officers Report – The PROW around Wetmore have been walked and there are no problems. The finger post by the Wier Bridge at Downton needs replacing. It was agreed to put a notice on the village notice boards informing people who to notify of any defects on PROWs.	Clerk Clerk
	17.3	Cemetery Working Group – No work has taken place at present. The planning application has been submitted with regards to the two trees.	
	17.4	LVHCC – Cllr Barbara Watkins and the clerk have had meeting with the solicitor with regards to the VHCC lease. It was agreed to apply to list LVHCC as a property of Community value.	Clerk
	NEXT MEETING	Council noted that the next meeting of the Parish Council would take place on Thursday 6 June 2024 at the Community Centre at 7.30pm	
23.169	AGENDA ITEMS FOR NEXT MEETING-		Clerk
	CLOSE	The meeting closed at 8.55 pm	

Signed by the Chairman:	Date:
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