

PUTLEY PARISH COUNCIL

Parish Clerk: Mrs J Chester, Mapleside, Ashperton, Ledbury, Herefordshire, HR8 2RZ Tel: 01531 670036
email: Putleyclerk@gmail.com website:- <https://www.putley.org.uk/putley-parish-council/>

MINUTES OF MEETING OF THE ANNUAL PARISH COUNCIL HELD AT PUTLEY PARISH HALL ON TUESDAY 21st MARCH 2024 AT 7.30PM

Present: Councillors Dermot Daly, Jake Herbst, Andy Booth, Jackie Denman and Sally Webster

In attendance: Janet Chester – Clerk to Putley Parish Council

Members of Public: 1

1. To Elect the Chairman of the Council and to Sign the Declaration of Acceptance of Office Form

Cllr Daly proposed by Cllr Herbst and unanimously supported.

RESOLVED Cllr Daly accepted the position and duly signed his Declaration of Acceptance of Office form

2. To Elect the Vice-Chairman of the Council and to Sign the Declaration of Acceptance of Office

Cllr Booth proposed by Cllr Herbst and unanimously supported.

RESOLVED Cllr Booth accepted the position and duly signed his Declaration of Acceptance of Office form

3. To Note any Apologies for Absence and Note the Reason – none

4. To Receive any Nominations to fill two councillor vacancies by Co-option

RESOLVED Councillors will approach residents who have shown interest in becoming a parish councillor.

5. To Remind Councillors to update their Register of Interest Form held by Herefordshire Council

The clerk reminded councillors that it is their responsibility to ensure their register is up to date **NOTED**

6. To Record any Declarations of Interest and Consider any Requests for Dispensations - none

7. To Consider Approval of Minutes of Parish Council meeting held 19th March 2024

The minutes were approved and duly signed by the Chair.

8. To Receive a Brief Report from Three Crosses Ward Councillor Jonathan Lester

Ward Cllr Lester had given his report at the earlier parish meeting

- Public Realm Contract re-procurement new contract commences 1st June 2026
- Herefordshire Council Local Plan 2024-2028 partnership working on four priorities People, Place, Growth, Transformation
- £12m extra spending on roads this year
- Ross Enterprise Park £8m and other market towns £1m for economic development
- New director for Childrens Servies starts on 1st July
- Parish Council Summits recommence in July
- £13m overspend on previous administrations budget last years budget £8.7m deficit so £8.7m reserves used to balance budget. £17m reserves remain
- AGM 24th May

Ward Councillor Lester was asked to respond on the Lengthsman and Public Rights of Way Contract, the DRM 476 bus service between Ledbury & Hereford and Ledbury St Katherines Car Park Barn Market

9. Public Participation Session for Local Residents to raise matters relevant to the Parish Council (Please note: Decisions cannot be made on items not on the agenda) *This item to be limited at the discretion of the chairman*

No matters raised

10. Planning: NB: no paper copies of applications are available to view at the meeting unless specified

a) To Consider any Planning Applications referred for comment: (to be viewed online prior to the meeting)

240918 – Puckmoor, Putley, HR8 2QR – To repair the timber frame, conserve brick ad infill panels and replace windows

PC Comment: The Parish Council have no objections

b) To Note Details of Decision Notices Received from Hereford Council: as per planning record – noted

11. To Review and Adopt the following Policies for Putley Parish Council

a) Standing Orders b) Code of Conduct c) Financial Regulations d) Donations/Grants Policy e) Assets Register f) Risk Assessment Schedule g) Risk Management Policy h) Freedom of Information requests i) Complaints Policy j) Training & Development Policy k) Media Policy l) Social Media Policy m) Communications Policy n) Equal Opportunities Policy o) Bullying & Harassment Policy p) Health & Safety Policy q) Co-option Policy r) Unacceptable Behaviour Policy s) Discipline & Grievance Policy t) Scheme of Delegation to Parish Clerk u) GDPR Data Protection Policy v) GDPR Privacy Policy w) GDPR Privacy Notices x) GDPR Data Subject Access Policy y) GDPR Consent Form z) Planning Applications between Meetings Policy

RESOLVED The above policies were all adopted with the exception of the Communications Policy which councillors deferred decision until the next meeting. It was **AGREED** to put copies of policies on the website.

12. Appointments:

a) GDPR Data Protection Officer (DPO) – RESOLVED The clerk was appointed

b) Website Administrator – RESOLVED The clerk was appointed

c) HALC Eastern Area Representative) – RESOLVED The clerk was appointed

d) To Review Working Groups, Terms of Reference, and to Review Members Leading Roles on Specific Issues as required)

RESOLVED No working groups so no Terms of Reference required.

RESOLVED Cllr Herbst – Lengthsman Co-ordinator

RESOLVED Cllr Denman – Footpaths Officer

RESOLVED Cllr Webster – Tree Warden

RESOLVED Cllr Booth – Cider Press Magazine

13. Finance:

a) To Receive 2023/24 End of Year Accounts from Responsible Finance Officer

Current Account

Opening Balance 1 st April 2023	£ 10118.12
Income	£ 9505.00
Expenditure	£ 8839.42
Unpresented cheques	£ 2435.70
Closing Balance 31 st March 2024	£ 13219.40

Savings Account

Opening Balance 1 st April 2023	£ 11116.44
Interest Received	£ 149.38
Closing Balance 31 st March 2024	£ 11265.82

The End of Year bank reconciliation and bank statement were APPROVED

b) To Consider the Internal Auditors Report

The Internal Audit Report was **APPROVED**. There were no issues raised.

c) To Approve the Annual Governance Statement for the External Auditor

The Annual Governance Statements were considered, agreed and **APPROVED**. The Statements were signed by the Chair and the Clerk.

d) To Approve the Annual Accounting Statements for the External Auditor

The Accounting Statements were considered and **APPROVED**. They were signed by the Chair

e) To Consider Completing the Certificate of Exemption for External Audit of End of Year Accounts

The Clerk reported that the Council did meet the eligibility criteria to be exempt from an external audit. The Certificate of Exemption was signed by the Chair and Clerk.

f) To Review the Parish Council Insurance Policy and decide on any alterations required

It was AGREED that the policy adequately covers the needs of the Parish Council.

g) To Note Finance Report and Bank Balances

Opening Balances 1st April 2024 Current Account £13219.40 Savings Account £11265.82
Balances as at 30th April 2024 Current Account £14798.70 Savings Account £11280.59

RESOLVED Above figures NOTED. The Bank Mandate list of signatories is to be updated and savings accounts to be opened to receive better interest rates.

h) To Consider Payments of Outstanding Accounts

D/Debit – PWLB – loan repayment - £658.01
D/Debit – ICO – Data Protection Fee - £35.00
000895: Putley Parish Hall – hire Q1 - £27.00
000896: Herefordshire Tree Warden Annual Sub - £30.00
000897: Zurich Insurance – Annual Fee - £257.60
000898: Mrs J Chester – clerk salary April/May plus expenses paper&padlocks £33.75
000899: HMRC – PAYE April - £94.20
000900: WyeHost – Annual Website Domain Fee - £10.00

RESOLVED Payments of all above were APPROVED

14. Governance

a) To Discuss .gov Website Service

The clerk outlined the costs involved. The cost includes setting up the website and migrating everything across from the old website, and .gov email addresses for clerk and all councillors.

RESOLVED a new .gov website was AGREED with individual email addresses. Before proceeding the clerk is to check that community information and events can be put onto the new website and that the website is not limited to just parish council.

15. Reports:

- a) To Receive a Report from the Footpath Officer

Cllr Denman has been to a meeting held by Balfour Beatty and Herefordshire Council after they appointed a new PROW officer.

- b) To Receive a Report from the Lengthsman Co-Ordinator

Emergencies are dealt with in a timely fashion. However routine maintenance has not been carried out due to ill health. The possibility of appointing a further lengthsman is to be explored.

- c) To Receive a Report from the Tree Warden

Cllr Webster continues to monitor the play area sapling planting.

- d) To Receive a Report from Cider Press Magazine Co-Ordinator

It was suggested that the parish clerk sends a short report of parish council meetings to the editor.

16. Highways/Footpaths:

- a) To Discuss Flooding near Putley Parish Hall

Meetings with Balfour Beatty continue to try and rectify this issue.

- b) To Discuss New stoned entrance Twerne Wood/Putley Common

The contractor has advised that when the tree felling on the Twerne and Putley Common wood has been completed the stone track will be removed

- c) To Receive Updates on Outstanding Defects and Note any new Highway and Footpath Defects

The clerk continues to report any potholes to Balfour Beatty and managed to ensure most potholes were filled prior to the Big Apple weekend.

17. Information Section / Correspondence / Discussion:

- a) To Review Information and Outstanding Actions

Reviewed and updated

- b) To Consider Grant Request from Putley Church

RESOLVED The clerk will send the applicant the Donations and Grants Policy so that they can formally apply.

18. Training: To note any forthcoming training dates

The clerk had circulated the latest HALC training diary.

19. To Raise Items for next scheduled Parish Council Meeting (no discussion)

Community Engagement Policy, Bio-Diversity Policy, Website

20. To Confirm Dates, Time and Location of Meetings for the ensuing year

RESOLVED – all meetings held at 7.30pm in Putley Parish Hall

2024 - Tues 16th July, Tues 17th Sept, Tues 19th Nov
 2025 – Tues 21st Jan, Tues 18th March, Tues 20th May

The chairman declared the meeting closed at 21.28pm

Signed:..... (Chairman) Dated:.....

INFORMATION SHEET

MEETING DATES – all meetings held at 7.30pm in Putley Parish Hall

2024 - Tues 16th July, Tues 17th Sept, Tues 19th Nov
 2025 – Tues 21st Jan, Tues 18th March, Tues 20th May

PARISH CLERK UPDATE

- Arranged for pothole repairs before Big Apple weekend Ed Bradford Head of Highways
- Road defects reported to Locality Steward / Herefordshire Council via website - Glebe Road 612768775/11160130, Abbots Place 612765217/11160127, Road from Hall to Lady Wood 612766482/11160128, Cresswell 612763488/11160125
- Website updated
- Website administration and designation carried out
- Policies reviewed and drafted/ updated (onongoing)
- Overhanging vegetation trimming arranged with land owners – all completed
- Responded to residents email and phone queries (hedges, flooding, churchyard, stone road and tree felling)
- Portrait of HM King Charles ordered and received
- Visited and Contacted Nat West Bank re accounts
- Investigate .gov website costs
- Set up external payroll provider

GENERAL CORRESPONDENCE RECEIVED

- Balfour Beatty – Weekly Locality briefings *
- Balfour Beatty – road closure notices *
- Balfour Beatty – Parish Briefing Notes *
- HALC – Information Corner & Training Schedule *
- Herefordshire Council – Talk Community Correspondence *
- Herefordshire Council – County Plan Consultation *
- Herefordshire Council – Parish Council Rural Settlement Hierachy Consultation *
- Herefordshire Council – Councillors Register of Interest Form reminder *
- Herefordshire Council – Guidance Note on Councilors Code of Conduct

* Circulated to Cllrs.

OUTSTANDING ACTIONS – These are the consolidated actions outstanding after the last meeting:-

DATE	ACTION	STATUS	AGENDA ITEM	DETAIL
21.11.23	Cllr Daly	ongoing	6e	Investigate higher rate interest bank accounts
16.1.24	All Cllrs	ongoing	3	Contact residents who expressed interest in being a councillor
16.1.24	Clerk	ongoing	9a	Review and amend/add council policies
19.3.24	Clerk	complete	10a	Publish adopted policies on website
19.3.24	Clerk	complete	10c	obtain costs and details for a .gov website
19.3.24	Cllr Herbst	ongoing	13a	investigate flooding options and costings
19.3.24	Clerk	ongoing	13c	arrange meeting with BB to discuss benches locations
19.3.24	Clerk	complete	13e	purchase padlocks for noticeboard and play area
19.3.24	Cllr Webster	ongoing	14b	Compile a bio-diversity policy/plan

PLANNING RECORD – (last six months)

[P233206/FH The Sladd Putley HR8 2RD](#) Proposed extensions & alterations to an existing single private dwelling, demolition of existing garage and construction of timber garage.

PC Comment: Putley Parish Council supports the application

HEREFORDSHIRE COUNCIL DECISION: GRANTED 12.1.24

[P233190/F Land Adjacent to Puckmoor Upper Hill Putley](#) New gate access required to agricultural land to use and maintain land and hedgerows.

PC Comment: Putley Parish Council support the application in principal, with concerns regarding the new access over water run off. Council would like to see the necessity of the new gateway.

HEREFORDSHIRE COUNCIL DECISION: GRANTED 15.2.24

[P233024/FH Ridge Cottage Putley HR8 2QS](#) Proposed extension to cottage with additional first floor extension above the existing dining room and a new concealed utility room extension at ground floor level. Refurbishment of the property with internal layout changes, and rebuilt external store.

PC Comment: none made to Hfcs Council

HEREFORDSHIRE COUNCIL DECISION: GRANTED with conditions 11.12.23

[P232754/FH Woodland Cottage Putley HR8 2QS](#) Proposed two-storey side extension and new pitched roof over former flat roof garage. New brickwork wall to form courtyard.

PC Comment: none made to Hfcs Council

HEREFORDSHIRE COUNCIL DECISION: WITHDRAWN 13.11.23

[P232576/PA7 The Twerne Putley HR8 2RD](#) Application for prior notification a proposed agricultural storage building. All others - Prior Approval

PC Comment: PC not consulted

HEREFORDSHIRE COUNCIL DECISION: Prior Approval Not Required 12.9.23

[P232509/J Putley Court Putley HR8 2QP](#) T1 - Cypress situated in rear garden, reduce large side stem by approximately one third by thinning and shortening canopy to a suitable live point; raising canopy by lifting clear of Yew hedge to give approximately 1.5 metres clearance. Works to trees covered by TPO

PC Comment: PC not consulted

HEREFORDSHIRE COUNCIL DECISION: Trees covered by TPO – Consent Granted Friday 15 Sept 2023

[P232416/FH The Old Pump House Putley HR8 2RF](#) Proposed conversion of garage into home office and carport extension.

PC Comment: none made to Hfcs Council

HEREFORDSHIRE COUNCIL DECISION: GRANTED with conditions 19.9.23

[P232057/FH Tumblers Putley HR8 2RF](#) Proposed rear ground floor and first floor extensions.

PC Comment: none made to Hfcs Council

HEREFORDSHIRE COUNCIL DECISION: GRANTED with conditions 24.8.23

[P232054/F Fosbury Fruit Farm Putley HR8 2QR](#) Proposed retention of one static caravan for five years to provide seasonal workers accommodation between 1st May and 31st October each year.

PC Comment: none made to Hfcs Council

HEREFORDSHIRE COUNCIL DECISION: GRANTED with conditions 24.10.23

[P231020/L Mill Cottage Putley HR8 2QW](#) Proposed further single storey extension facing east, replacement of 7 windows to front and 1 to rear, provide insulation and below floor heating to the original cottage ground floor and install air source heat pump (part retrospective).

PC Comment: Putley Parish Council supports this application.

HEREFORDSHIRE COUNCIL DECISION:

[240257 The Cider House, Lower Court, Putley, HR8 2QP](#) Proposed addition of an Oak framed garden room

PC Comment:

HEREFORDSHIRE COUNCIL DECISION: WITHDRAWN 28.2.24

[233612 – Lower Court, Putley Court, Putley, HR8 2QP](#) Proposed addition of an Oak framed garden room

PC Comment: This application is believed to have been withdrawn

HEREFORDSHIRE COUNCIL DECISION:

[240134 – Fosbury Fruit Farm, Putley, HR8 2QR](#) Siting of one static caravan for five years to provide seasonal workers accommodation between 1st May and 31 October each year

PC Comment: The Parish Council have no objection

HEREFORDSHIRE COUNCIL DECISION:

[240530 - Woodbine Cottage, Durlow, Tarrington, HR1 4JQ](#) Proposed extension and internal alterations

PC Comment: The Parish Council have no comments to make

HEREFORDSHIRE COUNCIL DECISION: The Parish Council have no comments to make

[240404 - Tipsgrove Farm, Pixley, HR8 2RW](#) Proposed installation of 1 no propriety, off site constructed glamping pod (the pod) suitable for short stay accommodation along with associated landscaping, drainage and access arrangements. The pod is to be used as ancillary accommodation and for holiday lettings (B&B).

PC Comment: The Parish Council have no objection

HEREFORDSHIRE COUNCIL DECISION: The Parish Council have no objection

[240918 – Puckmoor, Putley, HR8 2QR](#) – To repair the timber frame, conserve brick ad infill panels and replace windows

PC Comment: The Parish Council have no objections

HEREFORDSHIRE COUNCIL DECISION: