

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/>

COUNCILLORS ARE SUMMONED TO ATTEND A MEETING OF THE PARISH COUNCIL TO BE HELD AT PUTLEY PARISH HALL ON TUESDAY 16TH JULY 2024 AT 7.30PM

Agenda

1. To Note any Apologies for Absence and Note the Reason
2. To Receive any Nominations to fill two councillor vacancies by Co-option
3. To Record any Declarations of Interest and Consider any Requests for Dispensations
4. To Consider Approval of Minutes of Parish Council meeting held 21st May 2024
5. To Receive a Brief Report from Three Crosses Ward Councillor Jonathan Lester
6. **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*
7. **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)**
 - b) To Note Details of Decision Notices Received from Hereford Council: as per planning record
8. **Governance**
 - a) To Discuss and Adopt Parish Council Policies
 - i) Community Engagement Communications Policy
 - ii) Biodiversity Policy
 - iii) Emergency Resilience Plan
 - b) To Discuss New .gov Website Service
9. **Finance:**
 - a) To Note Finance Report and Bank Balances
 - b) To Decide Bank Signatories, Opening New Savings Accounts and amount to be deposited
 - c) To Consider Payments of Outstanding Accounts
000901: J Chester clerk salary May/June as agreed & Expenses
000902: HMRC PAYE May/June £132.05
d/debit: PWLB Loan repayment £658.01
10. **Reports:**
 - a) To Receive a Report from the Footpath Officer
 - b) To Receive a Report from the Lengthsman Co-Ordinator
 - c) To Receive a Report from the Tree Warden
 - d) To Receive a Report from Cider Press Magazine Co-Ordinator
11. **Highways/Footpaths:**
 - a) To Receive any update on Flooding near Putley Parish Hall
 - b) To Receive any update on stoned entrance Lady Wood/Putley Common
 - c) To Discuss places for New Benches in Parish and contact Balfour Beatty for permission
 - d) To Receive Updates on Outstanding Defects and Note any new Highway and Footpath Defects
12. **Information Section / Correspondence / Discussion:**
 - a) To Review Information and Outstanding Actions
13. **Training:** To note any forthcoming training dates
14. **To Raise Items for next scheduled Parish Council Meeting (no discussion)**
15. **To Confirm Date, Time and Location of Next Meeting** – Tuesday 17th September 2024 at Putley Parish Hall at 7.30pm

Signed: *JL Chester*

(Clerk to the Parish Council)

Dated: 10^h July 2024

The press and public are cordially invited to attend the meeting

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 to be carried out
- 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 (ongoing)
- Responded to residents email and phone queries
- Visited and Contacted Nat West Bank re accounts
- Investigate .gov website costs
- External payroll provider arranged
- End of Year Accounts completed and sent to external auditor
- Donations & Grant Policy sent to Putley Church

GENERAL CORRESPONDENCE RECEIVED

- Balfour Beatty – Weekly Locality briefings *
- Balfour Beatty – road works and road closure notices *
- Balfour Beatty – Parish Briefing Notes *
- HALC – Information Corner & Training Schedule *
- Herefordshire Council – Talk Community Correspondence *

* 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

[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: WITHDRAWN 28.6.24

[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: GRANTED 30.5.24

[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: GRANTED 30.4.24

[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:

[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: