

PUTLEY PARISH COUNCIL

Parish Clerk: Mrs J Chester, Mapleside, Ashperton, Ledbury, Herefordshire, HR8 2RZ Tel: 01531 670036
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MINUTES OF THE PARISH COUNCIL MEETING HELD AT PUTLEY PARISH HALL ON TUESDAY 17th SEPTEMBER 2024 AT 7.30PM

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

In attendance: Three Crosses Ward Councillor Jonathan Lester
Janet Chester – Clerk to Putley Parish Council

Members of Public: 0

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

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

No nominations received.

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

4. **To Consider Approval of Minutes of Parish Council meeting held 16th July 2024**

The minutes were approved and duly signed by the Chair.

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

Ward Cllr Lester gave his report which mentioned the following items:-

- National Planning Policy Framework Local Plan Herefordshire Council housing from 16500 up to 27500, 5 years housing supply
- Public Realm Road Resurfacing Budget of £8m
- Childrens Services Q1 performance
- Councils performance of delivering services
- Cabinet next meeting Q1 budget performance report
- Parish Summit 8th October how HC & PC's work together plus Q&A session

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*

No public present. No matters raised.

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

a) To Discuss National Planning Policy Consultation

RESOLVED: The Parish Council have no comments to return on this consultation but decided that the NDP should be reviewed.

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

None.

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

8. Governance

a) To Discuss and Adopt Policies for Putley Parish Council

i. Community Engagement and Communications Policy

RESOLVED Cllr Denman had made changes, the clerk had forwarded the new draft to councillors to read. It was AGREED to adopt this policy.

ii. Biodiversity Policy

RESOLVED Cllr Webster will draft a policy and circulate for discussion at next meeting

iii. Emergency Resilience Plan

RESOLVED Cllr Booth will check with a former councillor who was drafting this plan

b) To Receive Update on the new .gov Website Service

RESOLVED A new .gov website is being set up. Information from the current website will be exported across to the new website. All councillors will be given a council email address and local organisations information can be included on the new website. The clerk will be the website administrator.

c) To Ratify Signing of Lengthsman Contract and Note Invoicing Process

RESOLVED The signed contract had been returned to Herefordshire Council and the new invoicing process was NOTED. The former Lengthsman has moved away so a new Lengthsman will be approached. The clerk was asked to enquire if funds were available for the Public Rights of Way maintenance.

9. Finance:

a) To Note Finance Report and Bank Balances

Opening Balances 1st April 2024 Current Account £13219.40 Savings Account £11265.82
Balances as at 30th August 2024 Current Account £11892.27 Savings Account £11335.35

RESOLVED Above figures NOTED.

b) To Discuss 2025/26 Budget and Precept Requirement

RESOLVED The budget was discussed and the parish council are minded to request precept of £10500. The final decision will be made at the November meeting.

c) To Receive Update on Opening a New Saving Accounts and amending the Bank Mandate

RESOLVED The Bank Mandate list of signatories is to be updated, clerk has a list of names to add or remove and savings accounts to be opened to receive better interest rates (£12k instant access, £6k 90 day notice and £5k 35 day notice). All personal details required have now been received so the clerk can proceed.

c) To Consider Payments of Outstanding Accounts

000905: SLCC – annual membership - £65.80

000906: Mrs J Chester – clerk salary July/August as agreed plus expenses

000907: HMRC – PAYE - £188.40

RESOLVED Payments of all above were APPROVED

10. Reports:

a. To Receive a Report from the Footpath Officer

Cllr Denman had nothing to report.

b. To Receive a Report from the Lengthsman Co-ordinator

Cllr Herbst had given his apologies.

c. To Receive a Report from the Tree Warden

Cllr Webster advised that the Black Walnut Tree outside the bungalows near the playground needs assessing for growth.

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. An advertisement poster for councillor vacancies was approved and is to be put into the next edition.

11. Highways/Footpaths:

a) To Discuss Flooding near Putley Parish Hall

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

b) To Discuss stoned track entrance Wood/Putley Common

The contractor has removed the stone track and reinstated the dirt track.

c) To Discuss places for new benches

RESOLVED The clerk checked with Balfour Beatty and proposed locations are agreeable. A bench in the play area was also proposed by Cllr Webster. Prices and examples are to be obtained.

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

The clerk continues to report any potholes and other defects to Balfour Beatty. She was asked to report a leak below Putley Court Lodge where the sump has collapsed.

12. Information Section / Correspondence / Discussion:

a) To Review Information and Outstanding Actions

Reviewed and updated

13. Training: To note any forthcoming training dates

The clerk had circulated the latest HALC training diary.

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

Bio-Diversity Policy, Emergency Resilience Plan, Website, Benches, Budget & Precept 2025/26

15. To Confirm Date and Time of next Meeting

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

Tues 19th November, 7.30pm in Putley Parish Hall

The chairman declared the meeting closed at 21.20pm

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

INFORMATION SHEET

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

2024 - 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
- Policies reviewed and drafted/ updated (ongoing) (JD,SS,AB)
- Responded to residents email and phone queries
- Visited and Contacted Nat West Bank re accounts
- Attended Draft Budget Meeting
- Ordered new .gov website
- End of Year Accounts completed and confirmation received from external auditor

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	complete	6e	Investigate higher rate interest bank accounts
16.1.24	All Cllrs	ongoing	3	Contact residents who expressed interest in being a councillor
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	complete	13c	arrange meeting with BB to discuss benches locations
19.3.24	Cllr Webster	ongoing	14b	Compile a bio-diversity policy/plan and circulate draft
16.7.24	Cllr Denman	ongoing	8a	Make suggested changes to Communications Policy and circulate
16.7.24	Cllr Booth	ongoing	8a	Check with former cllr about Emergency Resilience Plan
16.7.24	Clerk	ongoing	8b	Arrange for new .gov website to be set up
16.7.24	Clerk	ongoing	10d	Clerk to send short report of PC meetings to Cider Press and vacancy notice

PLANNING RECORD – (last six months)

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, HR8 2QR 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: GRANTED 24.7.24

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

PC Comment: The Parish Council have no objections

HEREFORDSHIRE COUNCIL DECISION: GRANTED 19.7.24

DRAFT