

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 JANUARY 2024 AT 7.30PM

Agenda

CONFIDENTIAL SESSION under the Public Bodies (Admission to Meetings) Act 1960

1. To Appoint New Clerk and Agree Contract and Terms of Employment

OPEN SESSION

2. To Note any Apologies for Absence and Note the Reason

3. To Receive any Nominations to fill single councillor vacancy by Co-option

4. To Record any Declarations of Interest and Consider any Requests for Dispensations

5. To Consider Approval of Minutes of Parish Council meeting held 21st November 2023

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

7. 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*

8. 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

9. Governance

a) To Review Council Policies and amend/add as necessary

b) To Discuss New Website Service

c) To Agree to Update Website with Annual Accounts and Policy Details to Comply with Transparency Code for Smaller Authorities 2015

10. Finance:

a) To Confirm Budget and Precept for 2024/25

b) To Note National Salary Award & Leave Entitlement 2023-24 Decision and Implement

c) To Discuss Appointing an External Payroll Provider

d) To Note Finance Report and Bank Balances

e) To Consider Payments of Outstanding Accounts

000888: Herefordshire Council – Election May 2023 costs - £159.92

000889: C Stallard-Daniels – previous clerk salary & expenses

000890: Putley Parish Hall – Hall Hire (May-Nov 2023) - £54.00

11. Highways/Footpaths:

a) To Receive updates on outstanding defects

b) To Discuss West Mercia PCC Safer Roads Grant

c) To Discuss places for new benches in parish and contact Balfour Beatty for permission

d) To Discuss overgrown hedges between Putley Common and Pixley

e) To Note any new Highway and Footpath Defects

12. Information Section / Correspondence / Discussion:

a) To Review Information and Outstanding Actions

13. 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

14. Training: To note any forthcoming training dates

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

16. To Confirm Date and Time and Location of Next Meeting – Tuesday 19th March 2024 at Putley Parish Hall at 7.30pm

Signed: *JL Chester* (Clerk to the Parish Council)

Dated: 9th January 2023

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 19th March, Tues 21st May, Tues 16th July, Tues 17th Sept, Tues 19th Nov

PARISH CLERK UPDATE

- Road defects reported to Locality Steward / Herefordshire Council via website
- Website updated
- Clerk Handover carried out
- Policies reviewed and require updating

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 *

* 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
21.11.23	Clerk	ongoing	7c	Make amendment to Planning Procedure
21.11.23	Cllr Webster	ongoing	9	hedge saplings to be planted top end of play area
21.11.23	Clerk/Cllr Griffin	ongoing	10	put new hasp and lock onto noticeboard

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:

[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:

[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 Hfds 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 Hfds 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 Hfds 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 Hfds 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 Hfds 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.

