

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 19TH MARCH 2024 AT 7.30PM

Agenda

1. To Elect a new Chairman of Putley Parish Council
 2. To Note any Apologies for Absence and Note the Reason
 3. To Receive any Nominations to fill two councillor vacancies by Co-option
 4. To Remind Councillors to update their Register of Interest Form held by Herefordshire Council
 5. To Record any Declarations of Interest and Consider any Requests for Dispensations
 6. To Consider Approval of Minutes of Parish Council meeting held 16th January 2024
 7. To Receive a Brief Report from Three Crosses Ward Councillor Jonathan Lester
 8. 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*
 9. 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)**
233612 – Lower Court, Putley Court, Putley, HR8 2QP Proposed addition of an Oak framed garden room
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
240530 - Woodbine Cottage, Durlow, Tarrington, HR1 4JQ Proposed extension and internal alterations
240404 - Tipsgrove Farm, Pixley, HR8 2RW Proposed installation of 1no 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).
 - b) To Note Details of Decision Notices Received from Hereford Council: as per planning record
 10. Governance
 - a) To Review and Adopt Council Policies and amend/add as necessary
 - b) To Note other Policies to be drafted for adopting at Annual Meeting
 - c) To Discuss New Website Service
 - d) To Agree to Update Website with Annual Accounts and Policy Details to Comply with Transparency Code for Smaller Authorities 2015
 11. Finance:
 - a) To Discuss Appointing an External Payroll Provider
 - b) To Note Finance Report and Bank Balances
 - c) To Consider setting up Standing Order for Clerk salary
 - d) To Consider Payments of Outstanding Accounts
000892: HALC – Annual Subscription - £463.14
000893: Wyehost Ltd – Website Annual Hosting Fee - £210.00
000894: J Chester clerk salary Jan-Feb as agreed & Expenses declarations book £7.50
 12. 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
 13. Highways/Footpaths:
 - a) To Discuss Flooding near Putley Parish Hall
 - b) To Discuss New stoned entrance Lady Wood/Putley Common
 - 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 Receive Updates on Outstanding Defects and Note any new Highway and Footpath Defects
 14. Information Section / Correspondence / Discussion:
 - a) To Review Information and Outstanding Actions
 - b) To Consider The Great Collaboration Project
 15. Training: To note any forthcoming training dates
 16. To Raise Items for next scheduled Parish Council Meeting (no discussion)
 17. To Confirm Date, Time and Location of Next Meeting – Tuesday 21st May 2024 at Putley Parish Hall at 7.30pm
- Signed: *JL Chester* (Clerk to the Parish Council) Dated: 11th March 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 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
- Website administration and designation carried out
- Policies reviewed and drafted/ updated (ongoing)
- Overhanging vegetation trimming arranged with land owners
- Responded to residents email and phone queries (hedges, flooding, stone road)
- Planning Site Meeting arranged (cancelled)
- Portrait of HM King Charles ordered

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 Hierarchy Consultation *
- Herefordshire Council – Councillors Register of Interest Form reminder *

* 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: 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 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.

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