

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 PARISH COUNCIL HELD AT PUTLEY PARISH HALL ON TUESDAY 16TH JANUARY 2024 AT 7.30PM

Present: Councillors George Griffin, Andy Booth, Jackie Denman and Sally Webster

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

Members of Public: 1

The Chairman Cllr Griffin welcomed everyone to the meeting

CONFIDENTIAL SESSION under the Public Bodies (Admission to Meetings) Act 1960 (Please note it was agreed to move this item to the end of the main meeting after the member of public had left the room)

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

RESOLVED The decision to appoint Janet Chester as clerk/RFO with effect from 1st January 2024 was RATIFIED. Scale Point 26, part-time 6 hours per week, 26 days holiday per annum and Home Working Allowance AGREED

OPEN SESSION

2. Apologies for Absence and Note the Reason

Apologies were received from Cllrs J Herbst and D Daly

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

One resident had expressed an interest.

RESOLVED The Chairman Cllr Griffin will contact them and invite them to the March meeting if they are still interested

4. Declarations of Interest and any Requests for Dispensations

None

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

The minutes of the meeting held had been circulated and were APPROVED as a true and accurate account

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

Three Crosses Ward Councillor Lester spoke about

- Childrens Services - Child Commissioner Assessment recommendation that Herefordshire

Council keeps the responsibility as clear signs of improvement shown but lots more to happen and do

- Capital Programme Amendments – monies set aside for Western bypass/ Southern Link Road. £10m road improvements. £2.5m for potholes and £4.5m surface dressing in spring, £8m for Economic Development of land at Model Farm Industrial Estate at Ross. £1m for other market towns
Shire Hall Renovation – Maylord Orchards to remain retail etc, £3m fund agreed by Stronger Towns Board to re-allocate to Shire Hall renovations including library
- Leaders Newsletter to be emailed across to parish councils
- Midlands Connect – support local government infrastructure possible proposal of double railtrack
between Ledbury and Hereford and a reinstated station/stop at Pontrilas
- £106.9m Government funding for roads over next 11 years
- County Plan Consultation (everything that Hfd Council do)
- Budget 2024/2025 4.99% increase in council tax

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*

No matters raised

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) none**
- b) To Note Details of Decision Notices Received from Hereford Council: as per planning record noted

9. Governance

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

RESOLVED The clerk will review current policies and amend/add policies as necessary to comply with current guidelines

- b) To Discuss New Website Service

This was briefly discussed as the old website had crashed and a new website was being put together but further discussion deferred until March. More relevant photos requested.

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

RESOLVED The clerk will liaise with website administrator to update website

10. Finance:

- a) To Confirm Budget and Precept for 2024/25

The clerk confirmed that a precept of £10k had been requested by the previous clerk

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

Noted and Agreed

c) To Discuss Appointing an External Payroll Provider

The clerk explained that an external payroll provider is used for her other parish councils and recommended that Putley PC also use the same. The cost would be offset by saving clerks hours worked to complete payroll and pension provision.

RESOLVED Agreed in principle pending further information being supplied from provider

d) To Note Finance Report and Bank Balances

Finance Report Noted, Bank Balance as at 12.12.24 £13931.41

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

RESOLVED All above invoices were approved for payment

11. Highways/Footpaths:

a) To Receive updates on outstanding defects

No updates

b) To Discuss West Mercia PCC Safer Roads Grant

RESOLVED No current projects eligible for the grant

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

RESOLVED The clerk will check with previous clerk the current situation and check if Balfour Beatty have done an inspection of suggested sites

d) To Discuss overgrown hedges between Putley Common and Pixley

A resident had brought to the cllrs attention overgrown hedges and vegetation adjacent to the road between Putley Common and Pool End posing a danger as restricting visibility.

RESOLVED The clerk will draft a letter to be put into the Cider Press and popped through letterboxes. The clerk will also contact the company responsible for the maintenance of the woods asking for areas to be cut back ideally before the end of February and the bird nesting season. (Cllr Denman to forward clerk the contact details)

e) To Note any new Highway and Footpath Defects

None

12. Information Section / Correspondence / Discussion:

- a) To Review Information and Outstanding Actions

Reviewed and Noted

13. Reports:

- a) To Receive a Report from the Footpath Officer

The footpath officer will check historical defects and liaise with the clerk if re-reporting

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

None

- c) To Receive a Report from the Tree Warden

The saplings have been received to be planted in February

- 14. **Training:** To note any forthcoming training dates – the clerk asked if cllrs were interested in any training dates to let her know to book places

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

Cider Press Report

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

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 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.

HEREFORDSHIRE COUNCIL DECISION: