

PUTLEY PARISH COUNCIL

Parish Clerk: Mrs J Chester, Mapleside, Ashperton, Ledbury, Herefordshire, HR8 2RZ Tel: 01531 670036
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MINUTES OF MEETING OF THE PARISH COUNCIL HELD AT PUTLEY PARISH HALL ON TUESDAY 19TH MARCH 2024 AT 7.30PM

Present: Councillors Jake Herbst, Andy Booth and Sally Webster

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

Members of Public: 1

The Vice-Chairman Cllr Herbst welcomed everyone to the meeting

1. To Elect a new Chairman

Following the resignation of George Griffin a new chairman is needed.

RESOLVED: As a new chairman will be elected at the Annual Meeting in May this item was deferred until then. Vice-Chairman Cllr Herbst chaired this meeting.

2. Apologies for Absence and Note the Reason

Apologies were received from Cllrs J Denman (illness) and D Daly (holiday)

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

One resident has expressed an interest.

RESOLVED The resident will be invited to the May meeting if they are still interested to be formally co-opted and complete the required paperwork.

4. To Remind Councillors to update their Register of Interests held by Herefordshire Council

The clerk reminded councillors to check that Herefordshire Council had received their completed forms and if not that it was their individual responsibility to complete and submit a new form.

5. Declarations of Interest and any Requests for Dispensations

None

6. To Consider Approval of Minutes of Parish Council meeting held 16th January 2024

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

RESOLVED In future the clerk will circulate draft minutes to councillors within a month of the meeting and unless comments are received they will be put on the website and taken as read for approval at the next meeting.

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

Three Crosses Ward Councillor Lester spoke about

- Herefordshire Council Budget £19.5m savings required. There is an increased demand in Childrens Services and Adult Social Care plus other costs. Council Tax rise of 4.99%
- Extra funding of £250k each for Lengthsman & Public Rights of Way and £500k for drainage issues.
- Leaders Newsletter to be emailed across to parish councils
- Hereford Road Strategy Options
- Local Transport Fund of £101m

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*

A local resident expressed their concerns over the flooding by the parish hall. The Parish Council confirmed it is liaising with Balfour Beatty as the existing pipe in the ditch does not have adequate capacity and are trying to find a way of resolving this issue.

N.B. The member of public and Cllr Lester left the meeting at this point.

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
PC Comment: this application is believed to have been withdrawn

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

240530 - Woodbine Cottage, Durlow, Tarrington, HR1 4JQ Proposed extension and internal alterations

PC Comment: The Parish Council have no comments to make

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 landacaping, 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

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

noted

10. Governance

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

Standing Orders – AGREED & ADOPTED

Code of Conduct – AGREED & ADOPTED

Financial Regulations – AGREED & ADOPTED

Co-option Procedure – AGREED & ADOPTED

Data Protection Policy – AGREED & ADOPTED

Procedure for dealing with planning applications received between meetings – AGREED & ADOPTED

RESOLVED The above policies were all agreed and adopted. The clerk will put these on the website.

b) To Note Other Policies to be drafted for Adoption at the Annual Meeting in May

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

c) To Discuss New Website Service

A new website is active. More relevant photos requested. HALC are recommending that parish council have a .gov website.

RESOLVED: It was AGREED to have a .gov website for the Parish Council with .gov email addresses for each councillor but to use the current website for everything else until this is arranged. The clerk will contact HALC about setting up the .gov website and clarify ongoing costs

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

RESOLVED The clerk has liaised with the website administrator and requested full administrator rights to update the parish council page of the website. It was AGREED that the clerk will add /amend the website as necessary.

11. Finance:

a) 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 to appoint Autela Payroll Services

b) To Note Finance Report and Bank Balances

Finance Report Noted, Bank Current Account Balance as at 7.2.24 £13273.40 and Reserve Account £11240.35

c) To Consider setting up a Standing Order for clerk salary

RESOLVED It was agreed to set up a monthly standing order for clerks salary because the Parish Council only meet bi-monthly

d) To Consider Payments of Outstanding Accounts

000892: HALC – Annual Sub - £463.14

000893: Wyehost Ltd – Website Annual Hosting Fee - £210.00

000894: J Chester – clerk salary Jan/Feb as agreed plus expenses £7.50

RESOLVED All above invoices were approved for payment

12. Reports

a) To Receive a Report from the Footpaths Officer

An access road has been installed crossing Putley Common and work ongoing on trees to the Twerne. Cllr Webster confirmed that Herefordshire Council Planning Enforcement have been approached by a resident to clarify if road and work is legal.

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

Cllr Herbst confirmed that he is liaising with Balfour Beatty about the flooding by the hall.

c) To Receive a Report from the Tree Warden

Nothing to report

d) To Receive a Report from the Cider Press Magazine Co-ordinator

Nothing to report

13. Highways/Footpaths:

a) To Discuss Flooding near Putley Parish Hall

The problem of flooding near the hall is still ongoing. Cllr Herbst has liaised with Balfour Beatty who have been and cleared debris from the ditch but not rectified the issue. Cllr Herbst is exploring further options and obtaining costings.

RESOLVED Cllr Herbst to continue to explore options and costings. An extra ordinary meeting may be called to discuss proposals and possible parish council contribution to works together with the funding opportunity from Herefordshire Council.

b) To Discuss new stoned entrance Putley Common

As 12a above

c) To Discuss places for New Benches in parish and contact Balfour Beatty for permission

One bench to be placed in Putley Green and one by the noticeboard at Putley Common.

RESOLVED A meeting is to be arranged with Balfour Beatty to approve places for benches to be placed

d) To Discuss overgrown hedges between Putley Common and Pixley

All hedges have been trimmed

e) To Receive updates on Outstanding defects and Note any New Defects

The new hedge saplings are being planted. However an issue has arisen that the play area has been driven over, gates opened and rubbish tipped, thankfully the saplings are undamaged .

RESOLVED To avoid risk of damage to the new hedging a combination lock will be put onto the gate to prevent vehicles entering play area and the mowing contractor advised of the code.

The clerk has reported all potholes on the road from the parish hall to Putley Common

14. Information Section / Correspondence / Discussion:

a) To Review Information and Outstanding Actions

Reviewed and Noted.

RESOLVED The clerk will purchase a new lock for the noticeboard

b) To Consider The Great Collaboration Project

Cllrs Denman and Webster attended a webinar relating to the Great Collaboration

RESOLVED Cllr Webster to compile a biodiversity policy to be discussed at a future meeting.

15. 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

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

Policies

17. To Confirm Date, Time and Location of Next Meeting – Tuesday 21st May 2024 at Putley Parish Hall at 7.30pm following the Annual Parish Meeting at 7.00pm

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 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 (onongoing)
- Overhanging vegetation all trimmed
- 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 Hierachy 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	completed	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	ongoing	10	put new hasp and lock onto noticeboard
16.1.24	Clerk	ongoing	9a	Review and amend/add council policies
16.1.24	Clerk	completed	9c	Arrange website meeting
16.1.24	Clerk/All	completed	10c	Obtain Further information on External Payroll Provider
16.1.24	Clerk	completed	11c	check progress on benches with former clerk
16.1.24	Clerk /AB	completed	11d	Draft overgrown hedges letter and contact landowners

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 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:

[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