

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 16th JULY 2024 AT 7.30PM

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

In attendance: Janet Chester – Clerk to Putley Parish Council

Members of Public: 1

1. **To Note any Apologies for Absence and Note the Reason** – Cllr J Herbst (holiday), Ward Cllr Lester

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 21st May 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 had given his apologies but had emailed his report which mentioned the following items:-

- Parish Council Summit
- Herefordshire Council Plan
- Local Plan
- Public Realm
- Contracted Services
- Council Services
- Cabinet meeting on 18th July
- Council next full council meeting will be on 26th July

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*

A local resident queried if any progress had been made on the flooding issue. The Parish Council continues to work on this.

7. **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

8. Governance

a) To Discuss and Adopt Policies for Putley Parish Council

i. Communications Policy

RESOLVED Cllr Denman will make changes suggested and forward draft to clerk

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 Discuss New .gov Website Service

RESOLVED It was agreed that the clerk should arrange for a new .gov website to be set up. 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.

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 June 2024 Current Account £13802.10 Savings Account £11307.04

RESOLVED Above figures NOTED.

b) To Decide Bank Signatories, Opening New Saving Accounts and amount to be deposited

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).

c) To Consider Payments of Outstanding Accounts

D/Debit – PWLB – loan repayment - £658.01

000901: Mrs J Chester – clerk salary May/June as agreed plus expenses

000902: HMRC – PAYE April - £188.20

000903: Autela Services - Payroll Q1 – £77.32

000904: Putley Parish Hall – hire May - £13.50

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 continues to monitor the play area sapling planting. A new padlock has been fitted to the gates.

- 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 for councillor vacancies 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 advised that when the tree felling on the Twerne and Putley Common wood has been completed the stone track will be removed.

RESOLVED It is believed that felling has finished so Cllr Denman will ask when track will be removed

- c) To Discuss places for new benches

RESOLVED The clerk will check with Balfour Beatty that proposed locations are agreeable. She will also enquire about putting a bench in the play area.

- 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.

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)

Community Engagement Policy, Bio-Diversity Policy, Emergency Resilience Plan, Website

15. To Confirm Date and Time of next Meeting

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

Tues 17th September, 7.30pm in Putley Parish Hall

The chairman declared the meeting closed at 20.50pm

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

INFORMATION SHEET

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

2024 - Tues 17th Sept, 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
- Website administration and designation carried out
- Policies reviewed and drafted/ updated (ongoing)
- Responded to residents email and phone queries
- Visited and Contacted Nat West Bank re accounts
- Investigate .gov website costs
- External payroll provider arranged
- End of Year Accounts completed and sent to external auditor
- Donations & Grant Policy sent to Putley Church

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
16.1.24	Clerk	ongoing	9a	Review and amend/add council policies
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	ongoing	13c	arrange meeting with BB to discuss benches locations
19.3.24	Clerk	complete	13e	purchase padlocks for noticeboard and play area
19.3.24	Cllr Webster	ongoing	14b	Compile a bio-diversity policy/plan

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, HR1 4JQ](#) 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 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).

PC Comment: The Parish Council have no objection

HEREFORDSHIRE COUNCIL DECISION:

[240918 – Puckmoor, Putley, HR8 2QR](#) – To repair the timber frame, conserve brick ad infill panels and replace windows

PC Comment: The Parish Council have no objections

HEREFORDSHIRE COUNCIL DECISION:

DRAFT