

# PUTLEY PARISH COUNCIL

Parish Clerk: Mrs J Chester, Mapleside, Ashperton, Ledbury, Herefordshire, HR8 2RZ Tel: 01531 670036  
email: [putleyclerk@gmail.com](mailto: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 17<sup>TH</sup> SEPTEMBER 2024 AT 7.30PM

### Agenda

1. To Note any Apologies for Absence and Note the Reason
2. To Receive any Nominations to fill two councillor vacancies by Co-option
3. To Record any Declarations of Interest and Consider any Requests for Dispensations
4. To Consider Approval of Minutes of Parish Council meeting held 16<sup>th</sup> July 2024
5. To Receive a Brief Report from Three Crosses Ward Councillor Jonathan Lester
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*
7. **Planning: NB: no paper copies of applications are available to view at the meeting unless specified**
  - a) To Discuss National Planning Policy Consultation
  - b) To Consider any Planning Applications referred for comment: **(to be viewed online prior to the meeting)**
  - c) To Note Details of Decision Notices Received from Hereford Council: as per planning record
8. **Governance**
  - a) To Discuss and Adopt Parish Council Policies
    - i) Community Engagement Communications Policy
    - ii) Biodiversity Policy
    - iii) Emergency Resilience Plan
  - b) To Receive Update on new .gov Website Service
  - c) To Ratify Signing of Lengthsman Contract and note Invoicing Process
9. **Finance:**
  - a) To Note Finance Report and Bank Balances
  - b) To Discuss 2025/26 Budget and Precept Required
  - c) To Receive update on Opening New Savings Accounts and Bank Mandate
  - d) To Consider Payments of Outstanding Accounts  
000903: J Chester clerk salary July/August as agreed & Expenses  
000904: HMRC PAYE July/Aug £188.40  
000905: SLCC – Annual Subscription £65.80
10. **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
11. **Highways/Footpaths:**
  - a) To Receive any update on Flooding near Putley Parish Hall
  - b) To Receive any update on stoned entrance Lady Wood/Putley Common
  - c) To Confirm places for New Benches in Parish and discuss purchase
  - d) To Receive Updates on Outstanding Defects and Note any new Highway and Footpath Defects
12. **Information Section / Correspondence / Discussion:**
  - a) To Review Information and Outstanding Actions
13. **Training:** To note any forthcoming training dates
14. **To Raise Items for next scheduled Parish Council Meeting (no discussion)**
15. **To Confirm Date, Time and Location of Next Meeting** – Tuesday 19<sup>th</sup> November 2024 at Putley Parish Hall at 7.30pm

Signed: *JL Chester* (Clerk to the Parish Council) Dated: 10<sup>th</sup> September 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 19<sup>th</sup> Nov

2025 – Tues 21<sup>st</sup> Jan, Tues 18<sup>th</sup> March, Tues 20<sup>th</sup> 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
- Policies reviewed and drafted/ updated (ongoing) (JD,SS,AB)
- Responded to residents email and phone queries
- Visited and Contacted Nat West Bank re accounts
- Attended Draft Budget Meeting
- Ordered new .gov website
- End of Year Accounts completed and confirmation received from external auditor

## 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
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	complete	13c	arrange meeting with BB to discuss benches locations
19.3.24	Cllr Webster	ongoing	14b	Compile a bio-diversity policy/plan and circulate draft
16.7.24	Cllr Denman	ongoing	8a	Make suggested changes to Communications Policy and circulate
16.7.24	Cllr Booth	ongoing	8a	Check with former cllr about Emergency Resilience Plan
16.7.24	Clerk	ongoing	8b	Arrange for new .gov website to be set up
16.7.24	Clerk	ongoing	10d	Clerk to send short report of PC meetings to Cider Press and vacancy notice

**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 1<sup>st</sup> 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 1 no 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:** GRANTED 24.7.24

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

**PC Comment:** The Parish Council have no objections

**HEREFORDSHIRE COUNCIL DECISION:** GRANTED 19.7.24