

LONGTOWN GROUP PARISH COUNCIL

Craswall, Llanveynoe, Longtown and Walterstone

TO: ALL MEMBERS OF LONGTOWN GROUP PARISH COUNCIL: Councillors Cecil (Chair), Hardy (Vice Chair), Hope, Palmer, Powell, Probert, Tribe, G Watkins and L Watkins. (One Vacancy)

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Longtown Group Parish Council to be held on Wednesday 24th October 2018 at 8.00pm in Longtown Village Hall, Longtown, Hereford HR2 0LD.

Plans and correspondence can be seen from 7.45pm.

Paul Russell

Clerk to the Council

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AGENDA

- APOLOGIES FOR ABSENCE**
- DECLARATIONS OF INTEREST AND APPLICATIONS FOR DISPENSATION**
- LOCALITY STEWARD** – To welcome Paul Norris, Locality Steward, to the meeting.
- ADOPT MINUTES OF PREVIOUS MEETING** – To approve the minutes of the meeting held on 19th September 2018.
- OPEN FORUM** – For local residents to raise local matters.
- POLICE** – To receive an update from the Police, if available.
- WARD COUNCILLOR** – To receive an update from the Ward Councillor, if available.

8. PLANNING APPLICATIONS

NUMBER	SITE	DESCRIPTION
183186	White Haywood Farm, Craswall, Hereford, Herefordshire, HR2 0PH	LBS: The removal and reconstruction of sections of blockwork and stonework walls from the utility room of the property following a spillage of domestic heating oil
183609	Proberts Farm, Hill Lane, Craswall	Proposed retrospective addition of open sided single bay for lambing shelter and woodburning stove chimney to enclosed shelter area.
183226	Blackhill Farm, Craswall, Hereford, HR2 0PH	Proposed muck store.
183273	Upper Ponthendre Barn, Longtown, HR2 0LT	Single storey rear annexe extension

9. GRANTS, REFUSALS & APPEALS

NUMBER	SITE	DESCRIPTION	DECISION
182791	Lower Blackhill	Proposed muck store. Covered existing sheep handling	Approved with conditions
182861	Town Farm	Proposed Muck Store	Approved with conditions

174671	Land lying south of High House, Llanveynoe	Retrospective – Material change of use of siting of caravans with associated roof canopy and timber screening.	Appeal
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10. FINANCES & POLICY

(a) Payment of Accounts – To approve the payment of accounts relating to October 2018:

Payee	Service	Net	VAT	Gross
Eyelid Productions Ltd	Website	£100.00	£0.00	£100.00
Microshade Ltd	Citrix Cloud Hosting	£318.00	£63.60	£381.60
Noticeboard Company	New notice board	£443.00	£88.60	£531.60
PKF Littlejohn	Annual Audit	£200.00	£40.00	£240.00
Longtown Castles Project		£266.00	£0.00	£266.00
	TOTAL	£1,327.00	£192.20	£1,519.20

- (b) **Longtown Village Pride** – To consider awarding a grant of £150 to this event. Funding goes towards maintenance and grass cutting.
- (c) **Parish Precept** – To commence consideration of the 2019/20 budget and precept.
- (d) **Llanveynoe Telephone Box** – To agree commissioning the electrician to install the defibrillator and organise training once installed.
- (e) **School Meeting** – To note that the meeting with the school will take place on 9th November 2018 (Minute 63/18b)
- (f) **National Litter Innovation Fund** – To note that Herefordshire Council has received funding. The litter bin in Longtown has been temporarily removed and replaced with a “Take your litter home” sign.

11. LENGTHSMAN WORKS

- (a) **Lengthsman Works** – To receive an update on works undertaken by the Lengthsman.
- (b) **Pothole Repairs/Public Realm** – To consider responding to the request from Herefordshire Council’s Scrutiny Committee regarding these items.
- (c) **Appointment of Footpath Officer** – To consider appointing a Footpath Officer for Longtown.

12. NEIGHBOURHOOD PLAN UPDATE – To receive an update regarding the draft NDP. A revised copy of the NDP has been sent out to Members for information and comment.

13. PARISH NOTICE BOARDS – To note that a new notice board has been purchased. To receive an update on the agreed renovations for the Longtown notice board.

14. LONGTOWN VILLAGE HALL – To note that a meeting will take place on 28th October 2018 regarding the proposals to create a children’s area to the rear of the Village Hall.

15. CODE OF CONDUCT – To consider adopting the revised Code of Conduct adopted by Herefordshire Council in May 2018.

16. NOTE THE CORRESPONDENCE SHEET Please see the attached sheet.

17. DATE OF NEXT MEETING – Wednesday 21st November 2018 at 7:30pm.

LONGTOWN GROUP PARISH COUNCIL

Craswall, Llanveynoe, Longtown and Walterstone

Minutes of the Longtown Group Parish Council Meeting held at the Longtown Village Hall, Longtown HR2 0LD on Wednesday 19th September 2018 commencing at 8:00pm.

MEMBERS PRESENT: Councillors J Cecil (Chair), J Hardy (Vice Chair), P Hope, D Palmer, N Powell, J Probert and P Tribe.

ALSO PRESENT: Paul Russell, Locum Clerk.

54/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs G Watkins and L Watkins. It was noted that Ms J Jones had formally resigned from the Parish Council. Electoral services would be informed. Cllr Tribe would write to Ms J Jones thanking her for her contribution and service.

55/18 DECLARATIONS OF INTEREST AND CONSIDER ANY WRITTEN APPLICATIONS FOR DISPENSATION –

There were no Declarations of Interest or dispensations requested.

56/18 ADOPT MINUTES OF PREVIOUS MEETING –

It was **RESOLVED** that the Minutes of the Council Meeting held on 18th July 2018 be agreed and signed as a correct record.

57/18 OPEN DISCUSSION –

There was one member of the public present who spoke regarding the traffic at the school.

58/18 POLICE –

It was agreed to submit a request to the Police asking them to improve their visibility within the community. A number of issues had recently been experienced with vehicles looking for scrap and thefts from local farms.

59/18 WARD COUNCILLOR –

Council received apologies for absence from Cllr Jinman and noted his written report submitted.

60/18 PLANNING APPLICATIONS

It was agreed to submit the following responses:

NUMBER	SITE	DESCRIPTION	COMMENT
182850	Upper Bryn Farm	Proposed Muck Store	No objection
182861	Town Farm	Proposed Muck Store	No objection
182855	Penydre Cottage	Renovation and single storey extension	No objection subject to the conditions proposed by Historic England
182311	Penydre Farm	Proposed agricultural building	No objection
182791	Lower Blackhill	Proposed muck store. Covered existing sheep handling	No objection

61/18 GRANTS & REFUSALS

The following decisions were noted:

NUMBER	SITE	DESCRIPTION	DECISION
182625	Barn at Cwm Farm	Notification for prior approval for a proposed change of use of an agricultural building to form two dwellings (Class C3) and for associated works	Prior approval given
182214	Tan House Farm	Proposed cover for manure store	Approved with conditions

182475	Cwm Steps	General purpose agricultural building	Approved with conditions
182274	Court Farm	LBC: Proposed removal of central dormer on south-east elevation, replaced with two dormers. Opening up of straight joints in the cellar to provide an external doorway on south-west elevation. Change of roof valleys between the existing farmhouse and the derelict wing from Welsh valleys to standard lead valleys	Refused
181564	Llandraw Farm	To establish the domestic curtilage of the site at Llandraw Farm and the proposed refurbishment of and extension of the existing farmhouse	Approved with conditions
181985	Forest Farm	Proposed covered muck store	Approved with conditions

62/18 FINANCES & POLICY

- (a) **Payment of Accounts** – Council approved the payment of accounts for August and September 2018 which amounted to £394 in respect of Locum Services provided by Mr P Russell.
- (b) **Longtown Tourist Leaflets** – Council noted the request received to help fund the Longtown Castles Project leaflet reprint. The previous leaflet cost £266 to print. It was agreed to provide funding for this reprint up to a maximum of £266.
- (c) **Community Governance Review** – Council noted the final report regarding the Community Governance Review. It had been agreed to review this again in 2021. It was agreed to upload the report on to the website.
- (d) **Parish Precept** – It was agreed to commence the development of the 2019/20 budget and precept. This would be included on the agenda for the next meeting on 17th October 2018.

63/18 LENGTHSMAN/LOCALITY STEWARD –

- (a) **Lengthsman Works** – Council noted that Cllr Hope had been discussing outstanding works with the Lengthsman and a programme was being implemented.
- (b) **Pothole Repairs/Public Realm** – Council noted the request from Herefordshire Council's Scrutiny Committee. Following consideration, it was agreed to develop a response outlining Council's concerns. It was further agreed to invite Paul Norris, Locality Steward to a Council meeting.

Concerns were expressed regarding the wall that had been erected at the school. Vehicles were no longer allowed to drop off or pick up children from within the school grounds. This was creating a number of traffic issues outside the school. Parents were finding it difficult to park near the school. A number of meetings had been held with the school to try to address the issue in 2017. Staggered drop off and pick up timings had been introduced to try to address traffic congestion.

Following discussion, it was agreed that Cllrs Palmer and Tribe organise a meeting with the school to discuss possible options to address the issues raised, including options to create a footpath access behind the Castle. It was felt that the issue needed to be revisited.

- 64/18 NEIGHBOURHOOD PLAN UPDATE** – Council noted that update. The previous NDP meeting had been cancelled. The next meeting would take place in the next week. The Plan had now been completed but required editing and formatting.

65/18 PARISH NOTICE BOARDS – Council considered the proposal to replace the notice board at Walterstone and to renovate some of the existing notice boards. Following consideration, it was **RESOLVED**

- That a new aluminium notice board be purchased for Walterstone at a cost of approximately £400 + VAT;
- That a new backing board be fitted to the notice board at Longtown Village Hall.

66/18. LONGTOWN VILLAGE HALL – Council noted that no update had been received. A new representative would need to be appointed

67/18 COMMUNITY HOUSING – Council noted that an invitation had been received to attend the launch of the Hereford Centre for Community-Led Housing initiative on 29th September 2018 at the Royal National College for the Blind. Cllr Hardy would be attending.

68/18 CLERK TO THE COUNCIL – Council noted proposal submitted for consideration. Following discussion, it was **RESOLVED:**

- Appoint Mr Russell as Clerk to the Council on a zero contract;
- Appoint Mrs Russell as Deputy Clerk on a 6-8 hour per week contract at £11.65p/h;
- To award £20 per month to meet office expenditure and £12.50 per month to meet mileage costs;
- To review the arrangement in September 2019;
- To purchase a Small Council package Citrix log-in at a cost of £318 per annum.

69/18 CORRESPONDENCE SHEET

Council noted the following correspondence:

- Locality Steward Weekly Briefings –August & September 2018
- Herefordshire Council, Road Closures September 2018 – Update to programme
- Herefordshire Rural Hub August & September 2018 newsletter
- Police Newsletter – September 2018
- Balfour Beatty Parish Footpath Officer Briefing notes
- Draft Children’s and Young People’s Plan Consultation – Deadline is 30th September 2018.
- Various Local Historical Events list – Longtown & District Historical Society
- NMiTE Inauguration – 2 representatives have been invited to the inauguration of Hereford’s new university on Friday 19th October 2018 at Hereford Cathedral.
- BBC Hereford & Worcester – launch of an evening show between 7pm and 10pm including community content.
- Annual Fire Authority Report 2018-19
- Invitation to attend the Parish Council summit on 17th October 2018 in Hereford.
- HALC Information Corner – August 2018

It was agreed to appoint Cllr Cecil as Footpath Officer to Llanveynoe. A vacancy now existed for a Footpath Officer for Longtown.

It was agreed to request some additional signage on the unclassified roads U75005, U75007 and U75012 stating “No Vehicle Access to Blackhill”.

70/18 DATE OF NEXT MEETING – Council noted that the next meeting would take place on Wednesday 17th October 2018 at Longtown Village Hall.

There being no other business the Chair thanked members for their attendance and closed the meeting at 9:37pm.

CHAIR:

DATE: