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Much Marcle Parish Council Meeting
Minutes of the Parish Council Meeting held on
Wednesday 19th July 2023
7.30pm in Much Marcle Memorial Hall

Present: Cllr M. Barber-Starkey (in the Chair) and Cllrs J. Baldwin; S. Cotton; A. Hope; F. Powell and T. Weston.

In attendance: 1 member of the public; Clerk - Rachel Freestone

1. Apologies for Absence:

Apologies had been received and accepted from Cllrs E. Thomas; E. Jefferson and D.Griffiths. Apologies also received and accepted from Ward Member Barry Durkin.

2. To receive any declarations of interest or written applications for Dispensation:

There were none.

3. Open Session:

3.1 Report from the Ward Councillor.

In his absence there was none.

3.2 Public Participation:

There were none.

4. Minutes of the Previous Meeting:

Members considered the minutes of the Parish Council Annual Meeting held on the 10th May 2023. **It was RESOLVED:** to approve the minutes as a true record of the meeting. They were duly signed by the Chairman.

5. Matters Arising from the Annual Parish Meeting held on the 12th April 2023:

There were none.

It was agreed to bring forward Agenda Item 10 Footpaths.

10.Footpaths:

- 10.1 Members considered the Footpath Working Group and the request to appoint an additional Footpath Officer as a Deputy to reduce the workload. **It was RESOLVED:** to re-appoint Jim Edwards and to appoint David Beckett as Footpath Officers. The Footpath Officers are to report to the Parish Council through Cllr J Baldwin if they are unable to attend a meeting. Both were thanked and David Beckett welcomed.
- 10.2 The Footpath Officer reported that footpath MM3 has a closure notice on it, two footbridges are closed. Members were informed that a meeting has been scheduled for the 2nd August with the Footpath Officers from Pixley and District Parish Council to address the issues jointly.
- 10.3 Cllr Hope reported that the last full tree inspection was completed in August 2021, with them scheduled every 2 years. The Parish Council have responsibility for the trees around Bartons Field and the tree at the Slip junction. Members considered moving to annual inspections with periodic inspections after storms, gales. **It was**

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RESOLVED: to authorise a full inspection of the trees to take place in August 2023 at the beginning of the school summer holidays to allow for any remedial work to be completed before the school return in September. To receive an update on work completed at the next meeting.

7.45pm. The member of the public left the meeting.

6. To Review the Following Policies for Much Marcle Parish Council:

- 6.1 Risk Register, Schedule Assessment and Finance Controls. **It was RESOLVED:** to adopt the policy for 2023-24.
- 6.2 Risk Management Policy. **It was RESOLVED:** to adopt the policy for 2023-24.
- 6.3 Reserves Policy. **It was RESOLVED:** to adopt the policy for 2023-24
- 6.4 Data Protection Policy. **It was RESOLVED:** to adopt the policy for 2023-24.
- 6.5 General Privacy Notice. **It was RESOLVED:** to adopt the policy with the amendments added shown in red on the draft.
- 6.6 General Privacy Notice for Staff. **It was RESOLVED:** to adopt the policy for 2023-24.
- 6.7 Data Security Incident Procedure. **It was RESOLVED:** to adopt the policy for 2023-24.
- 6.8 Subject Access Policy and Request for Information. **It was RESOLVED:** to adopt the policy for 2023-24.

7. To Receive a Report from Much Marcle Memorial Hall:

Members received a report from Cllr Baldwin, the Parish Council Representative for the Memorial Hall. It was noted that planned events are to include a ceilidh in November and the Tree of Life Memorial just before Christmas. The Memorial Hall Committee are pleased with the 30-50% energy savings generated from the new heating system installed a year ago.

8. To Receive a Report on the Community Shop:

In their absence the Clerk shared an email received with comments. *“We put in an Expression of Interest for the Herefordshire Hubs Capital Grant Scheme. Otherwise, we are finalising the drawings and put together everything for the planning application.”*

9. Highways:

- 9.1 Members received a brief report from the Highways Group (Cllr Powell) that they continue to report potholes requiring repair.
- 9.2 Members were informed by Cllr Barber-Starkey that no update on the speed limit had been received.
It was RESOLVED: the Clerk to contact the Ward Member for an update.
- 9.3 Members considered the position of bus stops in Much Marcle and the request by the Daffodil Line to position one closer to Hellens Manor with a pole and timetable. The Clerk informed members that Herefordshire Council are also reviewing bus stop positions with input welcomed from Parish Councils. Road safety was considered by the entrance to Hellens Manor; members agreed that it is unsafe to alight on the opposite side of the road and difficult to position an additional bus stop on that side.

The ditch opposite Hellens Manor drive is a Scheduled Ancient Monument (SAM) and the PC were unable to continue the pavement from the Bartons to the church. The two stops currently in place are deemed to be sufficient. **It was RESOLVED:** the Clerk to contact the Daffodil Line to confirm whether a fixed pole/bus stop is required or whether the bus driver is able to stop at any point a passenger requests and to comment on road safety concerns. Members commented that they are pleased to see that the bus service is popular.

- 9.4 Members considered EV points. Cllr Baldwin commented that they had been researched some time ago by the Memorial Hall Committee for installation in the car park but power levels were found to be insufficient, members were reminded that the car park is on private land. **It was RESOLVED:** to defer to the next meeting for the Ward Member to provide further information.

11. Planning:

- 11.1 Members considered the reporting structure of the Planning Working Group with a need to appoint a lead to collate responses and to provide feedback to the Clerk. **It was RESOLVED:** in the absence of members of the Planning Working Group, for them to discuss and agree a structure. To report back at the next meeting.
- 11.2 Members were informed that the bus shelter and noticeboard in Rushall had been checked with no issues. In the absence of the councillor with responsibility to check the assets in Much Marcle **it was RESOLVED:** to defer the report to the next meeting. Members considered checks at Bartons Field. **It was RESOLVED:** to contact the Primary School to understand the checks they complete and to report findings at the next meeting.
- 11.3 To Comment on Planning Applications for Determination by Herefordshire Council:
- Planning Consultation - 232155 - Jubilate, Rushall, Ledbury, Herefordshire HR8 2PE DESCRIPTION: Proposed single storey kitchen and utility extension.
- Members considered the planning application.
It was Resolved: to SUPPORT the application.
- 11.4 To Note Planning Responses Submitted between Meetings under Devolved Powers:
It was noted:
- Planning Consultation - 231237 - Land at The Wainhouse, Much Marcle, Herefordshire, HR8 2LY Proposed erection of a four bedroom detached single storey dwelling, to include partial demolition of existing dwelling. To Support submitted 26.05.2023
 - Planning Consultation - 231198 - Hellens, Monks Walk, Much Marcle, Ledbury, Herefordshire HR8 2LY Ash x 3 - poor condition, leaning significantly, shading neighbouring specimen trees, signs of Chalara dieback of Ash. Carefully fell in sections to as near ground level as possible. To Support submitted 26.05.2023
 - Planning Consultation - 230317 - Audleys, Much Marcle, Ledbury, Herefordshire HR8 2NW Erection of stable block and feed/tack room that has been erected on concrete stable base with wooden fencing around its perimeter and accessed by two metal gates that are .3m squared. The stables and tack/feed room will have electricity/water supply for standard domestic use. Retrospective. To Support submitted 07.06.23
 - Planning Consultation - 231518 - Keepers Lodge, Much Marcle, Ledbury, Herefordshire HR8 2NW Proposed internal and external alterations to the rear of Keepers Lodge, and attached outbuildings. Erection of detached timber framed garage to the north of the curtilage, and new wildlife pond (retrospective) to the northeast. To Support submitted 28.06.23

11.5 To Note Planning Decisions made by Herefordshire Council:

It was noted:

- Planning Consultation – 230922 – Homme House. Work Allowed.
- Planning Consultation – 230718 – Land at Firs Farm. Prior Approval Not Required. Work to commence within 5 years of date of application.
- Planning Consultation – 230924 – Hellens. Approved with Conditions.
- Planning Consultation – 230906 – Conversion of Barn, Old Lodge. Approved with Conditions.
- Planning Consultation – 231198 – Hellens. Work is Allowed.
- Planning Consultation – 230317 – Audleys. Approved with Conditions.

12. Environment and Community:

- 12.1 To receive a report from the Environment and Community Working Group.
No issues to report.
- 12.2 Members considered a separate Working Group to focus on flooding with the intention to get residents involved. **It was RESOLVED:** The Environment and Community Working Group to address flooding and to include as an Agenda item at meetings.

13. Finance:

- 13.1 Members noted the Bank Reconciliation to 30th June 2023 and the quarterly Budget versus Actual report for April – June.
- 13.2 Bank Statement to 30th June 2023
NOTED at £22699.34
The cost of the Elections was queried and although an email with guide costs had been received by the Clerk the actual cost to the Parish remains uncertain. **It was RESOLVED:** the Clerk to contact the Ward Member for clarification.
- 13.3 To consider the allocation of the Jubilee and Project reserves.
It was noted that it had been previously agreed to spend Jubilee reserves of £4033 on improvements to the entrance way to Bartons Field. **It was RESOLVED:** for the Environment and Community Working Group to research and present to the next meeting.
- 13.4 To receive an update on Lloyds Bank to Unity Bank.
The Clerk informed members that instruction had been sent to Lloyds Bank to close the account and transfer balances to Unity Bank on the 21st July 2023. £500 had been sent by cheque to Unity Bank to open the bank account. **It was RESOLVED:** to maintain a balance of approx. £1000 in the current account with the balance to be held in the instant access savings account. A query was raised whether a third, higher interest account would be feasible to take advantage of interest rates. **It was RESOLVED:** the Clerk to research 30 day access accounts at Unity Bank.
- 13.5 **It was RESOLVED:** to approve the following invoices for payment:
- | | | |
|---------------------------|------------------------------------|------------|
| Clerk Expenses | Microsoft Licence June and July 23 | £18.80 net |
| Much Marcle Memorial Hall | Coronation Expenses | £141.05 |
| Much Marcle Memorial Hall | Hall Hire Annual Meeting | £15.00 |
| HALC | Clerk training Lawful Pursuits | £220.00 |
| HALC | Clerk training Finance | |

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16.2 Members considered .gov.uk email addresses for all councillors. **It was RESOLVED:** Cllr Barber-Starkey to consult with Newman Designs to create .gov.uk email addresses for councillors for the sole use of Parish Council business.

17. Correspondence:

17.1 Members NOTED the comments from a local resident regarding the 3 Shires Rally. There is no competitive activity taking place within the Parish. A Meeting and Service Point has been arranged behind Much Marcle Garage. **It was RESOLVED:** the Clerk to respond to the resident with any further comments to be directed to Herefordshire County Council.

17.2 Members NOTED comments from a local resident regarding the damage to fencing around Bartons Field. Cllr T Weston confirmed that the damage has been repaired and the fence is secure. **It was RESOLVED:** to approve work to put the fence to its original state. To update with progress at the next meeting.

17.3 Members NOTED the Herefordshire Minerals & Waste Local Plan Main Modifications Consultation.

17.4 Members considered the Public in Policing Town and Parish Council Survey. **It was RESOLVED:** The Chair to complete the report.

17.5 Members NOTED the Woolhope NDP with no additional comments.

17.6 Members NOTED the Parliamentary Boundary Review 2023 with no changes to the Boundary.

17.7 Members NOTED the July Ward Report.

18. To Consider Agenda Items for the next meeting:

NDP – who were the original consultants.

NDP – grant application for a review.

19. Next Meeting: It was NOTED that the next meeting of Much Marcle Parish Council will be held at 7.30pm on Wednesday 13th September 2023 in Much Marcle Memorial Hall.

Meeting Closed at 9.20pm.

Signed...*M. Barber-Starkey...*

Dated...*13th September, 2023.....*

Chairman