

**BISHOPSTONE GROUP PARISH COUNCIL**  
**DRAFT MINUTES**  
**of Parish Council Meeting**  
**held on Thursday September 10<sup>th</sup> 2015**  
**at the Newbridge Community Centre, Bridge Sollars**

**Present:** Councillor John Macklin, Councillor Sue Hubbard, Councillor Cathy Draper, ,  
Councillor Penny Redshaw, Councillor Muriel Holmes and Councillor Neil Newton.

**Members of the public:** Linzi Outtram, Locality Steward attended the meeting.

1. Apologies for absence received from Councillor Rosemary Morgan, Councillor Serena Crump and Ward Councillor Steve Williams.
2. No declarations of interest and written requests for dispensations were received. **Resolved**
3. The minutes of the meetings held on July 9<sup>th</sup> 2015 were agreed and signed as a true record. **Resolved**
4. Open Session - To receive brief verbal reports/discussion/comments from:
  - 4.1 No report received. Ward Councillor Steve Williams had sent his apologies. **Resolved**
  - 4.2 The footpath officer had received a request that the footpath BN3 be trimmed back, the brambles are making walking difficult. The lengthsman was to be asked to cut this back, however a member of the public has now cut this down.  
A low signpost for the footpath at BY16, at the junction to the Ferry Road is required so that walkers stay on the designated footpath. Linzi Outtram to provide this through Balfour Beattie. **Resolved**
  - 4.3 A request had been received from a resident, regarding extending the speed restriction along the A438 to the junction U90018, the Bunshill turning. Linzi Outtram visited the site, she visited The Weir and also the adjoining landowner to request that they cut their hedges back very tightly. This has now been completed and visibility has improved. Councillors would still like to request that the speed limit be extended. Linzi will make a formal request for this , however it may take 12 – 18 months to get to the top of the list and there will be no guarantee that this will be approved. **Resolved**
  - 4.4 No residents at the meeting. **Resolved**
5. Planning:
  - 5.1 Planning Number 151488 - The Cottage, Bishon Lane, Bishopstone, Hereford, HR4 7HZ. This application has been approved. **Resolved**
6. Finance:
  - 6.1 To consider payment to Pip Printing for newsletter: £128.60
  - 6.2 To consider payment to DC Gardening Services: £408.00 (Jul and Aug)
  - 6.3 To consider clerk's expenses £22.42.
  - 6.4 To consider payment to NBCC for room hire £14.00
  - 6.5 To consider payment of £45 for clerk Cilca training – procedures and finance (50% of the cost shared with another Parish Council).
  - 6.6 Bacs payment received: Portway Inn £22 newsletter advertisement.  
Balance in current A/C to 21/07/15: £1853.73.  
Balance in reserve A/C at 31/07/15: £4,454.46  
All Councillors agreed payment be made for all amounts.  
Bank statements were agreed and signed by 2 Councillors. **Resolved**
7. Neighbourhood Plan:

The Core Strategy has changed, which in turn alters part of the neighbourhood plan which has already been completed. A new options leaflet will need to be sent out and comments received. A re-draft of the plan has almost been completed. Herefordshire Council are

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helping with this. Once completed this will be sent to Herefordshire Council to check and, if agreeable, the revised plan will then be sent to all Councillors for their comments. The finished draft will then be held by Councillors for residents to view. Residents will need to contact Councillors to arrange a viewing time. If residents have any photographs of the villages/hamlets in the district please let Councillors have them, they can then see if these are pertinent to the wording in the neighbourhood plan and may be inserted at the appropriate place.

A photograph from Garnons terrace would be really helpful as this is an historical point.

Neighbourhood Plans should meet all targets.

An open session for 2-3 hours on a Saturday, date to be advised, will be arranged to view the completed draft plan.

Bishopstone and Kenchester both have settlement boundaries. **Resolved**

8. Councillors agreed all/clerks' actions and noted all mail received on the Information Sheet. **Resolved**
9. The clerk would like to attend a HALC course on 17<sup>th</sup> September 2015, this meeting may provide information about Parish Councils being able to apply for grants to fund items eg. new laptop, website or other equipment. The cost is £25 (50% of which would be paid by another Parish Council). All Councillors were in favour of this. **Resolved.**
10. The Community Governance Review Proposal:  
This proposal gives Parish Councils the opportunity to increase/decrease the amount of Parish Councillors on the PC or to review boundaries. The initial thoughts were to consider reducing the amount of Councillors seats by approximately 4 (these seats have been vacant for a considerable time) and also possibly considering a boundary change for approximately 8 properties which are close to a bordering Parish. This will be discussed fully when more information about the changes has been received. **Resolved**
11. Linzi Outtram (Locality Steward) attended the meeting:  
A question from one of the Parish Councillors regarding a derelict property in Byford and ditch and verge maintenance to this property, was answered by Linzi. Riparian owners should take responsibility for ditch and verge maintenance, however if there is any query regarding ownership, Balfour Beattie are able to carry out the work and also to discover the identity of the owner, they may then show the owner how the work should be carried out in the future or may send the owner the invoice for works carried out.  
  
Another question for Linzi: The road at Kenchester has been closed by Amey (working for Welsh Water) for work to the water main. Apparently blue markings have been on the road for some time but no notification was given regarding the road closure. The hole is open and the road is still closed. This is the school bus route and the service has refused to bring school children home. It is also the main service bus route. Linzi will follow this up on Friday 11<sup>th</sup> September. The C1097 is closed between Court Farm, Kenchester and The Rectory. Linzi left the meeting and was thanked for attending.
12. The proposed budget for the precept 2016/2017 was discussed and will be put onto the agenda for November 2015 for approval.
13. The Standing Orders will be put onto the next agenda.
14. Grant Thornton comments re: the audit were that due to 2 cheques not being presented prior to the end of the financial year 2013/2014 the figures were out by £42, therefore all figures for the current financial year must be re-stated for the next audit.
15. Items for the next agenda: Byford Cottage and Standing Orders.

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16. Date of next meeting 12/11/2015.

Signed : .....

Designation: .....

Date: .....