

# **Minutes of Whitbourne Annual Parish Council Meeting**

## **held on 15th May 2019**

### **Attendance:**

Present: R. James (Chairman); J. Bromley (JB); P. Wood (PDW); G. Cupper (GC); P. Davis (PD); C. Wier (CW); S. Knowles (SK).

In Attendance: K Phillips (Clerk), Ward Councillor N Shaw (NS); 1 member of the public.

### **1. Election of Chairman to the Council 2019/20**

It was proposed (GC) and seconded (PDW) that Cllr James (RJ) be elected as Chairman. All in favour. RJ was duly elected.

### **2. Chairman Declaration of Acceptance of Office**

The Chairman signed the form of declaration of acceptance.

### **3. Election of Vice-Chairman to the Council 2019/20**

It was proposed (RJ) and seconded (PDW) that Cllr J Bromley (JB) be appointed as Vice Chairman to the Council. All in favour. JB was duly elected.

### **4. Apologies for absence**

M Clark (MC).

### **5. To receive declarations of interest**

There were none.

### **6. To appoint representatives on outside bodies**

- a. Village Hall - CW
- b. Playing Fields - JB
- c. Manorial Court - SK

### **7. To appoint Parish officers**

- a. Tree Warden - Left open
- b. Footpaths - RJ would ask the existing footpaths officer if he would be willing to continue.
- c. Pollution - GC
- d. Transport - RJ, although it was suggested that MC might take on this role

### **8. To decide on way forward to co-opt a Councillor to fill the vacancy**

The Clerk reported that he had been informed that it was not necessary to advertise for the post when co-opting a Councillor. This is because there had just been an election where suitable opportunity had been provided for candidates to put themselves forward. However, it was felt that a short notice period for the vacancy was appropriate. If there were to be more than one candidate, the Parish Council would conduct interviews to make a selection. It was agreed that the end date for candidate applications should be the 31st May. The Clerk would produce the notice and display it on the noticeboard.

### **9. To approve the minutes of the Meeting held on 1st May 2019**

It was proposed (JB) and seconded (GC) that the minutes be approved. All in favour. Approved.

### **10. Matters arising from Minutes**

The Clerk reported that he had been in contact with Ward Councillor Shaw (NS) concerning the weight limit signs at the entrance to the village from the A44. There was an opportunity that the C1066 could be included within a TRO since Bromyard Town Council were having similar problems with HGV's getting stuck in the High Street.

### **11. To receive report from Ward Councillor**

NS gave a brief overview of his role and responsibilities for the benefit of new Councillors. In terms of the Wheatsheaf Pub development, and after discussion, NS agreed to ask the Planning Officer to contact the applicant to go through the potential objections to the planning application.

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### **12. To receive the Clerk's report**

The Clerk noted that the fly tipping had been removed by BBLP. He had also registered Whitbourne Parish Council with the ICO for GDPR purposes. He had sent out background information to new Councillors and made a reminder to submit their declarations of interest to Herefordshire Council. The Clerk suggested that Councillors do not use their personal email accounts when undertaking Parish Council business.

### **13. Financial Matters**

- a. To appoint internal Auditor. Lynn Butler had kindly agreed to undertake the internal audit.
- b. To receive internal auditors report. The report has been completed at page 4 of the annual return. There were no comments raised.
- c. To complete and sign the annual governance statement. This had been circulated by the Clerk prior to the meeting. Councillors raised no queries and was therefore signed.
- d. To approve the end of year accounts. These were proposed (JB) and seconded (GC) to be an accurate reflection of the accounts. All in favour. Approved.
- e. To complete and sign the audit certificate of exemption. It was agreed that the Parish Council falls within the exemption criteria and was subsequently signed.
- f. To approve accounts for payment. ICO registration (£40.00) & Internal Auditor (£40.00). These were proposed (PDW) and seconded (GC) to be paid. All in favour. Approved for payment.

### **14. To decide action on Playing Fields partial funding**

The Chairman gave a brief history of the situation with the Playing Fields for the benefit of new Councillors. PDW added a suggestion that the Playing Fields Chairman be invited to submit a report covering 1/ the physical state of the playing equipment together with estimated repair costs and 2/ suggestions and ideas that had been identified, together with costs for implementation. It was further suggested, following on from this report, that a combined working party be established. The initial tasks would be to propose actions for the Parish Council to consider and to engage in consultation with parishioners to seek their views on the future of the Playing Fields. JB would ask the Playing Fields Chairman to produce the report for the September Parish Council meeting.

### **15. Reports**

**Village Hall.** There had been no updates since the previous Parish Council meeting on the 1st May.

**S106.** There had been a meeting on the 9th May at Herefordshire Council with NS in attendance. Due to the commercial sensitivity of the discussion it was agreed to close the meeting to the public after all agenda items had been covered.

**Playing Fields.** The Safari supper is still going ahead.

**Manorial Court.** No update since last time.

### **16. To report village issues regarding road maintenance etc.**

It was noted that there were BT cables among the branches of one or two trees down Stocking Lane. The Clerk would alert BT to the problem. Potholes at the Wheatsheaf were still very much in evidence.

**17. Public Participation.** There were no comments from the public.

### **18. Items for future consideration**

Playing fields working party, co-option of Councillor.

The member of public then left the room. It was proposed (GC) and seconded (PDW) that the meeting be closed to the public due to the commercial sensitivity of the business to be discussed. All in favour. The Chairman then closed the meeting to the public.

NS gave detailed feedback from the S106 meeting held on the 9th May. This was to discuss the potential precedent that Whitbourne Parish Council might set if it commissioned its own works. Herefordshire Council

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agreed that value for money was paramount but that BBLP had a duties in these areas. A request had been made to provide Herefordshire Council with quotes obtained by the Parish Council. PDW agreed to furnish the lowest quote and also agreed to attend further meetings to discuss allocation of S106 monies.

The meeting closed at 21:21.

<b>Cheque No</b>	<b>Expenditure</b>	<b>Payment</b>
300410	ICO registration	£40.00
300411	Internal auditor	£40.00
<b>Total</b>		<b>£80.00</b>

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Chairman – 15th May 2019