

Minutes of Whitbourne Annual Parish Council Meeting

held on 5th May 2021

Attendance:

Note: Attendance was by remote video conferencing as necessitated by the Covid-19 lockdown.

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

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

1. Election of Chairman to the Council 2020/21

It was proposed (JB) 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 confirmed the declaration of acceptance. However, RJ noted that he would stand down next year as Chairman as it seemed appropriate to have a new Chairman in place for a year before the next election.

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

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

4. Apologies for absence

There were no absences.

5. To receive declarations of interest

There were none.

6. To appoint representatives on outside bodies

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

7. To appoint Parish officers

- a. Tree Warden - John Walker was to be asked if he would continue as tree warden.
- b. Footpaths - Neil Grant was to be asked if he would continue as footpaths officer.
- c. Pollution - GC
- d. Transport - MC

8. To approve the minutes of the Meeting held on 31st March 2021

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

9. Matters arising from Minutes

It was noted that there had been a volunteer (Paul Lack) come forward to welcome new parishioners (with a welcome pack). He said that he was sure he would enjoy the role.

10. To receive report from Ward Councillor

NS had provided Councillors with his report prior to the meeting and is attached to these minutes.

11. To receive the Clerk's report

The Clerk report covered the following points:

- The design of the white lines thought the village had been confirmed with Herefordshire Council as still being appropriate.
- Responded to a pub licensing review request
- Several potholes that were reported have now been fixed

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- We have received the first instalment of the precept from Herefordshire Council
- We have received the financial documents from the external auditor
- The financial year 20/21 has been closed with HMRC and the 21/22 financial year has been opened
- The insurance cover had been checked for the bus shelter and the vendor has guaranteed against vandalism for five years.
- The financial accounts had been finalised and presented to the internal auditor
- Several policy documents had been rebranded.

12. Financial Matters

- a. To receive internal auditors report. The report has been completed at page 3 of the annual return. There were no comments raised.
- b. To complete and sign the annual governance statement. It was proposed (JB) and seconded (GC) that the annual governance statement be approved. All in favour. Approved.
- c. To approve the end of year accounting statements. These were proposed (PDW) and seconded (CW) to be an accurate reflection of the accounts. All in favour. Approved.
- d. To approve bank reconciliation to 31st March 2021. It was proposed (PDW) and seconded (GC) that these be approved. All in favour. Approved.
- e. To approve accounts for payment
 - i. Clerk salary (Apr/May 2021) (£536.13) and Clerk HMRC (£357.20)
 - ii. Clerk expenses (£40.00)
 - iii. Information Commissioner's Office (£40.00)
 - iv. PWLB (1748.30)
 - v. Internal Auditor (£40.00).These items were taken together. Proposed (TH) and seconded (CW). All in favour. Approved.
- f. To review budget versus spend (2020/2021). There were no issues raised.

13. Planning

- a. Planning consultation - 210818 - Little Wishmore, Whitbourne
It was proposed (PD) and seconded (SK) that this application be supported. All in favour. Decided.

14. To re-adopt the following policies

- a. Standing Orders
- b. Financial Regulations
- c. Risk Management

These were taken together. It was proposed (PDW) and seconded (MC) to re-adopt the above policies. All in favour. Decided.

15. To adopt Whitbourne Parish Council Complaints Procedure

It was proposed (MC) and seconded (CW) to adopt the complaints procedure. All in favour. Decided.

16. To decide approach to future Parish Council meetings

It was noted that the current situation concerning virtual meetings was unclear. It was agreed that in the absence of any guidance, the next meeting of the Parish Council would be face-to-face. Proposed (MC) and seconded (SK). All in favour. Decided.

17. To receive reports:

Village Hall. The stage lighting had now been inspected. A theatre group was currently using the hall. Wi-Fi had now been installed. The hall will reopen on 17 May 2021.

S106. RJ and MC had met with the new locality steward regarding the white lines through the village. Any other white lines or signage within the village will need to be applied for separately. The proposed contractor for the white line painting had held their prices to the original quote. A cost now needed to be obtained for the traffic management for the works. It was proposed (PDW) and seconded (CW) to set a limit of liability of £1000 for the

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traffic management aspects. This would enable the works to be carried out swiftly, possibly before the next meeting. All in favour. Decided

Playing Fields. The playing field committee wished to thank the Parish Council for its continued support over the last year. Fundraising had been curtailed because of the current COVID situation. Grants were being sought from the lottery and the village shop. A working party has been established to clean the playing field equipment. For the record there are 114 children and grandchildren within the village.

Manorial Court. The next meeting is due on 12th May 2020. SK agreed to ask for the Zoom meeting details.

18. To report village issues regarding road maintenance etc.

- There was a redundant BT cable in the hedgerow on the lane towards Badley Wood Common
- There appears to be a chevron missing along the A44 close to the Moor Court bends
- Although it was welcomed that a parishioner attended Parish Council meetings to provide a personal summary of proceedings in the parish magazine, it was suggested that links be provided to the online versions of the minutes that provide the official record.
- PDW noted that the NDP working group felt that the time was right that the working group became formal. Parish Councillors were minded to support this proposal. The terms of reference are to be defined and the matter will be added as an agenda item for the next Parish Council meeting.

19. Public Participation.

- A member of the public read out a prepared statement concerning a previous Parish Council meeting in which a Crumplebury application was discussed. The statement refuted the allegations as stated by the applicant relating to the conduct of parishioners.
- It was suggested that any spare money from the Precept be used by the Parish Council to take a lead on climate change. A feasibility study into a hydroelectric generator and solar panels for the village hall roof were suggested. Hydroelectricity generation is mentioned in the NDP.

20. Items for future consideration

- NDP working group terms of reference
- Glebe/Woodland trust

The meeting closed at 21:10.

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Chairman – 5th May 2021

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Written Report for Whitbourne Parish Council Meeting Wednesday 5th May 2021

Whitbourne specific.

Three suspicious fires on Bringsty Common, being treated as arson. One on the new bus shelter and one on an area of common land across from Live and Let Live public house and a more recent occurrence below Hillside on a more isolated part of the common. Tenders from Tenbury, Worcester and Malvern, a water tender from Evesham and a drone from Kidderminster attended the latter. A police video appeal to identify the culprits has been made and I have met with PC John Meek, Watch Commander Darren Handy, HC Land Agent Helen Beale and the Bringsty Common Manorial Court vice-chair Tom Fisher to agree next steps. Fire Brigade are now responding to any call on the common with a minimum two tenders and police are including the area in their patrols. The CLEUD (210527) at Crumplebury still awaits a decision and following my request the planning application (210640) will go to committee.

I have made good the damage to the bus shelter at a cost of £220-88. In addition Ian from the Live and Let Live Public House, whilst clearing an old builders merchants, very kindly donated a further pack of cedar shingles which were required as well as some replacement Perspex sheeting, yet to be fitted. Brockhampton Group parish council have kindly agreed to reimburse my costs.

I have been in communication with officers in respect of the made request for 85th percentile speed recording on the A44. Officers are waiting for BBLP to confirm capacity to perform these tests. I have asked for a further meeting with the Councils road safety engineer and the Cabinet member has suggested a zoom meeting for interested parties.

Elsewhere in the Ward:

A successful prosecution for fly-tipping on Bromyard Downs (which occurred in October 2019) was completed by the HC enforcement team. The fines imposed (£520) and costs and victim surcharge (£552) do not of course cover the council's expenses in dealing with this kind of activity. The additional costs of dealing with flytipping fall on the council tax payer, and reduce resource that can be spent elsewhere.

Other comments have been made to me about the continuing issue of the stopped up layby below Brockhampton School. I have taken the opportunity to raise the issue again with the Cabinet member.

The Bromyard Centre (Halo) and library. Further updates received from Scott Rolfe , Halo MD indicate that the delay caused by the necessity to renew the fire alarm system will mean that the opening isn't anticipated before July.

Highway marking for the residents parking scheme at Tower Hill has been completed and street signage has been installed. This is the first residents parking scheme in Bromyard.

I spoke at Planning Committee on 17th March in favour of the refusal of backyard development at 15 Linton Lane for reasons additional to phosphate issues. Committee unanimously agreed to oppose development with the addition of the specific reasons that I gave. My thanks to Cllr. Gill Churchill for speaking on behalf of the Town Council and Mr M. Darwood for submitting a written statement on behalf of the many local objectors.

Nigel

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