

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

## **held on 5th September 2018**

### **Attendance:**

Present: R. James (Chairman); M. Williams (MW); A. Evans (AE); N. Knight (NK); J. Bromley (JB).  
In Attendance: Ward Councillor N Shaw, K Phillips (Clerk). 4 members of the public.

### **1. Apologies for absence**

Apologies received from; P. Wood (PDW), G. Cupper (GC); J Walker (JW); J. Cummins (JC).

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

There were none.

### **3. Minutes of the Extraordinary Parish Meeting held on 27<sup>th</sup> July 2018**

Proposed NK, seconded MW. All in favour. Approved.

### **4. Matters arising from minutes of meetings**

The question was raised as to whether the determination for the Rosemore Grange application (item 6b), would be by committee. NS replied that it would be by the delegated officer.

### **5. To receive Ward Councillor's report**

- The ownership of the parcel of land adjacent to the ford bank bridge had been determined to belong to Herefordshire Council Highways. A map showing the details was tabled.
- It has been ascertained that the Parish Council can appoint its own contractors to carry out S106 works. The relevant form had been forwarded to PDW for completion as necessary. It was also noted that any monies 'saved' by this approach would still need to be spent on S106 items.
- An independent review of the financial situation at Herefordshire Council has taken place. It is reported that the finances are 'very robust indeed'. This result was described as being attributable to decisions made 10 years ago.
- A budget consultation at Herefordshire Council had taken place recently. Subsequently, a Parish Council Summit is being planned for 17<sup>th</sup> October 2018.
- Lots of road works were underway within the County. Some 12,000 potholes had been filled so far this year. Some roads were being resurfaced completely.

### **6. To Receive Clerk's report**

The Clerk's report covered the following:

- Dog fouling notices. These had been placed at strategic points around the village.
- BBC H&W radio. We had been contacted by local BBC radio noting that they would cover local events. This may be something that would help publicise the events in the village. The Clerk agreed to be the point of contact for any suggestions.
- Many gullies within the village had been cleared of silt.
- ICO registration and fee. More research is required to determine if the Parish Council should pay the registration fee. Current views are that since the Parish Council is a Public Body, this is not necessary.
- HMRC portal access. At long last, access to the HMRC Government Gateway has been achieved.
- Parish Precept. The Parish Council needs to submit its precept requirements before 31<sup>st</sup> December 2018. If there are any extra items, please inform the Clerk. It is noted that 2019 is an election year, so this will need to be budgeted for too.

### **7. Finance**

#### **a) To approve bank reconciliations to 1<sup>st</sup> August 2018**

#### **b) To approve income and expenditure reconciliation to 1<sup>st</sup> August 2018**

Items a) and b) were taken together. Proposed by MW and seconded by JB. All in favour. Approved.

#### **c) To approve accounts for payment (amounts shown in table below)**

Clerk Net Salary Aug/Sep 2018, Clerk HMRC Aug/Sep 2018, Clerk expenses Jul/Aug 2018.

Grass cutting

Proposed AE, seconded NK. All in favour. Approved.

#### **d) To review 2018/19 budget versus spend**

The Clerk tabled the current position on spend versus budget. No issues were raised.

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#### **8. Reports from subcommittees and working parties**

**Village Hall.** No report.

**Playing Fields.** NK introduced the newly appointed secretary and treasurer of the playing fields committee (who were attending as members of the public). There had been 2 recent meetings. The playing fields equipment has a 15-year life and some is beyond this age. Some collapsed equipment will not be replaced. There are some funds in place, which will be used for insurance, hedge trimming and fence repair and replacement. It was noted that the playing fields committee were unable to apply for any grant funding, since the lease had 9 years left to run (there must be a minimum of 10). As owners, the Parish Council agreed to consider revising the lease agreement.

It was proposed (NK) and seconded (AE) to open the meeting to the public. All in favour. The Chairman then opened the meeting. The playing fields secretary and treasurer provided more detail on the points made above, in particular with relation to the lease agreement. The chairman then closed the meeting.

**S106.** As above, it was confirmed that the Parish Council could appoint its own contractors for the S106 works. A detailed form would need to be completed however.

**Manorial Court.** The Manorial Court is seeking funding to continue with the management of the common. A public consultation process has been put in place. There is also a study into the management of the woodlands. The Parish Council was asked to support the funding application by sending a letter to the Manorial Court. Councillors concluded that this would be appropriate.

#### **9. War Memorial refurbishment**

MW reported that the Parish Council had been successful in applying for a grant to help defray costs with the refurbishment of the War Memorial. This amounted to 50% the funds required. MW tabled a list of figures showing the breakdown of costs, ultimately showing that there was a shortfall of £600. The Parish Council would seek to recover this amount through donations. However, it was proposed (MW) and seconded (AE) that the Parish Council underwrite this amount such that the works could proceed in the meantime. All in favour. Decided. If the amount was not completely covered by donations, then cash reserves would be used. Requests for donations would be placed in the Parish Magazine, village shop, noticeboard and web site.

#### **10. Telephone Kiosk – Future use**

The equipment was still in place. It was therefore determined to postpone this agenda item until such times as the equipment had been removed.

#### **11. To report village issues regarding road maintenance, clearance etc.**

Issues noted were as follows:

- Overgrown hedge at the back of Old Forge. This is causing high-sided vehicles to drive in the middle of the road. The Clerk would report this situation to Herefordshire Council and the Locality Steward.
- It was noted that any remedial works by Welsh Water after the water mains replacement was due for determination in early 2019.
- It was requested that an article reminding users of the defibrillator that they needed a mobile phone before they could access it. It was to be discussed further as to whether the defibrillator should be left unlocked for easy access in cases of emergency.
- The road condition at the entrance to the village off the A44 is very poor.
- It was noted that the red oak tree on the village green was planted by Whitbourne school children in commemoration of the Queen's Diamond Jubilee. There is no plaque to describe this event and its original purpose may be lost to future generations. It was agreed that this would form a future agenda item.

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- The Chairman noted that there would be vacancies within the Parish Council at the next election in 2019. He encouraged Councillors to spread the word to encourage applicants.

### 12. Public participation.

- Although the agenda for this meeting had been published on the noticeboard it was not available on the web site.
- NS queried the position of the Public participation agenda item and noted that other Parish Councils have it positioned earlier in their meetings. This enables members of the Public to leave without sitting through the entire meeting. The Chairman responded that this had been the subject of debate on previous occasions. It was deliberately left until the end to enable members of the Public to see the operation of the Council and to have the opportunity to comment on any matters discussed during the meeting.

### 13. Items for future consideration

- Lease for playing field
- Plaque for tree on village green
- Precept of 2019/20

The meeting closed at 20:42.

<b>Cheque No</b>	<b>Expenditure</b>	<b>Payment</b>
300383	Clerk Salary (Aug/Sep 18)	£261.97
300384	Clerk HMRC (Aug/Sep 18)	£261.96
300385	Clerk Expenses (Jul/Aug 18)	£40.00
300386	Grass Cutting	£300.00
<b>Total</b>		<b>£863.93</b>

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Chairman – 5th September 2018