

Minutes of Meeting of Whitbourne Parish Council held on 1st July 2020

Attendance:

Note: Attendance was by remote video conferencing as necessitated by the Covid-19 lockdown.
Present: R. James (Chairman); G. Cupper (GC); S. Knowles (SK); P. Davis (PD); C. Wier (CW);
T. Hunt (TH); J. Bromley (JB); P. Wood (PDW)

In Attendance: Ward Councillor N. Shaw (NS), K. Phillips (Clerk). 5 members of the public.

1. Apologies for absence

M. Clark (MC)

2. To receive declarations of interest

There were no declarations.

3. To approve the minutes of the meeting held on: 27th May 2020

Proposed PDW, seconded SK. All in favour. Approved.

4. Matters arising from above minutes

SK reported that Herefordshire Council were still gathering information concerning the poorly dogs on Badley Wood Common. Other wildlife was also being assessed.

5. To receive report from Ward Councillor

The Ward Councillor's report covered the following:

- Herefordshire Council had purchased the Maylord Orchard retail centre in Hereford for £4.5M.
- A new online service supporting 11-25 year olds called Kooth was now in operation.
- The Herefordshire Council draft accounts are now online
- There is an estimated shortfall of £10M, principally due to COVID-19
- Libraries will reopen on 16th July, but not including Bromyard.
- The Linton recycling centre will likely open on 7th July.
- A new system called Home Point is now online to assist in registering for housing.
- NS attended a BBLP meeting where it was confirmed that there was an overspend of £12M for the reconstruction of a section of Fownhope Road.
- There had been flood damage assistance costing £10M. The Whitbourne ford culvert is still on the plan to be completed.
- Verges schemes: There had been 39 replies and 11 participating councils. Botanical sites are being located for wildlife and flora to be increased.
- Council statistics: 0.7% of staff are self-isolating due to COVID-19. This compares very favourably with neighbouring councils.

6. To receive the Clerk's report

- The online VAT reclaim system appears to be operating swiftly.
- A review of Standing Orders has taken place. Some minor changes are likely.
- The public notice for review of the accounts has been posted on the noticeboard and the web site.
- An amended AGAR has been posted. This was due to the incorrect PWLB figures being used.
- The trees by Bannercroft have been reviewed by an inspector. All appear to be fine.
- Gigaclear are back in the village. Some rework needs to be undertaken.
- It may be possible to reclaim the VAT on the Zoom subscription despite an EU registration number.

7. Financial matters

- a) & b). These items were taken together. It was proposed (JB) and seconded (PDW) that the insurance company be changed to Pen Insurance and the three year long term agreement be agreed. All in favour. Decided.
- c) To approve accounts for payment.
- Clerk Salary Jun/Jul 2020 & Clerk HMRC PAYE. Proposed PDW, seconded SK. All in favour. Approved.
 - Clerk Expenses. Proposed TH, seconded CW. All in favour. Approved
 - Herefordshire Council. Proposed PDW, seconded TH. All in favour. Approved.
 - Parish Insurance. Proposed JB, seconded PDW. All in favour. Approved
 - Playing Fields Insurance. It was determined that an alternative quote would be sought from the Parish Council broker, Came and Co.

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- Playing Field equipment. Proposed PDW, seconded TH. All in favour. Approved
Details of expenditure are contained in a table at the end of these minutes.
- d) To approve bank reconciliation to 1st June 2020. Proposed PD, seconded JB. All in favour.
Approved
- e) To approve Income and Expenditure reconciliation to 30th June 2020. Proposed GC and seconded SK. All in favour. Approved.
- f) To review current 2020/2021 budget versus spend. No issues raised.

8. Planning

- a) Planning Consultation 201452 - Finchers Farm, Whitbourne.

It was proposed (JB) and seconded (TH) that the meeting be opened to the public. All in favour. The Chairman then opened the meeting to the public and invited the Applicant to speak. Once completed, the Chairman invited members of the Parish Council to ask questions. The Chairman then closed the meeting to the public and sought views from Councillors. It was proposed (PDW) and seconded (GC) to support the planning application. All in favour. Decided.

- b) Planning Consultation 201444 - Bramble Cottage, Whitbourne

This application was supported. It was suggested that a condition be added that the building should not be sold off separately. Proposed PDW and seconded CW. All in favour. Decided.

- c) Planning Consultation 200834 - 1 Blacksmiths Cottage, Whitbourne

It was proposed (PD) and seconded (PDW) to support this planning application. All in favour, Decided.

- d) Planning Consultation 201666 & 201667 - Pennyacre, Whitbourne.

It was proposed (CW) and seconded (PD) that this application be supported. All in favour. Decided.

- e) Planning Consultation 201683 - Old Baymores, Linley Green

Although it was agreed that the demolition and reconstruction of the house would be appropriate, the conversion of the barns would contravene section LU2 of the Whitbourne NDP. It was therefore proposed (PDW) and seconded (CW) that this application be "not supported". All in favour. Decided.

9. S106 Projects

- a) To review progress on agreed projects.

There had been little movement due to the COVID-19 situation. However, contact will be made with the contractor engaged for the construction of the footpath by the village shop.

- b) To determine next phase projects.

There had been little movement due to the COVID-19 situation. Attempts will be made to re-invigorate the road safety measures project.

10. To determine approach to recording Zoom online meetings

It was proposed that recordings of the Zoom meetings be kept for the next three months, after which, the process will be reviewed. Proposed (PDW), seconded (CW). All in favour. Decided.

11. To receive report covering the cutting of verges within the village environs

As MC (the author) was not present, this agenda item has been postponed until the next meeting.

12. To determine approach to NDP review

RJ expressed the opinion that although the parish was on target for its current housing quota, there was an underlying concern that there may be a need to supply more houses in the future. Therefore an NDP review would be appropriate to examine, and perhaps, lock-in suitable development areas within the parish. JB agreed to chair a working party with CW, MC and PDW as Councillors. Other members of the public would be invited to join. Progress was to be reported at the next Parish Council meeting.

13. To receive reports from the Village Hall, Playing Fields and Manorial Court

- **Village Hall.** CW had attended an online Zoom meeting of 'Community First' to learn how other village hall owners were dealing with COVID-19 restrictions and the exit from lockdown. There

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had been a broken window, which was assessed to be an accident by children with a ball. A vacancy for a part time caretaker has been published. Interviews will be established soon.

- **Playing Fields.** TH reported that four new pieces of adult exercise equipment had been installed. Dogs on the playing fields were still a problem and new signage was being investigated. Guidelines for COVID-19 safety for playing fields had been received and were being reviewed. A grant from the Co-op in Bromyard was being sought. Fund raising was still a problem.
- **Manorial Court.** SK reported that there had been some 4x4 off-road damage on the common. Suitable posts may be erected to deter such behaviour. It is being suggested that the grass is cut but not collected. It is possible that the football pitch will come back into operation from September 2020 onwards.

14. To report village issues regarding road maintenance, clearance etc.

There had been a complaint that the bus service had not been able to get through to the bus stop due to road closures. This was thought to be the result of poor communication between the authorities.

15. Public participation

It was noted that the playing fields may need to be kept closed until the COVID-19 regulations had been implemented to the satisfaction of the Playing Fields committee. Internet access at the village hall was still being pursued, which might be Gigaclear as the infrastructure was close by. It was suggested that S106 monies might be used to fund this.

16. Items for future consideration

No new items were suggested.

The meeting closed at 21:21.

Cheque No	Expenditure	Payment
300447	Clerk Salary (Jun/Jul 20))	£760.40
300448	Clerk HMRC (Jun/Jul 20)	£506.80
300449	Clerk Expenses (May/Jun 20)	£76.10
300450	Herefordshire Council	£101.12
300451	Playing Field equipment	7200.00
300452	Parish Insurance	£351.00
Total		£8995.42

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Chairman – 1st July 2020