

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

## **held on 6th May 2020**

### **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); Four members of the public.

### **1. Election of Chairman to the Council 2020/21**

It was proposed (PDW) and seconded (GC) 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.

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

It was proposed (PDW) 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
- b. Footpaths - Neil Grant. The Clerk agreed to send a letter of thanks for his work this last year.
- c. Pollution - GC
- d. Transport - MC

### **8. To approve the minutes of the Meeting held on 22nd April 2020**

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

### **9. Matters arising from Minutes**

There were no matters arising from the minutes.

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

NS had provided Councillors with his report prior to the meeting. NS drew out the following:

- There had been a grant of £3m to Herefordshire Council to support local businesses (for those that have business rates). There are 110, 000 that fall into this category.
- Complete Utilities/Gigaclear are now working on Bringsty Common. NS suggested a video conference for the public after the work had been completed to provide up to date information.

A question arose as to the Crumplebury planning application (194408) planning-meeting scheduled for the 12th May 2020. Discrepancies had been noted in the planning officers report, which was a cause for local concern. It was noted that this would be discussed further at the Extraordinary Parish Council meeting to be held on the 11th May 2020.

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### 11. To receive the Clerk's report

The Clerk report covered the following points:

- The new equipment for the playing field had been ordered
- The financial accounts had been finalised and presented to the internal auditor
- A revised response was needed for this years' insurance quote. Councillors had provided suggestions.

### 12. Financial Matters

- a. To appoint internal Auditor. Lynn Butler had kindly agreed to undertake the internal audit. Proposed (PDW), seconded (JB). All in favour. Approved.
- b. To receive internal auditors report. The report has been completed at page 3 of the annual return. There were no comments raised.
- c. To complete and sign the annual governance statement. This had been approved at the Parish Council meeting on 22nd April 2020.
- d. To approve the end of year accounts. These were proposed (GC) and seconded (TH) to be an accurate reflection of the accounts. All in favour. Approved.
- e. To approve bank reconciliation to 31st March 2020. It was proposed (TH) and seconded (PD) that these be approved. All in favour. Approved.
- f. To approved accounts for payment
  - i. Clerk salary (Apr/May 2020) (£307.24) and Clerk HMRC (£204.80) and
  - ii. Clerk expenses (£73.29) were taken together. Proposed (SK) and seconded (TH) All in favour. Approved.
  - iii. Broxap (litter bin & cycle rack, £562.74). Proposed (PDW) and seconded (CW). All in favour. Approved.
  - iv. Internal Auditor (£40.00). Proposed (PDW) and seconded (TH). All in favour. Approved.
- g. To review budget versus spend (2019/2020). There were no issues raised.

### 13. To receive reports:

**Village Hall.** The village hall is now fully closed due to the COVID-19 situation. Cleaning is still ongoing. Although the summer fete had been cancelled a 'pop up party' was being considered once the lockdown was finally lifted.

**S106.** Projects are at a standstill due, once again, to the COVID-19 situation.

**Playing Fields.** It was proposed (JB) and seconded (TH) to open the meeting to the public. All in favour. The Chairman then opened the meeting to the public. The Chairman of the Playing Fields Committee gave an update covering the following:

- Extensive repairs had been made to some existing equipment.
- New pieces of equipment should be installed in late May 2020.
- The 200 Club is on hold.
- Currently no lottery grants are being issued unless that are directly related to the COVID-19 situation. This will be for at least six months.
- There are now seven on the playing fields committee.

The Chairman then closed the meeting to the public.

**Manorial Court.** The next meeting is due on 12th May 2020.

### 14. To report village issues regarding road maintenance etc.

No issues were raised.

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**15. Public Participation.**

- The Parish Council were advised that the planning officer's report for the Crumplebury planning application (194408) was going to be legally challenged. NS suggested that a letter be sent to the planning committee prior to the meeting to provide an opportunity for review beforehand.
- NS noted that there had been joy riding on the Bringsty Common cricket pitch. Police had traced the vehicle back to Whitbourne.
- Herefordshire Council had closed all common land (including Bringsty Common) the same as the National Trust.

**16. Items for future consideration**

It was confirmed that there would be an Extraordinary Parish Council meeting on the 11th May to discuss the Crumplebury planning application (194408).

The meeting was then closed to the public due to the nature of the following item.

**17. Clerk Annual Review**

Councillors reviewed the performance of the Clerk with particular regard to the number of hours worked.

The meeting closed at 21:10.

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Chairman – 6th May 2020