

Minutes of the Ordinary Meeting of Whitbourne Parish Council held on 5th September 2016

Democratic Period/Question Time

No matters raised.

1. Attendance

Present: R. James (Chairman); M. Williams (MW); J. Bromley (JB); J. Cummins (JC); G. Cupper (GC);
A. Evans (AE); N. Knight (NK); C. White (CW)
Apologies: P. Wood (PW)
In Attendance: County Councillor N Shaw; J Hill (Clerk)

2. Declarations of Interest

- a. Declaration of Interests: there were none
- b. Declaration of Disclosable Pecuniary Interests in items on the agenda: there were none
- c. Declaration of Other Disclosable Interests in items on the agenda: there were none.

3. Dispensation Request

There were no written requests for the Council to grant a dispensation under Section 33 of the Localism Act 2011.

4 Minutes of Previous Meetings of the Council

Minutes of the Ordinary Meeting of Whitbourne Parish Council held on 14th July 2016 were unanimously approved (CW/NK) and signed by the Chairman as a correct record.

5 Progress Reports/updates on matters considered at previous meetings

War Memorial: NP to enquire about arrangements for tidying up in preparation for 11th November.

6 To receive the report of the Herefordshire Councillor Nigel Shaw – for information

Cllr Shaw updated Members in relation to planning matters.

7 Reports by Councillors

- i. Whitbourne village Hall Committee: Members noted the Hall had received a positive inspection report
- ii. Playing Field Committee: Members noted that insurance had been renewed, amendment to bank signatories was in progress and a meeting had been arranged to consider the recommendations of an inspection report.

8 Report from the local police officer – For Information

Apologies had been received. Members noted that Rural Watch had circulated information in relation to theft of fruit and damage to property.

9 Planning

- a) To consider planning applications referred by Herefordshire Council for comment

Application: 162444

Proposal: Conversion of an agricultural building to residential use. Retention of mobile home during construction works

Location: Barn at Cider Mill Farm, Bringsty Common. WR6 5UW

Applicant: Mr & Mrs Vyvian Price

Members unanimously resolved (GC/MW) to record no objection (Clerk to inform HC)

Application: 161249

Proposal: Proposed front porch

Location: Lakeside, The Gains Road, Whitbourne. WR6 5RD

Applicant: Mr Michael Scott

Members unanimously resolved (AE/JC) to record no objection (Clerk to inform HC)

Application: 161982

Proposal: Garden pergola with cast stone columns and oak structure behind

Location: The Old Rectory, Whitbourne. WR6 5RS

Applicant: Mr Peter Wood

Members unanimously resolved (GC/NK) to record no objection (Clerk to inform HC)

Application: 161954 – Listed Building Consent

Proposal: Proposed installation of boiler with external flue. Replacement of Oil Lifter with external vent

Location: Flat 5, Whitbourne Hall, Whitbourne. WR6 5SE

Applicant: Mrs Jennifer Monaghan

Members unanimously resolved (MW/JC) to record no objection (Clerk to inform HC)

- b) To consider under the Scheme of Delegation any Planning Applications received between publication of this agenda and the Meeting: none received
- c) Details of Decision Notices: none received
- d) To consider reports of other "Planning" related Matters received by the Council prior to the commencement of the meeting
 - i. Members resolved (NK/JC) to delegate responding to the Formal Public Consultation on the Martley, Knightwick & Doddenham Draft Neighbourhood Development Plan to the Clerk in consultation with MW/RJ
 - ii. Members resolved (GC/CW) not to submit comments in relation to the consultation on Preferred Options for Travellers' Sites in Herefordshire
 - iii. S106: Members noted the report submitted by PW and unanimously (MW/AE) resolved that a S106 Working Group be formed to consider priorities for S106 expenditure and report back to the Parish Council. Councillors Wood, Cupper and Knight to serve on the Working Group.

10 Highways and Byways

- a) Clerk to enquire of Locality Steward for updates on: removal of vegetation impeding visibility by the Wheatsheaf Inn; damaged fire hydrant at the old shop corner; pothole by bridge on C1066; damage to coping stones on the bridge at the ford
- b) Members noted correspondence re senior management changes at Balfour Beatty
- c) Concern was expressed about walkers/ramblers parking along the roadside in the village. Clerk to contact rambling associations and encourage them to park in the village hall car park (Honesty Box - £1)
- d) Members unanimously (RJ/AE) expressed their thanks to Robert Lane who had volunteered to empty all the bins around the village green. Letter of thanks sent to Mr Lane.

11 Clerk Contract

- a) Contract of Employment: Members unanimously (AE/MW) resolved to approve the tabled contract
- b) Salary and Expenses: Members unanimously (NK/JC) resolved to approve expenses as discussed.

12 Finance

- a) Bank Reconciliation: not available, copy bank statements awaited
- b) Receipts: not available, copy bank statements awaited
- c) Payments to be made in respect of outstanding invoices and requests for payment totalling £1,842.87 were approved (JC/GC).

13 Annual Return for the year ended 31st March 2016

Consideration of the accounts for the Financial Year ending 31st March 2016 (2015/6): deferred until the November meeting pending preparation for internal audit.

14 Neighbourhood Development Plan

Members unanimously (MW/JB) resolved "That the Neighbourhood Development Plan, as modified, be sent to Herefordshire Council so that it may proceed to a Referendum as soon as practicable."

The Chairman, seconded by JC, proposed a formal vote of thanks to M. Williams, D. Williams, C. White and G. Cupper for their work on the NDP.

15 Correspondence for consideration and information

- a) Planning update for Parish Councillors 6th October: RJ, MW and JC to attend
- b) Parish and Town Council Bus and Community Transport Consultation: response completed
- c) Public Green Spaces Grant: not relevant to the parish.

16 Items for inclusion on a future agenda

Audit; parish noticeboard; S106; Budget/Precept 2017/18.

17 Date of Next Meeting

The next Ordinary Meeting of Whitbourne Parish Council will be held on Monday 7th November 2016 at 19:30 hours at Whitbourne Village Hall.

The meeting closed at 21:25 hours.

(Chairman – 7th November 2016)

Cheque No:	Expenditure 5th September 2016	Gross
300248	J Hill Clerk - Salary August	£189.52
300249	J Hill Clerk - Salary September	£189.52
300250	J Hill Clerk - August / September Admin costs and expenses	£90.89
300301	Whitbourne Mugworks Inv: 3993 - Acting Clerk	£515.13
300302	R Lane - reimburse bin bags	£2.98
300303	D Williams - Inv:	£240.00
300304	D Williams - Inv:	£320.00
300305	M Williams - reimburse NDP expenses	£36.79
300306	HALC Inv; 7108 - 6 months Membership Subscription	£258.04
	Total	£1,842.87