

**MINUTES OF WHITBOURNE ANNUAL PARISH MEETING,  
ANNUAL PARISH COUNCIL MEETING and PARISH COUNCIL  
MEETING held in Whitbourne Village Hall.  
on Tuesday, 1st May 2012 at 7.30pm**

**In Attendance**

Chairman	Mr. R Freeman
Vice-Chairman	Mrs. M Williams
Councillors	Mr. J Cummins, Mrs. D Haddock, Mr. R James, Mr. J Archer, Mr. C White, Mr. N Westacott. Mr G Cupper
Ward Councillor	Cllr. G Swinford
Clerk	Mr. K Butler
Public	8 in attendance

**Annual Parish Meeting**

**1. No Apologies or declarations of Interest**

**2. Approval Minutes of Annual Parish Meeting 2011**

Proposed by Cllr. M Williams and Seconded by Cllr. R James

**3. Chairman's Report**

The chairman reported that the Council started off the year with several new Parish Councillors, a new District Councillor and a new Parish Clerk. He observed that things have settled down very well and thanked all concern old and new.

He stated that a lot of energies have been put into the possibility of further development in Whitbourne, which were ongoing. He stated that the Community shop had taken massive leaps forward and congratulated all involved. He hoped that next year we would be saying the same regarding the school.

He requested feedback about the new Parish Council web site.

He thanked Parish Councillors and The Clerk for the time they put in and work done.

**4. Police Liaison**

Community Officer Steph Annette attended and gave a short report. She noted that sheep and oil theft was on the increase and asked the community to be vigilant. She reported that the A44 was being monitored for speeding. She concluded that the Youth Consultation Group was making good progress and asked for Parish Council support in this project.

**5. There were no public questions or items for future consideration raised by the public.**

**Annual Parish Council Meeting**

**6. Election of Chairman.**

Cllr. G Swinford (County Councillor) took the Chair.

Cllr. R Freeman being the only nomination, by Cllr. M Williams and Cllr R James, is elected Chairman unanimously. *Cllr. Freeman took the Chair*

**7. Election of Vice Chairman**

Cllr. M Williams being the only nomination, by Cllr. J Cummins and Cllr D Haddock, is elected Vice-Chairman unanimously.

#### **8. Approval Minutes of Annual Parish Council Meeting 2011**

Proposed by Cllr. M Williams and Seconded by Cllr. R James

#### **Parish Council Meeting**

#### **9. Declaration of Interest**

Cllr Cupper gave notice of interest in item 9 on the agenda (Planning) item 13 in these minutes.  
No other Declarations of Interest

#### **10. Minutes of March Parish Council Meeting**

No Alterations - Proposed Cllr Mrs. Williams Seconded Cllr Mrs. Haddock and approved

#### **11. Matters Arising**

A request was made that Grit Bins should be placed on a future agenda  
Cllr. White gave a report on the progress of the Parish Council web site, which now operational.

#### **12. Finance**

- 12.1 AON insurance renewal for Parish Council - Renewal and payment of £452.01 proposed by Cllr. R James and Seconded by Cllr. M Williams and approved. Clerk and Chairman are to look into alternatives for future years and report at a future meeting.
- 12.2 Reported that PWLB £1,748.13 has been paid by Direct Debit
- 12.3 HALC renewal of £230.31 was proposed by Cllr M Williams and seconded by N Westacott and approved
- 12.4 LCR Subscription renewal of £15.00 was declined. Clerk was instructed to cancel the subscription.
- 12.5 Receipt of rent for Whitbourne Playing Fields by Whitbourne Playing Fields Committee for £1.00 was reported.
- 12.6 Payment for Hire Whitbourne Village Hall Dec 2011-March 2012 was proposed by Cllr J Cummins and seconded by Cllr J Archer and approved.
- 12.7 Fee for the Internal auditor of £25.00 was proposed by Cllr J Cummins and seconded by Cllr J Archer and approved.
- 12.8 Clerk issued an up to date copy of the cash book to year end 2011/12.
- 12.9 Clerk reported that the annual P35 HMRC form has been filed on line. *(Because of changes to the way HMRC are treating employment of parish clerks, this is the first year this has been done in this way. Because penalties occur if it is not done on time, in this instance by 19th May, this payment it will be minuted now and in the future.)* On line receipt included in these minutes as appendix 1
- 12.10 Payment to Mr KJ Nason was proved for work on the Web Site - approval for invoice submitted for £136.94 was proposed by Cllr. C White seconded by Cllr. G Cupper and approved
- 12.11 Clerk reported that notification had been received by email that the first part of the precept (£4,500) has been deposited into the Parish Council account.
- 12.12 Clerk reported that there is a small amount of VAT to reclaim on the year 2011/12.
- 12.13 Clerk reported Bank balances as
  - Deposit Account at 30 Dec 2011 £4,871.31
  - Current account at 19 March 2012 £2,917.35

#### **13. Planning**

*Cllr. Cupper left the meeting for this item having declared interest.*

- 13.1 Glebe Edge, Whitbourne, WR6 5RT - Planning permission  
Proposed demolition of existing bungalow and redevelopment with replacement two storey detached dwelling with associated infrastructure works. Application N120680/F

On the proposal of Cllr. J Cummins, seconded by Cllr. J Archer Council recorded a No Objection comment.

#### **14. Village Hall Committee Report**

Clerk reported that a Hall Hire Agreement had been signed by himself. Cllr. N Westacott gave a short report on activities at The Village Hall Committee, including that the Hall was seeking a grant, was going to place bollards outside the entrance as danger was being caused by cars sweeping into the car park and that the hall would be holding a jubilee function on June 5th. Having given notice that he

was unable to continue with this committee for the time being, reminded Council that they needed to fill the vacancy. The Chairman asked for a nomination or volunteer but no Councillor came forward. The post was left vacant.

Council thanked Cllr Westacott for his work on the Committee

#### **15. Playing Fields Committee Report**

Cllr. Nigel Westacott gave a short report on the playing fields including problems with vandalism. Council noted the problem and requested increased vigilance by all members of the public. Council asked Clerk to convey sympathy to Playing Fields Chairman and offer whatever support they could give on this issue.

The low level fence is in poor condition. Cllr. Westacott and Cllr. Cummins will look into the cost of replacement/repair and report. To be placed on next agenda

Questions were raised by two Councillors about dogs being walked on the playing field and the public were reminded that this was not allowed. Council would liaise with the Playing Field Committee on how best to tackle this problem. Clerk will contact Herefordshire Dog Warden.

#### **16. Parish Council Representative on School Governors**

Mrs E White made her first report as Council representative at Whitbourne School Governors meetings,

Her report is attached to the minutes as appendix 2

#### **17. Neighbourhood Plan**

A number of training workshop meetings are being organised by the County Council and Clerk was asked to book places for the meetings at Bishops Frome on 25th May and Hereford on 20th June.

Workshop details are attached to these minutes as appendix 3

It was agreed that the Neighbourhood Plan must have high priority during the coming year and would be included as an agenda item until further notice.

#### **18. Whitbourne Parish Council Web Site**

Cllr White gave a progress report as part of item 11 - Matters arising

Clerk was asked to write to Mr Nason to thank him for his hard work in setting up the site and Council thanked Cllr. White in similar vein.

Council was concerned regarding operation of the site and in particular the entry of News Items. It was agreed that approval for entry of items to the site (other than minutes and agendas) would only be by the Chairman with the Vice Chairman, via the Clerk who would be responsible for wording and legality of content. Clerk recorded that he does not have legal training so could not take legal liability but had some experience of running web sites and would take a "common sense" approach.

Operation would be reviewed at a future meeting once the Council had a few months experience of running the site.

#### **19. Correspondence**

A number of items of correspondence were reported including

- a request for assistance from the County Council with the annual canvass and
- a letter from the Shop Committee about Pedestrian and Cyclist safety. Clerk will speak to Highways Dept. and report.

Other items were placed in circulation for Councillors to read

#### **20. County Councillors Report**

Cllr. Swinford reported on affordable housing issues that are ongoing, Whitbourne School and a major planning issue at Porthouse Farm in Bromyard area which have once again been turned down on grounds of noise, light pollution and unsuitable land use.

#### **21. Parish Matters & Future Agenda Items**

Cllr M Williams reported that Daniel Brown had won the competition for design for the Jubilee Mug being presented to the children at Whitbourne School on June 1st.

Cllr. J Archer will clean the glass and tidy up the village notice board.

A beacon was to be lit on Bringsty Common on 4th June.

A plan of Bringsty Common had been received from the Manorial Court

**22. Public Questions**

None

KD Butler  
Clerk to the Parish Council  
Tel: 01886 821198

Next Meeting is scheduled for Tuesday 3rd July 2012

Minutes were approved and signed off by Chairman 3rd July 2012

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