

MINUTES OF WHITBOURNE PARISH COUNCIL MEETING
held in Whitbourne Church
on Monday 3rd September 2012 at 7.30pm
AMENDED: 27th October 2012

In Attendance

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 1 in attendance

1. Apologies

Cllr. Freeman

2. Declaration of Interest

None

3. Public Questions

None

4. Matters arising from public questions

n/a

5. Minutes of July Parish Council Meeting

Passed with a minor spelling amendment and signed by Mrs Williams as Chairman of the meeting on behalf of the Chairman

6. Matters Arising

Clerk reported that on item 18 (request to publish a list of Parish Councillors in the Whitbourne PCC Magazine) was negative for the time being.

On Item 23 Clerk was to ask AMEY to make contact with householders who were responsible for hedges overgrowing into the highway. Clerk reported that he couldn't find dangerous rocks in the verge on Tedstone Delamere Road (reported last meeting) so unable to identify to AMEY.

Clerk was asked to have a further look and report to AMEY

At the discretion of the Chairman the Neighbourhood Plan item was taken at this point but is recorded as item 16, consistent with the meeting agenda.

7. Parish Paths

Clerk had arranged for Neil Grant to be introduced as Parish Paths Officer. Unfortunately Mr Grant was unable to attend and another arrangement would be made for him to attend a future meeting.

Clerk reported that Parish Paths had ring fenced money in the Parish Council account and that no request for money had been made for the current financial year.

8. Finance

- 8.1 The Clerk reported that the Co-op Bank had sent the forms for a resolution to obtain a coded pass number to allow the clerk to deal with banking administration and telephone banking. The terms and conditions of the arrangement had been circulated with the agenda to brief Councillors prior to the meeting. Councillors declined to approve the arrangement.

- 8.2 Parish Paths - A sum of £1138.21 had been ring fenced within the Parish Council balances for exclusive expenditure on Parish Paths. A further £18 had been received for the sale of Walk Books.
- 8.3 Youth Group. The Village Hall representative had written to express concern regarding the payment arrangements and operational responsibility for the Youth Club use of the village hall. Parish Council discussed the matter and resolved without vote that the Parish Council had offered to pay for the hire of the hall but operational responsibility remained with the Youth Club organisers. Parish Council would pay the hall hire account when it was presented.
- 8.4 No correspondence had been received from Mazars regarding the Audit for 2011-12
- 8.5 The Clerks Salary and Expenses were received but Cllr. James felt that the expenses claim was greater than it need be and challenged individual costs. Clerk explained that these were the actual expenses incurred. Councillors expressed ways of reducing costs, in particular with regard IT and changing the clerks personal ISP. After discussion, approval of Clerks Salary and Expenses, and payment of Tax and National Insurance, were proposed by Cllr. Cupper and seconded by Cllr. Haddock and passed by the Council.
- 8.6 Clerk reported Bank balances of £4,873-60 in the deposit account at 5th April 2012 and £3,998.82 in the current account at 20th July 2012
- 8.7 The Clerk reported that from this current financial year onwards the annual audit will be financed by the Audit Commission at no cost to the Parish Council.

9. Planning

None

10. Code of Conduct

The Clerk presented the draft Code of Conduct. All Councillors having read it, it was approved unanimously on the Proposal of Cllr. Cummins, Seconded by Cllr. James.

Clerk was instructed to make the date amendment to the draft and forward a copy to the Monitoring Officer at Herefordshire County Council. A full copy of the Code of Conduct will be retained within the Parish Council Minutes as an addendum to this meeting.

11. Village Hall Committee

Nothing to report

12. Playing Fields Committee Report

Cllr. Westacott reported that a fund raising draw was being organised in support of the Playing Field.

Cllr Westacott and Cummins undertook to repair the low fence around the playing field for which materials had been costed at £87-24 plus VAT. On the proposal of Cllr. James seconded by Cllr. Cupper the expenditure was approved

13. Parish Council Representative at School Governors

Clerk was asked to write to Chairman of the School Governors to clarify the position of the Parish Council Representative as she appears not to have been invited to recent meeting(s) and was unable to report.

14. Councillor Training

Clerk was asked to cancel the Councillor Training that had been arranged by the Chairman for 17th September at the cost of £100 plus expenses.

15. Stocking Lane

It was reported that repairs to Stocking Lane had been organised for the week of 24th September.

16. Neighbourhood Plan

The application for a Neighbourhood Plan was approved and signed by the meeting chairman, for forwarding to the Planning Department.

It was decided (see below) that a sub-committee of the Council be formed to be called a "Working Party". The Working Party would consist of Cllrs. James, Williams, Cupper and Archer, who would elect a Chairman from their number and recruit up to three lay members to put together the basis of a Neighbourhood Plan. The Working Party would be assisted by an officer from the Herefordshire County Council Planning Department.

The motion was proposed by Cllr. White and seconded by Cllr. Cupper and approved unanimously.

17. Meetings schedule and Clerks Hours

The Council discussed the agenda item and decided to leave the meeting schedule and clerks hours unchanged. It was agreed that Cllr Swinford would research Clerk's hours at other local parish councils and report back at the next meeting with the information.

18. War Memorial

Cllr. Williams had obtained a quote of £728 + VAT for cleaning and repair of the War Memorial. Cllr. Williams will apply for grants to cover the cost.

19. Whitbourne Parish Council Web Site

No action

20. Whitbourne Community Shop

Cllr. Cummins reported that the shop was being built within budget but that was some "slippage" on the timescale for the project.

21. Correspondence

A number of minor items of correspondence were reported

22. County Councillors Report

Cllr. Swinford reported that the issue of affordable housing was being discussed and that he was having meetings regarding a development of 10-12 units on the boundary of the settlement area.

He reported that issues regarding noise at The Olde Rectory were ongoing but there was dialogue between the owners and the Council.

He reported that there was an up and coming problem with a proposed motorcycle meeting(s) to the South of the A44, which were concerning the residents.

He reported that Councillors were concerned about the proposals to close the register office at Bromyard and other market towns. HCC were taking another look at the proposals.

23. Parish Matters

Cllr. Williams said that the bank opposite Bannercroft required cutting and asked Clerk to organise it with the contractor.