

Minutes of Meeting of Whitbourne Parish Council

held on 2nd January 2019

Attendance:

Present: R. James (Chairman); M. Williams (MW); A. Evans (AE); N. Knight (NK); J. Bromley (JB);
P. Wood (PDW); G. Cupper (GCJ); Cummins (JC).

In Attendance: Ward Councillor N Shaw, K Phillips (Clerk). 1 member of the public.

1. Apologies for absence

J Walker (JW).

2. To receive declarations of interest

There were none.

3. Minutes of the Parish Council Meeting held on 7th November 2018

In section 10, War Graves Commission should read War Memorial Trust.

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

4. Matters arising from minutes of meeting

- Rosemore Grange: No update.
- Church Bank still not trimmed. JC volunteered to ask again.
- Telephone kiosk. A glass panel has been replaced and shelves installed. Invoice presented to Clerk. PDW agreed to draft a note for the Parish Magazine calling for a volunteer to monitor and maintain the book exchange. Insurance would be covered by the Parish Council Public Liability insurance. The Risk Assessment was deemed to be low on the use of the book exchange.

5. To receive Ward Councillor's report

- There had been a couple of court cases relating to the young people well-being team at Herefordshire Council. This concerned procedures not being followed. Remedial action has been taken together with an increase in staff numbers for the team. A recent OFSTED audit declared an outcome of 'not satisfactory' on Herefordshire Council's child protection plans and arrangements.
- By contrast, OFSTED had concluded that Herefordshire had the best primary schools in the West Midlands.

In terms of S106 expenditure, Yvonne Coleman was responsible for the formalities. There would be a 9.5% management fee to any works undertaken other than by Balfour Beatty. It was determined that the bus shelter was not a highways issue. The Clerk agreed to write to Yvonne Coleman (cc: NS) to confirm that the Parish Council could undertake the proposed works.

6. To Receive Clerk's report

The Clerk's report covered the following:

- The Telephone kiosk had now been formally handed over to the Parish Council. The Clerk had posted a notice to this effect at the request of BT.
- Councillors had supported planning application 183694 via an email exchange.
- There had been a road traffic accident at the Wheatsheaf pub. This had not been reported and is not on the Police database. NS volunteered to update the Herefordshire Council accident records database.
- The contractor for the grass cutting had been commissioned for the 2019 season.
- The appeal for donations for the War Memorial refurbishment had raised £660. This left £100 deficit.

7. Finance

a) To approve bank reconciliations to 31st December 2018

Proposed JC, seconded GC. All in favour. Approved.

b) To approve income and expenditure reconciliation to 31st December 2018

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

c) To approve accounts for payment (amounts shown in table below)

Clerk Net Salary Dec 18/Jan 19, Clerk HMRC Dec 18/Jan 19, Clerk expenses Nov/Dec 2018.

Proposed AE, seconded JB. All in favour. Approved.

Minutes of Meeting of Whitbourne Parish Council

held on 2nd January 2019

d) To review 2018/19 budget versus spend

The Clerk tabled the current position on spend versus budget. No issues were raised.

8. Planning

The Chairman reminded Councillors that it was important to hold meetings to discuss planning applications such that any public representations could be made. Exceptions could be made for minor and uncontentious applications.

a) Planning consultation: 184202, Flat 3 Whitbourne Hall

Proposed PDW, Seconded AE. All in favour. Supported.

9. Reports from subcommittees and working parties

Village Hall. There had been a busy Christmas period and bookings remain healthy for the future.

Playing Fields. The Playing Fields committee were alarmed at the potential high costs for renewing the lease via the solicitors. They would produce a rough plan of future needs for the playing fields. There was some finance available for repairs to fencing and hedge cutting. Old equipment would be removed if damaged or broken.

S106. PDW had heard nothing further, other than the input from Ward Councillor Shaw above. PDW will now procure quotes for various projects and provide a menu of items for consideration.

Manorial Court. The grant application process goes ahead rather slowly. The woodland management plan is currently with the relevant Forestry Commission officer. The final draft of the feasibility study has been sent to The Manorial Court and BCMC will need to consider the recommendations.

10. To Receive report concerning War Memorial refurbishment

Now that the works have been completed (smart water on every letter), the grant application has been submitted. It was noted that there was an excellent attendance for the memorial rededication and subsequent remembrance services.

11. To decide next steps for renewing the Playing Fields lease

The Chairman expressed his opinion that the final decision for renewing the lease for the playing fields should be taken by the new Parish Council elected in May 2019. They would then be able to progress any actions required.

A review had been held between PDW and the Chairman of the Playing Fields committee and concluded that the lease was very much out of date. In addition, its provisions and objectives needed review and reconfirmation. Closer cooperation between the Village Hall and Playing Fields committees could also be considered.

It was determined therefore that it was too soon to draw up a new lease until these matters had been decided. A small group was suggested to take these matters further. PDW, MW and the Chairman agreed to volunteer for the group. The Chairman of the Playing Fields committee would be invited to join the group. The Clerk was also invited to attend. The group could also draw up a set of terms and conditions for the solicitor.

12. To receive report for the plaque for the oak tree on village green

The Chairman reported that he had spoken with Neil Grant, whose suggestion is that the plaque is placed upon a concrete plinth. The Chairman read out the proposed words for the plaque, which were agreed.

**Minutes of Meeting of Whitbourne Parish Council
held on 2nd January 2019**

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

Issues noted were as follows:

- Parish Councillor elections May 2019. The Chairman noted the forthcoming elections in May and suggested that an advert be placed in the parish magazine to alert Parishioners to likely vacancies. He also noted that at least two Councillors were standing down but hoped that not too many were leaving otherwise Parish Council continuity and experience could be lost.
- The entrance to the village off the A44 was still poor due to the raised bumps after the previous pothole filling. NS reminded Councillors that this area was judged to be not high speed.
- Defibrillator: PDW had set in motion an action to install a motion sensor by the defibrillator. He had also contacted the ambulance service whose recommendation is to keep the cabinet locked. PDW agreed to place an article in the Parish Magazine outlining the process of gaining access to the cabinet.
- NS noted that all the grit bins should have been filled in readiness for the winter season.

14. Public participation.

No matters were raised.

15. Items for future consideration

- Parish Council contribution to Parish Magazine

The meeting closed at 20:55.

Cheque No	Expenditure	Payment
300396	Clerk Salary (Dec 18/Jan 19)	£261.97
300397	Clerk HMRC (Dec 18/Jan 19)	£261.96
300398	Clerk Expenses (Nov/Dec 18)	£40.00
Total		£563.93

.....
Chairman – 2nd January 2019