

Minutes of Meeting of Whitbourne Parish Council

held on 2nd May 2018

Present: R. James (Chairman); M. Williams (MW); J Walker (JW)
A. Evans (AE); N, Knight (NK); P. Wood (PDW); G. Cupper (GC)

In Attendance: County Councillor N Shaw; K Phillips (Clerk) plus 1 member of the public

1. Election of Chairman to the Council for 2018/19.

It was proposed (NK) that the current Chairman remain in place. Seconded by AE. There were no other candidates. Resolved.

2. Declaration of acceptance of office

RJ declared to the meeting his declaration of acceptance.

3. Election of Vice Chairman

MW was proposed by GC and seconded by PDW. There were no other candidates. Resolved.

4. To appoint representatives on outside bodies

- a) Village Hall – PDW
- b) Manorial Court – AE
- c) Playing Fields – JB

5. To appoint Parish Officers

- a) Tree Warden – JW
- b) Footpaths – Mr Neil Grant
- c) Pollution – GC
- d) Transport - RJ

6. Apologies for absence

Apologies received from J. Cummins (JC), J. Bromley (JB);

7. To receive declarations of interest

There were none.

8. Minutes of the Meeting: 7th March 2018

A small clarification was suggested to item 16 to indicate noise nuisance *adjacent* to Bringsty Common. Approval of the minutes was proposed (PDW) and seconded (MW). Resolved.

9. Matters arising from minutes of meeting: 1st March 2017

- The Clerk reported the situation concerning the oak tree at the bottom of Stocking Lane. Balfour Beatty had conducted an assessment of the tree and concluded that it was safe, with no further action required. The Clerk had already requested a copy of the report and would ask again as many parishioners did not agree with the conclusion. NS requested that he be copied on the email.

- A 'quiet word' was had with the owner of the large hedge on the bottom lane.

10. Report from CSO

The Clerk read out the statement from the new PCSO, Pete Knight. He outlined that priorities have had to change due to resources and demand. There is now no differentiation between Bromyard and Rural areas and no designated PCSO for either. However, the Safer Neighbourhood Team (SNT) will try to be available as and when required.

- The Chairman pointed out that there had been break-ins at several garages/workshops at Wishmore Farm, although nothing had been stolen.

11. To Receive Clerk's report

The Clerk outlined the fact that a new template for Standing Orders had been issued by NALC. These should be reviewed and adopted as appropriate. The Clerk also reported that the grass-cutting contract had been awarded to Bruce Eddy, where the playing fields had been mowed twice already. The Clerk would liaise with Bruce to ensure the playing fields are mowed before the summer village fete. The Clerk had also sent a letter of complaint to Welsh Water concerning the flooding on Boat Lane. See Ward Councillors report below for

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more information. JW advised that the playing fields had been rolled a week or two ago. The Chairman thanked him for this kind action.

12. Finance

- a) To appoint internal auditor

It was proposed (MW) and seconded (PDW) that Lynne Butler be appointed as internal Auditor. All in favour. Resolved.

- b) To receive internal auditor's reports

No issues found in accounts and related records.

- c) To complete and sign the annual governance statement

The clerk had previously circulated the annual governance statement. There were no issues arising. Proposed GC, seconded NK. All in favour. The Chairman and Clerk thereby signed the governance statements as approved.

- d) To approve end of year accounts for 2017/18

The end of year accounts were proposed by AE and seconded by PDW. All in favour. Approved.

- e) To complete and sign the certificate of exemption

Since Whitbourne Parish Council had an income and expenditure less than £25,000, it was exempt from having to undertake an external audit. This would save the Parish at least £125 (at last year's rate). Proposed MW, seconded PDW. All in favour. Approved.

- f) To approve bank reconciliation to 31st March 2018

The bank reconciliations were proposed by GC and seconded by PDW. All in favour. Approved.

- g) To approve income and expenditure reconciliation to 31st March 2018

It was noted that the outstanding balance of the loan for the village hall could be paid off within 3-4 years. The approval of the income and expenditure reconciliation was proposed by PDW and seconded by NK. Resolved.

- h) Clerk Salary Review

NALC had distributed the latest pay scale information. In addition, the contract for the Clerk states that a spine point increase would be appropriate if satisfactory performance had been achieved throughout the year. The Parish Council agreed that this was the case and that the salary increase should be awarded. Proposed NK, seconded AE. All in favour. Approved.

- i) To approve accounts for payment

Clerk Salary Apr/May 2018. Clerk HMRC Apr/May 2018. Clerk expenses Mar/Apr 2018.

Village Hall and Internal Auditor. All amounts shown in table below. Proposed PDW, seconded GC. All in favour. Approved.

13. To receive Ward Councillor's report

- a) NS was trying to contact the owner of the Wheatsheaf Inn.
- b) Boat Lane flooding. A meeting had been arranged on site (21/5/18). GC and PDW would also be in attendance, as would Colin Smith of Balfour Beatty. NS had also tasked the HC enforcement team to try and determine who owns the lane.
- c) Gigiclear had started work in the village, with the first cabinet appearing close to the telephone kiosk.
- d) The roll-out of Universal Credit continues with Herefordshire Council. This will be for new claimants after 13/6/18.
- e) Several potholes had been filled within the Parish.
- f) Rosemore Grange. NS had chased the planning officer. There has been a delay with the traffic officer undertaking the traffic assessment.

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14. General Data Protection Regulations

- a) The Clerk gave an update on the progress of the GDPR regulations and noted that an official amendment had been tabled that might exempt Parish Councils from having to appoint a Data Protection Officer (DPO). The Clerk reminded the Parish Council that as they were the Data Controllers they are responsible for ensuring that the GDPR regulations are met. The Clerk is the data processor. The Clerk also confirmed that the personal data being held was minimal, and certainly no 'sensitive' data was held. The village hall and playing fields committees would be undertaking their own regimes. The Clerk had previously copied to the village hall chairman the GDPR guidance notes pertaining to village halls.
- b) The following data protection policies were approved. Proposed PDW, seconded AE. All in favour.
 - GDPR Privacy Policy
 - GDPR Subject Access Policy
 - GDPR Personal Data Management & Audit Policy
 - GDPR Privacy Notice – General
 - GDPR Privacy Notice – Councillors & Role Holders

15. Reports from subcommittees and working parties

- a) Village Hall. Hall bookings were healthy, as were the finances. It was noted that a new bookings clerk and treasurer would soon be in post. Investment had been made in new software that would allow for bookings to be made online. The AGM of the village hall is scheduled for the 18th June.
- b) Playing Fields. There had been no recent meetings. However, the secretary had resigned and they were looking to co-opt a junior member at some point. Concern was raised at the GDPR regulations and how they would affect the collection of monies for the 200 club. It was mooted that the 200 club could be scrapped and replaced with a grant from the Parish Council.
- c) S106. There had been significant progress within the last month. Plans had been provided by Balfour Beatty that outlined certain schemes. Concern was raised that the level of funding had apparently been lowered, even taking into account that £9,000 had been spent lowering some kerbs in the village. NS will be taking this up with BBLP. The village 'gateway' was not on the plans and a question was raised over the white lining proposals. The proposal to put an extended 'knee'/kerb adjacent to the bus stop was felt to be inappropriate. The estimate for the works seemed extraordinarily high. NS had already asked for clarifications to the above. It seems that there is no obligation to use Balfour Beatty for the works but any contractor must be suitably insured and possess appropriate certification to undertake works within the public realm. The Chairman thanked NS and PDW for their continuing involvement and suggested that special Parish Council meetings might be arranged as the need arises to cover the progress and management of the works.
- d) Manorial Court. There had been no meeting since last time. A new issue of The Commoner was available.

16. Planning and planning decisions

Appeal decision 174798. The appeal was rejected. The owners at the Live and Let Live on Bringsty Common have until the end of 2018 to resolve the matter by reverting land to its intended purpose.

17. To receive an update on the War Memorial grant application

MW reported that she was still getting estimates. It is understood that an alternative method of cleaning the lettering is now available, through steam cleaning. This is a cheaper option, although not necessarily approved by the War Graves Commission. Even if a grant were forthcoming, it would not meet the entire expense. It was felt that members of the Parish might wish to contribute, especially those with friends and relatives whose names appear on the memorial.

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

- a) Noise nuisance adjacent to Bringsty Common. NS provided a comprehensive report into the investigation of the forthcoming motorcycle event to be held adjacent to Bringsty Common. They have a right in law to hold the event. Any wildlife and habitat concerns are planning related and not event related. Highways have no objection. The event had provided an event plan to Herefordshire Council

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and the Police, although they were under no obligation to do so. An appropriate governing body had approved the event and public liability insurance was in place. Herefordshire Council had received 12 complaints, all of which had been responded to. An official will be there to monitor noise levels for a potential future abatement notice. There were also contrary views in that some parishioners welcomed the event as it boosted the local economy.

Other matters. War memorial garden maintenance. The Live and Let Live within the village was now on the market. NS was urged to keep pressure on resolving the planning situation around the Wheatsheaf Inn. There was the possibility of a Section 215 notice to tidy it up. There is a leak outside the Rectory, Welsh Water to be contacted. There was an observation that the number of self-formed passing places was increasing in our narrow lanes. Potholes on Tedney Road and adjacent to track leading to Howberry.

19. Public participation.

It was reported that the link to the agenda from the web site was not working. A request was made that the Parish Council fund a reprint of the walks book.

20. Items for future consideration

To consider the funding for a reprint of the parish walks book.

The meeting closed at 21:05.

Cheque No	Expenditure 2nd May 2018	Payment
300372	Clerk salary Apr/May 2018	£372.57
300373	Clerk HMRC Apr/May 2018	£93.14
300374	Village Hall	£48.00
300375	LS Butler (Internal Audit)	£40.00
300376	Clerk Expenses Mar/Apr 2018	£60.36
Total		£614.07

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Chairman – 2nd May 2018