

Minutes of Meeting of Whitbourne Parish Council

held on 3rd May 2017

Attendance:

Present: R. James (Chairman); M. Williams (MW); J. Bromley (JB);

A. Evans (AE); N. Knight (NK); C. White (CW); P. Wood (PDW); G. Cupper (GC)

In Attendance: County Councillor N Shaw; K Phillips (Clerk), CSO's Steph Annette & Sue Berrett plus 1 member of the public

1. Election of Chairman to the Council for 2017/18.

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

4. Apologies for absence

Apologies received from J. Cummins (JC)

5. To receive declarations of interest

There were none.

6. Report from CSO

The CSO (SA) reported that all was 'quiet' in Whitbourne. SA requested that the Parish Council consider hiring the Village Hall so that she could run a 'Safe Online' event for the benefit of the parishioners. This was to be in September. The Council agreed to discuss this at the next meeting.

The road works on the A44 near Brockhampton. The clerk was to check with Balfour Beatty that affected traffic would not be diverted through the village.

7. Minutes of the Meeting: 1st March 2017

Wiggins should be Wiggin. Add table of cheque payments. Proposed NK, seconded AE. Resolved.

Amendments were tabled in sections 6, 8 and 17. The minutes were then approved (MW/CW).

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

- Archive cupboard. No progress as yet.

- Telephone box adoption. PDW volunteered to have the telephone box repainted (in red). There were no objections.

- The village noticeboard had still not been refurbished.

- Further investigations revealed that the Parish Clerk must not receive a salary paid gross. The Council will therefore raise separate cheques for net salary and HMRC tax.

- JB raised the issue of village tidiness. It was agreed that PDW would write an article for the Parish Magazine to call for volunteers on 17th June 2017.

9. To Receive Clerk's report

Planning ref 171046 – Roundhouse. This was reviewed by email with no objections from Councillors. On instruction from the Chairman, the Clerk entered a response of 'No objection' to Herefordshire Council. The Clerk also outlined two forthcoming events and briefed the Council on recent highways activities.

10. Finance

a) To appoint internal auditor

It was proposed (NK) and seconded (MW) that Lynne Butler be appointed as internal Auditor. Resolved.

b) To receive internal auditor's reports

No issues found in accounts and related records.

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c) To complete and sign the annual governance statement

The clerk read out the annual governance statement. There were no issues arising. The Chairman and Clerk thereby signed the governance statements as **approved**.

d) To approve end of year accounts for 2016/17)

The end of year accounts were proposed by PDW and seconded by GC. **Approved**.

e) To complete and sign the annual external audit return.

The Accounting Statement was signed by the Chairman, based upon the approval given at 10d.

f) To approve bank reconciliations to 31st March 2017

The bank reconciliations were proposed by MW and seconded by PDW. Resolved.

g) To approve income and expenditure reconciliation to 31st March 2017

The income and expenditure reconciliations were proposed by CW and seconded by GC. Resolved.

h) To approve accounts for payment

Clerk Salary Apr/May 2017– NK/PW. Resolved. Clerk HMRC Apr/May 2017 – JB/AE. Resolved. Clerk expenses Mar/Apr 2017 – GC/NK. Resolved. Grass cutting – MW/AE. Resolved. HALC 'Audit Answers' – AE/PDW. Resolved. HALC 'Finance is Fun' – NK/CW. Resolved. Core Strategy Booklet – PDW/MW. Resolved.

In addition, the Clerk tabled a budget statement for 2017/18.

11. To receive Ward Councillor's report

Refer to Annual Parish meeting minutes for report.

12. Reports from subcommittees and working parties

- a) Village Hall.** Hall bookings were strong. Playing fields chairman co-opted onto Village Hall committee. 200 club proceeds would now go to the Playing Fields committee.
- b) Playing Fields.** There had been no recent meetings.
- c) S106.** No progress.
- d) Manorial Court.** See minutes of Annual Parish meeting.

13. Planning and planning decisions

None received since the issue of the agenda.

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

See above for 'tidy village' decision. Ardley Meadows: verges looking unkempt. The Clerk was to contact the developers. Pot holes: Several were noted around the village. The Clerk was instructed to contact the Ward Councillor to express frustration at apparent lack of progress on resolving these matters. Tree at bottom of Stocking Lane and gully below being blocked. Bank opposite Bannercroft: Clerk to contact contractor to action bank/hedge trimming after cow parsley died back.

15. Public participation.

There was one member of the public who expressed an interest in Parish Council affairs since he had moved into the parish recently.

16. Items for future consideration

GC suggested training on the village defibrillator PDW agreed to contact the 'first responder', Ian Simmonds.

The meeting closed at 20:58.

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Cheque No	Expenditure 5th May 2017	Payment
300327	Clerk salary Apr/May 2017	£380.26
300328	Clerk HMRC Apr/May 2017	£95.06
300329	Clerk Expenses Mar/Apr 2017	£66.78
300330	HALC Training 'Fun with Finance'	£120.00
300331	HALC Training 'Audit Answers'	£36.00
300332	N Shaw (Core Strategy Planning booklets)	£20.00
300333	Derek Williams grass cutting	£264.00
Total		£982.10

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Chairman - 3rd May 2017