

# **Minutes of Meeting of Whitbourne Parish Council**

## **held on 7th March 2018**

### **Attendance:**

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

In Attendance: K Phillips (Clerk). Nigel Shaw (NS). 5 members of the public present.

### **1. Apologies for absence**

J. Cummins (JC); J. Bromley (JB),

### **2. To receive declarations of interest**

There were none.

### **3. Minutes of the Extraordinary Meeting: 12<sup>th</sup> February 2018**

It was noted that the agenda had been issued with the incorrect date of the previous Extraordinary meeting and stated 23<sup>rd</sup> January 2018. These minutes had previously been signed on the 12<sup>th</sup> February 2018. The minutes dated 12<sup>th</sup> February 2018 were then approved (AE/GC). All in favour. Resolved.

### **4. Matters arising from minutes of meetings**

There were no matters arising.

### **5. Receive report from CSO**

The CSO informed the meeting of the increase in quad bikes being stolen from locked buildings. It seems that the perpetrators seek a vulnerable target during the day, and then strike at night. The advice is to keep such equipment out of view during the day as much as possible and add security marking.

CSO Stephanie Annette also advised that this was her last day as she was being transferred to Leominster. CSO Pete Knight would be taking over with immediate effect. The Chairman, on behalf of the Council, offered a vote of thanks to Stephanie for the work that she had done within the Parish and the line of communication she had maintained to the Parish Council itself.

### **6. To receive Ward Councillor's report**

- Herefordshire Council are trialling a 'velocity patcher' for a period of two weeks. This is a machine that can mend potholes within minutes, which can be driven over immediately. The focus of the repairs will be on C and U classified roads in the north of the county.
- Herefordshire Council have received an additional £1M funding, which could be partly used to purchase a velocity patcher, should the trial be successful.
- Hereford bypass consultation is ongoing. 8 routes have been identified.
- Precepts are to be agreed on 9<sup>th</sup> March 2018.
- A new leader for Herefordshire Council will be elected. This will be Johnathan Lester.
- The Poppies: Weeping Window event will be held at Hereford Cathedral between 14<sup>th</sup> March and 29<sup>th</sup> April 2018 and is free to the public.

### **7. To Receive Clerk's report**

The Clerk's report covered the following

- The Co-op bank requires personal details of all Councillors, not just signatories and Clerk.
- Colin Smith (Balfour Beatty) will be conducting tours of local Parishes. PDW volunteered to host Colin and show him around our area.
- General Data Protection Regulations (GDPR). The pace is quickening to get policies, practices and procedures in place before 25<sup>th</sup> May 2018. NALC (via HALC) have issued a guidance pack which contains templates for the various policies and forms together with progress steps and audit criteria. HALC will be offering the services of a Data Protection Officer (DPO), to which the Parish Council may have access (for a fee). The Clerk will be sending out drafts for consideration by the Parish Council. The Parish Council will be known as the Data Controller and the Clerk will be the Data Processor. In addition, the Clerk will be attending a further briefing by Herefordshire Council on 16<sup>th</sup> March 2018.
- The Rosemore Grange fire safety audit had taken place with several recommendations put in place.

### **8. Finance**

#### **a) To approve bank reconciliations to 1<sup>st</sup> March 2018**

Approved. Proposed by MW and seconded by PDW. All in favour. Resolved.

## Minutes of Meeting of Whitbourne Parish Council held on 7th March 2018

### b) To approve income and expenditure reconciliation to 1<sup>st</sup> March 2018

Approved. Proposed by MW and seconded by PDW. All in favour. Resolved.

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

Clerk Net Salary Feb/Mar 2018, Clerk HMRC Feb/Mar 2018, Clerk expenses Jan/Feb 2018. Approved. Proposed AE, seconded GC. All in favour. Resolved.

Village Hall hire. Approved Proposed MW, seconded JW. All in favour. Resolved.

HALC Training. Approved Proposed PDW, seconded GC. All in favour. Resolved.

HALC annual subscription. Approved Proposed NK, seconded PDW. All in favour. Resolved.

### d) To review 2017/18 budget versus spend

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

### e) Grass cutting contractor

The Clerk described the tender process to obtain quotes for grass cutting for the coming season. Of the four invited, only two responded. One was £90/cut, the other was £60/cut. The Council opted for the lower priced quote. On a 14-cut basis, this would save the Parish £420. Subject to suitable references being satisfactory, the Clerk was to engage the supplier. Proposed GC, seconded MW. All in favour. Resolved.

## 9. Planning and planning decisions

### a) Planning appeal – 172110 – Land Adjacent to Wheatsheaf Inn.

The appeal against the decision by Herefordshire Council to refuse permission for live/work premises on the Wheatsheaf Inn car park had been rejected.

### b) Planning application 180226 – Rosemore Farm

It was proposed to open the meeting to the public. Proposed NK, seconded PDW. All in favour. Resolved. The Chairman then opened the meeting to allow the applicant to brief the Council and to receive questions. The applicant gave an overview of the proposals and answered questions from the Council. It was noted that the Public Rights of Way (PROW) officer had no objections, although there was a contrary view from the Hereford Group of the Herefordshire Ramblers. The Chairman then closed the meeting to the public. The Parish Council noted the PROW officer judgement. The Parish Council agreed to support the application. The Clerk was to make the submission on the Planning Portal with a statement referencing the PROW officer judgement. Approved. Proposed PDW, seconded NK. One abstention, remainder in favour. Resolved.

## 10. Reports from subcommittees and working parties

a) **Village Hall.** Bookings remain healthy. There are still two vacancies (bookings secretary and treasurer) but hopefully these will be filled soon.

c) **Playing Fields.** No meetings since last time.

d) **S106.** The monies have been approved and signed off for 'works in principle'. Final details will need to be approved by the Parish Council.

e) **Manorial Court.** Discussions continue with Natural England for a new Stewardship grant.

## 11. War Memorial refurbishment

Pre-application information and cost estimates are still awaited. The refurbishment will hopefully be completed before September 2018.

## 12. Boat Lane

There had been 2 complaints about the poor condition of Boat Lane. This was likely due to the heavy vehicles moving to and from the water works at the end of the lane. GC read out a section of the covenant relating to maintenance of the lane as agreed by Welsh Water. GC also tabled a plan showing the length of Boat Lane to be maintained. The Clerk agreed to write to Welsh Water raising the concern.

## 13. Telephone kiosk electricity supply

The Clerk had re-read the contract from BT and determined that the electricity supply would be paid for by BT themselves. It would be necessary to confirm this in writing with them. It was agreed that the Parish should retain the electricity supply. Proposed PDW, seconded GC. All in favour. Resolved.

## Minutes of Meeting of Whitbourne Parish Council held on 7th March 2018

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

Issues noted were as follows:

- Yew hedge on C1066 (Bottom Lane). A quiet word would be had with the owner.
- Pothole outside Rosemore Grange.
- Pothole on A44 opening up again after a recent repair.
- Drain blocked near junction with Stocking Lane.
- Several smashed grit bins (by verge trimming equipment)
- Smeeths Corner application for grit bin
- Stocking Lane oak tree
- Telephone cable on lane to Badley Wood

### 15. Public participation.

Three members of the public highlighted the noise nuisance to residents on Bringsty Common. This was due to the forthcoming Bringsty Common motorcycle Grand Prix. There had been 17 previous incidents of motorcycle related noise in the same area. The residents were keen to point out that it wasn't just the Grand Prix event causing the problem but that the noise nuisance had been on-going for four years. It was noted that the venue was only partly within the Parish of Whitbourne. In addition, Herefordshire Council had approved plans for traffic movements for the Grand Prix event. The Parish Council advised that a decision could not be taken as the item was not on the official agenda, but would appear on a future agenda.

### 16. Items for future consideration

- Telephone kiosk usage once the equipment had been removed by BT.
- Nuisance on Bringsty Common

The meeting closed at 21:08.

Cheque No	Expenditure	Payment
300365	Clerk Salary (Feb/Mar 18)	£397.95
300367	Clerk HMRC (Feb/Mar 18)	£99.49
300368	Clerk Expenses (Jan/Feb 18)	£40.00
300369	Whitbourne Village Hall	£24.00
300370	HALC – Training	£36.00
3003371	HALC – Annual subscription	£546.18
<b>Total</b>		<b>£1143.62</b>

.....  
Chairman – 7th March 2018