

Minutes of Meeting of Whitbourne Parish Council

held on 7th November 2018

Attendance:

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

In Attendance: Ward Councillor N Shaw, K Phillips (Clerk). 3 members of the public.

1. Apologies for absence

All Councillors were present.

2. To receive declarations of interest

There were none.

3. Minutes of the Extraordinary Parish Meeting held on 27th July 2018

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

4. Matters arising from minutes of meetings

It was noted that a Matter Arising from the minutes of the Parish Council meeting on 5th September 2018 had not been raised at the previous Extraordinary meeting on the 26th September 2018. This matter concerns item 11 on the previous minutes relating to the lock on the defibrillator. There was debate over whether or not to keep the defibrillator locked or unlocked. Since it was currently locked, it would take time to phone and obtain the lock code when time would be of the essence. On the other hand, keeping it unlocked would render it liable to vandalism. PDW said he would enquire to see whether the entry code could be obtained so that it might be given to Parish Councillors and possibly other responsible members of the Community. Enquiries would also be made to determine the relative merits of keeping the defibrillator locked or unlocked. In the meantime PDW (as Chairman of the village hall committee) agreed to have a light installed over the box such that the keypad for the lock could be seen at night.

5. Parish Magazine

The Chairman suggested that the meeting be opened to the public to allow for a presentation regarding the Parish Magazine. Proposed JW, seconded JB. All in Favour. The Chairman then opened the meeting.

Mr Chris Evans delivered a status report regarding the Parish Magazine. It has been determined that the magazine currently reaches about 50% of the wider Parish of Whitbourne, using a subscription model. The new intent is to make the magazine free for all Parishioners, to reach approximately 600. Additional advertising should cover the additional printing costs. The content would be made more diverse. An extended team of volunteers had been created to help with delivery to households. The Parochial Church Council (PCC) will therefore not receive the previous subscriptions (approximately £1800 per annum) on the premise that the Parish Magazine now becomes a true community magazine. In concluding, Mr Evans requested that the Parish Council consider providing a 'token sum' to the PCC to help defray some of the costs. A brief question and answer session then followed.

The Chairman then closed the meeting and thanked Mr Evans for his status report. The Council agreed that the request for Parish funds should be discussed at a later point (see Items for Future Consideration below).

6. To receive Ward Councillor's report

- A consultation had begun to exclude HGV's on some routes in and around Bromyard.
- NS had accompanied (18/10/2018) Colin Smith (BBLP) on his regular review of road's conditions. NS reported that Tedney Road would be visited by the Velocity Patcher by the end of November.
- There had been a release of funds from central government for pothole fixing. HC would apply for some of these funds and, based upon previous experience, could receive £2-3M.
- There are stresses on the HC budget for the care of the elderly and children.
- The new university will welcome its first cohort of students (25) in September 2019.
- There had been no recent update from the owner of the Wheatsheaf Inn.
- NS noted that the Whitbourne NDP was 2 years old on the 1st December 2018.
- There had been consultation among Commoners on Bringsty Common regarding some operational processes (primarily sheep grazing) for a Natural England grant. Similarly, a grant is being sought from the Forestry Commission to help support the work to maintain the woodlands on the Common.

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NS opined that there were delays in the HC planning department, leading to a late decision concerning Rosemore Grange. The poor condition of the A44 junction by the Wheatsheaf Inn was on the BBLP watch-list. As yet it didn't fulfil the criteria for warranting attention. It was suggested that the entire entrance needs to be resurfaced when the time comes.

NS also reported that the trial period with the Velocity Patcher had been very successful. To this end, HC had decided to purchase one of its own. This would mean that many more potholes would be filled throughout the year.

7. To Receive Clerk's report

The Clerk's report covered the following:

- Our new CSO is Lowri Anderson
- Steps are being taken to ensure that the website is more reliable. Design changes will take place over the coming weeks.
- The equipment in the telephone kiosk has now been removed as of 6th October 2018. Unfortunately, a glass panel has been shattered. PDW agreed to get a quote to replace the glass and if less than £100 was to go ahead and commission the works.
- Our new HC Relations Officer was Philippa Lydford (replacing Anthony Bush). The Clerk had written to him thanking him for his support to the Parish Council and Clerk.
- War memorial request for donations notices have been posted on the village noticeboard, the village shop noticeboard and the web site. Further detail on donations is covered in the Finance section below.
- The bin by the bus stop had now been affixed securely.
- Planning Application P183930 concerning a tree with a TPO had arrived very shortly after the agenda had been published. Council felt that a special Extraordinary meeting for this item was not necessary and would be done via email.

8. Finance

a) To approve bank reconciliations to 31st October 2018

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

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

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

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

Clerk Net Salary Oct/Nov 2018, Clerk HMRC Oct/Nov 2018, Clerk expenses Sep/Oct 2018.

Public Works Loan, Grass cutting, village hall, Royal British Legion, War memorial.

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

- It was noted that the grass-cutting contractor had supplied a quote for the 2019 season at £70 per mow and strim. The contractor was to be requested to continue for a further year.
- War Memorial. Taking into account reclamation of VAT, and the grant of £900, the deficit to find now stood at £190. There had been donations totalling £570 to date.

d) To review 2018/19 budget versus spend

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

e) To Review and agree the Parish Precept for 2019/2020

The Clerk went through the draft proposed budget for 2019/2020. It was noted that 2019 is an election year and costs as advised by HC had been included. With the addition of a small budget to cover the Clerk's membership of the SLCC, it was agreed that the precept should remain at £12,000.

Proposed GC, seconded NK. All in favour. Agreed.

9. Reports from subcommittees and working parties

Village Hall. Several improvements had been made inside and outside the village hall. Bookings remain healthy and there are several over the Christmas period alone.

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Playing Fields. The next meeting was in two week's time.

S106. There are continuing delays in HC issuing the form and process to enable the Parish Council to proceed with getting suitable quotes and progressing the works. NS confirmed that the bus shelter could go ahead as this was not part of Highways. He did raise concern that a risk assessment would be required as the bus shelter was under an oak tree and next to a grade 2 listed War Memorial. PDW was keen to wait for the complete go-ahead from HC before putting a range of options to Councillors for consideration. The Chairman thanked NS and PDW for their continuing efforts in this area.

Manorial Court. This had been covered under the Ward Councillor's report above.

10. War Memorial refurbishment

The works on the War Memorial were now complete. MW confirmed that a rededication service had been arranged for 11th November 2018. A condition of the grant was that photos of the event would need to be sent to the War Memorials Trust as evidence. This was in hand. MW had written to all those that had donated to the War Memorial refurbishment. The Chairman thanked MW for all her efforts in bringing to fruition this important project. In turn MW thanked Paul Lack for his continuing support in taking and supplying photos as necessary.

11. Telephone Kiosk – Future use

The Parish Council agreed that a trial run of using the telephone kiosk as a book exchange would be set in motion. PDW agreed to get a quote for suitable shelving and if below £100, was to proceed with the works.

12. Lease for Playing Fields

The Clerk outlined some of the details within the current lease. PDW agreed to work with the Clerk to determine the way forward.

13. Plaque for oak tree on village green

The Chairman reminded Councillors that the red oak tree was planted on the village green to celebrate the Queen's Diamond Jubilee. The Chairman had spoken with a local supplier who could produce the plaque in bronze. The wording for the plaque would need to be agreed. The Parish Council agreed that if the cost were to be below £100, to proceed with the works.

14. Effectiveness of Whitbourne Parish NDP

It was noted that the Parish NDP is now 2 years old. There had not been a lot of planning this year but where the NDP had been used it had been effective. It was noted the Herefordshire Council planning department do reference the NDP and put much weight behind it. In conclusion, it was determined that the NDP remains effective.

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

Issues noted were as follows:

- Church Bank. Mr Richards would be contacted about mowing church bank before the spring to encourage the primroses.
- A44 junction by the Wheatsheaf Inn. See above statement by Ward Councillor.
- Weight restriction notices. There were still HGV's coming through the village and many end up at a dead end whilst attempting to get to Martley. NS agreed to follow up on appropriate signage.

16. Public participation.

- It was suggested that the telephone kiosk be turned into a work of art. Future generations may wonder what these kiosks were used for, so some sort of art installation depicting telephone use was put forward.
- High-speed broadband progress. NS assured the member of public that broadband on the bottom lane would be addressed. NS also has access to the network plan, although not the dates of installation.

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17. Items for future consideration

- Lease for playing field
- Contribution to Parish Magazine

The meeting closed at 21:31.

Cheque No	Expenditure	Payment
300389	Clerk Salary (Oct/Nov 18)	£261.97
300390	Clerk HMRC (Oct/Nov 18)	£261.96
300391	Clerk Expenses (Sep/Oct 18)	£50.00
Direct Debit	Public Works Loan	1748.13
300392	Grass cutting	240.00
300393	Village Hall	36.00
300394	British Legion (Mrs A Evans)	25.00
300395	Steve Allard & Son (War memorial refurbish)	1992.00
Total		£4615.06

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Chairman – 7th November 2018