

## **Minutes of Meeting of Whitbourne Parish Council held on 8th January 2020**

### **Attendance:**

Present: R. James (Chairman); G. Cupper (GC); S. Knowles (SK); P. Davis (PD); C. Wier (CW); M. Clark (MC); T. Hunt (TH); J. Bromley (JB)

In Attendance: Ward Councillor N. Shaw (NS), K. Phillips (Clerk). 2 members of the public.

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

Apologies received from P. Wood (PDW).

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

There were none.

### **3. To approve the minutes of the meeting held on: 11th November 2019**

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

### **4. Matters arising from above minutes**

There were no matters arising.

### **5. To receive report from Ward Councillor**

The Ward Councillor's report covered the following:

- The S106 balance query is ongoing with the Herefordshire Council Head of Audit.
- Blocked gullies on the A44 have been reported and will be cleared.
- Joint meeting with the PCC, John Campion. More PC's being recruited (300-350) with many being allocated to rural areas. There is a 'safer roads fund' available - applications on the PCC web site. Smart Water kits are available.
- The draft Herefordshire Council budget has been circulated. NS will be challenging some aspects due to scale of investment and appropriate priorities.
- There is an issue with high phosphate levels in the River Lugg. This has had the knock on effect of all developments having been stopped (4,500 houses). This then knocks on into the Core Strategy housing supply bank and potentially local Neighbourhood Development Plans.
- The 'old' bus shelter is currently in storage awaiting a Section 38 approval to place it on common land.

### **6. To receive the Clerk's report**

- PC Alice Bennett is the new member of the Bromyard Safer neighbourhood Team.
- A parishioner contacted the Clerk about a broken branch in the crown of the tree by the village hall.
- The bus shelter has been installed and is now in use.
- The invoices for the bus shelter and ground works have been submitted to Herefordshire Council for transfer of funds.
- Still no guidance from Herefordshire Council on any expected expenses for the elections in May 2019.
- Planning application 193647 - Crumplebury, has been formally withdrawn

### **7. Financial matters**

a) To approve bank reconciliations to 31st December 2019

b) To approve Income and Expenditure reconciliation to 31st December 2019

Items a) and b) taken together. Proposed SK, seconded PD. All in favour. Approved.

c) To approve accounts for payment.

Clerk Salary Dec 19/Jan 20, Clerk HMRC PAYE, Clerk Expenses, Village Hall.

Proposed MC and seconded TH. All in favour. Approved. Details of expenditure are contained in a table at the end of these minutes.

d) To pre-approve cheque payments for bus shelter (£12,024.00) and bus shelter base (£3115.74)  
The purpose of this pre-approval is to ensure that the Parish Council can pay the suppliers once the funds have been transferred from Herefordshire Council without waiting until the next parish Council meeting in March. Proposed GC and seconded JB. All in favour. Approved.

e) To pre-approve cheque payments for litter bin and cycle rack (£562.74).

As above. Proposed CW and seconded MC. All in favour. Approved.

f) To review current 2019/2020 budget versus spend. No issues raised.

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### **8. Planning**

- a) To review progress on Rosemore Grange determination

NS had been in touch with the planning department. They are reported to have responded that they will deal with this as soon as possible and are aware that it is 15 months overdue.

- b) Appeal Notification - 184595 - Wheatsheaf Inn, Whitbourne. No further input required.

### **9. To receive report on local woodlands projects**

PD reported that the agents for the two bodies concerned have been meeting and will seek to re-establish the lapsed lease. The reported target is for this to be in place by the end of January 2020. PD agreed to continue to represent the Parish Council on this matter.

### **10. S106 Projects**

- a) To review progress on agreed projects.

As noted above, the bus shelter has now been installed and is in use. The bin and cycle rack are due to be delivered this month. They will be installed by the ground works contractor when available (installation costs were included in the original contract).

- b) To determine next phase projects.

MC outlined a 'lineage and signage' approach to help slow traffic in the narrow stretch of road past the Live Inn pub. This includes warning signs that a 30MPH limit is being approached towards Ardley Meadows. MC also suggested a warning sign 'pedestrians in road ahead'. To determine the speed of vehicles passing through this area, MC recommended the use of a temporary speed capture device. This will ensure that any further speed limiting measures would be data led. MC noted that the white lining and signage could probably be achieved for £1,000. It was agreed that a site meeting would be held before any final decision by the Parish Council was made.

### **11. To receive report from NDP workshop**

CW reported on the recent NDP workshop held by Herefordshire Council. Herefordshire Council need to review the Core Strategy, particularly with regard to the housing pool. Once this has been undertaken (and possibly revised), local NDP's need to be reviewed against it. Whitbourne NDP will be reviewed for effectiveness in November as scheduled.

### **12. To receive reports from the Village Hall, Playing Fields and Manorial Court**

- Village Hall. CW had circulated the Village Hall development and maintenance plan. This includes the installation of a CCTV system. There had been a new member of the committee and another will be sought via an advert in the Parish magazine. CW is taking stock of the defibrillator and will place awareness notices in the Parish magazine to draw attention to its placement and availability.
- Playing Fields. The Playing Fields chairman had been in touch with Herefordshire Council concerning the release of S106 funds. A form is to be completed along with 3 quotes (already obtained) for the equipment. A £10,000 lottery grant is also being sought. A request had been made to investigate an archery facility. The scheduled AGM had to be cancelled due to flooding.

### **13. To decide approach to pruning oak trees by village hall**

As noted above, the tree to the right hand side of the village hall entrance was in need of treatment for safety reasons. Coupled with overhanging branches there is an immediate need to address the situation. A quote of £250.00 had been obtained to undertake this work. It was proposed (GC) and seconded (SK) to accept the quote and allow the work to commence. All in favour. Decided. The tree by the bus shelter was also examined for disease. It was determined that it would be better to wait until it was in leaf before another assessment.

### **14. To approve the replacement of existing litter bin by noticeboard**

The Clerk had circulated the specification for the bin (to be identical to the bin adjacent to the bus shelter) and its fitment. It was proposed (CW) and seconded (PD) the the bin be ordered together with the ground spike option. All in favour. Approved.

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**15. To decide approach to managing verges for biodiversity**

In response to the invitation from Herefordshire Council, it was proposed (JB) and seconded (GC) that the verges are cut in August/September to allow wild flowers to set seed. All in favour. Decided. Verges would continue to be cut as normal near junctions for safety reasons.

**16. To decide approach concerning overgrown hedges**

A letter would be written to the owner of the hedge causing a restriction on the road by the school. The Chairman would contact the owner of the hedge leading down Church bank.

**17. To report village issues regarding road maintenance, clearance etc.**

- Rural crime. It was suggested that the Parish Council invite the local Police to attend Parish Council meetings twice a year. It was also suggested that the installation of appropriate CCTV on the main entrances to the village would help deter criminal activity.
- It was suggested that a conifer tree be planted in a central village location such that it could form a feature during the Christmas celebrations.
- The sump at the bottom of Ford bank was blocked again. This had been reported by NS together with the potholes that it had caused.
- Potholes by the Wheatsheaf were still not being addressed. They have been reported and NS noted that they had been inspected by the BBLP Locality Steward.
- It was suggested that the gully in the dip by the bridge at the Wheatsheaf be changed for something more suitable as leaves were frequently blocking the drain causing the flood.
- There is a frequent offender discarding drinks cans on Church Bank.

**18. Public participation**

- It was requested that a grit bin be placed on Smeeths corner. There had been a recent skid on the bend due to ice.
- It was suggested that S106 monies (education section) be investigated to provide projection facilities within the Village Hall.
- A concern was raised about support funding for maintenance of The Glebe. PD noted that the funds might be found by the charity itself.

**19. Items for future consideration**

- S106 - possible monies for projection equipment.

The meeting closed at 21:35.

<b>Cheque No</b>	<b>Expenditure</b>	<b>Payment</b>
300428	Clerk Salary (Dec 19/Jan 20)	£321.46
300429	Clerk HMRC (Dec 19/Jan 20)	£214.40
300430	Clerk Expenses (Nov/Dec 19)	£40.00
300431	Village Hall	£24.00
<b>Total</b>		<b>£599.86</b>

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Chairman – 8th January 2020