

## **Minutes of Meeting of Whitbourne Parish Council held on 2nd September 2020**

### **Attendance:**

Note: Attendance was by remote video conferencing as necessitated by the Covid-19 lockdown.  
Present: R. James (Chairman); S. Knowles (SK); P. Davis (PD); C. Wier (CW); T. Hunt (TH); J. Bromley (JB); P. Wood (PDW); M. Clark (MC)

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

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

G. Cupper (GC)

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

There were no declarations.

### **3. To approve the minutes of the meeting held on: 15th July 2020**

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

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

RJ and MC had met with the BBLP highways expert to discuss the HGV signage within and approaching the village. He agreed the need for such signage and will provide some example wording for the signs together with a quote for installation.

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

The Ward Councillor's report covered the following:

- The Meadow Green Gigaclear cabinet will be live before the end of September 2020.
- S106 monies: Following an internal audit the spend to date by BBLP has been £5149.28. Herefordshire Council have been asked to supply a balance after the purchase of the bus shelter and playing fields equipment.
- Planning officers will attend a site meeting at Crumplebury in the week beginning 7th September 2020.
- Confirmation of the status of the Wheatsheaf pub marketing is being sought.
- No news yet on the impact of the planning white paper on the Herefordshire Local Plan Core Strategy Review.
- Schools are returning after the COVID-19 lockdown
- Police have been alerted to a possible COVID-19 incident in Whitbourne and a visit was made and advice given.
- The final allocation of business grants is expected to be announced by the end of this week.
- All grit bins should now have been replenished.

NS was asked about the status of planning permission with respect to Rosemore Grange now that the application (182545) for holiday accommodation, private celebrations and events had been withdrawn by the applicant. It was noted that there had been events at the venue after the withdrawal date (17th July 2020). NS understood that the Lead Development Manager at Herefordshire Council will formulate a response to a concerned parishioner. NS also opined that it may need a complaint before planning compliance officers become involved.

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

- The external auditor has now issued a certificate concluding the successful financial review. The relevant financial review notices have been published on the web site and noticeboard.
- The Lord Lieutenant had send a brochure praising the community during the COVID-19 pandemic.
- TH will be obtaining the wreath for the November Remembrance service at the war memorial.
- There are reports that the grass cutting for the burial ground has been done really well and the church clock has recently been maintained with no problems found.
- Poor patching by Fincher's Farm and a water leak near Whitbourne ford bridge have been reported.
- It appears that a recent traffic survey system has been installed within the village. There had been no prior notification of this.

### **7. Financial matters**

a) To approve accounts for payment.

- Clerk Salary Aug/Sep 2020 & Clerk HMRC PAYE. Proposed PDW, seconded CW. All in favour. Approved.

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- Clerk Expenses. Proposed SK, seconded TH. All in favour. Approved
- PKFLittlejohn, Village Hall, grass cutting, grant for burial grounds grass cutting and church clock maintenance. Proposed PDW, seconded CW. All in favour. Approved.

Details of expenditure are contained in a table at the end of these minutes.

- b) To approve bank reconciliation to 1st September 2020. Proposed TH, seconded JB. All in favour. Approved
- c) To approve Income and Expenditure reconciliation to 1st September 2020. Proposed PDW and seconded SK. All in favour. Approved.
- d) To review current 2020/2021 budget versus spend. No issues raised.

### 8. S106 Projects

- a) To review progress on agreed projects.

PDW had contacted the contractor and BBLP. The contractor would be able to start late October/early November. The purchase of utility drawings for the locality was likely to be necessary. BBLP have been asked about the level of inspection/supervision they would require, if any. A response is awaited.

- b) To determine next phase projects.

MC had shown the area of concern (from the village shop up to the junction by the village hall) to the BBLP Highways expert during their meeting about HGV signage, who agreed with, and supported, the need for white lining traffic calming measures.

### 9. To receive report on NDP review

JB reported that there had been two meetings so far. Three other members of the public had been co-opted into the group. It was difficult to plan anything specific at the moment because of the flux in the situation due to a related Government white paper and its impact upon the Herefordshire Local Plan Core Strategy. Nonetheless, it was possible to plan proactively in readiness for any future requirement placed upon Whitbourne by Herefordshire Council. The working party proposed to continue with background preparation. RJ thanked the team for their report and findings.

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

- **Village Hall.** It had been decided to cancel the AGM for this year. The hall is now open. Special conditions of hiring have been established and have been circulated to the main hirers already. The COVID-19 risk assessment had been updated. A maximum of 25 people are allowed in the main hall. The small hall has been set aside for anyone suspected of having the virus. CW confirmed that the Village Hall committee was interested in getting a Gigaclear internet connection.
- **Playing Fields.** JB reported that the playing fields are now open. Appropriate notices have been posted warning of the risk to COVID-19 and providing guidelines. A risk assessment has been completed. The new equipment is being used.
- **Manorial Court.** SK reported that the next meeting is 8th September 2020. Bringsty Common held its first football match recently. There is also the issue of dog fouling in some areas. The AGM will be held on the 10th October 2020.

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

RJ queried if the utility map (referred to above) would cover the area under where the litter bin is to be located (by the noticeboard). This was thought unlikely although it was noted a couple of local contractors may have suitable detecting equipment.

PD raised the issue of the designated wildlife areas relating to hedge cutting and tree health. He proposed to write a report for the next meeting detailing the progress so far with the Herefordshire Wildlife Trust and related matters.

### 12. Public participation

NS was questioned further about the planning officers' meeting at Crumplebury. NS would be attending as an observer.

### 13. Items for future consideration

To receive a report concerning the designated wildlife areas. A review of the draft budget for the precept.

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The meeting closed at 20:47.

<b>Cheque No</b>	<b>Expenditure</b>	<b>Payment</b>
300454	Clerk Salary (Aug/Sep 20)	£521.80
300455	Clerk HMRC (Aug/Sep 20)	£347.60
300456	Clerk Expenses (Jul/Aug 20)	£76.58
300457	PKFLittlejohn	£240.00
300458	Village Hall	£36.00
300459	Grass Cutting	£700.00
300460	DCC grant (grass cutting & clock maintenance)	£1250.00
<b>Total</b>		<b>£3171.98</b>

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Chairman – 2nd September 2020