

Minutes of Meeting of Whitbourne Parish Council held on 7th September 2022

Attendance:

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

P. Wood (PDW) attended via Zoom and did not vote on any decisions made.

In Attendance: K. Phillips (Clerk). No members of the public present, one via Zoom

1. Apologies for absence

Apologies were received from M. Clark (MC)

2. To receive declarations of interest

There were no declarations of interest.

3. To approve the minutes of the meetings held on: 17th August 2022

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

4. Matters arising from the above minutes

There were no matters arising

5. To receive report from Ward Councillor

The Ward Councillor was not present.

6. To receive the Clerk's report

- The financial certificate of exemption is now lodged with the external auditor
- The financial notice has been removed from the noticeboard
- The finger board sign at ford bank bridge is now fixed
- The trees reported on the verge by the telephone kiosk have been declared by BBLP as a defect
- It is confirmed that no grass cutting has taken place during the heatwaves
- Participated in reviewing the Lengthsman contract
- The tree inspector will provide a recommendation for an expert with the specialist equipment (PICUS and Residrill)
- Assistance was provided to the Chair of the village Hall committee concerning a recent event

7. Financial matters

- a) To approve accounts for payment.
Clerk Salary & HMRC PAYE Aug/Sep 22. Clerk Expenses Jul/Aug 22. Proposed CW, seconded SK. All in favour. Approved. Details of expenditure are contained in a table at the end of these minutes.
- b) To approve bank reconciliation to 31st August 2022. Proposed SK and seconded CW. All in favour. Approved.
- c) To approve Income and Expenditure reconciliation to 31st August 2022. Proposed GC and seconded TH. All in favour. Approved.
- d) To review current 2022/2023 budget versus spend. No issues raised.

At this point PCSO Toby Stephenson joined the meeting. He described that he was new to Bromyard in April but had worked for 15 years at Kidderminster. He had reviewed the statistics and noted that speeding in villages was an issue. He outlined a scheme of Community Speed Watch, which the Parish Council might consider. SK would take the idea to the Bringsty Common Manorial Court at their next meeting. He also noted that agricultural theft was on the rise, which led to discussions concerning Smartwater. Smartwater was proven to work very well and there was a 100% conviction rate. The attendant signage was also very effective in reducing crime. Smartwater is part of the "We Don't Buy Crime" initiative, to be discussed under agenda item 17. RJ thanked PCSO Toby Stephenson for attending the meeting.

8. To review Clerk Delegation Authority Policy

Councillors agreed to keep the policy in place. It was further suggested that the review cycle should be extended to one year. To bring it in line with other Parish Council policies, the reviews will take place at the May meetings.

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9. Planning

a) Planning Consultations - 222393 and b) 222418 - Old Baymores, Linley Green Road
These planning consultations were invalidated by the senior planning officer given the inaccuracies in the plans submitted. These planning consultations were therefore not discussed by the Parish Council.

10. S106 Projects

The Ward Councillor had been approached by the S106 team at Herefordshire Council stating that there remained £60 in the sports allocation of the S106 monies. The money can be spent on previous expenditure if appropriate invoices are submitted. The Clerk had been in contact with the Chair of the Playing Fields committee. There was no further progress on the transport related issues.

11. To receive report regarding the Lengthsman Scheme

PDW reported that interviews had taken place with the two candidates and had received their detailed hourly rates. PDW opined that it was difficult, given the limited amount of budget available, to quantify the rates for the varying range of tasks. Instead it was suggested that the maximum budget be set (to include hours and materials) and leave it to the appointed Lengthsman to work the hours that they thought appropriate for the tasks in hand. It was reported that both candidates would be prepared to 'invest' their time (that they probably would not get paid for). It would be up to the Parish Council to judge subsequent value for money. In the event, one of the candidates withdrew their application. On this basis it was proposed (CW) and seconded (PD) that the remaining candidate be appointed as Whitbourne Parish Lengthsman. All in favour. Decided. The Chairman thanked PDW and MC for their contribution in establishing the Lengthsman Scheme.

12. To receive report from NDP Steering Group

There had been no progress since last time. It was noted that there has been a recent change of Government, where planning ideas may change once again.

13. To receive reports from the Village Hall, Playing Fields, Manorial Court and Community First

- **Village Hall.** A working group had been set up to review the pricing policy. Work had been done to tidy up and clear out the village hall and make room for the new table tennis tables. Village Hall bookings were looking healthy. The committee had met informally to reprise an unfortunate incident relating to a recent event at the village hall. The Village Hall committee Chair thanked the Clerk for assisting during the post-event period.
- **Playing Fields.** A quiz night is being planned to help raise money (21st October 2022). The 250 club was being reinstated, this time with a direct debit facility. The ticket costs would be £10.00 per annum.
- **Manorial Court.** Nothing to report from last time. The next meeting (via Zoom) is on 15th September 2022. The AGM is scheduled for 22nd October 2022 at the Village Hall.
- **Community First.** CW reported that the local scheme was getting more traction. Table tennis sessions were now in operation. The web site was still under construction. The First Responder will be contacted. It is hoped that a session on First Aid and the use of the defibrillator could be set up. The litter pickers were still in operation although the main organiser had left the village. CW would check on the method of disposal of the litter collection bags.

14. To receive report regarding the Glebe/woodlands

PD reported that no progress had been made despite chasing emails. A tree management plan should have been made available by September, but as yet is not available. It was agreed to wait until the November Parish Council meeting and if nothing had been done a formal letter from the Parish Council may help generate progress.

15. To receive report regarding the parish petition with respect to the Wheatsheaf Inn

PDW reported that Herefordshire Council were fully aware of the issues and that a petition would not be necessary to support an open and ongoing set of actions put in place by them. It is understood that there had been some contact with the owner. The effect of these interventions remains to be seen.

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16. To decide response to the Woodland Management Plan (River Teme area)

Councillors agreed that the report was very comprehensive in the range of information and the level of detail. In this respect, there were no additional comments to be submitted. The Clerk would respond to the author in like manner.

17. To determine approach to ‘We Don’t Buy Crime’ initiative

RJ noted that the Parish Council had planned to have a public meeting after the summer break to allow more Parishioners to attend. The Clerk would co-ordinate a meeting between the Parish Council, Parishioners and the Smartwater representatives. It was agreed that the meeting should take place at the Village Hall and be scheduled sometime in late September/October 2022.

18. To decide approach to the patch of land by the playing fields

RJ noted that no individual or group had come forward to maintain the area. It was therefore suggested to let the area become a wildlife haven.

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

- There was still no code number on the defibrillator, which was of great concern. CW agreed to investigate further.
- The tree on the wall by the ford bank bridge had not been actioned although it had been reported. The Clerk would chase up the incident number.
- There was a dead branch hanging on a communications cable adjacent to The Stocking. RJ agreed to mention this to the Whitbourne Estate.
- The Clerk had drafted an article for the parish welcome pack. Once approved by RJ he would copy it to those concerned.

20. Public participation

- There were no members of the public present.

21. Items for future consideration

- The woodlands at the Glebe.
- An update on the Lengthsman scheme operation

The meeting closed at 20:56.

Cheque No	Expenditure	Payment
300524	Clerk Salary Aug/Sep 22	570.83
300525	Clerk HMRC Aug/Sep 22	380.40
300526	Clerk Expenses Jun/Jul 22	50.10
Total		£1001.33

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Chairman – 7th September 2022