

Minutes of Meeting of Whitbourne Parish Council held on 3rd January 2024

Attendance:

Present: R. James (RJ) (Chair); J. Bromley (JB); P. Davis (PD); T. Hunt (TH); P. Wood (PDW); S. Knowles (SK); N Shaw (NS)

In Attendance: K. Phillips (Clerk). L Kershaw (LK) attended via Zoom and did not vote. No members of the public present.

1. Apologies for absence

Apologies received from M. Clark (MC); P Stoddart (PS) Ward Councillor

2. To receive declarations of interest

There were no declarations of interest.

3. To approve the minutes of the Parish Council meeting held on 1st November 2023

Proposed TH, seconded NS. All in favour. Approved.

4. Matters arising from the above minutes

RJ reported that he had been approached by Whitbourne Estate to suggest a briefing for the Parish Council. The briefing would cover the various departments of the estate's activities. The Parish Council agreed to hold the meeting at the village hall. RJ would ask Whitbourne Estate for suitable dates.

5. To receive report from Ward Councillor

The Ward Councillor was not present.

6. To receive the Clerk's report

- The Public Space Protection Order (PSPO) had been completed and returned to Herefordshire Council. The Playing Fields and Churchyard had been added.
- After a phone call to the Herefordshire Council emergency number, a dangerous pothole on the A44 had been filled within the hour.

7. Financial matters

a) To approve accounts for payment.

Clerk Salary & HMRC PAYE Dec 23/Jan 24. Clerk Expenses Nov/Dec 23. Lengthsman, Grass Cutting, Zoom Subscription, Election charges and Tree. Proposed JB, seconded PDW. 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 December 2023 and

c) To approve Income and Expenditure reconciliation to 31st December 2023. Proposed SK and seconded PDW. All in favour. Approved.

d) To review current 2023/2024 budget versus spend. No issues raised.

e) To decide approach to Lengthsman grant for 2024/2025

It was proposed (NS) and seconded (JB) that the Clerk apply for the Lengthsman grant for 2024/2025. All in favour. Decided.

8. Planning

a) Planning Consultation - 233601 - Marley Cottage, Bringsty Common.

Although the planned development drawings had been changed, the scale, form and massing were out of keeping with the host dwelling. It was proposed (PDW) and seconded (JB) to object to this planning consultation. One against the remainder in favour. Decided.

9. To review S106 Projects

No further progress.

10. To receive report regarding the Lengthsman Scheme

PDW reported he had met the lengthsman recently, whom remains busy at the moment due to the recent bad weather. The Lengthsman is prepared to carry on for next year. PDW also reported that there was still a good amount of the grant remaining. Several tasks were highlighted that might be considered. The Lengthsman had suggested a change of style of the drain by the Wheatsheaf. This would probably need Herefordshire Council approval before any works could be undertaken. Due to time constraints, Councillors agreed for PDW, MC and the Clerk to determine the works to be completed this financial year. The focus would be on safety.

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

- **Village Hall.** The Christmas event had been very successful with a good atmosphere. A survey by Your Community Can offers approximately 15 activities that would be narrowed down to 5 after the poll. Two of the activities are favoured by the village hall committee and may be selected even if not returned in the results of the poll. Pickle ball will not be going ahead as the village hall is not big enough. There will be an energy assessment to see where energy could be saved.
- **Playing Fields.** The quiz night went very well and there was a good attendance. £600 was raised. The facilities were being expanded to include a swing and cycle. Further grants were being sought. Thanks were also offered to the Parish Council for its continued financial support.
- **Manorial Court.** A meeting had been held on the 13th November. SK described the changes to the membership of the committee. The next meeting will be the 15th January 2024.
- **Community First.** Nothing to report.

12. To receive report regarding the Glebe/woodlands

PD reported that he had had two conversations with the Woodlands Trust and had requested the results of the biodiversity survey and what the planned actions are moving forward. As a small site, the Glebe is lower down the priority list but should be accessible since it is on the web site. There will be another meeting in late January.

13. To decide approach to distribution of Smart Water kits to parishioners

The Clerk will use the electoral role to check the eligibility of attendees. Those Councillors that are able to be present will then register the parishioner Smart Water kits online. Awareness needed to be raised once again so the Clerk agreed to design a poster to be posted around the village. The dates are confirmed for the 13th and 20th January between 10:00 and 13:00 at the village hall.

14. To decide approach to safer roads funding grant

It was agreed that the installation of the posts to hold the Speed Indicator Device would fall within the terms of the grant. However, Herefordshire Council approval for the suggested sites needs confirmation before the grant could be applied for. NS agreed to write to Herefordshire Council to chase up the approval. Coloured asphalt at the entrance to the village was also suggested. PDW will review the list of previous road safety ideas. MC would be asked to lead on the grant application.

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

- The brook at the bottom of ford bank had flooded the lane once again.
- Hedge cutting around the village. RJ would speak with the local farmer.
- Hedge cutting opposite the Live and Let Live to remove overhanging branches. The Clerk would contact the Locality Steward.
- Church bank and Boat lane flooding.
- Blocked drain at the end of the Stocking.
- NS had reported the chevron marker signs on the A44 as being damaged.

16. Public participation

There were no members of the public present.

17. Items for future consideration

- a) Date for meeting with Herefordshire Council Planning Officer
LK provided the background relating to the suggestion of the meeting. It was suggested that a Zoom meeting might be appropriate to ensure that Parish Councillors could attend in the evening. The Clerk agreed to liaise with PS to agree a mutually convenient date/time.
- b) RJ to contact Whitbourne Estate for dates for a briefing meeting.

The meeting closed at 21:14.

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Cheque No	Expenditure	Payment
300571	Clerk Salary Dec 23/Jan 24	£558.09
300572	Clerk HMRC Dec 23/Jan 24	£372.00
300573	Clerk Expenses Nov/Dec 23	£40.00
300574	MAS Bromyard (Lengthsman)	£1182.00
300575	B Eddy (Grass cutting)	£720.00
300576	Clerk Zoom Subscription	£143.88
300577	Herefordshire Council Election Expenses	£176.53
300578	Bucknell Nurseries (Tree)	£37.60
300579	MAS Bromyard (Lengthsman)	£234.00
Total		£3464.10

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Chairman – 3rd January 2024