

Minutes of the Ordinary Meeting of Whitbourne Parish Council held on 16th January 2017

Democratic Period/Question Time

No matters raised.

1. Attendance

Present: R. James (Chairman); M. Williams (MW); J. Bromley (JB); J. Cummins (JC); A. Evans (AE); N, Knight (NK); C. White (CW); P. Wood (PW)

Apologies: G. Cupper (GC)

In Attendance: County Councillor N Shaw; J Hill (Clerk).

2. Declarations of Interest

Declaration of Interests: there were none

Declaration of Disclosable Pecuniary Interests in items on the agenda: there were none

Declaration of Other Disclosable Interests in items on the agenda: there were none.

3. Dispensation Request

There were no written requests for the Council to grant a dispensation under Section 33 of the Localism Act 2011.

4 Minutes of Previous Meetings of the Council

- i. Minutes of the Ordinary Meeting of Whitbourne Parish Council held on 7th November 2016 were approved (NK/AE) and signed by the Chairman as a correct record.
- ii. Minutes of the Extra-ordinary Meeting of Whitbourne Parish Council held on 5th December 2016 were approved (MW/PW) and signed by the Chairman as a correct record.
- iii. Minutes of the Extra-ordinary Meeting of Whitbourne Parish Council held on 9th January 2017 were approved (JC/PW) and signed by the Chairman as a correct record.

5 Progress Reports/updates on matters considered at previous meetings

There were none which were not on the agenda.

6 To receive the report of the Herefordshire Councillor Nigel Shaw – for information

Cllr Shaw updated Members in relation to planning matters: Rosemore Grange: it is understood that this is still with the planning officer for a decision. S106: Herefordshire Council has raised a works order with Balfour Beatty to deliver these works subject to consultation.

7 Chairman's report

The Chairman informed Members of a guidance letter relating to the care of war memorials which specifically advised against sandblasting.

8 Reports by Councillors

a) Whitbourne village Hall Committee: Members noted that Peter Wood had consented to serve as Interim Chairman while the Hall Committee sought a permanent Chair; bookings for the hall were healthy; the owner of the mobile chip shop has been asked to pay the agreed pitch prices in full. Failure to do so would result in the arrangement being rescinded.

b) Playing Field Committee: Members unanimously resolved (NK/CW) to suspend Standing Orders to permit Mr. C Pickering to address the Council. Mr. Pickering, at the Chairman's invitation, addressed Council with regard to capital expenditure/maintenance matters and sought, on the Playing Field Committee's behalf, a 'steer' from the PC. It was suggested that S106 monies might be used to provide a kick wall, goalposts and white line football pitch.

Standing Orders resumed

c) S106 Working Group: PW to request that an Officer from HCC attend the March PC meeting to discuss S106 expenditure options (relocation of bus shelter; white lining from shop towards the old school; extension of the pavement from Ardley Meadows and Acerage to a point opposite the shop; village 'gates. Members resolved in principle (NK/JC) to further explore the 4 options listed above and authorised the S106 Working group to represent WPC and liaise with HCC.

9 Report from the local police officer – For Information

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Apologies had been received.

10 Planning

- a) To consider planning applications referred by Herefordshire Council for comment: none received
- b) To consider under the Scheme of Delegation any Planning Applications received between publication of this agenda and the Meeting: none received
- c) Details of Decision Notices: none received
- d) To consider reports of other "Planning" related Matters received by the Council prior to the commencement of the meeting: none received.

11 Highways and Byways

Members noted that the potholes by the Wheatsheaf had been filled in. AE to contact developer re removal of the advertising/marketing signs at Ardley Meadows. PW would report the poor state of the 30mph entry signs and repeater signs to Balfour Beatty.

12 Finance

- a) Bank Reconciliation: Members noted the information provided as part of the out-going Clerk's handover report
- b) Receipts: Members noted the information provided as part of the out-going Clerk's handover report
- c) Payments to be made in respect of outstanding invoices and requests for payment totalling £2,109.95 were approved (PW/JC).
- d) Members resolved (CW/MW) to renew the Whitbourne domain name whitbourneparishcouncil.org.uk for 3yrs from 11th January 2017
- e) Members noted correspondence from Herefordshire Council re Allowance Scheme for Parish or Town Councillors.

13 Correspondence for consideration and information

- a) Members noted an invitation from Herefordshire Council to a Travellers' Sites Development Plan drop-in session at Hereford Town Hall on Monday 6 February from 4-7pm
- b) Members noted that Herefordshire, Shropshire and Telford and Wrekin Councils and the Marches Local Enterprise Partnership have commissioned "MDS Transmodal", a specialist freight transport consultancy, to develop a freight strategy for the Marches. The deadline for completion of the survey, which must be completed online, is 30 January 2017
- c) Members noted an invitation re consultation on Local Flood Risk Management Strategy for Herefordshire Council (end date 30 January 2017)
- d) Members noted receipt of information re Herefordshire Community Champions Awards 2017: MW to arrange for inclusion in the Parish Magazine and RJ to place a copy of the poster on the noticeboard
- e) Cllrs Williams, Cummins and White to attend a Herefordshire Council, Neighbourhood Development Plan seminar on 23rd February 2016 at Bartestree Village Hall (Clerk to book).

14 Items for inclusion on a future agenda: none identified.

15 Date of Next Meeting

The next Ordinary Meeting of Whitbourne Parish Council to be held on Wednesday 1st March 2017. The Annual Parish Meeting to be held on 3May 2017. The Annual Meeting of Whitbourne Parish Council to be held on 3May 2017. CW to provide webmaster with a list of future meetings

In view of the confidential nature of the business about to be transacted, the public and press were excluded pursuant to the Public Bodies (Admission to Meetings) Act 1960. The reason being: Matters linked to Contractual issues for current staff.

16 Resigning Clerk – Handover

The out-going Clerk completed a full handover to Council. Financial records for 2016/2017 and those for the previous year 2015/2016 and all bank documentation including bank statements and cheque and paying-in books were handed to the Chairman. Regulatory documentation, approved minutes, insurance details and assorted miscellaneous documents were included in the hand-over folder along with guidance notes for the new Clerk. Copies of documents, including an Excel spreadsheet showing the budget and precept for 2017/2018 and the current financial year accounts entries, electronic minutes and 'live' matters were also provided on a USB stick. Members accepted the out-going Clerk's offer to resolve queries with HMRC re payroll and then pass documentation/information on to the new Clerk. The Chairman proposed a vote of thanks to the out-going Clerk which was seconded by MW and unanimously

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supported by Council.

17 Appointment of a new Clerk

Members resolved (MW/PW) to appoint Mrs Janet Brodie-Murphy as Clerk and Responsible Finance Officer to Whitbourne Parish Council from 1st February 2017. Chairman to issue a letter of appointment. Contract to be signed at the March meeting.

The meeting closed at 21:20 hours.

(Chairman – 1st March 2017)