

WHITBOURNE PARISH COUNCIL

MINUTES of the Council Meeting of Whitbourne Parish Council held on Thursday 3rd September 2015 at 7.30pm in Whitbourne Village Hall

PRESENT: Cllr M Williams (Chairman), Cllr R James (Vice-Chairman), Cllrs J Bromley, J Cummins, A Evans, N Knight, C White and P Wood

IN ATTENDANCE: Cllr N Shaw (Ward Councillor) and Mrs M Seldon (Clerk)

15/01 To accept **Apologies for Absence**
Apologies had been received from Cllr Cupper

15/02 To receive **Declarations of Interest**
None were declared

15/03 To approve the **Minutes of the Meeting** held on:
Thursday 21st May: The Clerk reported that the Minutes from this meeting had not yet been received from HALC and so they were not able to be approved.

Tuesday 7th July 2015:

Proposed Cllr Cummins, seconded Cllr Evans and **RESOLVED** with 1 amendment.

Friday 14th August 2015:

Proposed Cllr Wood, seconded Cllr Knight and **RESOLVED** with 2 amendments.

15/04 To receive the **Clerk's Report:**

Update on discussions from the July meeting and other matters for information only:

- Donation to First Responder – the Clerk reported that whilst the parish council had agreed to make a donation of £100 to the First Responder, she was unable to pay it directly to an individual and had therefore asked for details of the Ambulance Service in order to make them the payee. As yet she had not received a reply.
- West Midland Housing Communications re: development name. The Clerk reported that a letter had been sent, within the time-frame given and whilst several key-members were on holiday it was hoped that an early response would be received. She was asked to check the time frame on this.
- Proposed lighting on the new estate feedback – the Clerk explained that as this had already been discussed, voted upon and a decision to refuse the request had already been made.
- Parish Council Welcome Pack – Cllr Williams reported that Cllr Evans had now taken on the task of producing this pack, and it was felt to be good if a councillor could deliver one to all new residents. The Clerk was asked to include this as a standing item in future in order that nobody be missed if they had moved to the village.
- Damage to houses in Acreage – The Chairman reported that there had been a problem with a house in Acreage that had received some internal damage during the building of the new housing development. She had been communicating with the residents and the developers were also assisting, but it was thought that this needed to be reviewed in future.
- Cllr Bromley reported that the developers were working outside the agreed hours and the Clerk was asked to look into this.

15/05 **Financial Matters:**

a) To approve **accounts for payment:**

Mary Seldon Net Salary 04 05: £388.22

HMRC PAYE 04 05: £87.00

Bishop's Castle Town Council (printing): £9.12

M Williams (NDP): £29.97

J Cummins (Travel Expenses): £19.35

Proposed Cllr Wood, seconded Cllr Evans and **RESOLVED**.

Lynda Wilcox fee for Acting Clerk: £139.44

As the Minutes for the Extraordinary Meeting on Thursday 21st May had not yet been received it was proposed that this payment be withheld and the Clerk write to Mrs Wilcox. Proposed Cllr Bromley, seconded Cllr Knight and **RESOLVED**.

- b) To approve **Bank Reconciliation** to 3rd September 2015
- c) To approve **Income and Expenditure** to 3rd September 2015

APPROVED by all.

15/06 To receive **Ward Councillor's Report**

- Litter picking equipment now on loan from Balfour Beatty
- Cost of new litter bins, approximately £550
- Looking at roads – Balfour Beatty had been doing promised work and jetting gullies
- As several areas were prone to flooding it was felt that it would be useful to have a camera down the gullies

Cllr Wood also gave an update on flooding and reported that there were more blocked gullies outside the Old Rectory.

15/07 **Policies and Council Document update:**

- a) To receive any suggested amendments to the Standing Orders
One amendment required – paragraph 3
- b) To receive any suggested amendments to the Financial Regulations
No amendments required
- c) To review draft Press Policy
APPROVED – proposed Cllr Wood, seconded Cllr Evans and **RESOLVED**
- d) To review draft Correspondence Policy
APPROVED – proposed Cllr Wood, seconded Cllr Knight and **RESOLVED**

15/08 **Transparency Code:**

To note the Transparency Code and discuss implications for the Parish Council

Copies of the code had been distributed and there was some discussion about the publication of Minutes before they had been ratified. The Clerk was asked to ensure that it was very clear that they were in draft form only.

The Clerk explained that she was in communication with Ken Nason who looked after the parish council website and he was developing the site to incorporate the necessary information.

15/09 To discuss Oak Acre Tree and other related tree matters

Cllr Williams reported that she had been dealing with this matter and a tree surgeon from Herefordshire Council had been to view the tree. At this stage it was unclear as to whether the tree would have to be felled, but it was felt to be an emergency and so the permission of the Parish Council was sought in order not to delay the issue.

Proposed Cllr Cummins, seconded Cllr White and **RESOLVED** with 1 abstention.

15/08 To receive update on the **Neighbourhood Plan**

Cllr Williams reported that Mr Edward Bannister had now moved on from Herefordshire Council and a new person had taken up the post and had made suggestions of some revisions needed to the Plan. It was hoped that the necessary work would be completed in a few weeks and in the meantime and small group would go to visit the new lady.

15/09 To receive reports from **Outside Bodies and receive updates on agreed decisions:**

- a) Village Hall Committee
There had been a recent meeting and it had been agreed to install new external lights. Several events were being planned, with a safari supper in February 2016.
- b) Playing Fields Committee

There had been no response to adverts for people to join the committee and so Cllr Knight felt that this problem had not moved forward. He reported that he had been emptying bins and clearing up. This was arduous and unpleasant as the bins also included dog poo. A discussion ensued as to how this problem could be addressed.

The Clerk was also asked to look into the lack of safety inspection this year.

c) School buildings

The Diocesan office were not satisfied with the second valuation on the site and so had asked for a third. Nothing else to report.

d) Rosemoor Grange – nothing to report

15/10 To report **village issues** regarding road maintenance, clearance, etc.

- Sign to indicate post box – it was decided that this was not necessary
- Sign for outside village shop to aid delivery drivers and visitors
- Parish Council notice board – Cllr James to clean the windows and the Clerk to put a provision in the budget for a new board. There was also some discussion as to the appropriateness of the location of this.
- 106 agreement for new development – Cllr Shaw to advise
- Area around War Memorial looking very untidy and the whole area needs sorting out before Sunday 8th November. A local small company had offered a fence around the area, but it was felt that the council needed to know the specifications before giving approval.
- Acreage and Old Forge – the path very slippery and also needs weeding
- Bottom Lane – North End – reflective marker posts – need replacing.

15/11 **Public Participation** - members of the public are allowed 10 minutes to address the Council
No members of the public were present.

15/12 Items for the next agenda

7pm start for financial training – Discretionary spending – Section 237 and the General Power of Competence.

Budget 2016/17

The meeting ended at 9.30pm