

WHITBOURNE PARISH COUNCIL

MINUTES of the meeting of Whitbourne Parish Council held on Tuesday 4th March 2014 at 7.30pm in Whitbourne Village Hall

Present: Cllr M Williams (Vice-Chairman), Cllrs R James, J Cummins, C White, G Cupper, N Westacott, J Archer and D Haddock

In attendance: Mrs M Seldon (Clerk), 2 members of the public

As Cllr Freeman had sent his apologies, Cllr Williams chaired the meeting.

14/18 To accept **Apologies for Absence**

Apologies had been received from Cllr Freeman and Ward Councillor Gary Swinford.

14/19 To receive **Declarations of Interest**

Cllr Cummins 14/22 d

14/20 To approve the **Minutes of the Meeting** held on:

Tuesday 7th January 2014

Proposed Cllr Westacott, seconded Cllr Cupper, **APPROVED** by all and signed by Cllr Williams as a true record.

Tuesday 4th February 2014

Proposed Cllr James, seconded Cllr Haddock, **APPROVED** by all and signed by Cllr Williams as a true record.

14/21 To receive the **Clerk's Report:**

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

- CiLCA and Institute of a Local Council Management – The Clerk reported that she had now been successful in achieving her Clerk's qualification and had subsequently had become a member of the Institute of Local Council Management. Cllr Williams asked that the Parish Council's congratulations be minuted.
- Affordable Housing allocation changes – these were noted.
- Herefordshire Household Recycling Centre User Survey – The Clerk agreed to email the details to Councillors.
- Consultation to review polling districts and stations
- Rubbish bins
- 4Seasons Ground Care - 2 year contract - ending December 2014

14/22 Financial Matters:

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

As these were extensive the Clerk provided a separate list for councillors.

Mary Seldon Net Salary 11 12: £365.64

HMRC PAYE 11 12: £91.20

Expenses incurred by the Clerk: £22.09

Travel: £31.50

SLCC – Annual Subscription 1/4 - £32.25

Hire of Village Hall: £97.00

4Seasons Ground Care Ltd: £96.46

Ken Nason (Domain Name): £29.99

Colin White (NDP Ink cartridges): £22.48

PIP Printing - £235.00

Herefordshire Council - £36.00

Proposed Cllr Cummins, seconded Cllr James, **APPROVED** by all

CPD training day - Risk assessment: £79.50

Permission was sought for the Clerk to attend this SLCC course with Shrewsbury Town Council. A NALC bursary was also applied for by the Clerk and Chairman. Proposed Cllr Haddock, seconded Cllr Westacott, **APPROVED** by all.

- b) To approve Bank Reconciliation to 4th March 2014
- c) To approve Income and Expenditure to 4th March 2014
APPROVED by all.
- d) To discuss the **request from the DCC** for funds to help with proposed refurbishment to the cemetery on Church Bank
The quotation that had been received from the Chairman of the DCC had been distributed to all councillors. Cllr Cummins gave a brief review as to why it was deemed that this work was necessary - three quotations would be asked for and the Parish Council were asked if they might view a donation favourably. Whilst sympathetic, councillors felt they were not able to pay whole costs as this was not in the budget and would have to come out of reserves. It was suggested this should be revisited on a future agenda and the DCC would obtain three quotations.
- e) To review the **Clerk's salary scale** for the year 2014/15
The current NALC salary scales had been distributed to all councillors.
The Clerk left the room for this discussion.
It was proposed that the Clerk's salary would rise a scale to 21.
Proposed Cllr Cupper, seconded Cllr Westacott, **APPROVED** by all.

14/23 To receive **Ward Councillor's Report**

Cllr Swinford had sent a written report which had been distributed to all councillors.

14/24 **Public Participation** - members of the public are allowed 10 minutes to address the Council

Mr Kneen sought clarification of latest draft of the NDP - Core strategy requirement for specified percentage increase on the current housing stock within a parish. Cllr Williams explained that these figures came from Mr E Bannister

Mr Kneen also asked about the proposed high speed broadband and asked about the possibility that Whitbourne could be included in Worcester high speed broadband as they were the provider anyway from Worcestershire. The Clerk agreed to seek an answer.

14/25 To receive reports from **Outside Bodies**:

- Village Hall - no reports
- Playing Fields - plus Annual Playground Inspection, AGM April and Safari supper on 15th March - to pay for insurance

14/26 To receive an update on the **Neighbourhood Development Plan**

Draft no. 9 was now being displayed in the pub, church and shop and responses were sought by 12th April.

Cllr Williams explained that the working party had been asked to publish their Terms of Reference and so the Clerk was asked to include them in these minutes:

Whitbourne Neighbourhood Development Plan
Working Party Terms of Reference
3rd September 2012

1. *The Working Party (W.P.) shall consist of four members of the Parish Council (P.C.) and up to three residents of Whitbourne Parish. The latter shall be chosen for their knowledge of the Parish and for any other special knowledge or experience likely to benefit the W.P.*
2. *The W.P. shall meet on a regular basis and keep a record of all such meetings. The results of such meetings shall be reported to the P.C. as a regular item on the PC agenda.*
3. *The W.P. on behalf of the P.C., and recognising that the P.C. as the relevant body responsible for producing the Plan, shall ascertain, as fully as practicable, the views of the residents of the Parish as a whole upon all salient matters contained in the Plan.*
4. *The W.P. shall produce as many drafts as may be required to reflect the continuing process of the construction of the Plan.*
5. *The W.P. shall take the advice of a nominated member of Herefordshire Planning Department throughout such construction.*

14/27 Planning

To consider planning application No. P140277/FH

Yewtree Cottage, Bringsty Common, Bringsty, Worcester, WR6 5UJ

Erection of double storey extension to the front elevation and pitched roof to existing rear elevation.

No Objection – proposed Cllr Cummins, seconded Cllr Cupper **APPROVED** by all.

14/27 To report **village issues** regarding road maintenance, clearance, etc.

- Letter of support for Drover's pond renovation - ALL AGREED
- Little Stocking pot holes
- Around the school and around the corner - up to acreage
- TEDNEY - not yet done - at least 40
- Sign post to village - coming from Worcester East of the turning to the wheat sheaf - lorry damage
- Bottom of church bank by small bridge
- Post box - still not done

14/28 Items for future consideration

Annual Meetings

Annual Accounts

Renovation of Church bank at the cemetery

Policy reviews

8.45 finish