

Woolhope Parish Council

Minutes of the extraordinary meeting of Woolhope Parish Council Held on Tuesday 24th April 2018 at Woolhope Village Hall

Present: Cllr. M. Slocombe (Chair)
Cllr. J. Brant
Cllr. G. Chapman
Cllr. K. Williams
Cllr. M. Windham

In attendance: 1 member of the public
Cllr. B. Durkin Ward Councillor, Herefordshire Council
Liz Kelso Clerk

1. Apologies

Apologies were noted from Cllr. Rolt. There were no declarations of interest and no requests for dispensation.

2. Public Participation

(a) Ward Councillors Report

The written report from Cllr. Durkin had been previously circulated. A number of points were raised by Members in discussing the report, including:

- Confirmation of the procedure for setting remuneration levels for senior officers at Herefordshire Council
- Comments regarding the parking policies for Herefordshire Council and in particular parking charges which were felt to be too high and in effect a tax on doing business in Hereford City; and
- Efforts being made to improve social care and in particular the care of look after children in Herefordshire.

(b) Matters raised by members of the public

There were no matters raised by members of the public in attendance.

3. **Minutes of the meeting held on 27th March 2018**

The Minutes of the meeting held on 27th March 2018 which had been previously circulated were signed by the Chairman as a true record of proceedings at that meeting.

4. **Clerk's Report**

The Clerk outlined her activities in relation to the handover of responsibilities from the previous clerk and explained that some matters would be discussed later in the agenda.

5. **Financial Matters**

(a) Payments

In addition to the Clerk's salary, the following payments were authorised:

Parish Hall	£72.00
HMRC	£62.40

(b) Audit Arrangements

The Clerk explained that audit arrangements for smaller local authorities have changed this year and she anticipated that Woolhope would be able to claim an exemption from an external audit as neither income nor expenditure is likely to have exceeded £25,000 for the year ended 31st March 2017.

At the last meeting it had been agreed to ask HALC to provide an internal audit service for the year ended 31st March 2018 and the Clerk highlighted the areas that this audit would cover.

(c) Interim Financial Report for year ended 31.3.2018

The Clerk presented an interim financial report for the year ended 31st March 2018, stressing that these figures were provisional and subject to audit. Initial figures suggest a deficit for the year in the region of just under £10,000 which is higher than originally anticipated or budgeted for.

(d) Lloyds Bank

It was agreed that in future Lloyds Bank be instructed to send statements to the Clerk.

6. Planning Matters

There were no new planning matters for discussion.

7. Neighbourhood Development Plan

Cllr. Williams provided an update on the Neighbourhood Development Plan and in particular on the finalisation of the questionnaire for residents, it's printing, distribution and collection. The next meeting of the steering group will be on 9th May. It was noted that the funding application will need to be submitted by the Parish Council.

8. Broadmoor Common Working Party

Cllr. Windham provided an update and commented on the difficulty of getting registered with Defra.

At the recent work day, there were no attendees to help. 100m of scrub was cleared and the material collected will go to the biomass unit, earning some funds towards further work on the common. A donation of £10.00 for wood was also collected.

It was noted that on the parish walk some 25 people attended and heard a talk about the Common.

9. Playground Inspections

It was agreed to engage Mrs. Fran White to undertake the playground inspection at a cost of £58.60 this year. It was noted that the playground requires an immediate inspection.

10. Annual Parish Meeting

It was agreed that the Annual Parish Meeting be arranged for Tuesday 22nd May 2018, immediately preceding the Annual Parish Council meeting.

11. Software Update

It was agreed that the Clerk be authorised to upgrade the software to Office 365 Personal Edition at an annual subscription of £59.99 per year.

12. General Data Protection Regulations

The Clerk outlined the introduction of the new General Data Protection Regulations and the potential impact on the Parish Council. It was agreed that this be reviewed at the next meeting. In the meantime the Clerk would forward briefing notes and information on the required data audit to all Members.

13. Parish Notice Board

Cllr. Williams explained that having refurbished and repaired the notice board from outside the Parish Hall, new posts would be required to install the notice board. It was agreed that Cllr. Williams be authorised to complete the installation at a cost not to exceed £150.00.

14. Items for the next meeting

The following items was proposed for the next meeting:

- Playground mowing

15. Date of next meeting

The next meeting will take place on Tuesday 22nd May 2018 at the Parish Hall, starting at 7.30pm or on completion of the Annual Parish Meeting.

16. Proposal to exclude the public

In was agreed that due to the confidential nature of the business of the next agenda items, that members of the public be excluded from the following two agenda items in accordance with the provisions of the Public Bodies (Admissions to Meetings) Act 1960 (3)

17. Clerk's Contract of Employment

The draft Contract of Employment for the Clerk, based upon the NALC standard, was agreed.

18. Clerk's Salary

It was agreed that the Clerk be paid at SCP 20 on the National Scale for local council Clerks and that payment be made monthly on the 28th of each month by standing order paid into the Clerk's personal bank account. It was further agreed to sign a letter setting up a standing order in favour of the Clerk and a standing order in favour of HMRC accordingly.

There being no further business, the Chairman declared the meeting closed.

Woolhope Parish Council
Meeting to be held on Tuesday 24th April 2018
Agenda item 5(a)
Schedule of Payments to be approved at the meeting

Payee	Detail	Net	VAT	Total Payment
E. Kelso	Salary payment - April 2018	t.b.a.	£ -	£ -
HMRC		t.b.a.		£ -
Woolhope Parish Hall Committee	Room hire: January - March 2018	£ 72.00	£ -	£ 72.00

Total payments this month:

£ 72.00	£ -	£ 72.00
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