

# Woolhope Parish Council

## Minutes of the extraordinary meeting of Woolhope Parish Council Held on Tuesday 27<sup>th</sup> March 2018 at Woolhope Village Hall

Present: Cllr. M. Slocombe (Chair)  
Cllr. G. Chapman  
Cllr. R. Rolt  
Cllr. K. Williams  
Cllr. M. Windham

In attendance: S. Webster Broadmoor Common Working Group  
Liz Kelso Clerk

### 1. **Apologies**

There were no apologies.

### 2. **Declarations of Interest and requests for dispensation**

There were no declarations of interest and no requests for dispensation.

### 3. **Appointment of Clerk**

The appointment of Liz Kelso as Clerk to the Parish Council was confirmed. The Parish Council thanked the outgoing Clerk, Carole Crisp, for her efforts over the past three years and wished her well for the future.

### 4. **Minutes of the meeting held on 6<sup>th</sup> March 2018**

The Minutes of the meeting held on 6<sup>th</sup> March which had been previously circulated were taken as read. It was agreed that the Chairman be authorised to sign the Minutes as a true record of proceedings at that meeting.

## 5. **Neighbourhood Development Plan**

### a) **Grant Application**

It was noted that the window for grant applications has not yet opened but is expected shortly. It was noted that the application would need to be made by the Parish Council.

### b) **Consultancy**

It was proposed by the NDP Steering Group that Dr. D. Nicholson be appointed consultant to guide the steering group through the NDP process. The quotation provided by Dr. Nicholson was approved and the Clerk authorised to write to Dr. Nicholson to formally accept the quotation, subject to a successful grant application.

### c) **Questionnaire**

The parish questionnaire was presented to the meeting was considered. Although some concern was expressed at the language of the introduction, it was agreed to approve the content, subject to minor amendments.

## 6. **Broadmoor Common Working Party**

Sally Webster provided an update on the recent site meeting and work that has been undertaken, being primarily scrub clearance and some work on the trees to the South side. The work generated some public interest and a donation was received for wood taken from the site.

The site visit had identified some issues that are to be resolved such as an unauthorised access to a field over the car park, some over-enthusiastic strimming, fly tipping of garden waste and a property which had encroached upon the common. These matters are to be raised with Herefordshire Council.

## 7. **Planning Matters**

There were no new planning matters for discussion.

**8. Financial Matters**

**a) Financial Report**

The financial report prepared by the former clerk was noted.

**b) Payments**

The following payments were approved:

Clerk's final wages	
HMRC	£59.00
DJN Planning Ltd.	£540.00
HMRC	£10.00

**c) Budget**

The draft budget as presented to the meeting and as attached to these Minutes, was approved.

**d) Internal Audit**

Noting that it had not been possible to find an alternative quotation for the internal audit work for this year, it was agreed to use the internal audit service provided by the Herefordshire Association of Local Councils (HALC) at a cost of £150.00 plus VAT.

**9. Council meeting dates**

It was agreed that in future, meetings of the Parish Council will take place on the fourth Tuesday of every month. The next meeting date was therefore confirmed as Tuesday 24<sup>th</sup> April 2018 at the Parish Hall, starting at 7.30pm.

There being no further business, the Chairman declared the meeting closed at 8.30pm.

Appendix 1  
 Agreed Budget 2018-9

<b>Total income</b>	<b>£</b>	<b>12,721.08</b>	
<b>EXPENDITURE</b>			
Loan	£	1,890.00	Last year
Insurance	£	276.49	
HALC	£	420.00	
Training	£	200.00	
Parish Hall Hire	£	300.00	
Staff costs	£	3,467.00	
Office costs	£	350.00	
Data Protection	£	35.00	
Audit	£	150.00	
NDP	£	1,000.00	
Lengthsman	£	3,000.00	
Maintenance - Berryfield	£	500.00	
Grass cutting	£	520.00	
Hedge trimming	£	96.00	
Play area	£	2,000.00	
Miscellaneous	£	1,000.00	
Website	£	150.00	
Broadmoor Common	£	1,000.00	
<b>Total expenditure</b>	<b>£</b>	<b>16,354.49</b>	
<b>Income - Expenditure</b>	<b>-£</b>	<b>3,633.41</b>	To be met from reserves