

Woolhope Parish Council

Minutes of the meeting of Woolhope Parish Council Held on Tuesday 26th June 2018 at Woolhope Village Hall

Present: Cllr. M. Windham (In the Chair)
Cllr. J. Brandt
Cllr. G. Chapman
Cllr. R. Rolt

In attendance: 1 member of the public
Liz Kelso Clerk

1. Election of Chair for the meeting

In the absence of the parish council chairman, Cllr. Mary Windham was elected Chair for the meeting.

2. Apologies, declarations of interest and requests for dispensation

Apologies were noted from Cllrs. M. Slocombe, and K. Williams.

Cllr. Windham declared an interest in agenda item 8, planning, due to the proximity of her property to the property under consideration.


3. Public Participation

(a) Ward Councillor Report

The Ward Councillor was not in attendance at the meeting but Members noted the written report as submitted and available on the website.

(b) Matters raised by members of the public

There were no matters raised by members of the public.

24.7.18


4. Election of Vice Chairman

Cllr. Windham was elected Vice Chairman of the Parish Council to hold office for the forthcoming year. Cllr. Windham signed a declaration of acceptance of office.



5. Minutes of the Annual Parish Council Meeting held on 22nd May 2018

The Minutes of the Annual Parish Council Meeting held on 22nd May 2018 which had been previously circulated were signed as a true record of proceedings at that meeting.

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7. Clerk's Report

The Clerk's report, as attached to these Minutes, was noted.

8. Financial Matters

(a) Payments

Payments per the attached schedule were duly authorised

(b) Year to date financial report

The year to date financial report showing expenditure against budget as attached to these Minutes, was noted.

(c) Internal audit report for year ended 31st March 2018

The Clerk presented the report from the internal auditor for the year ended 31st March 2018 as attached to these Minutes. The Clerk stressed the importance of appropriate budgeting, clear authorisation of expenditure and adherence to statutory procedures for the future. The internal audit report was noted by Members.

(d) Annual Governance Statement

In the light of the Internal audit report, Members considered each of the Annual Governance Statements for the year ended 31st March 2018 individually, indicating responses as now attached to these Minutes. After due consideration it was agreed that the Chairman be authorised to sign the Annual Governance Statement on behalf of the Parish Council.

(e) Annual Accounting Statements

The Annual Accounting Statements as attached to these Minutes were duly approved and the Chairman authorised to sign that Statements on behalf of the Parish Council.



9. **Planning Matters**

(a) **Applications now due to consideration**

- Ref: 180497
Site: Sapness Farm
Dev: Retrospective erection of a new barn, isolation stable, new horse walker, jumping strip and sand gallop. Repositioning of previously approved lunge pen and jump pen and erection of new timber office

Members considered this application and expressed concern that this was a retrospective application. Concerns expressed by Natural England on sewerage and the treatment of surface water were supported. Members also expressed concern that this large development would have a negative impact on the landscape and generate HGV traffic along the approach road which is unsuitable for such vehicles. The Clerk was instructed to notify Herefordshire Council accordingly.

- Ref: 181955
Site: Dappledown, Woolhope
Dev: Works to Oak Tree

Members considered this application and had no objections to the proposed works.

Members also noted an application ref. 182178 for 1 Old School House which arrived too late for inclusion on the agenda for this meeting. The Clerk will request an extension so that this can be considered at the next meeting.

(b) **Planning decisions since last meeting**

There were no planning decisions to note since the last meeting.

10. **Neighbourhood Development Plan**

Members noted that printing of the questionnaire is imminent, once dates have been checked as still appropriate.

11. **Broadmoor Common**

The following points were noted from the working party:

- A site visit has taken place with Herefordshire Council when two issues were identified: (a) a new unauthorised access adjacent to the car park and (b) 2 parcels of common which had been claimed by a resident. Herefordshire Council are to write to the two residents concerned.
- With regard to (b) above, it was suggested that a landswap take place which will regularise boundaries and make it easier to identify what land is common land and which areas are privately owned.



- The public footpath across the common is difficult to find and it was suggested that this be a priority to re-establish the footpath
- Where the new access has been created a licence needs to be applied for and Herefordshire Council will discuss this with the individual with a view to establishing whether there is evidence of any right of way.
- Discussions are ongoing with Balfour Beatty with regard to the mowing along the roadside verge nature reserve area towards Mordiford to avoid too wide a strip being mowed. Signs have been put up to alert the contractor undertaking the work on behalf of BBLP.
- Despite a sign requesting that the limestone bank is not mowed, it has been recently mowed by a resident who feels that this is a health and safety issue. The resident has written to the Council (presumably Herefordshire Council) about this.
- It was agreed that a copy of the Management Plan be made available at meetings and send to a list of people to be identified by the working party.
- Members were reminded of the visit by trustees of the Woolhope Dome Environmental Trust on 14th July.

12. Footpaths

This item was to consider equipment purchases on behalf of the footpaths officer. It was agreed to defer this item for further research into required items.

13. Code of Conduct

The Clerk explained that although the basic requirements for a Code of Conduct have not changed, Herefordshire Council has recently adopted a revised Code and were recommending to parishes that they adopt the revised version too. The changes identify the need to declare an interest in connection with membership of voluntary bodies in addition to the previous requirements. After due consideration, it was agreed that the revised Code of Conduct, as attached to these Minutes, be adopted by the Parish Council. The Clerk reminded Members of the need to maintain an accurate Declaration of Financial Interests and would be forwarding new documentation to link this to the new Code as soon as possible.

14 Police and Crime Commissioner Questionnaire

A copy of a questionnaire by the Police and Crime Commissioner was noted by Members who were asked to forward any comments to the Clerk so that a consensus response can be prepared for submission.

14. Next Agenda

No items were raised for inclusion on the next agenda.



15. Date of next meeting

The next meeting will take place on Tuesday 24th July 2018 at the Parish Hall, starting at 7.30pm.

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

Appendix 1
Woolhope Parish Council
Meeting held on Tuesday 24th June 2018
Clerk's Report

1. **PAYE**

This issue continues to be addressed by HMRC and a final confirmation that no charges will be accruing is awaited. Your previous clerk wishes it to be recorded that the actions she took in submitting the data for the year for the second time were at the instruction of HMRC as a mechanism for transferring the parish council records to the new Clerk. It is an acknowledged design flaw within the software that where it is used for more than one employer, it is not possible to separate out those employers if required at a later date.

2. **Lloyds Bank**

Statements are still not being received by the Clerk who is pursuing this.

3. **Software Upgrade**

Not yet actioned due to time constraints.

4. **Budget briefing**

Herefordshire Council are holding a budget consultation for parish councils on Wednesday 4th July at 6.30pm in the Shirehall. Members wishing to attend, please notify the Clerk.

5. **Broadmoor Common Grant**

Your previous Clerk has raised the point that the grant from Woolhope Dome Environmental Trust is not the funds held within the budget for work on Broadmoor Common but may be an underspend on grant funding received two years ago.

Woolhope Parish Council
Meeting held on Tuesday 26th June 2018
Minute ref: 008(a) - 26.6.2018
Schedule of Payments approved at the meeting

Payee	Detail	Ref	Net	VAT	Total Payment
PIP Printing	Printing NDP questionnaires	008-22.05.2018	£ 599.65	£ 119.93	£ 719.58
Total payments this month:			£ 599.65	£ 119.93	£ 719.58

* excludes salaries



	Actual to 30.6.2018	Agreed Budget	Budget remaining
<u>General Expenditure</u>			
Staff costs	£ 874.98	£ 3,467.00	£ 2,592.02
Office costs	£ -	£ 385.00	£ 385.00
Room Hire	£ 139.00	£ 300.00	£ 161.00
Training	£ -	£ 200.00	£ 200.00
Insurance	£ 285.60	£ 278.00	-£ 7.60
<u>Repairs & Maintenance</u>			
Berryfield	£ -	£ 1,020.00	£ 1,020.00
Play area	£ -	£ -	£ -
Broadmoor Common	£ -	£ 1,000.00	£ 1,000.00
Other	£ -	£ 3,096.00	£ 3,096.00
Grants & donations	£ -	£ -	£ -
Website	£ -	£ 150.00	£ 150.00
Advertising	£ -	£ -	£ -
Subscriptions	£ -	£ 420.00	£ 420.00
Election expenses	£ -	£ -	£ -
Audit	£ -	£ 150.00	£ 150.00
NDP	£ 635.65	£ 1,000.00	£ 364.35
PWLB	£ -	£ 1,890.00	£ 1,890.00
Misc.	£ -	£ 1,000.00	£ 1,000.00
<u>Other</u>			
Capital	£ -	£ 2,000.00	£ 2,000.00
VAT	£ 119.93	£ -	-£ 119.93
		£ -	£ -
	£ 2,055.16	£ -	£ 14,300.84

Income

Precept	£ 5,227.00
Grants	£ -
VAT Reclaim	£ 1,166.13
	£ -

Total income: **£ 6,393.13**

Net expenditure: £ 4,337.97

Reserves:

Opening Balance	£ 10,302.00
Add: Net expenditure	£ 4,337.97
Closing Balance:	£ 14,639.97