

Woolhope Parish Council

Minutes of the meeting of Woolhope Parish Council Held on Tuesday 25th September 2018 at Woolhope Village Hall

Present: Cllr. M. Slocombe (Chairman)
Cllr. J. Brandt
Cllr. G. Chapman
Cllr. M. Windham

In attendance: Liz Kelso Clerk

1. **Apologies, declarations of interest and requests for dispensation**

Apologies were noted from Cllr. Williams.

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

2. **Public Participation**

(a) **Ward Councillor Report**

The Ward Councillor was not present at the meeting but had sent a written report which members noted and is available on the website.

(b) **Matters raised by members of the public**

There were no matters raised by members of the public.

3. **Minutes of the Parish Council Meeting held on 24th July 2018**

The Minutes of the Parish Council Meeting held on 24th July 2018 which had been previously circulated were signed as a true record of proceedings at that meeting.

4. **Clerk's Report**

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

5. **Broadmoor Common**

(a) **Update**

Members noted that no further work had taken place since the last meeting but it was suggested that a specification be drawn up for further work to take place in due course. It was further agreed to draft the specification so that quotations can be obtained.

Deer are becoming a hazard to the environment and to traffic as numbers are increasing. It was agreed to investigate whether a deer cull is possible.

(b) **Future Work**

Members considered the proposal that a contractor be employed for a period of five days in January 2019 to undertake specialist work in accordance with the Management Plan at a cost of £180.00 per day. In considering this, it was agreed that due to the specialised nature of the work standing orders relating to seeking alternative quotations should be suspended.

(c) **Three year funding proposal**

Following on from the visit by trustees of Woolhope Dome Environmental Trust in the summer, it was noted that the trustees had suggested that they might consider a three year funding programme. It was agreed that Mark July be authorised to discuss this on behalf of the Parish Council with the WDET trustees.

A second option of inviting sponsorship of sections of the Common was raised. This is to be investigated further.

(d) **2019-2020 Budget Allocation**

It was agreed to consider this at a later meeting when budgets are discussed.

(e) **Printing**

It was agreed that a limited number of copies of the Management Plan would be printed and made available to those attending Parish Council meetings and other interested parties. The Clerk agreed to provide photocopies of the document for the time being. It was also agreed that the 7 page summary be made available to other interested parties.

(f) **Outstanding boundary and access issues**

The Clerk will ask for an update from Herefordshire Council on this matter.

(g) **Asset Transfer**

The Clerk will meet with Herefordshire Council to ascertain the current status of the asset transfer and report back to the next meeting.

6. **Financial Matters**

(a) **Payments**

Payments per the attached schedule were duly authorised

(b) **Receipts**

As reported earlier, the sum of £200 has been received in respect of a marquee on Berryfields on 1st September. The Clerk reported that the second instalment of the precept is due shortly

(c) **Year to date financial report**

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

7. **Planning Matters**

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

- Ref: 182870
Site: Scar Barn at Scar Farm, Woolhope
Dev: Proposed conversion of attached building to ancillary accommodation for use to the dwelling

After due consideration members agreed to support this application.

- Ref: 183172
Site: Land adj. The Orchards, Woolhope
Dev: Proposed 3 bed dwelling with single attached garage

It was felt that this development was not in keeping with the architecture of nearby dwellings and did not reflect the rural environment. It was agreed to object to this development.

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

It was noted that planning application ref. 182178, 1 Old School House, Woolhope had been refused by Herefordshire Council.

- (c) **To note correspondence received from resident regarding planning application procedures**

Members noted a letter from resident regarding a planning application which the parish council were unable to comment upon as two members were required to withdraw from the meeting having declared a disclosable pecuniary interest. The Clerk confirmed that this was a requirement of the Code of Conduct when then rendered the meeting inquorate for that agenda item. The resident had been notified accordingly.

- (d) **Hereford Area Plan Housing and Employment Site Options Consultation**

Members noted this consultation and agreed not to respond as a parish council.

8. **Neighbourhood Development Plan**

In the absence of any member of the Neighbourhood Development Plan Steering Group at the meeting, no update was available.

9. **Play Area**

The Annual Safety Inspection Report was noted and it was confirmed that none of the items addressed in the report required urgent attention.

10. **Footpaths**

- (a) **Footpaths Officer Report**

Councillor Chapman reported that since the last meeting new direction signs have been put up and a new gate installed.

- (b) **Herefordshire Walking Festival**

It was noted that the Herefordshire Walking Festival dates have been confirmed as 15th – 23rd June 2019. Parish walks currently take place on 1st January and St. George's Day but it was agreed that a walk be arranged for during the Walking Festival next year and that this be linked to a short talk on Broadmoor Common.

11. **Invitations to Councillors**

- (a) **Parish Summit – 17th October 2018**

As no member is available to attend the Parish Summit on 17th October, it was agreed that the Clerk attend to represent the Parish Council.

(b) **Inauguration of NMITE – 19th October 2018**

This invitation was noted with thanks but no Member is available to attend on behalf of the Parish Council.

12. Consultation on Highways Maintenance and other Public Realm Services

There was no comment under this agenda item.

13. Items for the next agenda

It was agreed that the following items be considered at the next meeting:

- Broadmoor Common
- Common Sponsorship
- Road by Marcle Ridge

14. Date of next meeting

The next meeting will take place on Tuesday 23rd October 2018 at the Parish Hall, starting at 7.30pm.

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

Appendix 1

Meeting held on Tuesday 25th September 2018

Agenda item 4: Clerk's Report

1. Lloyds Bank

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

2. Annual accounts for the year ended 31.3.2018

The period for the exercise of electors' rights commenced on 2nd July and has now ended. There were no requests from residents in respect of their electors rights and no recorded issues raised with auditors which might have led to a requirement for a review by the external auditors. Accordingly there is no external audit charge for this year.

3. Berryfields

- There was a late notice request for the erection of a marquee on Berryfields for a wedding on 1st September. Following consultation with the Chairman and the Village Hall the Clerk agreed to this request under delegated powers. Payment of £200.00 has been received for this event.
- An issue arose since the last meeting with regard to the litter bin(s) at Berryfields which was resolved by the Chairman. Balfour Beatty claimed that the bins are privately owned and were therefore not routinely emptied by Balfour Beatty under the public realm contract. The Chairman was able to provide evidence that the bins had been emptied by Balfour Beatty in the past so the bins were emptied "as a goodwill gesture" again this time pending further investigation.

Woolhope Parish Council
Meeting held on Tuesday 25th September 2018
Minute ref. 6(a)
Schedule of Payments approved at the meeting

Payee	Detail	Ref	Net	VAT	Total Payment
Mrs. F. A. White HALC	Playground Inspection Fee	09 - 24.4.2018	£ 58.60	£	58.60
	Internal Audit Fee & Training	8(d) - 27.3.2018	£ 165.00	£ 33.00	£ 198.00

Total payments this month:

£ 223.60 £ 33.00 £ 256.60

* excludes salaries

Woolhope Parish Council

2018-2019

	Actual to 30.9.2018	Agreed Budget	Budget remaining	Notes/comments
<u>General Expenditure</u>				
Staff costs	£ 1,562.30	£ 3,467.00	£ 1,904.70	
Office costs	£ 62.99	£ 385.00	£ 322.01	
Room Hire	£ 175.00	£ 300.00	£ 125.00	
Training	£ 15.00	£ 200.00	£ 185.00	
Insurance	£ 285.60	£ 278.00	£ 7.60	
Repairs & Maintenance				
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	£ 671.65	£ 1,000.00	£ 328.35	
PWLB	£ 944.20	£ 1,890.00	£ 945.80	
Misc.	£ -	£ 1,000.00	£ 1,000.00	
Other				
Capital	£ -	£ 2,000.00	£ 2,000.00	
VAT	£ 152.93	£ -	£ 152.93	
	£ 4,019.67	£ 16,356.00	£ 12,336.33	

Woolhope Parish Council

2018-2019

Income	
Precept	£ 10,454.00
Grants	£ -
VAT Reclaim	£ 1,166.13
	£ -
Total income:	£ 11,620.13
Net expenditure:	£ 7,600.46
Reserves:	
Opening Balance	£ 10,302.00
Add: Net expenditure	£ 7,600.46
Closing Balance:	£ 17,902.46