

Woolhope Parish Council

Minutes of a meeting of Woolhope Parish Council Held on Tuesday 14th May 2019 at Woolhope Parish Hall

Present: Cllr. J. Brandt
Cllr. G. Chapman
Cllr. S. Powell
Cllr. M. Slocombe
Cllr. V. Tomlinson

In attendance: Liz Kelso Clerk

1. Election of Chairman

Cllr. Matt Slocombe was duly elected Chairman of the Parish Council for the forthcoming year.

2. Election of Vice Chairman

Cllr. George Chapman was duly elected Vice Chairman of the Parish Council for the forthcoming year.

3. Apologies, declarations of interest and requests for dispensation

In the absence of Cllr. M. Windham and Cllr. K. Williams it was resolved to accept their Declaration of Acceptance of Office at a later meeting. There were no declarations of interest and no requests for dispensation.

4. Parish Councillor Vacancy

It was noted that there is one remaining vacancy on the parish council following the recent elections which the parish council can fill by co-option. There were no candidates at the meeting to consider for co-option.

5. Public Participation

(a) Ward Councillor Report

Cllr. Barry Durkin was congratulated on his re-election as ward councillor for Old Gore and gave verbal report on proposals for an administration for Herefordshire Council following the recent elections.

(b) Matters raised by members of the public

There were no members of the public in attendance at this meeting.

6. Parish Council Roles

(a) Footpaths Officer

Cllr. Shane Powell was elected Footpaths Officer for the forthcoming year.

(b) Tree Warden

Cllr. Joe Brandt was re-elected Tree Warden for the forthcoming year.

7. Minutes of the meeting held on 23rd April 2019

The Minutes of the meeting held on 23rd April were approved and the Chairman authorised to sign the Minutes as a true record of proceedings at that meeting.

8. Clerk's Report

The Clerk's verbal report was noted.

9. General Power of Competence

Having noted that the Parish Council meets the criteria for using General Power of Competence in that more than two thirds of the council have been elected at the recent parish council elections and the requirement that the Clerk is qualified having been awarded the Certificate in Local Council Administration, it was resolved that this Parish Council adopts General Power of Competence.

10. Financial Matters

(a) Payments

The following payments were authorised:

• Woolhope Parish Hall		
Room hire January – March 2019		£48.00
• E. Kelso		
Office expenses	£45.80	
VAT	£9.17	
Total payment		£54.97

(b) Financial Report for year to date

The financial report for the year to date was noted.

(c) **Unaudited Financial Report for year to 31st March 2019**

The Clerk presented the provisional Financial Report for the year to 31st March 2019 indicating total receipts for the year of £12,928.88 less expenditure of £10,476.34. Accounts and supporting papers have now been delivered to the Internal Auditor provided through HALC, whose report will be considered at the next meeting.

(d) **Exemption from external audit**

As turnover for the year ended 31st March 2019 is indicated at less than £25,000, the Clerk explained that the parish council can claim an exemption from an external audit, if it so wished. It was agreed to defer a decision on this pending receipt of the internal audit report.

(e) **Review of cheque signatories**

Cllrs. J. Brandt, M. Slocombe and M. Windham were confirmed as cheque/account signatories for the parish council. It was further resolved to consider a move to internet banking through the current bank, Lloyds bank, which appears to meet the security requirements for operating a local authority account.

11. **Planning Matters**

(a) **Current applications**

There were no current applications for consideration.

(b) **Permitted development**

None since the last meeting.

(c) **Decisions**

None noted.

(d) **Variation of Premises Licence for Canwood Gallery, Checkley**

After due discussion, it was agreed that there were no objections to this proposal.

(e) **Modification to Travellers' Sites DPD examination**

It was resolved to offer no objections to the revised proposals.

(f) **Application to Register Land as Common Land**

It was noted that this is to be discussed at an extraordinary meeting which will take place immediately after the Annual Parish Meeting on 28th May.

12. Neighbourhood Development Plan

It was noted that there appears to have been little progress on this in recent months but in the absence of any member of the Steering Group, it was agreed to defer any further discussion on this. However, it was resolved to consider a relaunch of the Neighbourhood Plan Steering Group at the next meeting and in the meantime the Clerk will investigate further funding opportunities.

13. Broadmoor Common

Noting that a working party has been agreed to oversee the practical aspects of the work on Broadmoor Common, it was reported that two members of the public have expressed an interest in joining the group. It was agreed that arrangements should be made for the group to meet, to review the terms of reference and consider the way forward.

14. Policies

The following were, subject to amendment where indicated, confirmed:

- (a) Standing Orders
- (b) Financial Regulations
- (c) Code of Conduct
- (d) Grants and Donations Policy
- (e) FOI Publication Scheme – amended to reflect that details of contracts awarded can be found in the Minutes of meetings

15. Play Area

Cllr. Tomlinson reported that she had undertaken research into further refurbishment of the play area to include proposals for new equipment, resurfacing to some areas and new fencing and would bring this to an extraordinary meeting of the parish council for further consideration together with funding proposals.

16. Future Meeting Dates

It was resolved that future meetings would continue to be held on the fourth Tuesday of each month, except August and December when there would be no meeting.

It was further resolved to convene an extraordinary meeting of the parish council immediately after the Annual Parish Open Meeting on 28th May to consider the application to register land as Open Land and to consider refurbishment of the play area.

17. Items for the next agenda

The following items were raised for the next agenda:

- Application to register land as open land
- Refurbishment of the play area and agreement to seek funding
- Community engagement
- Use of social media

18. **Date and time of next meeting**

- The Annual Parish Open Meeting (a meeting of electors) will take place at 7.00pm on Tuesday 28th May
- An extraordinary meeting of the parish council will take place at 8.00pm or on conclusion of the Open Meeting on Tuesday 28th May
- The next full council meeting will take place on Tuesday 25th June at 7.30pm

All meetings will take place at the Parish Hall.

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