

Woolhope Parish Council

Minutes of a meeting of Woolhope Parish Council Held on Tuesday 22nd October 2019 at Woolhope Parish Hall

Present:	Cllr. G. Chapman Cllr. R. Rolt Cllr. M. Windham	In the Chair
In attendance:	Liz Kelso Cllr. B. Durkin	Clerk Ward Councillor, Herefordshire Council (agenda item 2 only)

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

Apologies were noted from Cllrs. M. Slocombe, S. Powell and J. Brandt.

2. **Public Participation**

(a) **Ward Councillor Report**

Cllr. Durkin's Ward Report was noted and briefly discussed.

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

There were no Members of the public present.

3. **Minutes of the Parish Council meeting held on 24th September 2019**

The Minutes of the meeting held on 24th September were confirmed and the Chairman authorised to sign the Minutes as a true record of proceedings at that meeting.

4. **Parish Councillor Vacancies**

The Clerk confirmed that there has been no valid request for an election following the resignation of Cllr. Tomlinson so the Parish Council is now free to co-opt. There were no candidates present for co-option to fill the current vacancies.

5. **Clerk's Report**

The Clerk's report, as attached, was noted.

6. Broadmoor Common

(a) Update

Members noted that there has been no practical work had taken place on the Common since the last meeting.

(b) Update on funding

In the absence of an update on the application to the Woolhope Dome Environmental Trust, this agenda item was deferred to the next meeting. Members were reminded that any application for funding would need to be submitted in the name of the parish council and monies ring-fenced for work on the Common.

It was also noted that the Steering Group had decided not to submit an application for a Green Spaces Community Grant as the group felt the timescales required were too short. The Clerk confirmed that the timescales had been set by the funding body and she had written to express concern at the short lead time.

7. Financial Matters

(a) Payments

The following payments were authorised:

Mrs. E. Kelso Office Expenses		£77.98
Woolhope Parish Hall Room hire		£36.00
Walkin WiFi Ltd. Website hosting fee (2 years)	£336.00	
VAT	£67.20	
Total payment		£402.20
Gary Shough Village handyman tidyup		£270.00

(b) Receipts

None since the last meeting

(c) Account balances

The Clerk presented the bank reconciliation for the month indicating a current balance of £22,282.37

(d) **Budget Review for the period to 30th September 2019**

The Budget Review for the period to 30th September was noted, as attached to these Minutes. The review shows expenditure largely in line with the budget for the financial year.

8. **Planning Matters**

(a) **Applications due for observations**

Ref: 193559
Site: Tump House, Woolhope
Development: Reduce crown of Yew Tree
Comments: No objections

(b) **Applications under permitted development rights**

None

(c) **Planning Decisions by Herefordshire Council since last meeting**

None noted.

(d) **Tarrington Parish Neighbourhood Plan**

Members noted that there is now an opportunity to comment on the draft Neighbourhood Plan for Tarrington. Comments should be forwarded to the Clerk so that a response can be drafted for consideration.

9. **Neighbourhood Development Plan**

A preliminary meeting of the Neighbourhood Development Plan had taken place immediately preceding the Parish Council meeting but the meeting had not been quorate with only two members attending. However, it was agreed that the Parish Council should authorise the questionnaire, drafted by the group prior to the elections, should be sent out to residents in an attempt to generate interest in the plan and gather evidence for discussion and refinement later. A provisional budget of £400 was agreed to print and distribute the questionnaire with a view to sending out in early January. In the meantime, opportunities for further funding would be sought and a relaunch of the group would be planned for after Christmas.

10 **Play Area**

Following the resignation of Cllr. Tomlinson, further work on the upgrade of the play area had slowed. However, it was agreed that Cllr. Windham would obtain a quote for the play area fencing as soon as practicable.

11. **Footpaths**

Members noted the report from the footpaths officer, Cllr. Powell who reported having dealt with an issue raised by members of the public and he had identified that where signs are required next to the highway, Balfour Beatty will install. It was further noted that he will attend a footpaths officers meeting on October 23rd.

12. **Parish Hall Matters**

This item was deferred to allow further research into the terms of the lease with the Parish Hall Committee.

13. **Tennis Club Lease**

It was noted that the Tennis Club lease is due for renewal next year. It was agreed to seek quotations from appropriately qualified legal advice to draw up a suitable lease.

14. **Dog Fouling**

Members considered posters and other materials aimed at deterring dog fouling at a cost of some £250.00. Noting some issues with dog fouling on Berryfield, it was agreed that this cost was excessive and the Clerk agreed to research signs which are more appropriate and bring these for consideration to a later meeting.

15. **Parish Clerk Vacancy**

There was nothing to report under this agenda item. It was not known whether Herefordshire Association of Local Councils had found suitable candidates for the post.

16. **Next meeting**

The next meeting will take place on Tuesday 26th November at 7.30pm in the Parish Hall. There were no items raised for the next agenda.

There being no further business, the Chairman declared the meeting closed at 8.45pm.

1. **Annual Accounts**

The period for the exercise of electors rights to view and make comments on the annual accounts commenced on 1st July and ended on 2nd August. There were no requests to view the accounts and supporting papers.

2. **Hereford Transport Package and South Wye Transport Package**

Members will probably be aware by now that Herefordshire Council has taken the decision to "pause" all work on the Southern Link Road so that a review of the project to determine next steps can be undertaken. Work on the South Wye Transport Package active travel measures will be continued. Similarly, all work on the Hereford by-pass has been paused so that a review of the project to determine next steps can be undertaken. Work on the Hereford Transport Package active travel measures will be continued.

3. **Pensions**

Woolhope Parish Council does not currently have any staff that fall within the salary band/age requiring auto enrolment into a pension scheme. However, members should be aware that there continues to be ongoing requirements to assess and report obligations under the auto enrolment regulations. Notice has been received that the next redeclaration of compliance will need to take place on or before the third anniversary of the staging date, i.e. by 30th June 2020.

4. **We don't buy crime/smartwater protected towns and villages**

We don't buy crime is a project supported by the Office of the Police and Crime Commissioner aimed at reducing rural crime. Further information on the scheme is available from the Clerk.

5. **Clerk vacancy**

As authorised at the last meeting, Herefordshire Association of Local Councils is undertaking the recruitment for the replacement Clerk and is indicating a cut off date for applications of 30th September. It is understood that there have been two applicants to date. Interviews will be held at the HALC offices in October on a date to be agreed and HALC are requesting two councillors, usually the Chair and one other, attend on behalf of the parish council. It is proposed, therefore, that a new Clerk will be proposed for the next meeting.

6. **Parish Council Summit**

Herefordshire Council hosted a Parish Council summit on 20th September, which was attended by your Clerk. Copies of the slides from the summit have been emailed to all members.

7. **Website**

The website has not functioned for some days and on investigation, the Clerk has managed to find the hosting service who have not received payment of the hosting fee. On investigation no invoices appear to have been submitted so the Clerk has obtained invoices which will be presented for authorisation later in the meeting. It was agreed that an alternative website host should be investigated.

Notes/comments

Year ended 31.3.2019	Actual to Date	Budget	Budget vs Actual	Forecast 2019-2020
£ 3,687	£ 2,026.19	£ 3,928.00	£ 1,901.81	£ 3,928.00
£ 313	£ 112.80	£ 400.00	£ 287.20	£ 400.00
£ 229	£ 96.00	£ 300.00	£ 204.00	£ 300.00
£ 15	-	£ 100.00	£ 100.00	£ 100.00
£ 286	£ 294.17	£ 300.00	£ 5.83	£ 300.00
	£ 144.00	£ 1,100.00	£ 956.00	£ 1,100.00
	£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00
£ 2,879	£ -	£ 2,000.00	£ 2,000.00	£ 2,000.00
		£ 250.00	£ 250.00	£ 250.00
		£ 250.00	£ 250.00	£ 250.00
	£ -	£ 150.00	£ 150.00	£ 150.00
	£ -		£ -	£ -
	£ -		£ -	£ -
£ 508	£ -	£ 500.00	£ 500.00	£ 500.00
	£ -	£ 500.00	£ 500.00	£ 500.00
£ 150	£ 200.00	£ 200.00	£ -	£ 200.00
£ 138	£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00
£ 1,888	£ -		£ -	£ -
	£ -	£ 500.00	£ 500.00	£ 500.00
£ 384	£ 49.17			
	£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00
£ 10,477	£ 2,922.33	£ 13,478.00	£ 10,555.67	£ 13,478.00
£ 10,454	£ 11,500.00	£ 11,500.00		£ 11,500.00
£ 500				
£ 1,166	£ 383.77			
£ 809	£ 625.00	£ 800.00		£ 800.00
£ 12,929	£ 12,508.77	£ 12,300.00		£ 12,300.00

General Expenditure

- Staff costs
- Office costs
- Room Hire
- Training
- Insurance
- Repairs & Maintenance
- Berryfield
- Play area
- Broadmoor Common
- Other
- Footpaths
- Grants & donations
- Website
- Advertising
- Subscriptions
- Election expenses
- Audit
- NDP
- PVVLB
- Misc.
- VAT
- Other
- Capital

Income

- Precept
- Grants
- VAT Reclaim
- Other

Total income:

Net expenditure:

Reserves:
Opening Balance
Add: Net expenditure
Closing Balance:

£	2,452	£	9,586.44	-£	1,178.00	-£	1,178.00
£	10,302	£	12,754.14	£	12,754.14		
£	2,452	£	9,586.44	-£	1,178.00		
£	12,754	£	22,340.58	£	11,576.14		