

Woolhope Parish Council

Minutes of an extraordinary meeting of Woolhope Parish Council Held on Tuesday 25th June 2019 at Woolhope Parish Hall

Present: Cllr. M. Slocombe
Cllr. G. Chapman
Cllr. V. Tomlinson
Cllr. M. Windham

In attendance: Liz Kelso Clerk
Cllr. B. Durkin Ward Councillor, Herefordshire Council
(agenda item 2 only)

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

Apologies were noted from Cllr. Brandt and Cllr. Powell

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**

None.

3. **Minutes**

(a) **Minutes of the Parish Council meeting held on 14th May 2019**

The Minutes of the Annual Parish Council meeting held on 14th May were confirmed and the Chairman authorised to sign the Minutes as a true record of proceedings at that meeting.

(b) **Minutes of the extraordinary meeting of the Parish Council held on 28th May 2019**

The Minutes of the extraordinary meeting of the Parish Council held on 28th May were confirmed and the Chairman authorised to sign the Minutes as a true record of proceedings at that meeting.

(c) Minutes of the Annual Parish Meeting held on 14th May 2019

The Minutes of the Annual Parish meeting held on 14th May were confirmed and the Chairman authorised to sign the Minutes as a true record of proceedings at that meeting.

4. Parish Councillor Co-option

Members noted that someone has expressed an interest in being co-opted to the Council but was not in attendance at the meeting. There were no other candidates present.

5. Clerk's Report

The Clerk's report was noted.

6. Broadmoor Common

(a) Update

There was nothing to report under this agenda item.

(b) Broadmoor Common Steering Group

It was noted that some members of the public have come forward to volunteer to form the new Steering Group for Broadmoor Common. After some discussion, it was agreed to hold a brief introductory meeting immediately before the next full parish council meeting and to invite residents living on the Common with an interest in forming the Steering Group to attend. It was further agreed that an invitation would be hand delivered too residents before the meeting.

(c) Specification for work on the Pond

The specification as presented to the meeting was approved. It was agreed that this be sent out to potential individuals and organisations for this work although it was noted that this is a particularly specialised area and therefore it might not be possible to obtain three quotes for consideration at the next meeting.

7. Financial Matters

(a) Payments

The following payment was authorised:

E. Kelso	
Office Expenses	£24.00

CJ Webb
Hedge cutting £144.00

(b) **Receipts**

A receipt of £383.77 being the repayment of VAT for financial year 2018-9 was noted.

(c) **Account balances**

The Clerk presented the bank reconciliation for the month indicating a current balance of £18,092.01.

(d) **Internal Audit Report**

The internal audit report for the year ended 31.3.2019 was noted. Whilst there are still some areas for improvement, the overall pattern is positive.

(e) **Annual Governance Statement**

The Clerk presented the Annual Governance Statement and members went through each section, indicating responses as attached to these Minutes. It was agreed that the Chairman and Clerk be hereby authorised to sign the Annual Governance Statement for the year ended 31st March 2019 as attached, on behalf of the Parish Council.

(f) **Annual Accounting Return**

The Clerk presented the Annual Accounting Return for the year ended 31st March 2019. It was agreed that the Chairman be authorised to sign this on behalf of the Parish Council.

(g) **External Audit**

Noting that neither the Parish Council income nor expenditure exceeded £25,000 in the year ended 31st March 2019, it was agreed that this parish council claim and exemption from external audit for this period, subject to there being no comments raised with the external auditors by members of the public. It was further noted that the period for the exercise of electors rights under the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 would commence on 1st July and end on 2nd August 2019.

(h) **Insurance Renewal**

The Clerk presented the invitation from insurers to renew the Parish Council insurance cover for the forthcoming year at a cost of £294.18. After a brief discussion, it was agreed to accept these renewal terms. The Clerk was authorised to make the payment to Came & Company.

(i) **Parish Councillor Allowances**

The Clerk explained that if the Parish Council were minded to introduce a councillor allowance scheme for the forthcoming year, an independent remuneration panel would need to be convened by Herefordshire Council to advise on a suitable level of allowance. After due consideration, it was agreed not to request the introduction of an allowance scheme for councillors for this Parish Council.

8. **Planning Matters**

(a) **Applications due for observations**

None.

(b) **Permission granted under permitted development rights**

None

(c) **To note decisions by Herefordshire Council since the last meeting**

None.

9. **Parish Councillor Vacancy**

Members noted the resignation of Keith Williams as a Parish Councillor on the grounds of ill health and thanked him for his contribution to the Parish Council. A notice of vacancy will be posted shortly inviting members of the public to request an election. If no such qualifying request is received, the parish council will be free to co-opt to fill the vacancy. This brings the total number of vacancies currently to two.

10. **Play Area**

(a) **To consider budget costs for further work on the play area**

Quotations for this proposal are still being sought so this item was deferred to the next meeting.

(b) **Funding Applications**

Cllr. Tomlinson outlined some of the funding bodies that might be able to fund some of the proposed work on the play area. It was agreed that Cllr. Tomlinson be authorised to approach funding bodies on behalf of the Parish Council.

11. **Footpaths**

The footpaths officer was not in attendance at the meeting although it was noted that a stile by Alfords Mill Lane needs replacing.

12. **Neighbourhood Development Plan**

(a) **Neighbourhood Plan Steering Group**

It was noted that following the recent elections, the NDP Steering Group had become inactive as many of the original participants were no longer involved. It was agreed that this should be relaunched in accordance with current guidelines. Accordingly, it was agreed that Cllrs. M. Slocombe, V. Tomlinson and M. Windham be appointed to relaunch the Steering Group and take the plan forward.

(b) **NDP Steering Group Terms of Reference**

Revised NDP Steering Group Terms of Reference as attached to these Minutes, which are in line with current guidelines, were approved.

(c) **To agree the way forward with the Neighbourhood Plan**

It was agreed:

- I. To write to previous Steering Group members to request that all documents, papers, maps etc. in connection with the NDP be returned to the Parish Council, and
- II. To convene a meeting of the NDP Steering Group and invite members of the public to join, in line with the provisions of the Terms of Reference, and
- III. Subject to final checks, to issue the draft questionnaire to all residents as a starting point for discussion on the Plan

13. **Berryfield**

- (a) It was agreed that the Annual fete will take place on Berryfield on 26th August 2019.
- (b) It was agreed to request that the hedges be cut a week before the fete.

14. **Community Engagement**

In an effort to encourage engagement with the local community, it was agreed to set up a Parish Council facebook page. Cllr. Slocombe would initiate this and report back to the Parish Council meeting in September.

15. **Using Social Media**

This item was deferred to the September meeting.

16. **Next Meeting**

The next meeting will take place on Tuesday 23rd July at 7.30pm at the Parish Hall and will be preceded by a meeting of the Broadmoor Common Steering Group, as noted above. It was agreed that the following items be raised at the next meeting:

- Trees at the entrance to the Parish Hall
- Update from the Broadmoor Common Steering Group

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