

# Woolhope Parish Council

## Minutes of a meeting of Woolhope Parish Council Held on Tuesday 26<sup>th</sup> November 2019 at Woolhope Parish Hall

Present: Cllr. M. Slocombe In the Chair  
Cllr. G. Chapman  
Cllr. S. Powell  
Cllr. M. Windham

In attendance: Liz Kelso Clerk

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

Apologies were noted from Cllrs. J. Brandt and R. Rolt. Apologies were also noted from Ward Councillor B. Durkin. There were no declarations of interest and no requests for dispensation.

### 2. **Public Participation**

#### (a) **Ward Councillor Report**

Cllr. Durkin's Ward Report was noted.

#### (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 22<sup>nd</sup> October 2019**

The Minutes of the meeting held on 22<sup>nd</sup> October were confirmed and the Chairman authorised to sign the Minutes as a true record of proceedings at that meeting.

### 4. **Parish Councillor Vacancies**

There were no candidates present for co-option to fill the current vacancies on the Parish Council.

### 5. **Clerk's Report**

The Clerk's report, as attached, was noted. In response to a query regarding camping on Berryfield it was confirmed that this was not permitted but other campsites within the immediate area could be pointed out to the applicant.

## 6. **Broadmoor Common**

### (a) **Update**

Members noted that there has been no practical work had taken place on the Common since the last meeting. The results of the fungi survey were noted with interest.

### (b) **To approve funding application**

The draft funding application to Woolhope Dome Environmental Trust was noted and a query raised with regard to the calculation as to the total cost of tools. Subject to clarification of this calculation, it was agreed that the application for funding be submitted on behalf of the Parish Council.

## 7. **Financial Matters**

### (a) **Payments**

The following payment was authorised:

Woolhope Cricket Club	£546.00
Grounds maintenance	

### (b) **Receipts**

None since the last meeting

### (c) **Account balances**

The Clerk presented the bank reconciliation for the month indicating a current balance of £21,167.98

### (d) **Budget Review for the period to 31<sup>st</sup> October 2019**

The Budget Review for the period to 30<sup>th</sup> September was noted, as attached to these Minutes. Members also noted the draft budget figures for 2020-21 contained within the report and discussed briefly how these figures were calculated. These will be discussed in more detail at the meeting in January.

## 8. **Planning Matters**

### (a) **Applications due for observations**

None

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

None

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

None noted.

9. **Neighbourhood Development Plan**

(a) **Update on progress**

The draft questionnaire which has now been updated to reflect current timescales was noted and it was agreed that this should now be printed and sent. The budget for printing was increased in the light of initial quotations to £700.00. Members of the public will be encouraged to return completed forms to one of two collection points, to save postage costs, to be at the Parish Hall and the Crown Inn.

(b) **Report on Neighbourhood Plan Review Workshop**

The Clerk provided a report on the Neighbourhood Plan Review Workshop hosted by Herefordshire Council at which plans for the review of the Core Strategy were outlined as well as changes to the methodology and content of draft Neighbourhood Plans following recent case law and the National Planning Policy Framework. Copies of the presentation from that workshop are available from the Clerk.

10 **Play Area**

It was noted that quotes for the fencing of the play area are awaited.

11. **Footpaths**

Members noted the report from the footpaths officer, Cllr. Powell who has recently attended a meeting of Footpaths Officers hosted by Balfour Beatty. It was noted that some drains and gulleys around the parish are either blocked or ineffective and it was agreed to ask Balfour Beatty to undertake a drainage review with a view to identifying the work that might be needed.

12 **Parish Hall Matters**

It was agreed to seek quotations for the removal of seven hornbeam trees at the entrance of the Parish Hall, which are unsuitable for the location. Replacement with fruit trees to form a community orchard has been suggested.

13. **Tennis Club Lease**

It was noted that the Tennis Club lease is due for renewal next year. Suggested items for the revised lease were identified. Cllr. Powell agreed to progress the drafting of a new lease agreement.

14. **Update on recruitment of Parish Clerk**

There has been no further progress on this although it was noted that HALC did have candidates who have expressed an interest. The Clerk will contact HALC to take this further.

15. **Heartstart**

Following a request from a parishioner, it was agreed that the parish council would support a Heartstart course in Woolhope and noted an offer for this to take place, free of charge, in the Crown Inn during January. A donation to Heartstart will be considered at the next meeting. The Clerk will make the necessary arrangements for this event.

16. **Next meeting**

The next meeting will take place on Tuesday 28<sup>th</sup> January 2020 at 7.30pm in the Parish Hall. In addition to the items noted above, it was agreed to discuss the use of the BT phone box at that meeting.

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

**1. Herefordshire Tree Week**

Herefordshire Tree Week takes place from 22<sup>nd</sup> November to 1<sup>st</sup> December. There are a number of activities arranged for this event, details of which will be available at the meeting.

**2. Training**

Herefordshire Association of Local Councils offer a range of training courses for Clerks and Councillors and are generally either evening sessions at a cost of £40.00 per delegate or Saturday sessions at a cost of £125.00 including lunch. HALC will also run in house training sessions for parish councils which can be tailored to suit the parish council requirements. The latest training programme is attached. If you would like to book a place, please contact the Clerk.

**3. Salt**

Balfour Beatty are offering 1 tonne of salt for parishes at no charge. This must be delivered and must be kept somewhere dry and on a hard standing floor. This is in addition to the salt used to refill grit bins locally which will be refilled as required during the season.

**4. BT Phone Box**

Herefordshire Council has resolved to support the request by this Parish and several others to adopt the phone box in the village. We can expect contact directly from British Telecom in the near future but members may wish to think about what the box might be used for.

**5. Herefordshire Fungus Survey Group**

The Herefordshire Fungus Survey Group carried out their agreed survey of Broadmoor Common in October and have forwarded their findings to us for information. A copy has been sent to the Broadmoor Common Steering Group for their information.

**6. Parish Briefing**

Balfour Beatty will be holding a parish briefing at their offices at Rotherwas on Thursday 5<sup>th</sup> December at 2pm or Friday 6<sup>th</sup> December at 2pm at their offices in Kingsland. If you would like to attend, please notify the Clerk so that a place can be booked for you.

**7. Consultation**

Wye Valley AONB Management Plan 2020-2025 has been published for a 10 week public consultation period which runs to 6<sup>th</sup> January 2020. The draft plan and consultation details are on the Wye Valley AONB website and you can respond as an individual and/or a response on behalf of the parish council can be made. If the latter, please forward your comments to the Clerk no later than 31<sup>st</sup> December.

**8. Website**

Members may recall from the last meeting, the website has been down for the last month as the hosting organisation had not invoiced for hosting the site. This has been paid but the host only works part time on this work so the site is not yet functioning again. Quotes are being obtained for alternative providers but hopefully the basic site will be back up and running shortly.

Appendix 2  
Budget Review





Year ended 31.3.2019	Actual to Date	2019-20 Budget	Budget vs Actual	Forecast 2019-2020	Proposed Budget 2020-21
£ 3,687	£ 2,353.49	£ 3,928.00	£ 1,574.51	£ 3,928.00	£ 5,500.00
£ 313	£ 190.78	£ 400.00	£ 209.22	£ 400.00	£ 400.00
£ 229	£ 132.00	£ 300.00	£ 168.00	£ 300.00	£ 300.00
£ 15	£ -	£ 100.00	£ 100.00	£ 50.00	£ 100.00
£ 286	£ 294.17	£ 300.00	£ 5.83	£ 300.00	£ 300.00
	£ 414.00	£ 1,100.00	£ 686.00	£ 1,100.00	£ 1,000.00
	£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 2,000.00
£ 2,879	£ -	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00
		£ 250.00	£ 250.00	£ 250.00	£ 250.00
		£ 250.00	£ 250.00	£ 250.00	£ 250.00
	£ -				
	£ 336.00	£ 150.00	£ 186.00	£ 336.00	£ 200.00
	£ -		£ -	£ -	
£ 508	£ -	£ 500.00	£ 508.00	£ 500.00	£ 520.00
	£ -	£ 500.00	£ 500.00	£ 500.00	£ 500.00
£ 150	£ 200.00	£ 200.00	£ -	£ 200.00	£ 400.00
£ 138	£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 2,000.00
£ 1,888	£ -		£ -	£ -	
	£ -	£ 500.00	£ 500.00	£ 500.00	£ 500.00
£ 384	£ 116.37				
	£ -		£ -		
	£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
£ 10,477	£ 4,036.81	£ 13,478.00	£ 9,441.19	£ 13,614.00	£ 17,220.00

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

PW/LB

Misc.  
VAT

Other

Capital

<b>Income</b>					
Precept	£ 10,454	£ 11,500.00	£ 11,500.00		£ 11,500.00
Grants	500				
VAT Reclaim	£ 1,166	£ 383.77			£ 384.00
Other	£ 809	£ 625.00	£ 650.00		£ 625.00
<b>Total income:</b>	£ 12,929	£ 12,508.77	£ 12,150.00		£ 12,509.00
<b>Net expenditure:</b>	£ 2,452	£ 8,471.96	-£ 1,328.00		-£ 1,105.00
<b>Reserves:</b>					
Opening Balance	£ 10,302	£ 12,754.14	£ 12,754.14		£ 11,426.14
Add: Net expenditure	£ 2,452	£ 8,471.96	-£ 1,328.00		
Closing Balance:	£ 12,754	£ 21,226.10	£ 11,426.14		