**WIGMORE GROUP PARISH COUNCIL**

**Approved Minutes of the meeting held on Monday 11 April 2016**

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| **PUBLIC SESSION : Members of the public present: 0** |

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|  |  | **ACTION** |
| **1** | **Present:** Graham Probert (GP)(Chairman); Vic Harnett (VH)(Vice Chairman), Bryan Casbourne (BC), Alan Dowdy (AD), Jenny Johnson (JJ).  **Apologies**: Kevan Perkins (KP) – due to illness; Helena Leclezio (HL) – due to holiday; Clare Major (CM) – due to holiday. All absences notified prior to the meeting and accepted.  **In attendance**: Ward Cllr. Carole Gandy (CG); Jano Rochefort (JR)(Clerk). |  |
| **2** | **Declarations of Interest:** None. |  |
| **3** | **Open Session:** reports received as follows:  **3.1** Mike Brookes – Locality Steward, BBLP. Unable to attend due to illness. Apologies given.  **3.2 Cllr Carole Gandy - Ward Councillor.** (CG) reported the following items:  **Wigmore School:** CG visited at the end of last term and toured the High School, Primary School and Nursery. Very impressed with the work and facilities available to pupils. Talked to teachers in Reception class and Nursery as CG is chairing a Task & Finish Group on Early Years provision particularly for children with special needs. In common with other schools in Herefordshire there is an issue with poor levels of speech and language when children enter Nursery or Reception class. CG is investigating if this a local issue or a national problem and what may be the causes. However CG was impressed with how the school supports pupils with emotional/behavioural problems and with careers advice.  Charging for school transport remains a concern for the Head. The scheme will be reviewed by Hfds Council shortly. CG has offered to meet with parents affected by the policy.  **Toddler Playground:** Still no repairs and no further information to report.  **Footpath in Ford Street:** National policy dictates width of a footpath (1.5m or 1m in exceptional circumstances). This would drastically reduce the width of this section of the road in Ford Street. CG suspects this is why nothing has been done in the past. CG has asked BBLP for alternative suggestions. GP suggested having priority arrows on Ford Street and A4110. CG will propose this.  **Barnett Lane road surface:** Many potholeshave now been filled thanks to Locality Steward Mike Brookes who will also see if any parts of the road could be re-surfaced. But he is not hopeful. Residents have appreciated what work has been done. Also Hfds Council has been given £670K by government to deal with potholes.  **Development at Wigmore Hall:** WGPC raised concerns regarding visibility when accessing A4110 from Wigmore Hall. However the wall is a Grd II listed building so unlikely to get consent to alter it. The development proposal has been reduced by half from original application.  **Pipe Aston:** Blocked drain has hopefully been dealt with.  **Wigmore Castle:** Matter is now with Hfds Council’s Legal Dept. |  |
| **4** | **Minutes of previous meeting: 14 March 2016: ACCEPTED** unanimously. |  |
| **5** | **Update on matters previously considered:**  **5.1 Defibrillator –** The defibrillator is up and running at the village hall but it still needs an electrician to finish the wiring properly. West Mercia Ambulance Service has requested WGPC sign a Memorandum of Understanding (MOU) which requires a weekly check on equipment for audit purposes. JJ will take this on. Training programme can then be organised.  **5.2 Community Field & mole hills –** The quote from contractor (John Thomas - mole catcher) is £6 per mole caught. GP estimated 20 moles. Will be financed from Playing Field fund.  **DECISION –** To accept quote of £6 per mole caught. GP to contact contractor.  **5.3 Litter Bins & Rubbish collection –** Hfds Council supports volunteer litter pickers and will provide a litter picking pack. CG noted numerous complaints about increasing litter on roadside verges in N. Herefordshire. Not a good advert for visiting tourists.  **DECISION** – To buy a 50 litre post mounted bin to replace small bin near shop.  **5.4 Elton Vacancy –** Remains vacant. GP has yet to approach the Bilboroughs.  **5.5 Wigmore Castle** – See 3.2 | **JJ**  **GP**  **JR**  **GP** |
| **6** | **Finance:**  VH has carried out an end of year reconciliation on the council’s bank account in preparation for the 2015-16 internal and external audits. There were no irregularities in the account and VH signed it off. On checking the Standing Orders, VH cannot continue to carry out reconciliations as he is also a signatory to the parish council’s bank account (s2.2). JJ is not a signatory and has agreed to take this on . **APPROVED** unanimously.  **Payments** from the budget as shown below. **APPROVED** unanimously |  |
| **7** | **2016-17 Lengthsman/P3 Contract:**  The contract is necessary if WGPC is to receive funding for the schemes.  **DECISION:** To sign the 2016-17 contract with Herefordshire Council | **JR** |
| **8** | **Planning:**  160286 – Millennium Green Garden – Hfds Council’s Tree Preservation Officer (TPO) is still intent to put a preservation order on the silver birch tree should WGPC try to cut it down. Clerk has done some research on the issue and believes that should the tree ever give cause for concern, even with a TPO in place, Hfds Council would need to be informed immediately otherwise WGPC would be held liable for any damage. BC stated that the tree needed to be trimmed anyway as part of the grant conditions.  **DECISION**: To trim 15’ from top of tree and re-shape it. GP will ask PowerLines to do this asap. | **GP** |
| **9** | **Neighbourhood Plan:**  The additional grant of £2600 has been approved in principle. Waiting for written confirmation. Quote from Kirkwells (£2000 excl VAT) will be covered by the additional grant. Once written confirmation of grant has been received Kirkwells will be instructed to prepare v4 of the plan. GP and AD will meet to designate a settlement boundary for Leinthall Starkes as now required by Hfds Council’s Core Strategy. | **BC**  **GP & AD** |
| **10** | **Community Infrastructure Levy (CIL) Consultation:**  Following discussion, it was **AGREED** that while the levy was good in principle, the rate was too high and would be a deterrent to development in rural areas. | **JR** |
| **11** | **Parish Footpath Officer Vacancy:**  Cllr Alan Dowdy has offered to take on this position. His appointment was **AGREED** unanimously. Clerk has information from previous PFO which she will pass on to Cllr Dowdy. | **JR** |
| **12** | **Use of Internet at Village Hall:**  WGPC pays for internet connection at the village hall for residents but take up is minimal. Internet and computers will be set up and made available on Tuesday evenings 8-10pm. This coincides with the Bowling Club evening when JJ is available. Details to be included in the next newsletter. | **JJ**  **BC** |
| **13** | **Policies for review:**  Standing Orders – AD noted that Ss 1(l) and 1(m) referring to photographing, filming or recording meetings is out of date.  Asset Register – updated.  Risk Assessment – No change  Financial Regulations – minor changes.  Clerk to make amendments and circulate to members before the Annual Meeting in May. | **JR** |
| **14** | **Correspondence:** as below and page 5  Re Hfds Council Funding Update - the ‘Power to Change Trust’ fund has initial grants up to £300K. BC suggested applying to update the village hall. **AGREED** to investigate feasibility of this.  Also ‘Community Technology Grants’ may fund another round of IT courses at the village hall. | **BC** |
| **15** | **Matters for next scheduled meeting:** (Parish meeting @ 7pm, Annual meeting @ 7.30pm and May monthly meeting @ 8pm). None |  |
|  | **Date of next meeting: Monday 9 May 2016 at 8pm. (NB. See above for times)** |  |
| **The meeting closed at 9.55pm** | | |

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| **FINANCE – APRIL 2016** |

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| **RECEIPTS & PAYMENTS** | | | | |
| **BALANCE AT 29/03/16 £26,241.33**  RECEIPTS: £5 (TVYP use of Internet)  No uncleared cheques.  NOTES:  EARMARKED RESERVES: £8607 Community Field *(Goalposts - £899 paid for out of Comm. Field Fund);*  £386.42 P3 scheme (*Wigmore Castle footpath upgrade - £813.58 from P3 fund);*  £1884 Election fund *(Full Term elections - £116.00)* £1140 Signage *(Road sign ‘Parking residents only’ - £60)* | | | | |
| **i)** | **PAYMENTS from General funds** | | | |
|  | **Supplier** | **Item** | **Amount £ incl. VAT** | **VAT £** |
| 1 | Plusnet/ Dir Debit | Broadband (April) @ £33 per month | 33.00 | 5.50 |
| 2 | J Rochefort | Clerk’s March 16 salary (£333.88)+ postage (Special delivery to Npower = £6.45) + home-working contribution @ £18 p.m | 358.33 | - |
| 3 | JRB Enterprise Ltd | Dog Bags (£26.00 x 3; Carriage x £6.75) | 101.70 | 16.95 |
| 4 | Wigmore School | Donation for purchase of Queen Elizabeth II 90th commemorative medals for primary school pupils | £200 | - |
| 5 | B Casbourne | Plants for Millennium Green - £108.60, Plastic mesh for Millennium Green - £4.99, Printer cartridge for Mortimer Newsletter Feb issue - £36.99 | 150.58 | 8.55 |
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| **TOTAL PAYMENTS FROM PRECEPT / COMMUNITY FIELD FUND** | | | **843.61** | **31.00** |
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| **ii)** | **PAYMENTS FROM LENGTHSMAN FUNDS** | |  |  |
|  | None requested |  |  |  |

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| **POSTBAG – Correspondence received since 14/3/16** | | | | |
| Date received | From | About | Action Required | Date forwarded |
| 15/3/16 | Hfds Council | Unrecorded Rights of Way – workshop 18/4/16 | For Info | 15/3/16 |
| 16/3/16 | Hfds Council | Planning decision – (160185 – Forest Croft, Deerfold SY7 0EE) – approved with conditions | For Info | 17/3/16 |
| 17/3/16 | John Campion | PCC election candidate (Cons) | For Info | 21/3/16 |
| 17/3/16 | David Gardiner | Resignation letter as Footpath Officer | For April meeting | 17/3/16 |
| 17/3/16 | Hfds Council | Community Infrastructure Levy consultation (ends 28/4/16) | For April meeting | 21/3/16 |
| 21/3/16 | Hfds Council | PCC – Notice of Election | For Info | 21/3/16 |
| 22/3/16 | Cllr C Gandy | Re BBLP 2016-17 road programme | For Info | 22/3/16 |
| 23/3/16 | West Mercia PNN | Crime Prevention Forum (11/4/16) | For Info | 24/3/16 |
| 24/3/16 | BBLP | Weekly briefing | For Info | 24/3/16 |
| 29/3/16 | Came & Company Insurance Brokers | Spring Newsletter | For Info | 30/3/16 |
| 29/3/16 | HALC | April training sessions | For Info | 6/4/16 |
| 31/3/16 | Hfds Council | Community Technology Grant | For Info | 1/4/16 |
| 1/4/16 | BBLP | Weekly briefing | For Info | 1/4/16 |
| 1/4/16 | Hfds Council | Planning & other council alerts | For Info | 1/4/16 |
| 6/4/16 | Hfds Council | Custom & Self Build register | For Info | 6/4/16 |
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