**WIGMORE GROUP PARISH COUNCIL**

**Draft Minutes of the Ordinary meeting held on Monday 13 November 2017**

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| **PUBLIC SESSION : Members of the public present: 1** |

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|  |  | **ACTION** |
| **1** | **Members Present:** CouncillorsVic Harnett (VH)(Chairman);; Alan Dowdy (AD); Helena Leclezio (HL); Gill Bilbrough (GB) Jenny Johnson (JJ).**Apologies for absence**: Apologies were received and accepted from Councillors Graham Probert (GP) (illness); Clare Major (CM) (holiday); Bryan Casbourne (BC) (holiday); Kevan Perkins (KP) (family commitments);**In attendance**: Ward Cllr Carole Gandy (CG); Jano Rochefort – Clerk to the Council (JR) and 1 member of the public. |  |
| **2** | **Declarations of Interest:** The following Declaration of Interest was made:Cllr. Jenny Johnson: Item 9 – Wigmore Village Hall |  |
| **3** | **Open Session:** views heard and reports received as follows: **3.1 One member of the public was present**.The following matter was raised:Concern regarding safety of pedestrians when trying to cross Broad Street (A4110) Wigmore. CG reported on the meeting with BBLP and that it was not possible to put a zebra crossing on this road due to the inadequate visibility splays in both directions, the requirement to widen the existing pavement which would further reduce the road width. BBLP agreed to do a review of all the road signs and road markings with a view to improving them. It was suggested that a couple of anti-frost convex road traffic mirrors could be of some help and would not be too costly. It was noted that Herefordshire Council would probably not authorise mirrors on the highway. It might be possibly to erect them on private property e.g. the shop but the owner’s permission would have to be obtained and there might be issues with public liability. CG and the clerk will make further enquiries and report back.**3.2 Alison McArthur – Business Manager Wigmore Schools:** The application for a Public Spaces Protection Order (PSPO) is in hand with Herefordshire Council. This PSPO will ban dogs from the school playing fields and require dog walkers to walk their dogs on the footpaths only and keep them on leads at all times. The school has erected a number of signs to that effect and sited them at the entrances to the playing fields. The school is also trying to get a Gating Order which would prohibit anyone’s access to the fields during school time. An item will be included in the next newsletter. The parish council were thanked for supporting the school’s ‘Celebration Evening’ and giving one of the Tutor Group prizes.**3.3 Cllr Carole Gandy – Mortimer Ward Councillor:**  **West Mercia Homes** - As reported at the previous meeting CG wrote to West Midlands Housing (13/9) about their offer of improved facilities for young people in Wigmore and the possibility of a contribution towards a possible skate park. CG has still not received a response and will chase this up.**Skate Park** - CG shall be contacting Herefordshire Community Foundation, who it is understood received the TVYP money, to ascertain how to go about getting some of that back in order to assist in financing any future recreational facilities. CG knows the Chair of the Trustees quite well which might be useful. **Planning** - No further news on The Oak planning application. CG was advised on the 13/9 that the architect was in discussions with the conservation officer at Herefordshire Council. CG has chased this issue and will keep WGPC informed as to developments. **Traffic survey** – CG has waited to hear the views of the parish council before responding to the survey but does think that a 40 mph buffer zone would be helpful. **3.4 Councillors’ reports –** AD had attended the latest BBLP Parish Briefing session and found it to be unsatisfactory. It was a most professional presentation but did not address the reality of residents and councillors experiences when dealing with BBLP. Much was left unaddressed e.g. Category 1 and 2a potholes were being filled as per time deadlines but nothing was said about the other pothole categories. Councillors were informed about BBLP starting to use Hot Rolled Asphalt as a better material for road repairs. The toolkits for the Community Commissioning Model will soon be available. |  |
| **4** | **To adopt the minutes of previous meetings:** **4.1** The clerk noted that there were two minor corrections required to the minutes of 11th September 2017 **–** mis-spelling of Ordinary and change the day of meeting from Thursday to Monday. It was **RESOLVED** to **ACCEPT** the corrections as an accurate record of the minutes**.** The chairman signed the minutes.**4.2** The minutes of the 9 October 2017 meeting were proposed as a true record. It was **RESOLVED** to **ACCEPT** the minutes**.** The chairman signed the minutes. |  |
| **5** | **Update on matters previously considered:****5.1** Anti-social behaviour in Wigmore – 5.1.1 Wigmore Castle – English Heritage reported that the graffiti has been cleaned  off, the school had been notified and the police had been informed but they  would be unable to pursue the matter unless new evidence came to light. 5.1.2 Community Field – a young dog walker had been observed on several  occasions allowing her dog to dig holes near the play equipment. An item will be  included in the next newsletter together with photos of the holes and also the graffiti at the castle. 5.1.3 Kings Meadow – the vandalism at the play area seems to have abated possibly due to the darker and colder nights. It was noted that the lack of a permanent  replacement for PCSO Knight means that local knowledge and links with the school had been lost. **5.2** Bury Lane Community & Playing Field – a trench has been dug and filled in preparation for the installation of the phone mast. Councillors reported that the work seems to have been satisfactorily carried out. Re development of the field – CG will investigate funding from Herefordshire Community Foundation. It has also been suggested by Dean Curtis that, in the New Year, CG and a councillor (JJ) come in to school and talk to Wigmore pupils about their ideas for the field. An item will also be in the next newsletter to get ideas  from the rest of the community and to ask for volunteers to take on the development and management of the project.**5.3** The Regulation 14 consultation on the draft plan will take place from 11 December  2017 to 29 January 2018 with at least one open evening session for the public to  view and make comments on the proposals. **5.4** Street lights – A report from BBLP regarding the damaged light P005 had been forwarded to WGPC’s insurance company. A decision on the claim is awaited. | **BC****CG & JJ****BC****JR****JR** |
| **6** | **Finance:** * 1. The external auditors, Grant Thornton, had made an error in their initial 2016-17 Audit Report and had instructed the clerk to return the documents to them for investigation. After numerous emails and phone calls the clerk had been assured that the corrected Audit documents would be ready for the November WGPC meeting. However the Audited 2016-17 Annual Return documents have not as yet been received by the clerk. Under these circumstances it was **RESOLVED** that payment to Grant Thornton not be paid this month. The Grant Thornton invoice will be considered at the December meeting.
	2. It was **RESOLVED** that, excepting the invoice from Grant Thornton, all Payments from the General Fund as shown below be paid. (Appendix 1)
	3. It was **RESOLVED** that monies received from the two wayleave payments and the car boot sale be allocated to the Bury Lane Community Field reserve fund.
	4. The second quarter’s Financial Report was received without comment. (Appendix 2)
	5. It was RESOLVED that that The Budget Setting Group would comprise of Cllrs. Harnett, Probert, Dowdy and Johnson plus the clerk. A date for the meeting to be confirmed.
 | **VH & JR** |
| **7** | **Highways:** WGPC has receiveddetails of a speed limit review creating a 40mph buffer zone on the A4110 at the north and south ends of Wigmore village. It was **RESOLVED** that WGPC approve of installing a 40mph buffer zone and the **AGREE** with the suggested locations. | **JR** |
| **8** | **Wigmore Closed Churchyard:** **Trees -** The clerk informed the council that a donation of £40 had been received for the logs of the felled ash tree. The clerk had met with the Tree Preservation Officer (TPO) that morning and had shown him the various trees that were causing concern (2 lime trees and 3 yew trees). The TPO will report back on his findings. The clerk informed councillors that one of the yew trees that had been referred to by Mrs Evans of Pegasus House does not lie in the churchyard and so is not the responsibility of the parish council. **Tombstones –** The clerk had now received documents from the Diocesan Advisory Committee (DAC) regarding the tombstones and monument for detailed consideration. Both items to be discussed at the next meeting. | **JR** |
| **9** | **Wigmore Village Hall:** The school is proposing to use the village hall to deliver training sessions to other local schools. The school will require a faster broadband connection and will be storing high value equipment on site. The precise details of the agreement between the village hall and the school were unclear. It was therefore **AGREED** to postpone consideration of items 9.1 - the upgrading of the broadband package, and 9.2 - installation of security equipment, until the next parish council meeting. |  |
| **10** | **Planning:**Updates on the following applications:\*173266 – Rose Cottage, Wigmore, HR6 9UB – Proposed 2 storey side extension*. (Awaiting a decision)*\*172723 & 172931(L) – The Annexe at Limebrook Court, Lingen, SY7 0EB – Proposed single storey extension and alterations to existing annexe. *(Application withdrawn)* \*142096 – Ye Olde Oak Inn, Wigmore HR6 9UJ – Proposed extension to 2nd floor to rear of building for addition of 2 bedrooms. Amended application. *(Awaiting a decision)* |  |
| **11** | **Community Housing Fund:** It was **RESOLVED** that this fund was not applicable to the WGPC parishes. |  |
| **12** | **Herefordshire Council consultation:** 12.1 Travellers Site Development Plan Pre-Submission – It was **RESOLVED** that WGPC had no comment to make on this consultation as there were no sites designated in the WGPC area. |  |
| **13** | **Transparency Code and the new Data Protection Act 2018:** The clerk reported back on the HALC training session on the Transparency Code which is now mandatory for local councils to comply with. The Transparency Code Fund is still available up until March 2018 and will enable parish councils to purchase their own laptops and scanners rather than use clerks own equipment. Due to time constraints it was AGREED to hold more detailed discussion ofthis and the new Data Protection Act at the next parish council meeting.  | **JR** |
| **14** | **Correspondence:** As below. No response required. (Appendix 3)**Training:** The clerk is booked to attend HALC courses on the new Data Protection Act, Planning and Commons & Village Greens.The clerk will also attend the SLCC quarterly branch meeting and training in December.  |  |
| **15** | **To raise matters for next scheduled meeting:** Transparency Code & Fund, Data Protection Act 2018, 2017-18 Budget & Precept; Wigmore Village Hall, Wigmore Closed Churchyard. |  |
| **16** | **Confidential Report from the Employment Working Group for consideration & implementation:** The confidential report was presented to the meeting by the chairman. It was **RESOLVED** to accept the recommendations of the Employment Working Group in full.  |  |
|  | **Date of next meeting: Monday 11 December 2017 at 8pm.**  |  |
| **The meeting closed at 10.20 pm** |

**APPENDIX 1**

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| **FINANCE – NOVEMBER 2017** |

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| **RECEIPTS & PAYMENTS**  |
| **BALANCE AT 25/10/17 – £37,186.81**RECEIPTS: None1 uncleared cheque £30.00NOTES: EARMARKED RESERVES: £8446.38\* Bury Lane Community & Playing Field *(Goalposts - £899 paid for out of Comm. Field Fund; 1st Topping field - £156; Playground inspection - £60.72 & £79.80; Land Registry - £80; 2nd Topping field - £324; Repairs to play equipment - £771.60);*  £117.98 P3 scheme (*Wigmore Castle footpath upgrade - £813.58; Wigmore footpaths maintenance £216 ; PPO equipment £52.44 - from 2014-15 P3 fund);*  £1884 Election fund *(Full Term elections - £116)* £853.32 Signage *(Road sign ‘Parking residents only’ - £60; Ford St & Bury Ln £286.68*); £3000 Parish Council match funding for Lenghtsman/P3 schemes.TOTAL: (Earmarked reserves (£14,301.68) RESIDUAL AMOUNT: £22,885.13 \* *Includes £1311.50 as per Item 6.3* |
| **i)** | **PAYMENTS from General funds**  |
|  | **Supplier** | **Item** | **Amount £ incl. VAT** | **VAT £** |
| 1 | Plusnet/ Dir Debit | Broadband (Oct/Nov) @ £33 per month | 33.00 | 5.50 |
| 2 | J Rochefort | Clerk’s Oct 17 salary £337.76 + working contribution @ £18 p.m. | 355.76 | - |
| 3 | Wigmore Village Hall | Cleaning & maintenance of village hall toilets & car park plus use of Clerk’s cupboard. 1/7/17 – 30/9/17 | 521.25 | - |
| *4* | *Grant Thornton* | *Fee for Annual External Audit \** | *(120.00)* | *(20.00)* |
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| **TOTAL PAYMENTS FROM PRECEPT / COMMUNITY FIELD FUND** | **910.01** | **5.50** |
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| **ii)** | **PAYMENTS FROM LENGTHSMAN / P3 FUNDS**  |  |  |
|  | None |  |  |  |
|  |  |  |  |  |
| **TOTAL PAYMENTS FROM LENGTHSMAN / P3 GRANT** | **0** | **0** |

\* It was resolved to delay payment to Grant Thornton as, at the time of the 13 November 2017 meeting, WGPC had still not received the corrected audit report from them. The invoice will be re-submitted for the 11 December 2017 meeting.

**APPENDIX 2**

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| **Update spending v budget 2017-18 @ 27.09.17**  |   |
|   |  **Spent**  |  **Budget**  |  **Remaining**  |  **% spent**  |  **Notes**  |
|   | **£** | **£** | **£** |   |   |
|  **VAT**  | **964.72** |   |   |   |   |
|  STAFF  | 2,023.23 | 4,600.00 | 2,576.77 | 43.98% | SCP 19 increase to £9.743 pa = £4053 pa + £480 PAYE |
|  SUBSCRIPTIONS  | 101.00 | 470.00 | 369.00 | 21.49% | HALC membership increase to £470 approx for 2017-18 |
|  SIGNAGE/SID  | 311.87 | 1,000.00 | 688.13 | 31.19% | ? Grant money in a/c of £1140 No SID but 1 sign needed for Wigmore. SIDs £3000 approx Signs ? |
|  BROADBAND, IT & WEBSITE  | 198.00 | 400.00 | 202.00 | 49.50% | For Broadband at VHall, Plusnet @£33 p.m. & website expenses @£69.99 pa |
|  PRINTING NEWSLETTER  | 337.50 | 600.00 | 262.50 | 56.25% | 4 issues @ £120 per issue approx |
|  MAINTENANCE  | 2,341.24 | 3,000.00 | 658.76 | 78.04% | Churchyards, playing fields & equip, Street Lights maint. (excl elect) & Lengthsman/P3 contribution |
|  CLEANING  | 1,042.50 | 2,100.00 | 1,057.50 | 49.64% | £521.25 per quarter. No increase anticipated |
|  TRAINING  |   | 400.00 | 400.00 | 0.00% | Allows for 4 training courses |
|  ADMIN  | 396.26 | 750.00 | 353.74 | 52.83% | Stationery, stamps, clerks expenses, audit |
|  HIRE  |   | 300.00 | 300.00 | 0.00% | Village Hall for PC meetings @ £20 per meeting |
|  INSURANCE  | 380.11 | 400.00 | 19.89 | 95.03% | Fixed 3 yr contract expires 31/5/19 |
|  STREET LIGHTS  | 288.83 | 750.00 | 461.17 | 38.51% | Electricity for lights owned by PC. Est £147 p qu. |
|  DONATIONS  |   | 250.00 | 250.00 | 0.00% | PC award for Maths for HS pupil + any other worthy causes. |
|  ELECTIONS  |   | 500.00 | 500.00 |   | Increase allowed for & ring fenced for future elections. |
|  NEIGH. DEVL. PLAN (NDP)  |   | 500.00 | 500.00 | 0.00% | Received further £2600 in grant  |
|  CONTINGENCY  | 41.74 | 1,480.00 | 1,438.26 | 2.82% |   |
|  **TOTAL**  | **7,462.28** | **17,500.00** |   | **42.64%** |   |
|   |   |   |   |   |   |
|  LENGTHSMAN  | 2,337.60 | 2,034.00 |   |   | \*2017-18 Lengthsman & P3 grant = £2607 from HC and £2511 from WGPC |
|  P3  | 234.00 | 477.00 |   |   |
|  COMM FIELD  | 619.80 |   |   |   | Original Community Field Fund of £9506 (£8840 + £666.69 on closure of Football Club) £7906.48 remaining as at 1/10/17 |
|  EQUIPMENT  |   |   |   |   | See under Maintenance - essentially for Wigmore closed churchyard |
|  GRASS CUTTING  |   |   |   |   |
|  **TOTAL**  | **3,191.40** |   |   |   |   |
|  **GRAND TOTAL (excl VAT refund)**  | **10,653.68** | **20,011.00** | **9,357.32** | **53.24%** |   |

**APPENDIX 3**

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| **POSTBAG – Correspondence received since 9/10/17** |
| Date received | From | About | Action Required | Date forwarded |
| 11/10/17 | Hfds Council | Herefordshire Community Commissioning Model | For Info | 11/10/17 |
| 13/10/17 | BBLP  | Weekly Briefing | For Info | 13/10/17 |
| 16/10/17 | West Mercia Police | SNT October Newsletter | For Info | 16/10/17 |
| 18/10/17 | ADL Traffic & Highways Engineering LTD | Wigmore Speed Limit Review | For Nov. meeting | 18/10/17 |
| 18/10/17 | Welsh Water | Community Engagement Project | For Info | 18/10/17 |
| 18/10/17 | BBLP | Parish Briefing 10/11/17 | For Nov. meeting | 18/10/17 |
| 20/10/17 | BBLP | Weekly Briefing | For Info | 20/10/17 |
| 20/10/17 | HALC | Annual Conference & AGM 25/11/17 | For Info | 24/10/17 |
| 23/10/17 | Came & Company | Autumn Newsletter | For Info | 24/10/17 |
| 26/10/17 | BBLP | Weekly Briefing | For Info | 30/10/17 |
| 26/10/17 | Herefordshire Rural Hub | November newsletter | For Info | 30/10/17 |
| 28/10/17 | Herefordshire Walking Festival | Invitation for 2018 Festival | For Info | 30/10/17 (to the PPO) |
| 3/11/17 | BBLP  | Weekly Briefing | For Info | 6/11/17 |
| 7/11/17 | Hfds Council | Travellers Site DPD consultation | For Nov. meeting | 7/11/17 |
| 7/11/17 | Hfds Council | Weeping Window Poppy Installation at Hereford Cathedral – briefing on 28/11/17 | For Info | 7/11/17 |