**WIGMORE GROUP PARISH COUNCIL**

**Draft Minutes of the re-scheduled Ordinary meeting held on Wednesday 20 December 2017**

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

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|  |  | **ACTION** |
| **1** | **Members Present:** CouncillorsVic Harnett (VH)(Chairman); Alan Dowdy (AD); Jenny Johnson (JJ); Graham Probert (GP); Bryan Casbourne (BC).  **Apologies for absence**: Apologies were received and accepted from Councillors Helena Leclezio; Clare Major; Gill Bilbrough; Kevan Perkins.  **In attendance**: Ward Cllr Carole Gandy (CG) and Jano Rochefort – Clerk to the Council (JR) |  |
| **2** | **Declarations of Interest:** The following Declaration of Interests were made:  Cllr. Jenny Johnson: Item 8 – Wigmore Village Hall  Cllr. Bryan Casbourne: Item 8 – Wigmore Village Hall |  |
| **3** | **Open Session:** views heard and reports received as follows:  **3.1** No there were no members of the public at this meeting.  **3.2 Cllr Carole Gandy – Mortimer Ward Councillor:**  **Leintwardine Community Development** – CG attend the inaugural meeting aimed at getting Leintwardine local community groups, Leintwardine surgery, Herefordshire Council and Leintwardine Library to work more smartly to support residents. CG will update WGPC councillors on progress as some of the initiatives may be of advantage to WGP residents. CG also brought a copy of the Leintwardine Welcome information pack that is delivered to new residents as a project that WGPC might like to do also.  **West Mercia Homes** - As reported at previous meetings CG still has not had a response from West Mercia Homes about their offer of improved play facilities for young people in Wigmore and the possibility of a contribution towards a possible skate park. CG will contact once more and if there is no response it will have to be assumed that they are not going to offer any support to the play area.  **Skate Park** – CG has contacted Herefordshire Community Foundation, which it is understood received the TVYP closure money. Application forms have been forwarded to the clerk. It is noted that grants are only given to support running costs and not capital items.  **Planning** – See report under Item 9  **Herefordshire Council 2018-19 Budget consultation** – The joint letter from Mortimer Ward parish councils written in response to the consultation was presented to the General Scrutiny Committee and now forms part of the consultation document that will be presented to Cabinet for consideration and is in the public domain. The vast majority of responses from residents to the Budget Consultation related to the maintenance of the roads.  **3.3 Traffic Mirror for Broad Street, Wigmore (A4110) –** Following information received from Border Group PC it was **RESOLVED** to make further enquiries into the feasibility of this safety option. CG will ask Simon Hobbs (Herefordshire Council) to do a site survey  **3.4 Councillors’ reports** – JJ had received a query from a resident regarding Wigmore closed churchyard. The clerk confirmed that since 1950 WGPC has been responsible for the maintenance of the closed churchyard. | **CG** |
| **4** | **To adopt the minutes of the previous meeting:**  The minutes of the 13 November2017 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 Neighbourhood Development Plan (NDP) –** The clerk confirmed that the 2nd Regulation 14 consultation on Wigmore Group’s Draft NDP commenced on 11 December 2017 and will conclude on 29 January 2018. The Statutory Consultees and other interested groups had been informed of the consultation, there was an item in the latest Mortimer Village Newsletter and posters had been put up on all the villages’ notices boards. The documents are also available on the Herefordshire Council website and the Mortimer Villages website. BC confirmed that hard copies of the plan had been placed in various locations in Wigmore and there were spare copies available from the clerk. There will be 2 open sessions for the public to discuss the draft plan with members of the NDP Steering Group, on 8 and 27 January 2018. There will be large A1 maps available to enable residents to clearly view the proposals. The Hereford Times will be asked to publish details of the consultation dates and availability. | **BC/JR** |
| **6** | **Finance:**   * 1. The clerk presented the external auditors’ (Grant Thornton) report for the 2016-17   Audit of Accounts. The accounts were found to be in order and there no issues to consider. The clerk confirmed that Audit and account documents are available for inspection by appointment.  **6.2** It was **RESOLVED** that all Payments from the General Fund as shown below be paid. (Appendix 1). With reference to the invoice submitted by T McLoughlin, following discussion, it was **RESOLVED** that a letter be sent to Mr McLoughlin informing him that all contractors working for Wigmore GPC are required to provide proof of valid public liability insurance. Mr McLoughlin’s contract with WGPC will be terminated if no proof of valid public liability insurance is provided.  **6.3** It was **RESOLVED** that all Payments from the Lengthsman/P3 fund as shown below be paid. (Appendix 1)  **6.4 2018-19 Budget and Precept -** The Budget Setting Working Group met in November to discuss the budget and precept for 2018-19. Their proposals had been circulated to the full council earlier and VH had written an article for the Mortimer Villages Newsletter outlining future financial commitments for the parish council. The proposal is keep the 2018-19 precept at £17,500 i.e. no increase from the current year, and to use the parish council’s reserves if required. It was **RESOLVED** to adopt the 2018-19 Budget. (Appendix 2). | **JR** |
| **7** | **Wigmore Closed Churchyard:**  **Trees -** The clerk has requested a report from the Tree Preservation Officer (TPO) regarding his site visit in November but none has been received to date. A quote for attending to the various trees has been received from Alan Jones, Tree Surgeon but cannot be progressed until the TPO reports back. The clerk will chase up the report.  **Tombstones –** AD has agreed to assist the clerk in liaising with the Diocesan Advisory Committee (DAC) in respect of getting faculty permission for work to the listed monument and the tombstones. | **AD/JR** |
| **8** | **Wigmore Village Hall:** It was **AGREED** todefer discussion on this matter until the January meeting as the Village Hall Management Committee are still in discussion with Wigmore School about working together. |  |
| **9** | **Planning:**  Updates on the following applications:  \*173266 – Rose Cottage, Wigmore, HR6 9UB – Proposed 2 storey side extension*. (Approved with conditions)*  \*142096 – Ye Olde Oak Inn, Wigmore HR6 9UJ – Proposed extension to 2nd floor to rear of building for addition of 2 bedrooms. Amended application. CG reported that both the planning officer and the conservation officer are waiting for a response from The Oak’s architect. |  |
| **10** | **Transparency Code:** A report on the Transparency Code and its implications for all parish councils had been previously circulated to councillors. The Code has been mandatory on parish councils since 1 April 2015 and requires online publication of key spending and governance information. Parish Councils can apply to the Transparency Fund for grants to purchase certain items to help comply with the Code’s requirements. It was **RESOLVED** to apply to the Transparency Fund for assistance in purchasing the parish council’s own IT equipment including appropriate hardware and software. The clerk had obtained quotes for IT hardware and software from Computermedicine. It was **RESOLVED** that Computermedicine would be asked to supply the necessary IT equipment. | **JR** |
| **11** | **General Data Protection Regulations (GDPR) 2018:** A report on the new Data Protection requirements and its implications for parish councils had been previously circulated to councillors. The GDPR will become law on 25 May 2018. The clerk has been on initial training sessions given by HALC and also one given by SLCC. The clerk gave an overview to councillors of the increased resource implications on parish councils and that both parish councillors and clerks need to be careful about how personal data is handled and stored and obtaining consent to hold and use personal information. Both HALC and SLCC will be advising parish councils on the best way to implement the new legislation in the coming months. |  |
| **12** | **Mortimer Villages Newsletter:** The latest edition of the newsletter has been printed and is being distributed to households in the 4 villages. A distributer for the Ongar Street/Deerfold area is still required. BC has been editor for the past 5 or 6 years and is stepping down from this post after the next edition. A new editor is to be sought. |  |
| **13** | **2018 Meeting Schedule:** The clerk had previously circulated the proposed dates for 2018 parish council meetings. As the clerk will be unavailable for the usual September date (2nd Monday of the month), it was **RESOLVED** that the parish council will meet on 3rd September 2018. The clerk will circulate the revised schedule to councillors. | **JR** |
| **14** | **Correspondence:** As below. No responses required. (Appendix 4). CG also noted email correspondence with a Wigmore resident regarding the filling of grit bins. BBLP had responded swiftly to this issue. The clerk had also forwarded to councillors an email from BBLP regarding the use of grit bin salt/grit. It can be spread by anyone without fear of litigation but council provided salt/grit should be for use on roads and pavements only and not on private drives. |  |
| **15** | **To raise matters for the next scheduled meeting:** Wigmore Village Hall |  |
|  | **Date of next meeting: Monday 8 January 2018 at 8pm.** |  |
| **The meeting closed at 8.25 pm** | | |

**APPENDIX 1**

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| **FINANCE – DECEMBER 2017** |

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| **RECEIPTS & PAYMENTS** | | | | |
| **BALANCE AT 24/11/17 – £36,286.80**  RECEIPTS: £40 – Donation for wood from felled ash tree.  NOTES:  EARMARKED RESERVES: £8230.38\* 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 - £216; 3rd 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 (£14,085.68)  RESIDUAL AMOUNT: £22,201.12  \* *Includes additional £1311.50 as per Minutes 13 Nov. 2017* | | | | |
| **i)** | **PAYMENTS from General funds** | | | |
|  | **Supplier** | **Item** | **Amount £ incl. VAT** | **VAT £** |
| 1 | Plusnet/ Dir Debit | Broadband (Nov/Dec) @ £33 per month | 33.00 | 5.50 |
| 2 | J Rochefort | Clerk’s Nov 17 salary £350.10 + £44.60 Ink Cartridges + £39.15 mileage (87miles x 45p) + working contribution @ £18 p.m. | 451.85 | - |
| 3 | Grant Thornton | Fee for Annual External Audit \* | 120.00 | 20.00 |
| 4 | B Casbourne | For One Stop Shop – printing Draft NDP document | 300.00 | - |
| 5 | B Casbourne | For One Stop Shop – printing Mortimer Village News (£220.00+£13.75) | 233.75 | - |
| 6 | Wigmore Village Hall | For Parish Council meetings (Jan – Dec 2017) | 328.00 | - |
| 7 | T McLoughlin | Strimming & mowing Wigmore Churchyard & village green = £325  Strimming Ford St. footpath, cutting churchyard hedge = £30  Servicing equipment = £25; Sundry expenses = £35 | 415.00 | - |
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| **TOTAL PAYMENTS FROM PRECEPT / COMMUNITY FIELD FUND** | | | **1881.60** | **25.50** |
|  | | | | |
| **ii)** | **PAYMENTS FROM LENGTHSMAN / P3 FUNDS** | |  |  |
| 1 | S L Woodfield | Mowing & strimming Wigmore parish areas, play area & Leinthall Starkes church Sept & Oct 2017) | 444.00 | 74.00 |
| 2 | D C Gardening Services | Lengthsman scheme duties in the parishes of Wigmore Group for November 2017, as per attached schedule | 444.00 | 74.00 |
| **TOTAL PAYMENTS FROM LENGTHSMAN / P3 GRANT** | | | **888.00** | **148.00** |

\* 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 2016-17 audit report has now been received and the invoice was re-submitted at the 20 December 2017 meeting. **APPENDIX 2**

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| **Budget 2018-19** |  |  |  |  |  |
|  | **Budget 2017-18** | **2017-18 Spend to Date @ 25/11/17** | **2017-18 Remaining amount** | **2017-18 Anticipated Outturn** | **Budget 2018-19** |
| ***RECEIPTS*** |  |  |  |  |  |
| PRECEPT | 17,500.00 |  |  |  | **17,500.00** |
| LENGTHSMAN/P3 SCHEME | 3,957.04 |  |  |  |  |
| WAYLEAVE PAYMENTS | 899.50 |  |  |  |  |
| CAR BOOT SALE | 412.00 |  |  |  |  |
| DONATION (WOOD) | 40.00 |  |  |  |  |
| **TOTAL INCOME TO DATE** | **22,808.54** |  |  |  |  |
| ***RECLAIMABLE VAT (EST)*** | **3,055.94** |  |  |  |  |
|  |  |  |  |  |  |
| ***EXPENDITURE*** |  |  |  |  |  |
| STAFF | 4,600.00 | 2,698.75 | 1,901.25 | 2,080.50 | **4,700.00** |
| SUBSCRIPTIONS | 470.00 | 101.00 | 369.00 | 500.00 | **600.00** |
| SIGNAGE | 1,000.00 | 311.87 | 688.13 | - | **500.00** |
| BROADBAND & WEBSITE | 400.00 | 333.99 | 66.01 | 132.00 | **400.00** |
| IT | - | - | - | - | **500.00** |
| PRINTING NEWSLETTER | 600.00 | 337.50 | 262.50 | 337.50 | **700.00** |
| MAINTENANCE | 3,000.00 | 2,816.24 | 183.76 | 2,340.00 | **1,500.00** |
| CLEANING & HIRE OF PC OFFICE @ VILLAGE HALL | 2,100.00 | 1,563.75 | 536.25 | 521.25 | **2,100.00** |
| TRAINING | 400.00 | - | 400.00 | 330.00 | **400.00** |
| ADMINISTRATION | 750.00 | 461.00 | 289.00 | 227.00 | **750.00** |
| HIRE | 300.00 | - | 300.00 | 260.00 | **300.00** |
| INSURANCE | 400.00 | 380.11 | 19.89 | - | **400.00** |
| STREET LIGHTS | 750.00 | 364.14 | 385.86 | 160.00 | **500.00** |
| DONATIONS | 250.00 | 30.00 | 220.00 | - | **100.00** |
| ELECTIONS | 500.00 | - | 500.00 | - | **-** |
| NEIGHBHD.DEVL. PLAN | 500.00 | - | 500.00 | 320.00 | **300.00** |
| CONTINGENCY | 1,480.00 | 1,838.76 | - 358.76 | - | **1,250.00** |
|  |  |  | - |  |  |
| **TOTAL** | **17,500.00** | **11,237.11** | **6,262.89** | **7,208.25** |  |
| 2017-18 PRECEPT - SPEND | **- 945.36** |  |  |  |  |
| **FROM RESERVES IN 2017-18** |  |  |  |  |  |
| LENGTHSMAN - To be claimed from 2017-18 Lengthsman /P3 grant | **2,034.00** | 2,337.60 | - 303.60 | 888.00 | **2,000.00** |
| P3 - In 2014-15 received P3 grant of £1200. £117.98 remaining | **477.00** | 234.00 | 243.00 | - | **500.00** |
| COMM FIELD RESERVE | **8,310.28** | 1,391.40 | 6,918.88 | 324.00 |  |
| **TOTAL** |  | **15,200.11** |  |  | **17,500.00** |

**APPENDIX 3**

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| **POSTBAG – Correspondence received since 13/11/17** | | | | |
| Date received | From | About | Action Required | Date forwarded |
| 10/11/17 | Hfds Council | National Tree Week events | For Info | 13/11/17 |
| 11/11/17 | HALC | Conference, AGM and Information Corner & Training Schedule | For Info | 14/11/17 |
| 14/11/17 | Grant Thornton | Conclusion of 2016-17 Audit | For December meeting | 15/11/17 |
| 24/11/17 | BBLP | Weekly Briefing | For Info | 24/11/17 |
| 30/11/17 | Herefordshire Rural Hub | December e-newsletter | For Info | 1/12/17 |
| 1/12/17 | BBLP | Weekly Briefing | For Info | 1/12/17 |