

Shobdon Parish Council Meeting February 2017

Minutes of the meeting held on Monday 27th February 2017 at 7.45pm in the village hall.

Attendance: Mr P Sharp, Mr S Macdonald, Mr W Stokes, Mrs A Boxhall, Mr M Weaver, Ward Councillor Roger Phillips, PCSO Jo Ellis, Ian Connolly (Traffic Management Advisor) Parish Clerk Ms E Lewis

At the start of the meeting, Phil Sharp informed the council of his intention to stand down as Chair of the Parish Council after the Annual Parish Meeting.

Public Time: Anthony Wade attended to raise the issue of planning permission for the residential build at Hillhampton Farm, which is being held up on the grounds of traffic issues raised by the Highways department. The site is designated within the Neighbourhood Development Plan and Roger Phillips is working to seek a resolution with the Planning Department that will allow the development to proceed whilst addressing traffic safety concerns.

The issues of parking around the Mortimer's Cross inn on Sunday lunchtime was raised, as due to overflow from the pub car park, cars are being parked on the roads causing safety issues. The Police will look into this.

The Clerk had received an email from a physical therapist working with a parishioner who uses a wheelchair, concerning the lack of dropped kerbs though the village. The Clerk indicated that she was still awaiting a response from Herefordshire Council as to whether the £14922 quoted by Balfour Beatty for installing dropped kerbs in the village represented value for money and how much money was left after this in the section 106 fund. Councillor Phillips indicated that the matter could be referred to the Herefordshire Council Cabinet Member responsible for contracts to confirm whether this figure did represent value for money, at the same time as asking that the project proceed to ensure this work gets added to the BBLP schedule. It was **agreed** that the Clerk will take these matters forward.

1. **Apologies** were received from Mrs A Walker and Mr R Bowen. Accepted.
2. **Declarations of interest and written requests for dispensation.** The Clerk made a declaration of interest in respect of item 12 and signed the declaration of interest book.
- 3.1 **Report by Ward Councillor Roger Phillips:** Herefordshire Council will set council tax rates on Friday. The impact on local businesses of the change in business rates is being looked into, but to date the majority do not seem to be overly adversely affected.
- 3.2 **Report by West Mercia representative:** 1 crime has been reported since the last meeting, a break into the Bateman Arms, where nothing was stolen. This has been linked to a burglary at another public house. There will be a **PACT surgery on Saturday 25th March 9.30-11.30am**. An increase in theft of land rover discoveries has been reported and owners have been advised to take extra precautions.
4. **Minutes of the meeting held on Monday 23rd January 2017** were approved and signed.
5. **Finance**
 - 5.1 **Financial Statement:** The financial statement was **agreed**.
 - 5.2 **Cheques:** Cheques were signed as follows: Groundwork (NDP Grant repayment) £392.60, HALC & NALC Affiliation Fee £579.80, NBB Recycled Furniture (MUGA benches) £1124.40, Data Protection Annual Registration £35.00, Shobdon Village Hall £36.00, Hedges Creative £516.00, Clerk expenses £88.19, Clerks Wages £376.22 (final cheque signed after agreement on item 12).
 - 5.3 **Change of bank for Parish accounts:** It was **agreed**, following advice from HALC, to move the parish bank accounts to Lloyds. **(Action Clerk)**

- 5.4 **Printer:** It was **agreed** that the Clerk should purchase a new Parish Council printer up to a cost of £100. **(Action Clerk)**
- 5.5 **Finance working group:** It was **agreed** to establish a finance working group to meet quarterly to review Council finances and spending against the budget and report back to the Parish Council. The working group will comprise the Clerk, Chair and Vice-Chair.
- 5.6 **Funds to support playground working group:** It was **agreed** to allocate £250 to support the working group. The Clerk will keep an account of how this is spent and report back accordingly.
6. **Planning.**
There were no planning applications to consider.
7. **Parish Annual Meeting:** It was **agreed** to hold the Parish Annual Meeting on Monday 8th May at 7pm. The playground working group will be invited to put up a display of plans at the meeting. The Annual Parish Council meeting will be held on Monday 22nd May at 7.45pm.
8. **Parish Newsletter:** It was agreed that the Newsletter will move to 2 editions per year, December and June as from December 2017. The final edition of the current round will be published in May 2017. The Editor and Clerk will meet after the May edition to agree advertising rates for 2 editions and contact advertisers accordingly. **(Action AB and Clerk)**
9. **Updates**
- 9.1 **Neighbourhood Development Plan:** The regulation 16 consultation ended on 20th February and Herefordshire Council are currently collating responses. The next step will be for the plan to go to independent examination and the Council will be contacted with a choice of examiners at this stage. It was **agreed** that the Chair/Vice Chair and Steve Macdonald could take a decision on which examiner to choose should this query arise between meetings.
- 9.2 **Playground working group:** The group has published an Easter quiz which is selling in various locations; they are also considering schemes by which people can buy and inscribe a brick in a memorial wall in the playground as another method of raising funds. They wanted to proceed with one of the playground suppliers and suggested that Sovereign appeared the better company to work with, and the Parish Council **agreed** with their recommendation.
- 9.3 **Village Hall Committee and Airfield:** The airfield is celebrating its 75th anniversary this year and will be organising various celebrations during the year. It was suggested that a joint event in support of the playground fund will be investigated **(Action AW/Clerk)**. The Village Hall is currently working to extend membership of the 100 club.
- 9.4 **Parish Plan:** It was agreed that the Clerk will work on an update of progress against actions in the Parish Plan and bring this to a future meeting. **(Action Clerk)**
10. **Items for the next agenda:** No items were raised.
11. **Dates of next meetings:**
Monday 27th March 2017
Monday 24th April 2017
Parish Annual Meeting 8th May, Annual Parish Council Meeting 22nd May

A resolution was passed to exclude the public from the following item and the Clerk left the room:

12. **Clerk's end of probation report and pay:** It was agreed that the Clerk had successfully completed the 6-month probationary period of her contract. It was also agreed that her contract be increased to 9 hours per week and NALC recommended increased in salary be paid from April 2017.