

WHITCHURCH AND GANAREW GROUP PARISH COUNCIL

Minutes of the meeting held on 8 December 2015 at Whitchurch Memorial Hall

PRESENT G Hiscox (Chairman) R Smith S Morris D Williams T Watson G Litson
M Woodward S McInerney

ATTENDING K Shilton (Clerk)

1. OPEN DISCUSSION FOR THE PUBLIC Not required

2. APOLOGIES Ward Councillor P Newman E Curtis S Cole
The meeting was minded of the resignation of J Dixon. The Clerk on behalf of the Council members has sent a letter of appreciation to thank John for all of the time and efforts given to the Parish Council during his years in office.

3. DECLARATIONS OF INTEREST None submitted

4. MINUTES OF THE LAST MEETING HELD ON 10 NOVEMBER 2015

These were confirmed and agreed and signed by the Chairman.

5. ACTION POINTS FROM THE MINUTES

Notice board installation. It was agreed this would be actioned after the winter weather. Christmas tree and lights. All installed and working to schedule. Appreciation was given to D Williams R Smith and T Watson.

Christmas gifts and cards to Residential Homes. The Chairman thanked S Morris and M Woodward for all their time and efforts given to this annual activity. All preparations are completed and visits will take place mid December 2015. Council members are welcome to attend.

Tourist Notice Boards. S McInerney will contact J Dixon for information regarding maps suitable for the Parish. G Litson reported that the Neighbourhood Plan Steering Group also require similar maps as a part of the Plan development.

6. REPORT FROM WARD COUNCILLOR

The written report had been circulated to all members prior to the meeting. There were no further comments.

7. PLANNING MATTERS AND APPLICATIONS

No new applications had been received.

8. REPORTS RECEIVED

Chairman.

- The Chairman reported that J Dixon will continue to work on the Neighbourhood Plan Steering Group.
- The Chairman has left the Neighbourhood Plan Steering Group to concentrate on Parish Council matters.
- Village News: The recent December edition had created further concern amongst some parishioners.
- The third Parish Council Newsletter is ready for distribution to all homes in the Parish.

Finance Working Group. Reference financial matters Section 9.

Lengthsman and Grass Cutting Working Group. The agreed winter schedule for maintenance work continues. A meeting with the Lengthsman will take place in the New Year together with D Williams, E Curtis, Chairman and Clerk.

Footpaths Officer. R Smith reported on the site meeting held with the Warden of Herefordshire Nature Trust. Way marker posts will shortly be installed on footpaths/land belonging to Nature Trust.

It was reported that although it was a long process 3 footpaths will be submitted for consideration to be legally closed.

Websites and Publicity. The Chairman, R Smith and G Litson will review the future needs regarding information onto the websites which will include community related matters.

9. FINANCIAL MATTERS

The Clerk reviewed the status of the bank account.

Estimated budget and precept request for the financial year 2016/17. The Clerk reviewed details of information (from a meeting with Balfour Beatty attended together with the Chairman) regarding the next 12 months of the Lengthsman Scheme and Footpaths P3 Scheme in that it is expected these schemes will continue under the same conditions and specifications as the past 12 months. On this basis the precept for 2016/17 was agreed at £28,000.00 being proposed by S McInerney and seconded by the Chairman and agreed by all members present.

Payments:

Christmas Tree £170.00

Clerk fee £483.00 Administration £11.56 Travel £48.80

10. PARISH PLAN UPDATE

Many aspects of the Parish Plan are now included in the Neighbourhood Plan development. The meeting therefore agreed that for the next months ahead this subject heading would not be included in the agenda.

11. NEIGHBOURHOOD PLAN UPDATE

G Litson reported that for future Parish Council meetings members will receive a written monthly report on the progress of the Neighbourhood Plan Steering Group and the associated aspects of the Plan development.

It was confirmed that G Litson is now the Chairman of the N Plan Steering Group and K Shilton for Administration. P Cruttwell has been appointed Finance Manager and Grant Funding Co-Ordinator. Advice and assistance is given from the consultants Foxley Tagg and Herefordshire Council Planning. The position of Project Manager is vacant and will be advertised in the Parish Council Newsletter and website.

The meeting was minded that NALC have reported that a national average spend of £14,000.00 is required for a N Plan from which an average of £6,000.00 is required for consultancy fees.

Evidence gathering is active on all of the required development segments which will be submitted to Herefordshire Council Planning for their comments.

These reports will be available on the website and Parish Council members are invited to read these reports and assist with their local knowledge.

Consultation days for the public will take place in March 2016 which will include the prepared question paper distributed to all Parish households.

12. GOOD NEIGHBOUR SCHEME

Two meetings have taken place at the Memorial Hall with good attendance and successful results and positive remarks from the residents involved. Woods of Whitchurch kindly donated newspapers. Donations from those residents attending raised £41.00 will be used towards future meetings. Next meetings will be held on 16 December 2015 and 30 December 2015.

13. PARISH COUNCIL PROCEDURES

Following concerns raised previously about public participation at Parish Council meetings, the Chairman reviewed the proposed draft protocol and Code of Conduct for the agenda item "Open Discussion for the Public." Using this protocol members of the public attending will be aware of the Council procedures and how participation can take place at the meeting.

This draft protocol was agreed by all members present being proposed by S McInerney and seconded by S Morris.

The protocol will be available at all future Parish Council meetings and will also be published on the Parish Council website.

14. SPEED/PARKING/ROAD SIGNS INCLUDING CROCKERS ASH

A draft review has been prepared by the Chairman (which is also a part of the evidence based gathering for the N Plan). This will be submitted to all Parish Council members and N Plan Steering Group members for comment. A meeting early January 2016 is planned with a representative from Hereford and Worcester Safety Partnership.

15. PLAY AREA

It was agreed to defer this subject to the February 2016 meeting.

16. CORRESPONDENCE RECEIVED AND DISTRIBUTED

No further comments were made.

17. ITEMS FOR THE NEXT AGENDA

None submitted.

The meeting was minded that the junction road markings were missing on the B4229 near to Lowthers. The Clerk will report this matter to Balfour Beatty for inspection and appropriate action.

The meeting started at 7.00 pm and ended at 8.40 pm.

NEXT MEETING TO BE HELD ON 9 FEBRUARY 2016 AT 7.00 PM AT WHITCHURCH MEMORIAL HALL. NO MEETING WILL BE HELD IN JANUARY 2016 UNLESS THERE ARE URGENT BUSINESS MATTERS TO ATTEND.

Signed

Chairman

Date