

Minutes of the Meeting of Woodwalton Parish Council held on 17th February 2016, 7.30pm

Present: Cllrs Peck (Chairman), Hyder-Smith (Vice-Chairman), Gilbert, Rodford, Pinder and the Clerk Members of the public: 2 Key: PC Parish Council HDC Huntingdonshire District Council CCC Cambridgeshire District Council		
1	Chairman's welcome	
2	To receive apologies and reasons for absence	None.
3	Members Declarations of Pecuniary Interest relating to matters on the agenda	Cllr Gilbert declared her interest in agenda item 10 a).
4	Public and press participation session with respect to items on the agenda	None.
5	To sign and approve minutes dated 25 th November 2015	The Parish Council, unanimously, agreed these to be true reflection of the meeting . The Chairman signed and dated each of the pages.
6	Matters arising from the minutes (information only)	None.
7	Reports from District and County Cllrs	D Cllr Howe and C Cllr Tew sent their apologies.
8	Reports from Parish Cllrs	<p>Cllr Pinder reported that there had been some fly tipping which he understood but couldn't confirm, had been made by Network Rail's contractor, Carillion. An employee of Network Rail had promised a parishioner that he would report the fly tipping. Cllrs to monitor this situation. Cllr Peck advised that she had received an email from a relative of one of the fallen listed on the memorial plaque. The relative was requesting some information regarding who had organised for the plaque to be placed. Clerk to respond.</p> <p>Cllr Rodford reported that the Elephant & Castle was under new management and had increased its opening hours. Cllr Gilbert reported that the pothole outside 23 Beville had not yet been made good. Clerk to follow up.</p> <p>Cllr Hyder-Smith advised that what was thought was a leak in the water system, outside of The Old Boathouse had been reported and fixed.</p>
9	Clerk's report	<p>The Clerk reported that CCC agreed last night that council tax will increase by 2% to cover Adult Social Care. HACT had contacted the PC to come and talk with parishioners. It was agreed that this was not a requirement.</p> <p>Clean for the Queen, a national clean-up of villages. It was agreed that Sunday 19th March would be a day to collect rubbish in the village. Clerk to organise equipment to be loaned from HDC.</p>

Signed..... Dated.....

10	<p>Correspondence received, inc:-</p> <p>a) Letter - John Chance, Friends of St Andrews Church</p> <p>b) Letter - The Pensions Regulator</p> <p>c) Letter - ACRE, invitation to renew membership, £54.00</p> <p>d) Email - Jacob Jaarsma, Planning Consultation by email from 1st April</p> <p>e) Email - resident, regarding dog fouling</p> <p>f) Email - resident, regarding a possible reinstatement of the fourth railway track on the east side of the railway</p> <p>g) Email - Invitation to attend the Secret Garden Party meeting - 2nd March</p> <p>h) Email - HDC, Electoral Review of Huntingdonshire The PC agreed to hear the following correspondence which was not on the agenda</p> <p>i) Email - resident, regarding PC expenditure related to the Community Led Plan (CLP)</p>	<p>It was noted that John Chance had advised that the Friends of..., “do not consider it appropriate and cannot justify making a formal request for assistance from the”, ...PC. (Refer to minutes of 25th November 2015, agenda item 12)</p> <p>Clerk advised that a letter had been received by the previous clerk relating to the old PAYE scheme. The Clerk had contacted the Pensions Regulator and closed this scheme down and provided details of the new scheme. RESOLVED.</p> <p>Unanimous agreement to renew.</p> <p>PC noted that from 1st April, plans and other documents will only be available online.</p> <p>The PC recognised and shared the frustration of the resident. The Clerk reminded the PC that the cost to buy a new bin was £341.00 plus VAT and £131.50 plus VAT to install. As previously discussed in the minutes of 27th May 2015, it was agreed not proceed with purchasing a new bin, however, the Clerk to supply the PC with stickers to be placed around the village reminding residents of the legal obligation to clean up after their dog.</p> <p>The PC understood that some residents, within 500 yds of the railway line, had had some communication re the possible reinstatement. PC to await further communication, anticipated in June, after the Environmental teams have come out to investigate.</p> <p>Cllr Hyder-Smith attending.</p> <p>PC noted.</p> <p>Clerk to respond and explain that the PC agreed a 2015/16 budget of £500.00 to cover CLP expenses of which only £147.65 has been spent.</p>
11	Health & Safety	None.
12	<p>Financial report and payments to be made, inc:-</p> <p>Approval of the following:</p> <p><i>Expenditure</i></p> <p>£286.06 (STO) Clerk's salary and expenses, December 2015 / January 2016</p> <p>£21.67 (CHQ 365) Clerk, 2hrs for website maintenance, payment across December 2015 / January 2016</p> <p>£54.00 (CHQ 366) ACRE</p>	<p>All payments were approved and the cheques and paperwork were signed by two signatories.</p>

Signed..... Dated.....

	<p>membership renewal £28.90 (CHQ 368) Refund to Cllr Hyder-Smith for Community Led Plan expenses £20.98 (CHQ 365) Refund to the Clerk for stationery (paper, ink, stamps) £25.00 (CHQ 369) Royal British Legion, Poppy Wreath The following budgeted payments were accepted although had been missed from the agenda £475.20 (CHQ 371) HDC, grass cutting £28.00 (CHQ 370) Fulbourne Parish Council, Cllr Pinder's training £35.00 Refund to the Clerk for Data Protection Cover</p> <p>Receipts None b) To note the reconciled bank account balance</p>	<p>Duplicated payment, not approved.</p> <p>Current account bank balance - £2,162.44 Total including reserves £29,251.87</p>
13	Approval of the Data Protection Policy	Unanimously, approved.
14	Consideration of CCLA investment fund	The PC discussed and unanimously, agreed that given the risk, the PC were not prepared to look into this further. RESOLVED.
15	<p>Parking on the green (Memorial) update, inc:-</p> <p>a) Response to letters sent to residents living adjacent to The Green</p>	The Clerk advised that she had only received one response, by email, dated 13 th January 2016, from a resident which indicated that he had been given permission to park his car on the concrete plinth, situated outside of his property, by a neighbour (former parish councillor) who had advised him that the plinth was installed by the PC for the benefit of the previous occupier and their visitors. The resident also shared that, he too was concerned about the damage to the access path and to the grass and advised that he and his neighbours have carried out numerous repairs to the access path. The PC discussed and considered this situation and unanimously, agreed to keep a watching brief.
16	Update from Anglian Water regarding the new sewerage system	The Clerk reported that John Lambert had confirmed that residents will be consulted on pipework positioning before decisions were made. John reconfirmed his attendance at the PC meeting on 30th March.
17	<p>To consider the future of the Village Hall, inc:-</p> <p>a) Advice from ACRE</p> <p>b) Advice from the Charity Commission</p>	The Clerk advised that ACRE had been very helpful, however, they suggested to go further with this, the PC should contact the Charity Commission for further help. With ACRE's help, the Clerk had completed the online complaint form with the Charity Commission and had recently had a response suggesting the PC ask ACRE for some advice. They did also state the Village Hall

Signed..... Dated.....

		Committee were not a registered charity and so they were not held to the strict stipulations that this requires. The Clerk advised that she had informed the Charity Commission that ACRE had referred the PC to themselves and looked forward to hearing some more guidance from the Charity Commission. She also understood that the Charity Commission would be writing to the Chair of the Village Hall Committee. To be reported at the next meeting.
18	Ownership of the trees on the village green update - Clerk	The Clerk advised that there had been a changeover of CCC staff managing the area that covered Woodwalton and the Clerk suggested she chase this query . To be reported at the next meeting.
19	Planting on the railway embankment update - Clerk/Cllr Hyder-Smith	The Clerk reported that after writing to Network Rail she had received a response requesting the PC wait until spring to see what plantings had survived and Network rail would make an assessment then. To be reviewed in May meeting.
20	Local Highways Improvement Scheme application update, inc:- a) Feedback from the review panel meeting on 13 th January - Cllr Pinder	Cllr Pinder reported that Cllr Hyder-Smith and himself attended the review panel on 13th January 2016 to support the application. The Cllrs decided to pull the late application of the footpath under the railway bridge due to excessive costs and so the application had gone ahead without this. Cllr Pinder expected a decision to be made, early March. To be reported at the next meeting.
21	Update re the Community Led Plan - Cllr Hyder-Smith	Cllr Hyder-Smith reported that he had written to the following organisations, following the outcomes of the CLP questionnaires: Great Fen Team Ramsey and District Community Bus Association Ltd HACT Buses Asset Protection LNEEM, Network Rail Cllr Hyder-Smith to report at the next meeting, a list of suggested PC actions , following the feedback from the questionnaires.
22	Transparency Fund discussion	The Clerk advised that, although this matter had been previously discussed she felt that she should go ahead and apply for the funding for a laptop and scanner/printer and the PC should ring fence the funds for when a time comes for the Clerk to move on. It was understood that the Clerk would continue to use her own equipment, through her own choice. The Clerk had previously understood that the laptop and scanner/printer would need to be purchased now, however, when she realised that funds would be released to be used at a later date, she applied because the application deadline was before the PC meeting. The PC unanimously, approved the fund application.
23	Agree a date and staff to conduct the Clerk's annual appraisal	Cllrs Peck and Rodford to perform the appraisal. Clerk to arrange an agreeable date.
24	Date of next meeting	30th March 2016, 7.30pm
	The meeting ended at 9.30pm	

Signed..... Dated.....

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