

Minutes of the meeting of Woodwalton Parish Council held on 25th March 2015, 7.30pm

Present: Cllrs Peck (Chair), Hyder-Smith (Vice-Chair), Gilbert, Rodford and the Clerk Members of the public: 7		
1	Chair's welcome, inc:- Introduction of the newly appointed Clerk	
2	Apologies and reasons for absence	None.
3	Declarations of Pecuniary Interest relating to matters on the agenda	None.
4	Public and press participation session with respect to items on the agenda	It was requested that the following items be addressed on the next agenda: <ul style="list-style-type: none"> • Dog mess • Rubbish • Overhanging trees on the bend, Raveley Road • Replacement of white lines on road to Raveley • State of village footpaths
5	Approval of minutes from 14 th January 2015 and matters arising	Cllr Hyder-Smith proposed that the word "requirement" in 7(e) be changed to "desire". With this amendment the minutes were, unanimously, approved and the minutes were signed and dated by the Chair. Cllr Peck advised of the resignation of Cllr Taylor received after the close of the last meeting. It was agreed that due to the forthcoming election, no action would be taken.
6	Discussion of Parish Council procedures, inc:- Expectations of the Clerk Expectations of the Cllrs Parish Council policies Cllr training General discussion	Clerk to propose an agenda and send to all cllrs for comments. Clerk to add agenda to noticeboard, 3 clear days ahead of a meeting. Clerk to have draft minutes completed within 1 week of a meeting. Minutes to be circulated amongst cllrs and cllrs to acknowledge, by email. Minutes to be added to noticeboard, asap, after this. Clerk to organise Financial Regulations, Standing Orders and Risk Assessment, for the next meeting. Clerk to investigate cost of cllr training. Clerk proposed updating the format of the minutes and this was, unanimously, agreed.
7	Clerk's Report	Clerk advised that she had completed 2 out of 5 modules of the ILCA training course, paid for by Gidding Parish Council. Clerk advised that she had to complete the end of year paperwork for the internal auditor, by the end of April. Clerk requested the Parish Council (PC) bear with her through this period of audits/elections and personal matters.
8	Correspondence received (filed with PC minutes)	Correspondence was noted by the PC. <i>Mr Pinder, application for cllr vacancy</i> was postponed until

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		<p>agenda item, 26.</p> <p>Clerk advised that, in future, she would not list all emailed correspondence circulated between meetings, however, she requested the cllrs advise her if there were anything that they particularly wanted to discuss and she would add it to the agenda.</p> <p>She added that all letters would be reported.</p>
9	Updates from District and County Cllrs	<p>District Cllr Howe updated the PC on the Secret Garden Party (SGP) and advised that the date would be changing. Date to be circulated, asap. He also advised that Huntingdonshire District Council (HDC) had saved more than a £1,000,000, more than had been forecast and were looking to save more, ongoing.</p> <p>County Cllr Tew was welcomed back to work and had nothing new to report, at this current time.</p>
10	Updates from Parish Cllrs	Cllr Hyder-Smith advised he would be attending the SGP meeting on 16 th April.
11	Health & Safety, inc:- Lighting under the railway bridge, update from Cllr Hyder-Smith	Cllr Peck advised that, since the last meeting, this had been passed to her. After a brief discussion, it was, unanimously, agreed to discuss lighting, as a whole, under agenda item, 20.
12	Planning	None.
13	Financial report, inc:- <i>Expenditure</i> £139.79 CAPALC subs Clerk's salary and expenses Donation to Woodwalton Village Hall, continued discussion Ripton Area News (RAN), continued discussion Confirmation that Deed of Gift Monies are held in a 'deposit' account	<p>Approved.</p> <p>To be approved, under agenda item, 29.</p> <p>Clerk requested to contact Mike Taylor regarding Village Hall accounts and insurance.</p> <p>Cllr Hyder-Smith to supply the Clerk with a contact to investigate subscription costs, etc.</p> <p>Cllr Peck confirmed this to be the case.</p> <p>Clerk advised that the precept of £5,000 had been approved by HDC and that the bank balances were £29,239.59 and £1,510.09.</p> <p>Cheque and the associated invoice was signed by two signatories as were the bank statements.</p>
14	Local Highways Initiative 2015/16, update	Clerk reported that the Parish Council had been unsuccessful in their bid for speeding prevention measures. Clerk was requested to ask Brian Robins (Speedwatch Leader) to attend the May meeting to investigate setting up a Speedwatch volunteer group.
15	Connecting Cambridgeshire, update	Cllr Hyder-Smith advised that the village were now in receipt of super-fast broadband, should they wish to request it.
16	Local Highways Initiative 2015/16	Duplicated item.
17	Mains drainage project, update from Cllr Hyder-Smith	After a discussion, it was agreed that Cllr Hyder-Smith would request Anglian Water to attend a PC meeting in order for residents to fully understand the changes.
18	Village Plan, update from Cllr	Cllr Hyder-Smith advised that he should have responses to

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	Hyder-Smith	the questionnaire by the end of June.
19	New Road drainage problem, update from Cllr Hyder-Smith	Cllr Hyder-Smith advised that he was awaiting a response from Cambridgeshire County Council (CCC) which he would chase. C Cllr Tew suggested he contact Les Middleton (Highways).
20	Street Lighting	<i>HOVE HOUSE, street light</i> After a discussion, it was proposed that the Clerk write to the vendors of Hove House advising them that, after the Parish Council taking advice from HDC/CCC, if the vendor would like the street light removed and re-sited, it would be at their own cost. Resolved. <i>Lighting in general, including under the railway bridge</i> The PC discussed and were advised by C Cllr Tew that in order to get the current street lighting to an appropriate standard to propose that CCC take on the responsibility of it, this would cost in the region of £15,000 - £20,000. C Cllr Tew added that CCC were unlikely to guarantee taking the lighting on. It was felt that this subject needed more discussion and the matter was deferred to the next meeting.
21	Deed of Gift monies	The matter was deferred until the July meeting.
22	Parking on the village green, update from Cllr Peck	Cllr Peck advised that she had not contacted Land Registry yet. The Clerk was requested to investigate historical PC documents for information relating to the village green and ownership.
23	Planting on the railway embankment, update from Cllr Peck	Cllr Peck reported that she had not had a response back from Network Rail and the Clerk was requested to chase.
24	Impact of newly installed telegraph poles from the Old Rectory to Church End, New Road, update from Cllr Hyder-Smith	Cllr Hyder-Smith reported that he had met with Cllr Rodford and a BT surveyor who had advised that the system was the most cost effective way of delivering the latest communications to Agreserve's farming business, but not to the domestic properties in Church End. Cllr Rodford proposed he contact the local MP and this was, unanimously, approved. Cllr Peck proposed the Clerk do the same. Cllr Rodford to copy the Clerk in on his correspondence to the MP.
25	Proposal to appoint Valerie Seekings as Internal Auditor for forthcoming audit	The Clerk advised that the cost had been £40.00 to audit Old Weston, last year. Approved.
26	2015 Elections for the Parish Council	Clerk advised of the election process and nomination papers were supplied to those who requested them. Cllr Hyder-Smith offered to pass nomination papers to Mr Pinder.
27	Agenda items for discussion at the next meeting	As in agenda item, 4, plus continuing discussions.
28	Annual Meeting of the Parish Council / Annual Parish Meeting, inc:- Date of meeting Speaker(s)	27 th May, 7pm - Village Hall. Speedwatch, Brian Robins, John Lambert of Anglian Water.

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		Speakers to be confirmed.
29.	Date of next meeting	As above.
	This section of the meeting was closed to the public	
30.	Staffing matters, inc:- Proposal from the Chair to approve payment of new pay scales 2014-2016 payable from 1 st January 2015, as agreed by the National Joint Council for Local Government Services and to approve a non-consolidated (one-off payment) according to the Scale Points 5-49 in December 2014	Approved.
31.	Matters relating to the Clerk's post Discussion of Clerk's salary Discussion of Clerk's office Expenses Discussion of monthly payment, by BACS, of salary and expenses Signing of the contract between the Parish Council and the newly appointed Clerk	Scale pt 23, approved (National Joint Council for Local Government Services). Approval to pay the Clerk £3.00 per week, as per the contract. Approved. Clerk to organise paperwork. Clerk paid £99.00 by cheque from 10 th March through to 31 st March 2015. Cllr Peck and the Clerk signed the contract.
	The meeting ended at 9.40pm	

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