

## Minutes of the Meeting of Woodwalton Parish Council held on 25<sup>th</sup> May 2016, 7.30pm

Present: Cllrs Peck (Chairman), Gilbert, Pinder and the Clerk C Cllr Tew Members of the public: 3 Key: PC Parish Council HDC Huntingdonshire District Council CCC Cambridgeshire District Council		
1	To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office	It was, unanimously, approved for <b>Cllr Peck to remain as Chairman</b> and she completed her Declaration of Acceptance of Office.
2	To elect the Vice-Chairman of the Council and to receive the Vice-Chairman's Declaration of Acceptance of Office	It was, unanimously, approved to <b>defer this item</b> until the next PC meeting.
3	To receive apologies and reasons for absence	<p>Cllr Rodford sent his apologies and these were accepted. The Chair reported that <b>Cllr Hyder Smith had sent a letter of resignation</b>, for personal reasons, and requested the <b>Clerk add a notice to the board and website advertising the vacancy</b>.</p> <p>The PC wanted to note their thanks to Cllr Hyder Smith, for his commitment, support, enthusiasm and dedication to the village of Woodwalton, particularly, in pulling together the Community Led Plan.</p>
4	Members Declarations of Pecuniary Interest relating to matters on the agenda	None.
5	Public and press participation session with respect to items on the agenda	None.
6	To sign and approve minutes dated 30 <sup>th</sup> March 2016	The Parish Council, unanimously, agreed these to be <b>true reflection of the meeting</b> . The Chairman signed and dated each of the pages.
7	Matters arising from the minutes (information only)	Cllr Gilbert informed that she was disappointed with the lack of leadership/interest in her proposed village Strawberry Tea in celebration of the Queen's 90 <sup>th</sup> Birthday. She added that the WI had now taken on the idea and this would be held for the WI and friends and no longer open to the rest of the village.
8	Reports from Parish Cllrs	Via the Clerk, Cllr Hyder-Smith (prior to his resignation) advised that he had reported a pile of broken glass under the double bank railway bridge and a pile of broken roofing asbestos near the 5 arch bridge.
9	Reports from District and County Cllrs	<p>D Cllr Howe sent his apologies.</p> <p>C Cllr Tew reported an open day Highways meeting at Stanton House, Huntingdon. Clerk to send Cllr Pinder details, who hoped to attend.</p> <p>Cllr Tew also advised that, in the new draft</p>

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

		recommendations of the Boundary Commission, Kings Ripton were due to move into the Somersham Ward. Cllr Tew requested the Clerk write to the Boundaries Commission to suggest Kings Ripton move into the Stukeleys & Warboys Ward with Woodwalton. The Parish Council, unanimously, agreed. Clerk to action.
10	Clerk's report, inc:- a) Feedback from SLCC Annual Conference training day  b) Arrangements to carry out Clerk's annual appraisal	The Clerk reported that the training was useful and highlighted that the <b>PC is legally obliged to pay invoices for service within 30 days.</b> Cllrs Peck and Pinder agreed to carry out the appraisal and a date would be arranged, out of meeting.
11	Correspondence received, inc:- a) Email - Community Roadwatch (CRW) request for information b) Email - ACRE, Community Fair, 7 <sup>th</sup> June, Burgess Hall c) Email - The Local Government Boundary Commission for England, New Draft Recommendations, closing date 20 <sup>th</sup> June 2016 d) Email - Resident, following PC meeting on 30 <sup>th</sup> March 2016, agenda item 11 d)	Clerk advised that this should not have been on the agenda.  PC noted.  Clerk requested to add this to the website.  The Clerk read aloud an email conversation between herself and the resident where she suggested the resident attend meetings to share their useful information ahead of the PC making decisions, to avoid their disappointment after a decision had been made. The resident made it clear that they would not attend PC meetings. The Clerk then offered to take the resident's information, ahead of meetings and offered to read this aloud as if the resident were there. <b>RESOLVED.</b>
12	Health & Safety	None.
13	Planning	None.
14	To review training needs	It was agreed to review this when the parish councilor vacancy had been filled.
15	Policy reviews	It was, unanimously, agreed that many policies had been reviewed recently and the PC were satisfied with the current status.
16	To note the following annual reviews have been completed a) Asset register b) Insurance schedule	<b>Completed.</b> Renews 1 <sup>st</sup> October 2016, <b>review in July meeting.</b>
17	To review the finance checking procedure	<b>Clerk requested an additional check be made of financial documents</b> , ahead of PC meetings. Cllr Pinder offered to action this check and this was, unanimously, approved.
18	Financial report and payments to be made, inc:- Approval of the following:  a) £307.72 (£153.86 x 2) (STO)	<b>All payments were checked and corresponding paperwork signed by Cllr Peck.</b> The Clerk advised that she had asked Cllr Hyder Smith to sign the cheques ahead of the meeting, before his resignation was received by the PC.

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

	<p>Clerk's salary and expenses, April/May 2016</p> <p>b) £40.00 (CHQ 373) V Seekings, Internal Auditor</p> <p>c) £136.37 (CHQ 374) CAPALC, membership renewal</p> <p>d) £14.75 (CHQ 375) Old Weston Parish Council, shared payment of SLCC training</p> <p><i>Not on the agenda</i></p> <p>£23.51 (DD) E-ON, Street Light Electricity (Apr)</p> <p>e) To receive £271.65, Transparency Fund for future new laptop and scanner (ring fence) - FY 2015/16</p> <p>f) To receive £5,500.00, Precept from HDC</p> <p>g) To note the reconciled bank account balance</p> <p>h) To approve the end of year accounts up to and including 31<sup>st</sup> March 2016</p>	<p>Noted at March meeting.</p> <p><b>Reconciled current account, bank balance - £7,223.20</b>  <b>Reconciled reserves account, bank balance - £29,256.67</b>  <b>Approved.</b></p> <p><b>Given the resignation of Cllr Hyder Smith, the PC resigned the banking paperwork to remove Cllr Hyder Smith and include Cllr Gilbert and the Clerk, as previously approved. It was also, unanimously, approved to include Cllr Pinder. The Clerk, as previously agreed, would also have, read only, internet access.</b></p>
	Items 19 and 20 are duplicated items.	
21	<p>To note the comments from the Internal Auditor on the Audit Commission Annual Return and to sign where necessary</p> <p>a) Annual Governance Statement</p> <p>b) End of Year Accounting Statement</p>	<p>The Internal Auditor confirmed that <b>"all Internal Controls have been met"</b>. She noted the overclaimed VAT from 2014/15 which will be adjusted in the 2015/16 claim.</p> <p><b>Approved.</b>  <b>Approved.</b></p>
22	Pension enrolment for the Clerk	<p>It was noted that the Clerk's earnings did not reach the threshold where the PC were obliged to provide a contributory pension scheme. <b>The Clerk advised that she did not wish the PC to set up a non-contributory pension scheme.</b> She suggested she bring the staging date, 1<sup>st</sup> October 2017, forward and action the necessary paperwork to complete this task.</p>
23	<p>Website</p> <p>a) To review the Transparency Code status</p> <p>b) To consider inclusion of other groups within the community</p>	<p>The Clerk advised that the <b>PC website met the Transparency Code requirements.</b></p> <p>The Clerk was requested to ask St Andrews Church, Abbots Ripton Church, Elephant &amp; Castle public house and the WI if they would like a link from the Parish Council website to each group's website. C Cllr Tew also offered to share his</p>

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

		twitter feed on the PC website.
No 24		
25	Update regarding the Village Hall management	The Clerk reported that she had not had a response to her letter of 17 <sup>th</sup> April 2016. After a detailed discussion, where the Clerk reminded the PC of their obligation of responsibility should the management of the hall become no longer operational, the PC, unanimously, agreed that this item should be discussed as part of a larger discussion around uses of the gift money - suggestions which have come from the Community Led Plan. <b>Cllr Pinder offered to take the lead on the Community Led Plan, from Brian Hyder Smith, and will arrange a date to hold a parish meeting to discuss the hall and other suggestions of spend. This meeting should not be confused with a Parish Council meeting. Residents to be notified when a date is agreed.</b>
26	Planting on the railway embankment update	Clerk requested to send pictures to Network Rail showing evidence of the saplings that have failed to thrive. Clerk to <b>insist the promised spring review is carried out</b> and a satisfactory plan to make good the failed planting is forthcoming.
27	Local Highways Improvement Scheme application update Cost to build a new footpath under the railway bridge	Cllr Pinder advised that he now understood that to build a new footpath would cost, approx. £20,000.00. If the PC were to receive a grant under the Local Highways Improvement Scheme, the PC would still be expected to contribute, approx. £10,000.00. <b>Item to be reviewed at the parish meeting</b> as mentioned in agenda item. 25, date to be arranged.
28	Update on the Community Led Plan	In light of Cllr Hyder Smith's resignation, Cllr Pinder volunteered to take the lead on the Plan. <b>To be discussed further at the parish meeting</b> , as mentioned in agenda item. 25, date to be arranged.
29	Grass cutting review	The Clerk advised that she had spoken with HDC and understood that, due to circumstance, HDC had got behind with the grass cuts and up until this point had been cutting grass that had become too long, hence the clumping left behind after each cut. The Clerk had been asked by HDC to give them <b>two more cuts to show an improvement in their performance</b> and she was assured that they were now on track with their timetable and didn't envisage anymore problems. The PC, unanimously, agreed. <b>To be reviewed at the next meeting.</b>
30	Date of next meeting	<b>27<sup>th</sup> July 2016</b> <b>Annual Parish Meeting to be held 1<sup>st</sup> June 2016, 6pm in the Village Hall.</b>
	The meeting ended at 9.40pm	

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