

Minutes of the Annual Meeting of Woodwalton Parish Council held on 27th May 2015, 7.30pm

Present: Cllrs Peck (Chairman), Hyder-Smith (Vice-Chairman), Gilbert, Rodford and the Clerk Members of the public: 2 Guest of the PC: Ian Dewer from Cambridgeshire and Peterborough Association of Local Councils (CAPALC) County Cllr: Tew District Cllr: Howe		
1	Chairman's welcome	
2	To receive apologies and reasons for absence	Cllr Pinder sent his apologies and these were accepted.
3	Members Declarations of Pecuniary Interest relating to matters on the agenda	None.
4	Public and press participation session with respect to items on the agenda	None.
5	To sign and approve minutes dated 14 th May 2015	The Parish Council, unanimously, agreed these to be a true reflection of the meeting. The Chairman signed and dated each page.
6	Matters arising from the minutes (information only)	None.
7	Reports from District and County Cllrs	Cllrs Tew and Howe reported to the Parish Council and the PC expressed their disappointment over the lack of consultation and information ahead of the Grand Fondo cycle event, to be held on the 7 th June.
8	Reports from Parish Cllrs	Cllr Hyder-Smith advised that he was concerned over the litter on New Road, under the railway bridge and informed that he had contacted CCC to report it and had a quick response.
9	To review and note the status of the Parish Council's remit regarding a request to remove the street light and pole, outside Hove House - Ian Dewer, CAPALC, advising	<p>Ian Dewer reiterated advice that he had previously provided to the Parish Council. The main points being:</p> <ul style="list-style-type: none"> • The Parish Council has no right to make any financial contribution to the street light being removed or repositioned as this benefits an individual, not the community. • It is entirely up to the resident to pursue this matter with Cambridgeshire County Council as it not within the Parish Council remit. • For insurance purposes, the Parish Council should be provided with a formal risk assessment and report from the County Council. This should be provided by the resident before the Parish Council consider disconnecting the street light.
	<i>The meeting was suspended to allow a member of the public to speak</i>	A discussion was had between Ian Dewer and the member of the public.
	<i>At this point Ian Dewer left the meeting after being thanked for his time.</i>	

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

	<i>Meeting resumed</i>	In light of Ian Dewer's information, the Parish Council believed this matter to be resolved.
	<i>At this point one member of the public left the meeting</i>	
10	Clerk's report, inc:- Status of Standing Orders, Financial Regulations and Risk Assessment documents	The Clerk advised that she had not achieved the updates on these documents, due to time being allocated on other matters. This was accepted and the Clerk advised that she would have these ready for review at the next meeting.
11	Correspondence received, inc:- a) Cambridgeshire County Council proposed revisions to the Local Validation List b) Email from Huntingdonshire District Council regarding speaking at District Council Development Management Panel Meetings c) Road closures 7 th June, cycling tour	PC noted. PC noted. PC noted. Refer to agenda item, 7.
12	To review Cllr responsibilities	The Clerk was requested to compile a list for consideration at the next meeting.
13	Review of training needs and costs associated	It was, unanimously, agreed for Cllr Gilbert, Rodford and Pinder to book themselves in with CAPALC for Cllr training and for Cllr Peck to book Chairmanship training. Cost for training to be taken from the associated allocated budget.
14	Health & Safety, inc:- a) To review the status of trees in New Road b) To discuss the dog mess/rubbish within the village c) To discuss the overhanging trees on the bend, Raveley Road d) To discuss the replacement of white lines on the road to Raveley	The Clerk advised of the allocated budget of £500.00 for Tree Works. It was, unanimously, decided for Cllr Hyder-Smith to contact a local tree surgeon for a quotation to make safe, approx. 6 trees. Cllr Hyder-Smith to advise the Clerk of the quotation. The Clerk advised that HDC would monitor an area for 12 weeks to ascertain whether there was a need for a new bin and informed the PC of the following costs. £341.00 plus VAT - new dual waste bin £131.50 plus VAT - to install a new bin £60.00 plus VAT - to dispose of an old bin With this information, the PC, unanimously, decided to continue to review the situation. The Clerk was requested to contact CCC to request this be addressed. See below.
	<i>The meeting was suspended to allow C Cllr Tew to speak</i>	C Cllr Tew advised that because the road was not more than 5.5m wide, white lines were not a legal requirement.
	<i>Meeting resumed</i> e) To discuss the state of the village footpaths	Agenda item 14, d) was resolved. The Clerk was requested to contact CCC to request the hedges growing over the footpath, in New Road, are cut back to the edge of the pavement.
15	Parking on the village green, update from Cllr Peck	Cllr Peck advised that her time had been taken up on other Parish Council matters and that she would now be handing

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

		this issue over to the Clerk to lead.
16	Planning	None
17	New Road drainage problem, update from Cllr Hyder-Smith	Cllr Hyder-Smith advised that he was in contact with Les Middleton (Highways) and would need the area to be reviewed in wet weather. Item to be reviewed in due course.
18	Planting on the railway embankment, update from the Clerk	The Clerk advised that she had not got any further with this matter due to her time being taken up on other Parish Council matters. Cllr Hyder-Smith advised that he has requested that a local tree surgeon survey the area when the trees are in leaf to ascertain how many plants have failed. To be reviewed in due course.
19	Impact of newly installed telegraph poles from the Old Rectory to Church End, New Road, update from Cllr Rodford/Clerk	Cllr Rodford advised that BT high level complaints team have informed that costs will be borne by the individual and not by BT. If the matter was taken to County Court it would cost £15,000 and 70% of the legal costs would be borne by the losing party. Cllr Rodford advised that he is continuing to press the farm (AgRESERVES Ltd) to negotiate the burying of the high speed fibre cable underground, with BT Openreach.
	<i>At this point C Cllr Tew, D Cllr Howe and a member of the public left the meeting</i>	
20	Financial report and payments to be made, inc:- Approval of the following: ai) £286.06 Clerk's salary, April/May and expenses (CHQ 351) a ii) £60.00 SR Howell & Co (Ramsey) Limited (CHQ 352) a iii) £40.00 Valerie Seekings (CHQ 350) b) To note the bank account balance according to the current statement c) To approve the end of year accounts up to and including 31 st March 2015 d) Review of cheque signatories e) To note payment received of £5,000.00, precept f) Update on PAYE status	 Cheques and paperwork were signed by two signatories. Approved. Approved. Approved. Current Account - £6,411.09 Reserve Account - £29,240.87 The end of year balances were: Current Account - £1510.09 Reserve Account - £29,240.87 It was, unanimously, agreed for Cllr Gilbert to be added as a signatory on the bank accounts. Clerk to organise. PC noted. Clerk advised that she was dealing with this and had begun the process of setting up.
21	To note the comments from the Internal Auditor on the Audit Commission Annual Return and to sign where necessary	Clerk to display these on the notice board. The PC noted all the comments but did not agree that, "No budget was prepared". It was, unanimously, agreed that this was incorrect and the Clerk advised that she expected that she had not supplied this document to the Internal Auditor.
22	To note the Local Government Transparency Code	PC noted. The Clerk was requested to begin the process of setting up a free website to post Parish Council information.

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

23	Items raised by members for the next agenda, inc:-	a) Village Plan b) Deed of gift monies c) Whole village street lighting d) To note the following annual reviews have been completed, Asset Register, Insurance Schedule Continuing discussions of matters currently on the agenda.
24	Date of next meeting	29 th July 2015, 7.30pm
	The meeting ended at 9.00pm	

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