

Minutes of the Meeting of Woodwalton Parish Council held on 29th July 2015, 7.30pm

Present: Cllrs Peck (Chairman), Hyder-Smith (Vice-Chairman), Gilbert, Rodford and the Clerk Members of the public: 6		
Key: PC Parish Council HDC Huntingdonshire District Council CCC Cambridgeshire District Council		
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	Items noted from the members of the public present were addressed as the PC proceeded through the agenda.
5	To sign and approve minutes dated 27 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 sent their apologies.
8	Reports from Parish Cllrs	All reports were heard as the PC proceeded through the agenda.
	<i>The following agenda item was suspended to allow members of the public to speak</i>	
	<i>Meeting resumed</i>	
9	To discuss the Parish Council's position with regards to the residents' of Hove House request to disconnect the parish council owned street light and remove the pole outside of their home, following information received since the meeting on 27 th May 2015	The PC understood that CCC did not need to grant permission to disconnect the street light, as previously thought. In light of this information and advice taken from Ian Dewar at Cambridgeshire and Peterborough Association of Local Councils (CAPALC), the Clerk had prepared a list of criteria which would allow the Parish Council to grant permission to have the street light disconnected and removed from outside Hove House. The list incorporated the repositioning of the street light within the nearby vicinity as a duty of care to residents and protection for the PC against a possible future claim. The PC reviewed and discussed the list of criteria. The list of criteria was, unanimously, approved and the Clerk was requested to send this to the residents of Hove House advising them that permission would be granted to disconnect and remove the pole/street light if each criteria was met.
	<i>The meeting was continually disrupted from this point by two members of the public</i>	
10	Clerk's report	The Clerk reported that John Lambert of Anglian Water had

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		<p>not accepted the PC's invitation to attend and advise the PC of the status of the new sewage system. The Clerk advised that she had asked him for an emailed update, however, none had been received.</p> <p>The Clerk advised that she had communicated with K & M Lighting regarding the Village Hall light and understood it was being addressed.</p>
11	<p>Correspondence received, inc:-</p> <p>a) Email, HDC - Licensing Act 2003, Draft Statement Consultation</p> <p>b) Email, HDC - Gambling Act 2005, Draft Statement Consultation</p> <p>c) Email, Urban & Civic - Press release re Ermine Village, Alconbury Weald</p> <p>d) Email, CCC - Local Highway Improvement Funding initiative</p> <p>e) Email, HDC - Change of name, The Bungalow (The Green) to Marida Lodge</p>	<p>PC noted.</p> <p>PC noted.</p> <p>PC noted.</p> <p>PC noted.</p> <p>PC noted.</p>
12	To review Cllr responsibilities	Given the time taken over previous items, the Chairman decided to move this item to the agenda for the next meeting.
13	<p>To review and approve the following policies, inc:-</p> <p>a) Standing Orders</p> <p>b) Financial Regulations</p> <p>c) Risk Assessment</p>	<p>The CAPALC model Standing Orders taken from the 2014 copy of 'Local Councils Explained' were, unanimously, approved.</p> <p>The NALC model Financial Regulations Oct 2014, were, unanimously, approved with the addition of the Chairman's Allowance of £50.00, the removal of the petty cash item and changes to the thresholds in item 10h.</p> <p>Cllr Hyder-Smith offered to review this item and report back at the next meeting.</p>
14	<p>Health & Safety, inc:-</p> <p>a) Lack of display of a valid Insurance Certificate inside the Village Hall</p> <p>b) To review the status of trees in New Road</p> <p>c) Update on the overhanging trees on the bend, Raveley Road - Clerk</p> <p>d) Update on the hedges growing over the footpath in New Road - Clerk</p>	<p>The Clerk was requested to contact the Village Hall Committee Chair to request to see this document and have it displayed on the noticeboard in the hall.</p> <p>Cllr Hyder-Smith reported that works had been completed to 6 trees to ensure the safety of residents.</p> <p>The Clerk reported that she had contacted CCC but had not had a definitive answer regarding them doing this trim back.</p> <p>The Clerk was requested to contact them again and report back.</p> <p>The Clerk advised that she had reported this to CCC and understood that the landowner had actioned the trim back.</p>
15	Update regarding parking on the village green - Clerk	The Clerk reported that she had begun investigations with the War Memorials Trust and the Open Spaces Society regarding 'Common Land'. The Chairman decided to review

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		this item on the agenda of the next meeting.
16	Planning	None.
17	Update regarding planting on the railway embankment	Nothing new to report since the last meeting. A continuing agenda item.
18	<p>Financial report and payments to be made, inc:-</p> <p>Approval of the following</p> <p>ai) £286.06 Clerk's salary and expenses, June/July 2015</p> <p>a ii) £23.56 Refund to Clerk for office stationery</p> <p>a iii) £75.00 CARESCO, printing of the Village Plan questionnaires</p> <p>a iv) £300.00 Tree surgeon works, New Road</p> <p>av) £75.00 HDC, Electoral Services</p> <p>b) To note the bank account balance according to the current statement</p> <p>c) To complete the paperwork to add Cllr Gilbert as a signatory on the bank account</p> <p>d) To complete the paperwork to set up the Standing Order to pay the Clerk's salary and expenses</p>	<p>All payments were approved and relevant paperwork signed by two signatories</p> <p>(Paid out of meeting)</p> <p>(Paid out of meeting)</p> <p>£5,589.08 Current and £29,244.51 Deposit (reserves). The Clerk advised that she believed only £2,500.00 had been transferred into the Current Account as a contingency, from the Deed of Gift monies. It had previously been believed that £5,000.00 had been transferred. Deed of Gift monies to be discussed on the agenda at the next meeting. The Clerk reported that she was awaiting paperwork to complete this task and that of item d).</p>
19	To discuss action to be taken on the overgrown hedge, opposite The Cross	Cllr Peck reported that there had been a kind offer by a resident to cut back the overgrown hedge, however, means of taking away the refuse was a difficulty. Cllr Peck had contacted HDC and was awaiting an answer on whether the village could be provided with 2 green bins, temporarily. Cllr Peck to remain in contact with the resident.
20	To discuss the outcome of the Village Plan (to be renamed, the Community Led Plan, at this point)	Cllr Hyder-Smith briefly reported that he had analysed the questionnaires at one level and would continue to review them and report in a more succinct format. He anticipated a report in the next 2-3 weeks.
21	Discussion regarding Local Highways Initiative	The Chairman decided to review this item on the agenda at the next meeting.
22	<p>To note the following annual reviews have been completed, inc:-</p> <p>a) Asset register</p> <p>b) Insurance schedule</p>	<p>Noted. The Clerk was requested to investigate the ownership of the memorial on the village green.</p> <p>Noted and approved. Insurance due to be renewed on 1 October 2015.</p>
	<i>At this point 2 members of the public left the meeting</i>	
23	Secret Garden Party discussion	The PC briefly discussed.
24	Items raised by members for the	Continuing discussions plus, Deed of Gift monies, whole

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

	next agenda	village street lighting, Village Hall, Local Highways initiative (footpath under the bridge)
25	Update on the Parish Council website - Clerk	The Clerk reported that she had completed this bar a couple of things she was finding difficult. Cllr Peck offered her help. It was hoped this would be available by the next meeting.
26	Date of next meeting	30 th September 2015, 7.30pm
	The meeting ended at 9.40pm	

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