

**Draft Minutes of the Annual Meeting of
Woodwalton Parish Council
held on 31st May 2017, 8.00pm**

Present: Cllrs Peck (Chairman), Rodford, Gilbert, Lee and the Clerk 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	Cllr Peck was, unanimously, elected and accepted the position. Her declaration was received by the Clerk.
2	To elect the Vice-Chairman of the Council and to receive the Vice-Chairman's Declaration of Acceptance of Office	Cllr Rodford was, unanimously, elected and accepted the position. His declaration was received by the Clerk.
3	To receive apologies and reasons for absence	None.
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 12 th April 2017	The Parish Council, unanimously, agreed these to be a true reflection of the meeting .
7	Matters arising from the minutes (information only)	None.
8	Reports from Parish Cllrs	Cllr Gilbert reported cracks in the road at the Beville. Clerk to report these to CCC. Cllr Rodford reported that he had refurbished the seat in the bus shelter and a resident had, kindly, offered to preserve it. Cllr Rodford to provide the preserve at no cost to the PC.
9	Reports from District and County Cllrs	None attending this meeting. See Annual Parish Meeting minutes.
10	Clerk's report, inc:- a) Update on Cllr vacancy	The Clerk reported that she had not received any applications for the vacancy. The notice of vacancy had now been advertised without a closing date.
11	Correspondence received, inc:-	None.
12	Health & Safety	None.
13	Planning Application ref. 17/00811/HHFUL Partial demolition, reinstate roof over Bakery and Garage, extend kitchen, change of use from stables to ancillary living	After a full discussion, the PC, unanimously, agreed to recommend APPROVAL , for the following reasons: <ul style="list-style-type: none"> • The proposed changes do not impinge on neighbouring properties • The proposed changes do not alter the street

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

	accommodation including alteration to roof Higney Grange, Church End	scene • The proposed changes are all part of a pleasing development
14	To review assignment of Cllr responsibilities	Deferred to next meeting.
15	To review training needs	None needed at this time.
16	Policy reviews	Decision for the Clerk to timescale review dates for a 3 yearly cycle, unless changes need to be considered before this. Any overdue policies to be reviewed at the next meeting.
17	To note the following annual reviews have been completed a) Asset register b) Insurance schedule	The Clerk confirmed that this had been completed. Insurance to be reviewed in October.
18	To review the finance checking procedure and confirm signatories	The procedure for 2 signatories to sign off on all payments remains. Signatories are Cllrs Peck, Gilbert and the Clerk (waiting for confirmation from the bank). The Clerk reminded the PC that, once she had been confirmed with the bank, she would bring the PC forms to have her allowed access to transfer funds between the PC account and the Reserves Account.
19	Financial report and payments to be made, inc:- Approval of the following: a) £310.44 (£155.22 x 2) (STO) Clerk's salary and expenses, Apr/May b) £27.30 E-on April c) £28.90 E-on May d) To note the reconciled bank account balance e) To approve the end of year accounts up to and including 31 st May 2017	All payments were checked and approved. To be reconciled at the next meeting. The year-end bank reconciliation was approved and signed.
20	To note the comments from the Internal Auditor on the Audit Commission Annual Return and to sign where necessary a) Annual Governance Statement b) End of Year Accounting Statement	The Internal Auditor reported that no areas of risk were identified and adequate controls existed. The Annual Return was signed and completed.
21	Lamppost and proposed stopping up order outside Hove House - request from the applicant for the PC to meet to discuss options	The applicant provided the PC with 3 proposed options regarding how to deal with the PC owned lamppost on the land belonging to Hove House, once the stopping up order process was completed. The PC discussed and considered these. The PC, unanimously, agreed that all 3 options were acceptable with option 1 being the preferred scenario. The PC did not feel it necessary to meet separately to discuss these options before making a decision. The applicant to communicate with the PC again, when it

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

		became appropriate.
22	Ditch clearing and regular maintenance at The Cross	This was discussed in full. 3 quotes were sourced, from HDC, Dayclean and Global Tree Solutions. Only 1 was received, from HDC, which detailed the initial clearing will cost £97.50 plus VAT with a yearly maintenance costing £18.00 plus VAT. The HDC quote was, unanimously, approved for both actions. Clerk to contact HDC to advise.
23	Parking and driving on the Memorial Green - discussion of action	This was discussed briefly and the PC felt more advice would be necessary. Clerk was requested to contact ACRE for advice on what the PC's options were. Clerk to report back at the next meeting.
24	Update regarding damage to the village greens caused by traffic avoiding Anglian Water's roadworks	It was confirmed that the repair work had not taken place yet. To be reviewed at the next meeting.
25	Parish Council representation on the Village Hall committee	Cllr Lee explained that she was no longer able to commit to this role and requested another member of the Parish Council replace her. Cllr Rodford to replace Cllr Lee as the second representative on the Village Hall Committee, alongside Cllr Peck.
26	Review by Cllr Peck of the new Consolidated Definitive Map and Statement of Public Rights of Way	Deferred to the next meeting.
27	Re-seeding the patch on the Memorial Green	Following the last meeting, Cllr Lee reviewed the area and reported that this was a larger job than the PC had anticipated. Cllr Rodford provided a quote from Chris Myers (The Handyman - see repairs to bus shelter fascia), for £139.00 for labour and turf. Works to be considered when advice from ACRE had been received (see item 23).
28	Items to be raised on the next agenda	Continuing items.
	Date of next meeting	26th July 2017 - 7.30pm
	The meeting ended at 9.00pm	

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