

Minutes of the Meeting of Woodwalton Parish Council held on 5th October 2015, 7.30pm

Present: Cllrs Peck (Chairman), Hyder-Smith (Vice-Chairman), Gilbert, Rodford, Pinder and the Clerk Members of the public: 2 Key: PC Parish Council HDC Huntingdonshire District Council CCC Cambridgeshire District Council		
This is a continuation meeting from 30 th September 2015.		
1	Chairman's welcome	
2	To receive apologies and reasons for absence	None.
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	One member of the public offered some information regarding agenda item, 13. which the PC thanked her for.
		At this point one member of the public left the meeting.
5	Clerk's report	The Clerk reported that she understood that the PC required a Publications Policy and needed to register with Information Commissioner. She advised that given this was a legal requirement, she had gone ahead and registered the PC and that there was an associated payment of £35.00. The Clerk also reported that she had had a communication from a resident who requested the PC write to the Pub to politely ask if they would trim the branches that were obstructing the light outside. The PC discussed and unanimously, agreed for the Clerk to write and request this. The minutes of the Friends of St Andrews meeting had been received by the Clerk. Lastly, the PC heard that the Clerk had been contacted by the CareNetwork who, if relevant, wanted to establish a coffee morning for more vulnerable residents in the parish. The PC requested the Clerk add a piece on the website and in The Villager to ascertain if a coffee morning was wanted in the parish.
6	To review Cllr responsibilities	The Cllrs discussed and unanimously, agreed to not assign specific responsibilities given that they were a small parish. If it was felt that if this was not appropriate in the future, this could be reviewed.
7	Update from Anglian Water, John Lambert, regarding new sewerage system	The Clerk reported that she had requested an update from John and requested that he attend this meeting. She had received no communication and had expressed the disappointment felt by parishioners, especially given that they had been promised a monthly update from Anglian Water, which had also not been received. The PC requested the Clerk contact John's superior to ascertain what the current situation was and request an improvement in communication.

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

8	To review and approve the following policies, inc:- a) Risk Assessment - Cllr Hyder-Smith	The PC went through the document and made some alterations which Cllr Hyder-Smith offered to amend. With the amends, the PC, unanimously, approved the Risk Assessment . The Clerk had also produced a Risk Management Policy to accompany the assessment and this was also, unanimously, approved . Cllr Hyder-Smith offered to carry out the Risk Management checks, annually (September). The Clerk was requested to ascertain the cost of a fireproof safe to keep the USB which holds the backed-up Parish Council documents.
9	Environment Maintenance Requests from HDC - a request to provide information regarding grass cutting in the village	The PC completed the document for the Clerk to return to HDC.
10	Planning	None.
11	Health & Safety, inc:- a) Update on the overhanging trees on the bend, Raveley Road - Clerk	The Clerk reported that she had been advised by Les Middleton of CCC, Highways, that the overgrown hedge was a typical example of a non-verge lined road and advised that unless the hedge was causing an actual obstruction to the highway there was little he could do. He added, the onus is on the driver to adjust to the conditions of the road. The PC agreed to monitor the situation and if necessary, write to the land owner.
12	Update regarding parking on the green	The Clerk reported that it was established in 1983 in a letter from the Commons Commissioners, that the PC were the owners of the village green. The Clerk was still trying to establish if this restricted the use of the green as the PC had previously discussed the addition of bollards around the green, to protect it. The Clerk advised that she had written to the Commons Commissioners to establish possible restrictions and also emailed the previous Clerk to see if she could help. To be continued at the next meeting.
13	To review ownership of the Memorial on the Green	From what the Clerk has read and this is reiterated from local residents, it is expected that a community group would have commissioned the build of the Memorial and it would be expected for the ownership to have passed to the PC in the early 1920's. It was agreed to review this again when the Clerk could establish what the PC were able to do with the Green and to consider placing railings about the Memorial.
14	To consider a request to trim back the trees on the village green to allow the council grass cutter to trim nearer to the ditch	Cllr Peck to photograph the trees and the Clerk to send these to CCC to ascertain ownership. To be reviewed at the next meeting. The discussion led on to the PC reviewing the unsatisfactory work which was recently actioned by HDC, paid for by the PC. The PC, unanimously, agreed for the Clerk to review other options of maintenance providers and report back.

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

15	Update regarding planting on the railway embankment - Cllr Hyder-Smith	Cllr Hyder-Smith reported that he was still waiting to hear from the local tree surgeon who had offered to help the PC establish what percentage of trees had survived since planting. To be reviewed at the next meeting.
16	Finance, inc:- a) To complete the paperwork to add Cllr Gilbert as a signatory on the bank account b) To complete the paperwork to set up the Standing Order to pay the Clerk's monthly salary and expenses c) To sign a letter to update the Clerk's address for correspondence	Completed. Actioned. Actioned. The paperwork for the finances from the previous meeting on 30 th September 2015 were reviewed and signed by two signatories. Reconciled Current Account Balance - £4,597.88 Deposit Account Balance - £29,246.87
17	To discuss action to be taken on the overgrown hedge, opposite The Cross	Since the last meeting, Cllr Peck had been unsuccessful in obtaining the temporary use of HDC green bins to remove the vegetation cut away. The hedge had been included on the paperwork, agenda item 9. of this meeting. The PC will wait to see if HDC action the trim back. The Clerk was requested to contact the resident who offered his services and advise.
18	To note the completion of the audit process and receive the comments from the external auditor	The PC reviewed and were satisfied that most of the actions noted by the auditor, had already been dealt with.
19	Items raised by members for the next agenda	Approval of the Parish Council budget and precept application. Continuing discussions.
20	Date of next meeting	25th November 2015, 7.30pm Clerk to book the Village Hall.
	The meeting ended at 9.30pm	

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