WOODNEWTON PARISH COUNCIL MEETING
MONDAY 13th MAY 2019 IN THE VILLAGE HALL,
ORCHARD LANE, WOODNEWTON PE8 5EE AT 8.25PM

MINUTES

Present: Cllr Hansford (Chairman), Cllr Flack, Cllr Neville (Vice-Chairman), Cllr Blackmore and the Parish Clerk/RFO.

1. Declarations of Member’s Interests from Councillors

Cllr Neville Declared an Interest in Agenda Item 5.(5.10b) and Item 21(a). Cllr Blackmore declared an interest in Item 7.

2. Apologies for Absence

Apologies for absence were received from County/District Cllr de Capell Brooke.

3. Public Time

No members of the public were present.

4. Minutes of Meeting Held on 1st April 2019

The Minutes of the Meeting held on 1st April 2019, having been previously circulated, were AGREED and signed by the Chairman as a correct record.

5. Matters Arising

Item 5(5.10b): Woodnewton Players Lease Agreement – had now been signed and received.

Item 5(5.12c): Clean-Up Day, 6th April - Had attracted about 20 volunteers and a number of tasks had been completed. The Chairman thanked all those involved including those providing and serving the refreshments.

Item 7(c): Replacement Litter Bin – Chairman to purchase.

Item 7(d): Benches in Playing Fields - As two of the three benches had dedication/donation plaques Council AGREED to refurbish all three and reposition them on the playing field site.

Item 10: Alleged Change of Use – ENC had been informed that Council did not have any additional evidence.

Item 12: Insurance Arrangements – Insurers had been provided with the clarification requested.

Item 15(b): Registration of Interests – deferred.

Item 16(c): Councillor Resignation – ENC had been informed and a Vacancy Notice had been posted. It was not known whether an election would be held or if Council could co-opt.
6. Security of the Allotment Site and the Playing Fields

Council considered ways to improve the security of the Allotment site and the Playing Fields following the recent break-ins of allotment sheds, the Woodnewton Players storage shed and the attempted break-in at the Village Hall. Allotment tenants had suggested a wide range of measures that could be taken but many were impractical and not cost effective. The gate to the allotment site had been chained and locked as a temporary measure and some tenants had suggested that all access points to the site should be secured. Council was reminded however that access is required to the wider site for service providers and emergency response vehicles so at least one access point had to provide open access. Council felt that given the low annual fee charged for an allotment, any security measures had to be funded by tenants.

Council AGREED that allotment tenants and their sub-tenants should be advised not to store anything of value in their sheds and that the securing the access gate with a chain and lock could only act as a deterrent. As with the sheds, it was recognised that in reality if anyone wanted to break-in they would and could.

In addition, Council would canvass tenants to find out if they wanted the gate to be chained and locked permanently (with open access to the site via Ashby Drive) and to contribute to the cost of a programmable combination lock. If all tenants agreed the cost would be about £2 per tenant.

A report would be submitted to the next meeting of Council.

7. Planning

Council CONFIRMED the “no objection” response to App, No. 19/00545 – 67 Main Street.

8. Replacement of Street Lights

(a) Cllr Blackmore presented and spoke to three quotes for the Replacement Street Light Project. After comparing prices, together with other considerations such as warranty, flexibility of timings and lighting intensity, Council AGREED to appoint Zeta as the appointed supplier. The cost would be £10,420 plus £280 for shading on 14 lamps, excluding VAT. (£10,700 ex VAT in total). This includes installation and a replacement bracket/connection box for the existing defective lamp.

(b) Council AGREED to pursue a loan from Salix to cover part of the costs. Initial indications showed that based on the levels of “carbon saving” that could be achieved a minimum interest free loan of £3851 could be offered, rising to a maximum (dependent upon further investigation) of £4,500.

(c) Council AGREED that the Clerk should investigate the appropriate balance between taking out a second loan and the use of reserves to make up the balance.

9. Playing Fields and Playground

(a) The monthly inspection report was not available at the time of the meeting.

(b) Replacement screw covers had been bought and fitted to the hedgehog rocker. The infant swings could not be repaired and had been replaced with new ones. The goal post sockets had been lowered.

10. Wildflower Meadow and Allotments

(a) Wildflower Meadow Update: Cllr Flack advised that germination had been patchy but mainly successful. He felt that the net should be removed to reduce the risk of damage if the emerging plants got entwined in the netting when it was eventually taken off, even though there may be an increased risk of damage by rabbits. Council AGREED.
(b) Allotment Rent Refund

A request for a refund of allotment rent was **NOT ACCEPTED** on the grounds that the tenancy Agreement specifically excluded such a refund.

11. Churchyard Grass Cutting Contract

Council was advised that MB Grasscutting was leaving the area and had given the three-month notice required to terminate the contract. This would end in June, but the contractor had asked for it to finish at the end of May if possible. The Clerk had found a replacement contractor which was able to start the contract from the beginning of June. The new contractor would work to the same specifications and charge the same price (details previously circulated to Councillors).

Council **AGREED** that: MB Grasscutting’s contract could finish at the end of May, and that the Clerk should thank the contractor and offer to provide a reference should it be required. The Clerk would also ask MB Grasscutting to strim the wildflower area to the eastern end of the site.

Council further **AGREED** that: RJC Countryside be awarded the contract of the cutting of the Churchyard grass starting at the beginning of June.

12. Controlling Speeding Through the Village

Council **AGREED** to defer consideration of this item to the next meeting.

13. Replacement Parish Clerk

The Chairman advised Council that the possible replacement Clerk was now no longer available and that he would contact Ncalc regarding advertising the position. Should any Councillor know/hear of anyone who may be interested they should advise the Chairman.

14. Accounts

(a) Council **AGREED** the following payments:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replacement Swings</td>
<td>£326.81p</td>
</tr>
<tr>
<td>E.on (Maintenance Contract Inv. No. 089968)</td>
<td>£155.52p</td>
</tr>
<tr>
<td>E.on (Electricity Supply 01/01/19 to 31/03/19)</td>
<td>£3312.01p</td>
</tr>
<tr>
<td>Village Hall Hire (Clean-Up Day 06/04/19)</td>
<td>£27.00p</td>
</tr>
<tr>
<td>Village Hall Hire (06/08/18 to 03/12/18)</td>
<td>£60.00p</td>
</tr>
<tr>
<td>Village Hall Hire (07/01/19 to 01/04/19)</td>
<td>£48.00p</td>
</tr>
<tr>
<td>Churchyard Grass (April)</td>
<td>£300.00p</td>
</tr>
<tr>
<td>Ncalc (Annual Subscription)</td>
<td>£498.00p</td>
</tr>
<tr>
<td>Clerk’s Salary (April) plus expenses</td>
<td>£286.36p</td>
</tr>
<tr>
<td>HMRC (Income Tax)</td>
<td>£52.65p</td>
</tr>
<tr>
<td>Fitting Goal Posts, etc.</td>
<td>£450.00p</td>
</tr>
</tbody>
</table>

(b) Council **NOTED** the following receipts:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Precept Payment (April to September 2019)</td>
<td>£7,191.00p</td>
</tr>
<tr>
<td>Verge Cutting Contribution 2019</td>
<td>£464.06p</td>
</tr>
</tbody>
</table>

(c) Council **RECEIVED** the End of Year (31st March 2019) Accounts, Bank Account reconciliation, and expenditure against Budget Head statement.

15. 2018/2019 Internal Audit Report

Council **RECEIVED** the 2018/2019 Internal Audit Report. The Chairman would take-up issues regarding posting information of the website with the website administrator. The Clerk would present a proposed Equal Opportunities Policy to the next meeting.
16. Certification of Exemption from External Audit

Council CERTIFIED itself exempt from having an external audit of its 2018/2019 accounts as both expenditure and receipts were less that £25,000 in the year. The Certificate was signed by the Chairman and RFO.

17. Annual Governance Statement 2018/2019

Council AGREED the Annual Governance Statement 2018/2019 presented by the Clerk/RFO. The Statement was signed by the Chairman and RFO.


Council AGREED the Annual Accounting Statement 2018/2019 prepared and signed by the RFO.


Council AGREED that the period for the exercise of Public Right to Inspect the Council’s Accounts 2018/2019 would be from Monday 10th June to Friday 19th July 2019.

20. Analysis of Variances and Bank Account Reconciliation.

Council AGREED the Analysis of Variation using the pro-forma supplied by the Auditors.

Council AGREED to use its own Bank Account Reconciliation prepared by the Clerk.

21. Correspondence

(a) Woodnewton Players – Council AGREED IN PRINCIPLE to a request to widen the path from the kitchen door to the rear door of the Village Hall. Concerns were expressed that it was not possible, due to the plan being “not to scale” to assess the extent of the support/reinforcement required to secure the bank and prevent the collapse of the roadway to the playing fields and allotments.

(b) Council considered its position with regard to the use of the playing field by hirers of the Village Hall. It AGREED that: Hirers are welcome to use the playground and the playing fields which are public spaces (allotment site is off-limits) but do so at their own risk. However, if hirers intend to bring onto site any recreational/leisure item not already available in those public spaces (i.e. bouncy castle), the prior permission of the Parish Council may be required, and this may include providing evidence of public liability insurance. The Clerk would advise the Village Hall Committee.

22. Opportunity to Update Colleagues

At the request of Cllr Flack, problems caused by dogs not on leads in the village will be on the agenda of the next meeting.

The Chairman asked that, given the recent spate of break-ins and attempted break-ins, Councillors be particularly on the look-out for people and vehicles behaving suspiciously.

23. Apologies were reconfirmed from those Councillors unable to attend the Annual Parish Meeting due to the enforced change of date to 29th May.

24. The next meeting of Council would be held on Monday 3rd June

25. The Chairman closed the meeting at 10.15pm