



WOODNEWTON PARISH COUNCIL MEETING

Monday 9th April in the Village Hall, Orchard Lane,
Woodnewton, PE8 5EE at **8.00pm**

(DRAFT) MINUTES

Present: Cllr Flack, Cllr Hansford (chair), Cllr Holland,
Cllr Neville and John Thorpe (Clerk and RFO)

1. Declarations of Interests from Councillors

Cllr Neville declared an interest in Agenda Item 6(a).

2. Apologies for absence

Apologies for absence received from Cllr Blackmore and Cllr Jenner.

3. Public Time

No members of the public or press present.

4. Minutes of Meeting Held on 5th March 2018

The minutes of the 5th March 2018 Meeting were **AGREED** and signed by the Chair.

5. Matters arising from Previous Minutes (not covered elsewhere on Agenda)

Cllr. Holland reported that the NCC had put the site for the proposed medical/community hub on the open market. The letter of support would be held-back until the future of the site was known.

6. Planning

(a) App No. 18/00453/FUL (c.o.u. from paddock to garden, new garage and workshop, and upper floor extension at 22 Orchard Lane). Cllr Neville took no part in the discussions.

After careful consideration Council **AGREED** to raise objections to the change of use from open countryside (Paddock) to garden, and to the development of the garage/workshop on the grounds that part of it was outside the Village settlement boundary.

It was **AGREED** that the Clerk would notify ENC of this decision.

(b) The Clerk spoke to a report (previously circulated) outlining the process and time-table leading to the preparation of the District-wide Local Plan Part 2, being produced by ENC.

7. Playground/Playing Fields

- (a) Monthly Playground Inspection Report – No report was received.
- (b) Progress on Action List arising from the July 2017 I RoSPA report. Nothing to report.
- (c) The Clerk reported that HJ Horticulture did not fit goal posts. Other contractors were being contacted.

8. Village Trees

The Clerk reported that Cllr Jenner had contacted ENC and had been advised that permission was required to remove the trees. This was being pursued.

9. Grass Cutting Contracts

The Clerk reported that HJ Horticulture had given written confirmation of their quote of 2017 prices plus 3% to undertake grass cutting of verges, the cemetery and the playing fields during the 2018 season. However, whilst expressing an interest in the Church Yard contract in the future, it could not undertake the work during the 2018 season because of other commitments.

Because of the need to act quickly, Council **AGREED** that the Clerk should contact two other potential contractors asking for quotes to undertake the work to the following specifications -18 cuts in the season with the grass clippings being mulched and left in situ but all clipping must be removed from paths. In addition, contractors would have to hold Public Liability Insurance cover of £5,000,000 and provide all the equipment and materials required to undertake the work. Quotes should be received by the beginning of the following week (17th April) and these would be circulated to Councillors who would decide which contractor would be awarded the contract. The decision to award the contract would be confirmed at the May meeting of the Council.

10. Street Lighting

Council considered a report circulated by Cllr Blackmore and a verbal report given by Cllr Holland on the potential benefits (energy costs and savings on the repair/maintenance contract) arising from upgrading street lighting in the Village to LED lamp units. Following a joint visit to Harringworth (a village that has recently upgraded to LED lighting) both Councillors concluded that the benefits to Woodnewton were worth further investigation.

On being proposed by Cllr Blackmore and seconded by Cllr Flack, Council **AGREED** that: Cllr Blackmore approach E.On to undertake a survey and then provide a quote for the switch of the Village street lights to 100%LED, and, the Clerk carry out an investigation into the funding options with SALIX and other potential funders to provide an accurate set of costs/benefits/funding options for consideration at a future meeting of the Council. This decision would be reported in the next edition of the Newsletter and E.On would be asked if there could provide general information for display/distribution at the Annual Parish Meeting.

11. Emergency Plan for the Village

Council considered that there was no need to draw up a formal Emergency Plan for the Village.

12. General Data Protection Regulations

The Chairman advised Council that the new regulations come into force in May 2018 but because Council did not hold a lot of information on individuals there should not be a lot to do to meet requirements. Old allotment tenancy agreements would be destroyed but there may be a need to add clause to existing agreements advising that information would be held for as long as the individual held the tenancy. Council were also advised that Ncalc had offered to provide the "Data Protection Officer" service. These arrangements would be reviewed annually.

13. Web Site

The Clerk spoke to a report (previously circulated) outlining what he considered necessary to meet Council's requirements to publish information. Council **AGREED** that the site should comprise additional areas to cover (1) Minutes/Agendas/Supporting Papers, (2) Accounts and Finance, and (3) Administration, and asked the Clerk to liaise with the Web Site Administrator on this matter.

14. End of Year Accounts and Arrangements for Internal and External Audits

The Clerk presented the 2017/2018 Accounts. These showed that it had carried forward £25,911 from 2016/2017 and during the year 2017/2018 it had payed out £49,564 and received £33,979 leaving a balance of £10,326 to carry forward to next year.

He reported that the Internal Audit would take place on 16th May. This would be reported to the June meeting at which Council could sign-off the AGAR forms and determine the "Public Rights" period. This time table would allow the web site to be undated to contain the required information, as considered in Agenda Item 13 above.

The 2018 Asset Register was presented and Councillors were asked if they could provide the necessary "dates of acquisition" to comply with requirements.

Information on the 2017/2018 and the 2018/2019 budgets was not discussed in detail because of differences in the treatment of VAT in respective years.

15. Accounts

Council **AGREED** the following payments:

(1) e.on (street light maintenance – Invoice No. 081551)	£155.52
(2) e.on (street light repairs - Invoice No. 081928)	£37.52
(3) Ncalc Training (23rf February)	£36.00
(4) Replacement tap for allotments	£7.49

16. Correspondence

- (1) Cllr Annabel de Capell Brooke had accepted the invitation to attend the Annual Parish Meeting.
- (2) Gigaclear would organise the repairs to the pavements towards the end of April.
- (3) The second litter bin in the Hall car park could not be repaired. The bin in Orchard Lane had been inspected by ENC.
- (4) Council **AGREED** to add a carving of CoCo's face to the new Village sign.
- (5) The Clerk could not access the PAYE system so would write to HMRC to explain the difficulties. The previous Clerk would be asked for help in overcoming the problems.

17. Opportunity To Update Colleagues

All Councillor's considered that Clean Up Day on 7th April had been a success.

18. Dates Of Next Meeting

The Annual Meeting of the Parish Council was set for Wednesday 9th May 2018 (Clerk to book Hall).
 The next meeting of the Parish Council would immediately follow the Annual Meeting.
 The Annual Parish Meeting would be held on 24th May 2018 at 7.30pm

The Chairman closed the meeting at 9.45pm

Chairman's Signature.....

Date 9th May 2018