WOODNEWTON PARISH COUNCIL MEETING
WEDNESDAY 9TH MAY IN THE VILLAGE HALL, ORCHARD LANE
WOODNEWTON PE8 5EE AT 8.00PM
(DRAFT) MINUTES

Present: Cllr Hansford, Cllr Holland, Cllr Neville, Cllr Flack, Cllr Jenner, Cllr Blackmore and Parish Clerk

Councillor Hansford in the Chair

At the request of the Clerk Council accepted the addition of an item on Insurance onto the Agenda, to be taken after Agenda Item 14. Subsequent Items to be re-numbered accordingly.

1. Declarations of Member’s Interests from Councillors

None

2. Apologies for Absence

None

3. Public Time

No members of the public or press present

4. Minutes of Meeting Held on 9th April 2018

The Minutes of the meeting held on 9th April 2018 were agreed and signed by the Chairman.

5. Matters Arising

Item 16(4) – Cllr Blackmore advised that new ironmongery was being made and the Village Sign should be available by the end of the month.

Item 16(5) – The Clerk reported that he had written to the previous Clerk regarding PAYE but had not received a reply. All the information had therefore been forwarded to HMRC.

6. Planning

Application 18/00529/FULL (new outbuilding at 7 Lindsey Close). Council AGREED to raise no objections to the application and authorised the Clerk to advise ENC of this decision.

7. Playing Fields/Playground

(1) Progress on Action List – Cllr Blackmore reported that four items on the list had been rectified whilst most of the remainder were “low risk”. Cllr Hansford and Cllr Blackmore would investigate solutions to the issue of decaying posts on certain pieces of equipment.

A contractor to fit the new goal posts had not yet been found (Cllr Holland may know someone who could provide a contact). The application for grant-aid would start when all the costs of the project were known.
(2) Monthly Playground Inspection Report – Cllr Neville presented the monthly report and spoke to the issues arising. The next inspection will be carried out by Cllr Hansford.

(3) Council AGREED that RoSPA should undertake the 2018 safety inspection of the play area and that future inspections should be automatically scheduled by RoSPA. The Clerk would book the 2018 Inspection and make the arrangements for setting up the automatic scheduling arrangements.

8. Proposed Wild Flower Meadow

Cllr Flack reported that the annuals sown on vacant Plot No. 33 had begun to germinate. The proposal to sow perennials on the playing fields between the trees planted in 2015 had prompted one allotment holder to write supporting the idea but asking if the Council would be providing a barrier between the site and the allotments to prevent the spread of airborne seeds. Cllr Flack has sought the advice of the Royal Horticultural Society which suggested planting a hedge or choosing plants for the meadow that did not produce airborne seed. This advice had been supported in (informal) discussions with Natural England.

After careful consideration it was AGREED that the Council would not plant a hedge around any side of the proposed wide flower meadow to prevent the spread of airborne seeds but would select plants for the meadow that did not produce such seeds. The Clerk to write to the plot holder concerned thanking him for his support for the project but advising him of the information received from the RHS and the subsequent decision of the Council.

9. Village Trees

It was reported that permission had been granted for the removal of the trees but ENC had indicated that Council should consider replacing them. Councillors considered that they could not be replaced on site because of the graves in the area and the potential damage they could cause to the Church Yard wall as they grew. Therefore, Council AGREED that the trees could not be replaced on site but where it could it would continue to plant trees in other areas of the village.

10. Grass Cutting Contract

Council was informed of progress since the last meeting, specifically that MB Grasscutting had been selected to cut the grass in the Church Yard for the 2018 season and had started carrying out the work. The company had also provided the required insurance documentation. Council AGREED the wording and terms of the contract, and CONFIRMED that the contract, to be issued by the Clerk, be awarded to MB Grasscutting.

11. General data Protection Regulations

It was AGREED that the Council would enter into an agreement with Ncalc for the provision of Data Protection Officer service.

12. Street Lighting

Cllr Blackmore reported that e.on had undertaken its survey and provided a quote for the installation of LED street lighting. He would circulate this information to other Councillors.
It was AGREED that (1) this issue would be included on the agenda for the Parish Meeting on 24th May, (2) feedback from that meeting and information on funding would be considered at the June meeting of Council at which a decision could be taken on the way forward, including if necessary the immediate cancellation of the existing Maintenance Contract, and (3) the Clerk would be paid for all additional hours worked on this project.

13. End of Year Audits

The Clerk reported that there are three statements on the AGAR forms for which the Council could not give a positive answer: (1) Statement G of the Internal Audit Report with regard to PAYE arrangements for employees, (2) Statement H of the Internal Audit Report with regard to the Asset Register, and (3) Statement 4 of the Annual Governance Statement with regard to Electors’ Rights.

Council felt that Point 1 was being dealt with by HMRC. On Point 2 Council considered that it was not at risk of not safeguarding its assets and that the list had been updated as far as was practicable given available resources and time. On Point 3 Council had accepted that it had approved the Accounting Statements for 2016/2017 on the same day of the commencement of the Inspection Period of the exercise of Electors’ Rights. However, it was only one day and no elector had been prevented from viewing the information then or since.

14. Annual Parish Meeting

The date of the Annual Parish Meeting had been referred to in the May Newsletter. Cllr Hansford would produce further publicity for distribution which would advertise the opportunity for residents to express views on funding the future of Call Collect, Street Lighting and the new Village Sign. Cllr Hansford would arrange the refreshments.


Three quotes for the Council’s insurance needs for the year 2018 to 2019 had been received via Came and Company. It was AGREED that the insurer Inspire would provide the Council’s insurance over for the year 2018 – 2019. It was further AGREED that the Council would enter into a three-year Agreement with Inspire resulting in a reduction in the annual premium to £750.90p.

16. Accounts

Council AGREED the following payments:

- e.on (Electricity Jan to March) £232.17p.
- Expenses (Office 365 Subscription) £59.99p
- Village Hall Hire (Feb to April) £36.00p
- Ncalc (Annual Subscription) £436.04p
- James Rowlett (Tree removal in Churchyard) £1440.00p
- Came and Company (Insurance premium) £750.90p
17. Correspondence

(1) The Clerk reported that the national pay award for 2018 had been agreed at 2%.

(2) Cllr Hansford reported that he had received, and replied to, two emails from Villagers concerning the state of the grass in the Church Yard. These had been received before the award of the cutting contract for the 2018 season.

(3) Cllr Jenner reported that “One Word Graphics” had provided estimates of £56 for 1000m by 750mm display boards and about £30 for printing. This excluded the cost of the stand.

18. Opportunity to Update Colleagues.

Cllr Blackmore reported that the pavement repairs made necessary by the work undertaken by Gigaclear could possibly start on 28th May.

Cllr Holland advised that she would not be able to attend the Annual Parish Meeting.

Cllr Hansford expressed the concerns of the Council about the state of the road surface in Main Street and asked Cllr Blackmore to raise this matter with his contacts in NCC. Cllr Neville added that the road surface in Orchard Lane was also deteriorating.

19. Date of next meeting.

4th June at 8.00pm in the Village Hall.

20. There being no other Items for discussion the Chairman closed the meeting at 9.55pm

Chairman’s Signature ......................................................... 4th June 2018