WOODNEWTON PARISH COUNCIL MEETING
MONDAY 2nd JULY IN THE VILLAGE HALL, ORCHARD LANE
WOODNEWTON PE8 5EE AT 8.00PM
(DRAFT) MINUTES

Present: Cllr Hansford (Chairman), Cllr Holland (Vice Chairman), Cllr Neville, Cllr Jenner, Cllr Blackmore, Parish Clerk/RFO.

1. Declarations of Member’s Interests from Councillors

None

2. Apologies for Absence

Cllr Flack submitted apologies for absence from the meeting.

3. Public Time

No members of the public or press were present.

4. Minutes of Meeting Held on 4th June 2018

The Minutes of the Meeting held on 4th June 2018, having been previously circulated, were agreed and signed.

5. Matters Arising

Item 15 – Village Trees: Three of the trees had been removed from the Churchyard. The fourth contained a bird’s nest so would be removed in the Autumn. Cllr Jenner expressed his concerns about the oak tree in the cemetery.

Item 17(a) – North Bridge, Oundle: Nothing to report as yet; the implications of restricted traffic flows over the bridge on the roundabout on the A605 needed to be considered.

6. Local Government Re-Organisation in Northamptonshire

Council AGREED that Cllr Holland would attend a Briefing Meeting on 12th July. Cllr Holland would circulate a report of the meeting to Council Members from which the Council’s response (if any) to the proposals would be drawn up and submitted.

7. General Data Protection Regulations

(a) Council ADOPTED a revised Records Retention Policy.

(b) Council AGREED that the web site should provide the Minutes of Council Meetings for the previous 12 months only.

(c) The Clerk would investigate the costs of a lockable filing cabinet for storing retained paper records.

(a) The monthly inspection was not available.

(b) The RoSPA Inspection 2018 had been undertaken and the Report circulated to Councillors. Two areas of immediate concern had been identified concerning the “goal module with basket-ball hoop” (protruding fixing bolts and the lack of a sign warning against swing from the equipment). As the equipment is new, Cllr Blackmore had contacted the manufacturers/installers. Wicksteed were looking onto the problem of the protruding bolts and can also provide a warning sign at cost. The company had been advised that the Council’s position was that, as the equipment is new the sign should have been provided as part of the installation.

Other issues identified in the Report would be rectified as part of the ongoing programme.

Therefore, Council ACCEPTED the RoSPA Report 2018 and NOTED the comments it contained.

9. Wildflower Meadow

The work to prepare the area for the Wildflower Meadow would now take place on 19th July and volunteers had been recruited. Council AGREED to pay £177.96p for the hire and delivery of a turf cutter on that day. Council further AGREED that a proportion of the cut turf could be removed from site by a volunteer and the rest should be stacked to provide a further wildlife haven.

10. Street Lighting

Cllr Blackmore advised Council that if 75% of costs could be met from grant funding it would leave £2,881 to find from other sources. Council AGREED that Cllr Blackmore should apply for the grant funding and that the Clerk should look at how to fund the outstanding 25%. Council would decide when to discontinue the current maintenance contract with e.on when it is known if grant funding has been given. Council would know if it was getting the grant by November which was before it must set the 2019/2020 precept if it had to fund the £2,881 from its own resources.

11. Call Connect ‘Bus Service

Nothing had been received officially for NCC, but Councillors were advised that one of the larger parishes asked to contribute had pulled out. ENC would not increase their contribution so unless the money was raised by the other parishes, the scheme would fall.

12. Report of the Internal Audit 2018

Council deferred consideration of the Report until its August Meeting.

The Clerk reported that the information for the External Audit had been submitted, and that the information together with details for the exercise of electors’ rights had been published on the website.

13. Banking Arrangements

(a) Internet Banking – Council deferred consideration of this item until its August Meeting to allow further consideration to be given to security and access arrangements.

(b) Signatories – Council AGREED to remove Cllr Holland from and add Cllr Neville to the list of signatories. In doing so it AGREED the terms and conditions for banking with the Co-op Bank.
14. Accounts
The Clerk advised Council that HMRC had written to say that the problems regarding the PAYE system had been resolved. Clerk’s salary for April to June together with payment for additional hours arising from the updating of information on the website was therefore added to the list of payments.

Council AGREED the following payments:

- Commercial Refuse Sacks (ENC) £61.50p.
- RoSPA Inspection (Playground) £138.60p
- Churchyard Grass Cutting (June) £360.00p
- Clerk Expenses (Ink Cartridge) £18.89p
- Turf Cutter Hire £177.96p
- Clerk’s Salary (April to June) £879.45p

15. Financial Regulations
Following a minor change made necessary to GDPR Council RE-AFFIRMED its Financial Regulations.

16. Risk Assessment
Cllr Holland suggested several changes to the existing Risk Assessment document which were acceptable to Council. These would be incorporated and the document circulated by Cllr Holland.

17. Complaints Procedures
Council deferred consideration of this item until its August Meeting.

18. Freedom of Information
Cllr Neville suggested several changes to the existing Freedom of Information rules which were acceptable to Council. These would be incorporated and the rules circulated by Cllr Neville.

19. Correspondence
The Clerk reported a request by the Salvation Army to locate a clothes Bank in the Village Hall car park. Council AGREED to the request for a trial period of 12 months.

20. Opportunity to Update Colleagues.
Cllr Blackmore reported that the “sink hole” at the top of Mill Lane had been filled by NCC. The pavement repairs were ongoing, but this time using the same materials and the same standards of workmanship. The areas for repair in the pavement between St Mary’s Hill and St Mary’s Close had been identified and (presumably) on a schedule of works.

Cllr Blackmore reported that he had been told that the village sign would be available on 6th July.

21. Date of next meeting.
6th August 2018 at 8.00pm in the Village Hall.

22. There being no other Items for discussion the Chairman closed the meeting at 9.50pm