WOODNEWTON PARISH COUNCIL MEETING
MONDAY 4th JUNE 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 Flack, Cllr Blackmore, Parish Clerk/RFO and one member of the public.

1. Declarations of Member's Interests from Councillors

None

2. Apologies for Absence

Cllr Jenner was absent from the meeting due to illness.

3. Public Time

A resident attended the meeting and urged the Council to support the Call Connect 'bus service, arguing that the service allowed people, particularly elderly residents who did not have other means of transport, to travel to visit friends and relatives as well as to use facilities not available in the village. It also allowed people from outside Woodnewton to visit friends/relatives as well as being able to attend village events.

4. Minutes of Annual Meeting Held on 9th May 2018

The Minutes of the Annual Meeting held on 9th April 2018 were agreed and signed.

5. Minutes of Meeting Held on 9th May 2018

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6. Matters Arising

There were no Matters Arising from the Minutes of either Meeting

7. External Audit – Review of Effectiveness of System of Internal Controls

The Council formally AGREED that the System of Internal Controls met requirements.

8. External Audit – Annual Governance Statement 2017/2018


9. External Audit – Accounting Statement 2017/2018

Council AGREED the Accounting Statement 2017/2018 and supporting documents.

10. External Audit – Public Rights

Council AGREED that the dates for the exercise of public rights would be Monday 11th June to Friday 20th July.
11. General Data Protection Regulations

(a) Council ADOPTED its Data Protection Policy, its Subject Access Request Procedure, its Data Breach Policy and its Records Retention Policy.

(b) Council AGREED to register with the Information Commissioners Office and to pay the relevant Data Protection fee.

(c) At the request of the Clerk and the agreement of the Chairman, the proposed adoption of the Privacy Notices and Data Map were withdrawn.

12. Planning

Application No. 18/00752/FUL – Erection of timber garage at Walnut Rand, Oundle Road. Council AGREED to raise no objections to the application and authorised the Clerk to advise ENC of this decision.

Council NOTED that Application No. 18/00453/FUL, which Council objected to at its April meeting, had been refused by the ENC – one of the grounds for refusal being “The proposed development ……… would have a detrimental impact upon the well-defined development boundary which serves as (a) clear distinction between the domestic garden areas and the agricultural land beyond”.


(a) The monthly inspection had been undertaken and the Report forwarded to the Clerk. Issues identified comprised (1) overhanging branches from surrounding trees – to be pruned at the Autumn Clean Up Day, (2) dirty seating – Cllr Hand ford to clean, and (3) decay in the timber supports of the Play House. It was AGREED that Cllrs Hansford and Blackmore be authorised to spend up to £100 to provide and fit timber support collars around the posts.

(b) The Clerk reported that the Annual RoSPA Inspection was scheduled to take place in June but could be delayed until July. Council NOTED this information.

14. Wildflower Meadow

Cllr Flack reported difficulties in hiring a turf cutter over a weekend. Council considered weekday dates and Tuesday 17th July was suggested (although it was recognised that this date clashed with Table Tennis). It was AGREED that Cllr Flack should obtain a quote for the hire of a turf cutter on a weekday for consideration at the July meeting at which time Council would also decide on the date for carrying out the work.

15. Village Trees

Council AGREED a quote of £504 for the removal of four tree from the Churchyard.

16. Street Lighting

Cllr Blackmore outlined progress to date and the sequence of events to be undertaken. 75% of costs could be met from grant funding and the remainder from other sources. A proposal for consideration at the July meeting would be prepared by Cllr Blackmore. If this was accepted by Council an application for grant funding could be submitted. Depending on the outcome of that application a decision would be made later in the year as to where the outstanding 25% of the cost could be found.
17. Matters Arising from The Annual Parish Meeting

(a) Call Connect ‘Bus Service – Following debate, and taking into consideration the views expressed at the Annual Parish Meeting and representations made during “Public Time”, it was proposed by Cllr Holland and seconded by Cllr Flack that:

“The Woodnewton Parish Council recognises the beneficial social and economic impact that the Call Connect ‘Bus Service has on the lives of residents of the village and in the wider community. Therefore, it RESOLVES that: The Woodnewton Parish Council considers that the Call Connect ‘Bus Service should be fully funded by the East Northamptonshire Council. Notwithstanding this, it is prepared to support Call Connect at the maximum contribution levels of £1021 in 2018/2019 and £1749 in 2019/2020, but it is not prepared to commit to these figures until it is known what is in the proposed ‘Bus Funding Agreement and has an undertaking that services in Woodnewton will continue at current levels. Furthermore, it seeks a firm commitment from the East Northamptonshire Council that it will underwrite any deficit in the overall funding level required for 2018/2019 should the Parish Council contribute £1021 in that year”.

The resolution was AGREED unanimously.

(b) Closure of North Bridge, Oundle – Council considered the economic and social implications for residents of the possible long-term closure of North Bridge in Oundle. It felt that the existing roads in and around Woodnewton were already undermaintained and would not cope with additional traffic; both cars and delivery vehicles. Every effort should be made to investigate opportunities to keep the bridge open, including weight restrictions and single lane traffic movements. A meeting was to be held on 7th June in Oundle to discuss the issues and it was AGREED that Cllr Holland should represent the Council.

18. Accounts

Council AGREED the following payments:

- e.on (Street Lights - Maintenance) £155.52p.
- Anglian Water (Allotments) £25.74p
- Churchyard Grass Cutting (April/May) £480.00p

Council NOTED the following receipts:

- Woodnewton Village Hall (Ground Rent) £5.00p
- Woodnewton Players (Storage Shed Site) £12.00p
- ENC (50% Precept) £6,784.00p

19. Standing Orders

Council considered revised Standing Orders, made necessary by the introduction of GDPR and other legislation, that had been customised to meet Council’s specific requirements. Slight changes to wording were made and accepted.

Cllr Blackmore proposed that the revised Standing Orders be accepted, and this was seconded by Cllr Neville. Council AGREED unanimously that the revised Standing Orders be adopted. As part of the revisions it was further AGREED that Cllr Hansford prepare Grievance and Disciplinary Procedures for Employees of the Council.
20. Risk Assessment (and Other Administrative Policies and Procedures)

The Chairman asked Council to postpone consideration of the review of Risk Assessment procedures to allow it and other Administrative Policies and Procedures to be considered in detail at the next meeting. Council AGREED that consideration of these matters be postponed until the July meeting. To assist in the process individual Councillors would look at individual Policies and Procedures, as follow:

- Cllr Holland: Risk Assessment
- Cllr Hansford: Complaints Procedures
- Cllr Neville: Freedom of Information

The Clerk/RFO would look at the Financial Regulations.

21. Correspondence

(1) The Clerk reported that the July agenda would contain an item on the reorganisation of local government in Northamptonshire giving the opportunity, should the Council so wish, to make representations on the proposed changes.

(2) Cllr Hansford added that the District Council elections to be held in 2019 would be postponed until 2020 if Unitary Authorities are accepted. As a consequence, elections to Woodnewton Parish Council, to be held in 2019, would either go ahead but would be expensive, or be postponed until 2020.

22. Opportunity to Update Colleagues.

Cllr Blackmore reported that he had raised the issue of road repairs with NCC, together with the “sink hole” that had appeared at the top of Mill Lane. The pavement repairs, made necessary by the work undertaken by Gigaclear, had started but had been undertaken by two separate teams of repairers using different coloured gravel. Gigaclear/NCC were investigating how the problem had arisen. Both Cllr Blackmore and the Clerk had advised NCC that the whole job should be undertaken using the same materials and to the same standards of workmanship.

Cllr Flack reported that the oak tree planted in the cemetery was not doing as well as hoped but he had been advised that it was probably suffering from shock at being moved.

23. Date of next meeting.

2\textsuperscript{nd} July 2018 at 8.00pm in the Village Hall.

24. There being no other Items for discussion the Chairman closed the meeting at 10.15pm