

Woodhurst Parish Council

Minutes of the Annual Meeting of the Parish Council Held on Wednesday 8th May 2013 at 7.30pm in the Village Hall

Present Cllr Alistair Marr - Chairman
Cllr Terry Huggins - Vice Chairman
Cllr Andy Notman
Cllr Simon West
Cllr Alvin Augstein
DC Graham Bull
Mrs Amanda Augstein – Acting Clerk

- 1. Election of Chairman and to receive the Chairman's Declaration of Acceptance of Office -**
Councillor Alistair Marr was unanimously elected Chairman, proposed by Cllr Notman, seconded by Cllr Huggins
- 2. Election of Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office –** Councillor Terry Huggins unanimously elected as Vice Chairman, proposed by Cllr Marr, seconded by Cllr West
- 3. Election of Councillors to Other Duties –** Duties were divided as follows:

Cllr Terry Huggins	Countryside Watch & Tree Warden
Cllr Neil Farbon	Footpaths and Parish Council rep PCC
Cllr James Mayall	Parish Council rep Natural Woodhurst
Cllr Simon West	Parish Council rep Village Hall
Cllr Andy Notman	Website/Newsletter co-ordinator and Parish Plan rep
Mr Chris Cannon	Tree Warden
- 4. Councillor's to sign their "Acceptance of Office Return" & "Financial Declaration"** - no financial declaration change since 2012
- 5. Apologies and reasons for Absence –** CC Steve Criswell, Cllr Neil Farbon, Cllr James Mayall, Mrs E Pendered - Clerk
- 6. Members declaration of Interest for items on the Agenda –** none received

There were no members of the public present so the meeting was not closed. In CC Steve Criswell's absence, his report was read (see attached). Referring to the tree removal option in Church Passage, Cllr Augstein did not agree, advising it would affect the aesthetic view of the area and would be an on-going problem with many of the trees alongside the path. It was agreed to discuss further with CC Criswell regarding who is responsible and to consider other options. Referring to the suggested 40mph speed limit near the Wheatsheaf/B1040 crossroads, it was declined by Highways on the basis that it would not solve the traffic issues raised previously. However, a mini roundabout was suggested, although DC Bull advised statistics would not justify one there unless a fatality had occurred. All agreed to discuss this further at the next council meeting and to contact Bluntisham and Somersham councils to gauge their response. There may be funding available from The Small Traffic & Safety Scheme.

- 7. Minutes - to approve the minutes of the meeting held on 20th March 2013 -** The minutes of the meeting held on 20th March 2013 were signed by the Chairman as being a true and correct record. The minutes of the Extraordinary meeting held on 25th April 2013 were signed by the Chairman as being a true and correct record. Cllr Huggins raised his concern of conflicting interests in Mrs Augstein being Clerk with Cllr Augstein on the committee. The Chairman advised this had been investigated and was in order, according to regulations.

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- 8. To approve and adopt the Standing Orders** – approved and adopted; although may need to be changed in the future, Cllr Notman proposed adopt this year, Cllr Huggins seconded
- 9. To approve and adopt the Financial regulations** - approved and adopted. Cllr Notman requested a copy of the Risk Management document to be sent and uploaded to Woodhurst Website.
- 10. To review the Council asset register** – two changes as follows:
- Item 3 – number of lamp posts incorrect – Cllr Notman will check and verify
 - Item 7 – fire hooks on wall of Horseshoe Cottage belong to the village. Since the property is for sale, it was proposed that the owners should be advised, and in the long term suggested that a small plaque be placed with them on the house. Cllr Marr will contact them.
- 11. To review the Council Policies:**
- **Code of conduct**
 - **Complaints procedure**
 - **Data Protection**
 - **Freedom of Information**
 - **Health and Safety**
 - **Management of records**

All were approved and adopted

12. To review any correspondence received

- Cllr Marr received information regarding funding available for Councils/Communities for future ideas and projects, up to £80million available
- Letter received from CCC regarding the introduction of electronic consultation for planning related correspondence
- Clerks and Councils Direct magazine
- Clerk Magazine

13. Finance

- I. **To sign and approve the Annual Return for year ended 31st March 2013** – the Annual Return is presently awaiting final auditing and will be ready for approval at the end of May.
- II. **To appoint internal auditor for year ending Mar 31st 2014** – it was agreed that the Council will continue with Mr Charles Paull. His experience has been extremely helpful in identifying and solving other financial and regulatory issues.
- III. **To sign any cheques for payment – cheques issued:**
 - a. Cheque 916 – CAPALC membership 2013/14 £116.37
 - b. Cheque 917 – Mrs E Pendered (ink cartridges) £39.86
 - c. Cheque 918 – EON (telephone box electricity) £16.94
 - d. Cheque 919 – Woodhurst Village Hall hire (April, May) £40.00
- IV. **To discuss Parish Grant received and possible uses** – the grant received on the basis of the Taxbase for Woodhurst is £126.00. It was decided to add this to the budget rather than apply it to a specific project.
- V. **Bus Shelter Cleaning Cost** – Cllr Notman requested information on how much is paid to Mrs Newell for cleaning the bus shelter. Cllr Huggins will visit to check amount and recurrence. To discuss at next meeting.

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14. Calendar of Meetings for Year 2013/2014 – it was decided to add dates up to the end of the following calendar year:

Wednesday July 10th

Wednesday Sept 11th

Wednesday Nov 13th

Wednesday Jan 15th 2014

Wednesday Mar 19th

Wednesday April 16th **ANNUAL PARISH MEETING**

Wednesday May 14th **ANNUAL MEETING OF THE PARISH COUNCIL**

15. Items to discuss arising from the Annual Parish meeting – bus shelter brochure received, advertising hard-wood shelters. After discussion, the Council unanimously agreed to keep the existing brick bus shelter for practicality and longevity at low cost, with a view to renovating/decorating in the future. A mural competition was suggested for a Feast Week idea, perhaps with a theme

16. To discuss street lights and the refurbishment programme – since the street light situation will be a substantial cost to the Parish and has been raised at previous council meetings, it was decided to form a sub-committee to investigate more seriously the cost implications, effect on the parishioners and upkeep. A survey needs to be undertaken on which street lights the Parish owns and a steering group formed to explore the options available to the Parish. Cllr West, Cllr Marr and Cllr Augstein agreed to meet to move this forward and examine all the options available.

17. Planning: to review applications received –

Planning Ref 1300454TREE - Cllr Huggins to visit property and check the tree concerned

Planning Ref 1300524LBC - The Council recommended 'approval' to the application

18. To raise any items for next meeting –

- **Bus Shelter Cleaning/Decoration**
- **Street Light Update**
- **Wheatsheaf Crossroads update**

Meeting closed at 8.52pm

These minutes are unadopted by the Council