

Woodhurst Parish Council

Minutes of the Annual Meeting of the Parish Council Held on Wednesday 10th May 2017 at 7.30pm in the Village Hall

Present Cllr Alistair Marr
Cllr Andy Notman
Cllr Liz Bosworth
Cllr Alan Bosworth
Cllr Neil Farbon
CCllr Graham Bull
Sarah Mizuro - Clerk

2 members of the public were present

- | | | |
|----|--|--------|
| | | Action |
| 1 | Election of Chairman and to receive the Chairman's Declaration of Acceptance of Office -
Councillor Neil Farbon was unanimously elected Chairman, proposed by Cllr Notman, seconded by Cllr Marr. Formal thanks were noted from Cllr Farbon to Cllr Marr on behalf of the Council and the Parish for his diligent and dedicated service over his time as Chairman. | None |
| 2 | Election of Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office – Councillor Notman was unanimously elected as Vice Chairman, proposed by Cllr A Bosworth, seconded by Cllr L Bosworth. | None |
| 3 | Election of Councillors to Other Duties – Duties were divided as follows:
Cllr Terry Huggins Countryside Watch
Cllr Neil Farbon Footpaths and Parish Council rep PCC
Cllr Notman Planning
Cllr Liz Boswoth Village Hall rep
Cllr Andy Notman Website/Newsletter co-ordinator and Parish Plan rep
Cllr Alan Bosworth Maintenance | None |
| 4 | Councillor's to sign their "Acceptance of Office Return" & "Financial Declaration" -
Documents completed. | None |
| 5 | Apologies and reasons for Absence – Cllr Andrew Pendered. | None |
| 6 | Members declaration of Interest for items on the Agenda – none received | None |
| | The meeting was closed for members of the public to raise questions.
CCllr Bull reported that a Mayor and Deputy Major had been elected. It is likely that housing and infrastructure will be the first main projects. | None |
| 7 | Minutes - to approve the minutes of the meeting held on 8th March 2017 - The minutes of the meeting held on 8 th March 2017 will be approved at the next meeting. | None |
| 8 | To approve and adopt the Standing Orders – To be reviewed and updated at the next meeting. | None |
| 9 | To approve and adopt the Financial regulations – To be reviewed and updated at the next meeting. | None |
| 10 | To review the Council Policies: | |

	<ul style="list-style-type: none"> • Code of conduct • Complaints procedure • Data Protection • Freedom of Information • Health and Safety • Management of records • Social Media <p>These are currently under review.</p>	None
11	<p>To review any correspondence received See attached log.</p>	
12	<p>Community Road Watch – This needs to be arranged with volunteers.</p>	AN
13	<p>Maintenance – The replacement of barrels and floral planting was discussed and the wider issue of surplus funds from Natural Woodhurst, as well as other assets that group might still hold. Cllr Notman also suggested any barrels purchased by the Parish Council should be placed on the asset register and added to the existing insurance policy. I was agreed to contact Karen Holley for an update on the situation. It was agreed that the grass cutting to be undertaken by Joe Jeakins at the East End of the village should take place roughly every three weeks or at Joe's discretion depending on growing conditions. In addition it was agreed Joe could undertake tree pruning on the area in question as necessary to ensure mowing can take place safely. The overhanging fig tree along Church Lane was discussed and the safety issue it creates when dropping fruit. It was agreed to draft a letter to the occupants of St. John's House.</p>	NF
14	<p>Village Enhancement – Costs of gates for each end of the village were to be researched. Cllr Notman to also ask the clerk of Broughton Parish Council how much the gates in Broughton cost. Cllr Criswell / CCC Highways to be contacted for an update on the replacement of bollards around the village as discussed at previous meetings.</p>	AN/ LB
15	<p>Finance</p> <p>To sign and approve the Annual Return for year ended 31st March 2016 – The Annual return has been completed and was signed by Cllr Farbon. External Audit to be completed. The transfer of monies in the saving account to the current was discussed and agreed, Cllr Farbon proposed, Cllr Marr seconded. It was agreed Cllr Farbon should be added as a signatory onto the account. It was agreed to review and sign off bank statements at each meeting as part of the monthly financial review. To approve the Clerk's salary and acknowledge tax position – the clerk's salary was approved.</p>	SM
16	<p>Calendar of Meetings for Year 2017/2018 – Meeting dates were agreed.</p>	None
17	<p>To discuss items arising from the Annual Parish Meeting – The condition of the ash tree on South Street has been raised by a parishioner at the Annual Meeting when it was agreed that Cllr Farbon would review his personal correspondence on ownership of the tree and speak to the householder whose boundary the tree is located in to note the matter raised. The meeting noted that the Parish Council did not have jurisdiction or responsibility for the tree and that the ownership would either be the householder or the County Council (Highways Department). There was a further discussion prompted by HDC correspondence on requirements for a Parish tree survey, the precise obligations on this were to be clarified further as the Parish Council owns no land in it's own right and therefore it is unclear whether any trees fall under the Parish Council's jurisdiction. The matter is to be researched, involve the Parish Tree Warden and recorded as an Agenda item at the next Parish Council meeting.</p>	NF

Woodhurst Parish Council

18 **To raise any items for next meeting** – Dog fouling, Natural Woodhurst, Tree Report.

SM

The meeting closed at 21:30.

The next meeting will be held on Wednesday 7th June.