

Minutes of the Annual General Meeting of the Parish Council
Held on Wednesday 9th May 2018 at 7.30pm in the Village Hall

Present Cllr Neil Farbon - Chairman
 Cllr Andy Notman
 Cllr Alistair Marr
 Cllr Andrew Pendered
 Cllr Terry Huggins
 Cllr Shirley Firth
 Cllr Tony Reynolds
 DCllr Graham Bull – until 20:15
 DCllr Jill Tavener
 Sarah Mizuro - Clerk

2 members of the public were present

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 Liz Bosworth and Cllr Alan Bosworth on behalf of the Council and the Parish for their service over their time as Councillors. Cllr Farbon also welcomed the two new Councillors.	Action 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 T Huggins, seconded by Cllr A Pendered.	None
3	Election of Councillors to Other Duties – Duties were divided as follows: Cllr Shirley Firth PCC Cllr Neil Farbon Footpaths Cllr Andy Notman Village Hall and Website Cllr A Pendered Maintenance	None
4	Councillor’s to sign their ”Acceptance of Office Return” &”Financial Declaration” - Documents completed.	None
5	Apologies and reasons for Absence – CCllr Steve Criswell	None
6	Members declaration of Interest for items on the Agenda – none received	None
7	The meeting was closed for members of the public to raise questions. CCllr Bull reported that the Conservative party had retained a majority at the recent elections.	None
8	To approve and adopt the Standing Orders – Readopted with ongoing review.	None
9	To approve and adopt the Financial regulations – Readopted with ongoing review	None
10	To review the Council Policies: <ul style="list-style-type: none"> • Code of conduct • Complaints procedure • Data Protection • Freedom of Information 	None

	<ul style="list-style-type: none"> • Health and Safety • Management of records • Social Media <p>These are currently under review.</p> <p>Council meeting.</p>	None
11	<p>General Data Protection Regulations May 2018 – Cllr Farbon open this discussion regarding the change in the law surrounding Data Protection. The Parish Council needs to have the current policy on Data Protection updated to reflect the changes in the new regulations. The different types of data kept were discussed with Cllr Bull stating that other regulations and requirements can overrule the GDPR. Cllr Tavener informed the meeting that recent updates given on the regulations state that Parish Councils do not have to appoint a Data Protection Officer but further information is to follow. The new regulations were noted as a work in progress item with a review to be carried out of any old paperwork with a view to shredding some items in future. A reminder was issued that everyone must use the Parish Council email addresses.</p> <p>The purchase of a laptop for use just for Parish Council business by the clerk was discussed. Cllr Notman to look at this and report at next meeting.</p>	All
12	<p>Correspondence -</p> <p>1 St Ives Road Safety Committee – email regarding safety options for the Crossroads at the end of Wheatsheaf Road. Traffic lights and a Roundabout have been suggested but the Road Safety Committee has no say over Council funding for any such project. Cllr Farbon commented that when there have been traffic lights for roadworks this has slowed the whole junction down and simply caused a different issue. Cllr Firth expressed concern regarding the signage saying that if you do not know the junction it would be very easy to misjudge it due to the placements of the signs. Cllr Farbon to send a reply.</p> <p>2 Countryside Watch – A renewal notice has been received and the benefits or renewing membership were discussed. It was decided that as several Councillors were personal members it would be pointless paying for another membership. Cllr Notman suggested that this was review annual in case of any change in Councillors.</p> <p>3 CAPALC Membership – Cllr Farbon felt that the Parish Council has used advice from CAPALC in the past and it would be very useful to continue membership. Decision to renew membership for the coming year, Cllr Farbon proposed, Cllr Notman seconded.</p> <p>4 Email from a member of the public – a request has been received for information regarding right's of way in Ramsey. This was discussed and it was decided that the questions did not bear any relevance to Woodhurst Parish Council. Cllr Farbon to respond.</p> <p>5 Planning – Cllr Farbon has received comments about the completion of the planning application form saying that no reference was being made to current planning policies. The Councillors felt this was unreasonable as they would be expected to keep up to date with all planning policies. Cllr Farbon to email CCllr Bull.</p> <p>6 Submission of incorrect planning form – Cllr Farbon brought to the meeting correspondence between himself and HDC Monitoring Officer regarding the incorrect submission of a planning form last month. The Monitoring Officer stated that an investigation would not be helpful as Cllr Huggins has already apologised in a public meeting. Cllr Notman asked if there had been any comment on why a form not signed by the clerk had been put onto the public portal. Cllr Farbon stated that he had asked this in an email but as yet had received no reply.</p>	AN NF None SM NF None

13	Traffic Calming – As discussed at the Annual Parish Meeting a number of traffic calming measures are not practical within Woodhurst due to the layout of the village. Also some of the measures would require an improvement in the street lighting which would be an additional cost and make these impractical. The Councillors decided to move forward by seeking the opinion of the Parishioners and to continue discussions as a rolling agenda item. An article is to be included in the next newsletter.	All
14	Training - Cllr Marr commented that often courses are aimed at larger council and bear little relevance to Woodhurst Parish Council. Cllr Reynolds asked if there were any online resources available. Cllr Farbon answered that there was a useful booklet that would be passed on. Training courses to be investigated going forward.	All
15	Village Enhancement – This item to be moved to the agenda for the next meeting. Cllr Notman commented that he would instigate sign cleaning.	All
16	Street Lighting – Cllr Farbon informed the meeting that the Parish Council do not have a maintenance contract for the street lights. Therefore the cost of the broken light repair will need to be covered by the Parish Council and a quote has been received for a one off repair noted at £160 plus VAT. The Councillors agreed for Cllr Farbon to arrange. A quote will also be obtained for an ongoing maintenance contract.	NF
17	Health & Safety – Cllr Farbon has requested that this item is on the agenda for every meeting ongoing. Cllr Notman confirmed that he had purchased Hi Vis Waistcoats for use by the Parish Council and villagers.	None
18	Planning - 18/0043/FUL RAF Wyton – Car Storage and washing. This was discussed in detail and the Councillors were informed that access into the site from the A141 would be improved including the addition of a filter lane. Cllr Pendered mentioned the possibility of additional noise from the area and Cllr Marr suggested that there may be glare from the car windscreens. Cllr Farbon expressed concern regarding car transporter lorries using the village as access to the site. Return was completed in favour of granting permission with comments regarding traffic, noise and glare. 18/00615/FUL Burleigh Lodge – Addition of a Garden Room. This was discussed and no issues or adverse affects could be seen. Return was completed in favour of granting permission. 18/00803/HHFUL The Rosery – Revised application for extension. This covers a smaller area and Councillors considered that this was in more keeping with the plot size. The revised plans enabled parking space to be kept. Return was completed in favour of granting permission.	SM SM SM
19	Finance – Cheques raised: Woodhurst Village Hall (Hire March – June 2018) £135.00 Cllr Farbon (Impressions printing) £50.00 HDC (Election costs) £105.00	SM
20	Calendar of Meetings – Meeting dates for the remainder of the year to be circulated to	SM

21	Councillors. Items arising from APM – Already discussed.	None
22	Items for next meeting - Update of village website, annual review.	SM

The meeting closed at 21:15

The next meeting will be held on Wednesday 13th June 2018