

Woodhurst Parish Council

Minutes of the Annual Meeting of the Parish Council Held on Monday 14th May 2012 at 7.30pm in the Village Hall

Present Cllr Alistair Marr - Chairman
Cllr Terry Huggins - Vice Chairman
Cllr Andy Notman
Cllr Simon West
Cllr James Mayall
Cllr Neil Farbon
Cllr Alvin Augstein
Mrs Elizabeth Pendered – Clerk

- 1. Election of Chairman and to receive the Chairman's Declaration of Acceptance of Office -**
Councillor Alistair Marr was unanimously elected Chairman
- 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
- 3. Election of Councillors to Other Duties**
A letter was received from Mr Alvin Augstein in relation to the Parish Council vacancy and so was duly co-opted as a councillor.

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" –** all were signed and completed
- 5. Apologies and reasons for Absence –** CC Steve Criswell and DC Graham Bull
- 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.

- 7. Minutes - to approve the minutes of the meeting held on 12th March 2012 -** The minutes of the meeting held on 12th March 2012 were signed by the Chairman as being a true and correct record
- 8. To approve and adopt the Standing Orders –** approved and adopted
- 9. To approve and adopt the Financial regulations -** approved and adopted
- 10. To review the Council asset register -** approved and adopted

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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

- Email re change in bus routes
- Email re Inside Government conference
- Better Broadband petition – Cllr Marr has applied for a poster, Cllr Notman will add to newsletter and website and it was agreed that the Council should consider organising a petition in the village. Cllr Augstein has a contact at BT who he will speak to and Cllr Marr will speak to Cllr Steve Criswell to find out how this was done in Somersham
- Email re Local Plan briefing sessions
- Street Light briefing – Cllr West will try to attend
- Clerks and Councils Direct magazine
- Clerk Magazine

13. Finance

- I. **To sign and approve the Annual Return for year ended 31st March 2012** – duly approved and signed
- II. **To appoint internal auditor for year ending Mar 31st 2013** – 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 889 – Countryside Watch membership 12/13 £30.00
 - b. Cheque 890 – Norfolk China commemorative mugs £203.94
 - c. Cheque 891 – Andy Notman payment for subscription for Parish Plan software £72.00
 - d. Cheque 892 – CAPALC membership 12/13 £112.31
 - e. Cheque 893 – Mrs E Pendered 2 x book of 12 2nd class stamps £8.64
- IV. **To discuss clerk's salary increase and working from home allowance** – (in the clerk's absence) the councillors agreed to the clerk's pay rising to 10.28p per hour with an account to be set up with a stationary suppliers. Additional costs should be brought to the attention of the council for approval before settlement.

14. Calendar of Meetings for Year 2012/2013

- It was agreed to change the day to a Wednesday to allow for the District and County Councillors to attend:

JULY 18TH

SEPT 19TH

NOV 21ST

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JAN 16TH 2013

MAR 20TH

APRIL 10TH ANNUAL PARISH MEETING

MAY 8TH ANNUAL MEETING OF THE PARISH COUNCIL

15. Items to discuss arising from the Annual Parish meeting – the council will look into inviting Speedwatch back into the village and ask the parishioners who raised the issue to assist in gathering data.

16. To discuss distribution of Diamond Jubilee commemorative mugs – it was agreed that the council will advertise the mugs in the newsletter and distribute the mugs during Feast Week

17. To raise any items for next meeting –

- No smoking sign in the bus shelter
- Community Engagement policy
- Risk Assessment
- Quality Council

Meeting closed at 8.48pm.

An extraordinary meeting was then held to discuss a planning application:

Planning Ref 1200252 FUL

The Council recommended 'approval' to the application

Planning Ref 1200601 FUL

The Council recommended 'refusal' to the application

Planning Ref 1200694LBC

The Council recommended 'approval' to the application

Planning Ref H/05003/12/CW

The Council recommended 'approval' to the application
(AM will write to Mr Wadkins of Cambs County Council planning dept. to outline the concerns of the council)

These minutes are unadopted by the Council