

Woodhurst Parish Council

Minutes of the Annual Meeting of the Parish Council Held on Wednesday 14th May 2014 at 7.30pm in the Village Hall

Present Cllr Alistair Marr - Chairman
Cllr Neil Farbon
Cllr James Mayall
Cllr Andy Notman
Cllr Alvin Augstein
Mrs Amanda Augstein – Clerk

2 members of the public were present

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 Farbon
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 Mayall
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. **Councillors to sign their "Acceptance of Office Return" & "Financial Declaration"** - no financial declaration change since 2013
5. **Apologies and reasons for Absence –** CC Steve Criswell, DC Graham Bull, Cllr Terry Huggins, Cllr Simon West
6. **Members declaration of Interest for items on the Agenda –** none received

There were no comments from members of the public present so the meeting was not closed.

7. **Minutes - to approve the minutes of the meeting held on 20th March 2013 -** The minutes of the meeting held on 19th March 2014 were signed by the Chairman as being a true and correct record.
8. **To approve and adopt the Standing Orders –** before these are officially approved and adopted Cllr Notman suggested all councillors read and check the current Standing Orders and will email all with links to the documents, available on the Woodhurst website. Any anomalies should be brought to the clerk's attention before the next meeting in July.
9. **To approve and adopt the Financial regulations –** these were reviewed at the meeting, along with the risk assessment and approved and adopted as per 2013 AGM
10. **To review the Council asset register –** changes as follows:
 - Item 4 & 5 – seat value to be increased £100 to £275 each
 - Item 7 – fire hooks on wall of Horseshoe Cottage may be listed and as such, value should be increased £800 to £1500

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- Item 9 & 10 – notice boards had no value noted. A value of £500 each should be added
- Item 13 – Conservation Area gate value should be decreased £800 to £1200
- Item 14 – Butt Lane gate value should be increased £100 to £550
- Item 15 – Village Hall Fence had no value noted. A value of £2000 should be added

The clerk will contact Suffolk Acre to advise the new value changes and query any increase in premium cost. The telephone box also appears not be insured, other than for public liability. The clerk will discuss premium costs/options with the insurance company and report at next meeting.

11. To review the Council Policies:

- **Code of conduct**
- **Complaints procedure**
- **Data Protection**
- **Freedom of Information**
- **Health and Safety**
- **Management of records**

These will be checked by councillors (as per item 8, Standing Orders)

12. To review any correspondence received

- Clerks and Councils Direct magazine
- Clerk Magazine
- Health Walks leaflets – to be put in telephone box for residents
- Velo Festival brochures - to be put in telephone box for residents
- Community Chest email
- NHS Consultation booklets – Improving older people's healthcare. Since these are predominantly for the elderly/more vulnerable residents, it was agreed they would be circulated and more copies would be requested from the NHS.

13. Finance

- I. **To sign and approve the Annual Return for year ended 31st March 2014** – the Annual Return is has been completed. Cllr Marr signed accordingly. This will be checked by the internal auditor and sent before the deadline of June 9th.
- II. **To sign any cheques for payment – cheques issued:**
 - a. Cheque 936 – Somersham Parish Council – Time-banking event £18.00
 - b. Cheque 937 – EON (telephone box electricity) £16.94
 - c. Cheque 938 – CAPALC membership 2014/15 £127.38
 - d. Cheque 919 – Hinchingsbrooke HCT Charity – Woodlands Centre donation £20.00
- III. **To approve the Clerk's salary and acknowledge tax position** – the clerk's salary of £110 per month was approved by the Council, and proof of tax position acknowledged, document signed and filed accordingly. The two payments of £123.36 to Mrs E Pendered during the tax year 2013-14 were also authorised and approved.
- IV. **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.
- V. The clerk advised councillors that a VAT claim for £158.55 has been requested for the 2012-14 period. Awaiting HMRC credit
- VI. **Bus Shelter Cleaning Payments** – the two ladies who have taken over the cleaning have requested monthly individual cheques per person. Cllr Marr will discuss with them and explain the administration cost to implement this.

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14. Calendar of Meetings for Year 2014/2015 – 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 14th 2015

Wednesday Mar 18th

Wednesday April 15th **ANNUAL PARISH MEETING**

Wednesday May 13th **ANNUAL MEETING OF THE PARISH COUNCIL**

Wednesday July 8th

Wednesday September 9th

Wednesday November 11th

15. Items to discuss arising from the Annual Parish meeting – Village Pump – a local carpenter has requested a meeting on site to investigate. Cllr Marr will contact and confirm.

Cllr Notman advised that Somersham & District Smallholding & Allotment Association <http://www.somersham-allotment-association.co.uk/> are allowing Woodhurst residents to apply for allotments in Somersham parish.

16. To discuss street lights and the refurbishment programme – the Clerk has received a response from Balfour Beatty regarding the cost and replacement of the village streetlights. In the first instance BB quoted for a ‘design scheme’ at a cost of £552.09. It was agreed to investigate further other parishes that have replaced streetlights recently and decide if this is standard practice. Councillors also discussed the overall costs/implication on increases to the precept and residents’ council tax, which would be significant. The idea was also mooted that alternatively, Woodhurst could become a ‘carbon neutral’ village, without street-lighting. A publication will be drafted to inform all residents of the situation and gauge opinions, preferably before the next meeting.

17. Planning: to review applications received –

Planning Ref H/5001/14/CW – Envar Composting Ltd. Construction of waste-water lagoon. The council supported the application. However, noted the continued use of the B1040 by lorries moving between the two accesses at the site, causing blockages and excess waiting times for vehicle users in the vicinity

Planning Ref H/5000/14/CW – information only. To be considered at Planning Committee

Planning Ref 1301582FUL – information only. Meadowcroft Church St Woodhurst planning appeal

18. To raise any items for next meeting –

- **Bus Shelter payment**
- **Street Light Update**
- **Village Pump repair/renovation**

Meeting closed at 9.15pm

These minutes are unadopted by the Council