

Woodhurst Parish Council

Minutes of the Annual Meeting of the Parish Council Held on Wednesday 20th May 2015 at 7.30pm in the Village Hall

Present Cllr Alistair Marr - Chairman
Cllr James Mayall
Cllr Andy Notman
Cllr Alvin Augstein
Cllr Simon West
Cllr Terry Huggins
Mrs Amanda Augstein – Clerk

6 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 Mayall
- 2. Election of Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office –** Councillor Andy Notman was 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
Cllr Neil Farbon Footpaths and Parish Council rep PCC
Cllr James Mayall Parish Council rep Natural Woodhurst
Cllr Marr Village Hall rep
Cllr Andy Notman Website/Newsletter co-ordinator and Parish Plan rep
- 4. Councillors to sign their "Acceptance of Office Return" & "Financial Declaration"** - no financial declaration changes since 2014
- 5. Apologies and reasons for Absence –** CC Steve Criswell, DC Graham Bull, Cllr Farbon
- 6. Members declaration of Interest for items on the Agenda –** none received

The meeting was closed whilst members of the public raised the following comments:

Traffic speeding and volume through the village has increased during the past 3-5 years and calming measures were suggested in preparation for the potential development at Wyton. Cllr Notman agreed that if the A141 is not upgraded if/when the development commences, there could be a further increase in traffic and congestion in Woodhurst. It was proposed to ask Crest Nicholson (Wyton developer) for a traffic survey to be carried out in and around Woodhurst – see item 12. Cllr Huggins advised he still has some forms from previous studies and would be willing to carry out a voluntary survey with the help of other parishioners. Results from previous traffic surveys (if available) would be useful to compare with this and future studies, to calculate traffic volumes etc.

- 7. Minutes - to approve the minutes of the meeting held on 10th March 2015 -** The minutes of the meeting held on 10th March 2015 were signed by the Chairman as being a true and correct record.
- 8. To approve and adopt the Standing Orders –** The standing orders were approved and readopted.
- 9. To approve and adopt the Financial regulations –** these were reviewed at the meeting, along with the risk assessment and approved and adopted.

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10. To review the Council asset register – assets were reviewed and increased in value in 2014 and councillors agreed there should be no change this year. The assets were approved and adopted.

11. To review the Council Policies:

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

These were approved and adopted. Proposed by Cllr Marr, seconded by Cllr Notman

12. Wyton Development - Curtin & Co. Speaker: Martin Curtis from Curtin & Co, a company working on behalf of Crest Nicholson (Wyton airfield developer) gave a short presentation. He stated there was a need for 21,000 new homes in Huntingdonshire (a central government decision) over the next 20+ years with around twenty percent of this coming from the Wyton development. The proposed settlement would be self-sustaining including a school, supermarket, high street, guided bus with park and ride. Planning has not yet been determined, while infrastructure and financing are still being considered. HDC/CCC are currently in talks with Central Government regarding the road infrastructure. He suggested that a busway through Wyton would alleviate traffic issues in St Ives. Cllr Notman raised the issue of sustainability suggesting that a supermarket and park & ride could bring in outside traffic, causing more congestion on the A141 and subsequently more traffic through Woodhurst. Cllr Notman also noted that there are numerous traffic surveys being carried-out in the area by Crest Nicholson. Since it is the nearest village to the proposed development, he suggested that Woodhurst should be included in the study. Martin Curtis will look into this and ask CCC for existing data, advising that Peter Brett Associates are implementing highways studies on behalf of CCC. A member of the public also expressed concerns that the village would lose its voice compared to other larger and wealthier parishes, particularly since Woodhurst is the closest village to the proposed development, and suggested councillors raise the village's profile, connecting with parishioners and lobbying HDC/CCC to make their voice heard.

Wyton Development - Meeting: Cllr Notman attended the recent local development meeting regarding Wyton and other sites in Huntingdonshire. The local plan is due for a final public consultation in August which will have to include the final highways infrastructure decision.

13. To review any correspondence received

- Clerk Magazine
- Health Walks leaflets – to be put in telephone box for residents
- Countryside Watch report – Cllr Huggins passed on the current report, advising that fuel thefts have increased in the area, with tanks and vehicles being targeted.

14. Clerk – new appointment: Sarah Mizuro has been appointed as the new clerk from 1st June 2015. Cllr Notman thanked the current clerk for her work during the past 2-years.

15. Conservation Area – resident enquiry: a resident who lives next to the Conservation Area has shown an interest in purchasing the plot of land with a view to improve access and continue the conservation and maintenance. Ultimately, improvements could allow small classes of school children to visit and be educated on the environment. Natural Woodhurst had been carrying out annual maintenance but now have less resources available. Cllr Marr advised that the land was not the Parish Council's to sell (belonging to the Townlands Charity) and is held in Trust for the village. However, there may be a possibility of leasing the land area, subject to terms and/or covenants. Cllr Notman suggested holding a separate Townlands meeting to discuss further.

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16. Finance

- I. **To sign and approve the Annual Return for year ended 31st March 2015** – the Annual Return has been completed. Cllr Marr signed accordingly. This will be sent according to the external auditors, according to regulations, by 8th June 2015
- II. **To sign any cheques for payment – cheques issued:**
 - a. Cheque 100961 – EON (telephone box electricity) £16.94
 - b. Cheque 100962 – CAPALC membership 2015/16 £170.29
- III. **To approve the Clerk's salary and acknowledge tax position** – the clerk's salary will be reviewed at the next PC meeting when the new clerk commences.
- IV. **To appoint internal auditor for year ending Mar 31st 2016** – 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.

17. Calendar of Meetings for Year 2015/2016

– it was decided to add dates up to the end of the following calendar year:

Wednesday July 8^h

Wednesday Sept 9th

Wednesday Nov 11th

Wednesday Jan 13th 2016

Wednesday Mar 16th

Wednesday April 13th **ANNUAL PARISH MEETING**

Wednesday May 11th **ANNUAL MEETING OF THE PARISH COUNCIL**

Wednesday July 6th

Wednesday September 7th

Wednesday November 9th

18. Items to discuss arising from the Annual Parish meeting

– Defibrillator: DCllr Bull had planned to discuss the possibility of a joint purchase of a defibrillator with Oldhurst and Broughton Parish Councillors, which would service Broughton, Oldhurst and Woodhurst villages. Since DCllr Bull was unable to attend the AGM, it is hoped to clarify the situation at the next meeting.

19. To discuss street lights and the refurbishment programme

– the Clerk has been unable to contact James McDaid at Balfour Beatty to confirm commencement and details of the streetlight upgrade (email sent requesting upgrade and confirmed costs 11th March 2015). Hopefully there will be an update for the next meeting.

20. To raise any items for next meeting

– Wyton Airfield Development
Village Defibrillator

Meeting closed at 9.10pm

Signed (Chairman)..... Date.....