

**Minutes of the Annual Parish Council Meeting held on Monday 11<sup>th</sup> May 2015 at 7pm  
The Village Hall, Lingwood Lane, Woodborough, Nottingham**

PRESENT: Cllr Richard Whincup (Outgoing Chairman, part), Cllr John Boot, Cllr John Charles-Jones, Cllr Andrew Gough, Cllr Patrick Smith, Cllr Jan Turton, Cllr Charles Wardle.

IN ATTENDANCE: Averil Marczak (Clerk); 6 members of the public (part), Steven Tupper (District Commissioner for Scouting, Central Notts, part)

**2477. ELECTION OF CHAIRMAN FOR 2015/16**

Cllr Whincup presided over the election of the new chairman. Cllr Turton proposed Cllr Gough. Cllr Boot seconded the nomination and the vote was unanimous. Cllr Boot thanked Richard Whincup for his contribution to WPC.

**2478. DECLARATION OF ACCEPTANCE OF OFFICE**

All members signed the declaration. Registers of interest to be completed once the proformas were issued by GBC.

**2479. ASSIGNMENT OF RESPONSIBILITIES FOR 2015/16**

Responsibilities were agreed as follows: Vice Chair - Cllr Charles-Jones (proposed Cllr Turton, seconded Cllr Gough); Conservation Area and TPO - Cllrs Smith and Boot; cemetery - Cllr Gough; flood scheme/EA liaison - Cllrs Charles-Jones and Gough; planning - Cllrs Smith, Turton, Charles-Jones; finance - Cllrs Gough, Charles-Jones; village hall - Cllr Wardle; maintenance – Cllr Wardle; churchyard – Cllr Wardle; VHWP - Cllrs Wardle, Turton. Vacancies: allotments, rights of way, sports clubs and playing field, emergency planning team liaison, speedwatch team liaison, health and safety, Governors' Field.

**2480. DECLARATIONS OF INTEREST**

Non pecuniary interests - Cllr Smith: Woodborough Action Group; Cllr Wardle: WCA; Cllr Turton: Woodborough Action Group, Cancer Research, Woodborough in Bloom. Pecuniary interests – Cllrs Boot, Gough, Smith, Turton, Wardle: Local Planning Document.

**2481. PUBLIC SESSION**

The meeting was adjourned between 7.15pm and 7.30pm. A member of the public congratulated the new chairman, and suggested some modifications to the way that WPC meetings were run and minuted.

**2482. NEW COMMUNITY BUILDING/SCOUT HUT (PRESENTATION BY STEVEN TUPPER)**

The Chairman adjourned the meeting and invited Steven Tupper, District Commissioner for Scouting, to speak. A site meeting had been held with 2 councillors to assess the feasibility of converting the sports pavilion into a two-storey multifunction facility. This seemed to offer several advantages but Mr Tupper confirmed that the scouts continued to investigate all options. He suggested that if the conversion of the pavilion went ahead, financed by funds raised by the scouts and through grants, the PC would own the facility and should charge rent to everybody including the scouts. There were several potential avenues for funding, but Woodborough's relative affluence may prove to be an obstacle. Discussions had yet to take place with the sports clubs, but the scouts would try to work with the groups, particularly regarding timing. A successful build in Lowdham provided a prototype of how the project might work in

Woodborough. Mr Tupper was prepared to do the funding bids under the PC's name, and would work closely with the PC if the project went ahead.

**2483. NEW COMMUNITY BUILDING/SCOUT HUT**

The Chairman reconvened the meeting at 8 pm. Cllr Gough asked if a new build at Taylors Croft paddock might be an option; Cllr Smith responded that the PC had proposed that this land be protected as a "local green space" (provided that the owner was supportive). There was no update as to the owners' plan for the land. Cllr Charles-Jones cautioned against rushing to achieve funding deadlines; it was important to plan carefully and get everything right. He felt that a needs assessment should precede the drawing up of plans, as it might guide the design. It was resolved to support the scouts in undertaking a structural engineer's report to assess the feasibility of adding a 2<sup>nd</sup> floor to the Pavilion (at the scouts' expense). At 8.05pm Mr Tupper and one member of the public left.

**2484. MINUTES OF THE PARISH COUNCIL**

The meeting was reconvened and the minutes of the meeting held on April 13<sup>th</sup> were approved.

**2485. CO-OPTION TO 5 VACANCIES**

Several villagers had already indicated their interest in being co-opted; it was agreed that the vacancies should be advertised on the noticeboard and a special meeting to meet the candidates should be arranged for week commencing June 1<sup>st</sup>. At 8.20pm a member of the public left.

**2486. FLOOD SCHEME**

An information meeting was scheduled at the Environment Agency offices on the 15<sup>th</sup> May for all members of WPC.

**2487. PLANNING STRATEGY**

There were no updates to report.

**2488. CONSERVATION AREA APPRAISAL AND UPDATE TO TPO**

Cllrs Smith, Boot and Charles-Jones had met with GBC officers Peter Baguley and Joanna Gray. Tony Player had been appointed to carry out the conservation area appraisal. Before this he would complete an impact assessment of potential development in "other villages" (including Woodborough) to inform the 2<sup>nd</sup> iteration of the Local Planning Document, but these findings would not be made public. Tony Player had asked for some names of villagers with knowledge of Woodborough's heritage and history to give him a starting point and it was agreed that Cllr Smith would provide a list to be forwarded by the Clerk.

TPO: GBC's files for Woodborough comprised 6 TPOs from the 1960s, plus newer TPOs relating to planning applications. GBC's officers had contended that legal protection was in place for trees in the conservation area and had played down the benefits of an update, which was not a priority for them. It was noted that the TPOs were still enforceable; however GBC had not historically taken action on unauthorised tree works that took place. Cllr Smith planned to do further work, reviewing legislation which protected the landscape, greenwood forest areas and hedgerows, that might protect the trees outside the conservation area. He planned, where areas were accessible, to check which protected groups of trees on the TPO still existed, and in what condition.

At 8.50pm, 5 members of the public left.

**2489. BEST KEPT VILLAGE COMPETITION**

The WCA had agreed to manage the village's entrance to this year's best kept village competition. It was agreed to add the entrance fee of £6 to the list of cheques for signature.

**2490. MINUTES OF THE ANNUAL MEETING OF THE PARISH 27<sup>TH</sup> APRIL 2015**

There were no further comments regarding the pre-circulated draft; requests for additional litter bins and decorative village signs were noted for future consideration. PC Westlake had supplied annual crime statistics, it was noted that these were down year on year and it was agreed that these should be published on the website.

**2491. DISTRICT REPORT**

It was noted that Helen Greensmith had been elected as GBC Councillor for Dumbles Ward, and it was agreed to forward WPC meeting dates to her.

**2492. CO-OP SITE**

David Spencer of GBC had reportedly given the owner 10 working days to clean and tidy the site, beyond which an enforcement order could be served. Cllr Turton was monitoring progress closely and pledged to ensure that GBC acted according to the legal timetable.

**2493. VILLAGE CONTRACTOR AND LENGTHSMAN**

Geoff Baggaley had indicated that he wished to downscale his activities on behalf of the PC, and a notice in the Woodborough newsletter had found a potential recruit for some of the duties. Cllr Wardle agreed to report on progress at the next meeting. NCC had advised that they were running the lengthsmen scheme again in 2015/16, and a grant of £1200 was available.

**2494. PROPOSAL TO PURCHASE 3RD DEFIBRILLATOR**

Cllr Gough reported that the WCA was holding £220 of WPC's donation to purchase the defibrillators, which could be used towards a 3<sup>rd</sup> defibrillator to be installed outside the village hall. Quotes had yet to be obtained.

**2495. CORRESPONDENCE & EXCHANGE OF INFORMATION**

A letter had been received from the EA regarding a temporary river gauge and it was agreed to circulate to the Emergency Planning team. A complaint had been received regarding the Clerk's request to remove an event banner from the GF railings; it was agreed that the PC should continue to approve any requests to use the railings for advertising, and that any such banner should be placed away from Lingwood Lane, beyond the bus shelter. An email had been received from a villager chasing a response regarding the new LED streetlights; it was noted that varying different bulbs have been placed around the village and it was agreed to ask Cllr Elliott for an explanation of NCC's approach. The following items were noted: NCC email regarding funding for World War I community events, information regarding the reduction in the number of PCSOs, a future training course on playground inspection training, GBC agendas and press releases.

**2496. PLANNING**

There was no objection to PC ref 916, GBC 2015/0275, an application for alterations to listed building at 152 Main Street. PC ref 917, GBC 2015/0298, an application for a two-storey side and rear extension and front open porch extension at 23 Park Avenue, PC ref 918, GBC 2015/0362, an application for a detached garage at 22 Park Avenue: it was noted that both of these properties had an oak tree in the front garden which was protected under the TPO, and it was agreed to

respond that for both applications GBC needed a full report as to whether building works would damage the roots of these protected trees before granting permission.

Cllr Turton reported that works at 101 Lowdham Lane, which had been halted due to a lack of planning permission, had now recommenced. It was agreed that she would once again take up the matter with GBC's enforcement team.

#### **2497. ALLOTMENTS**

An email had been received, requesting that the grass on the allotment driveway be cut by the parish council. It was agreed to obtain a quote for this work, and to ask Woodborough Charities if they wished to authorise.

#### **2498. VILLAGE HALL**

Cllrs Turton and Wardle reported on discussions at the VHWP. The sound and light equipment coordinator vacancy remained. The recent work to install the external door to the bar had prompted a suggestion that further refurbishment be carried out, including plastering the walls, redecoration, a new bar top, new sink, new flooring. The cost was in the region of £2250-£2500. Cllr Charles-Jones cautioned against "mission creep", noting that this project was not in the budget. The expenditure was approved but it was agreed that complete costings must be pre-circulated in future. It was agreed to accept a quote for the redecoration of the main hall below the rail, skirting touch-up, entrance hall touch-up, painting of 2 storage doors for £200 labour plus paint. The purchase of a lapel microphone for £30 and a 2<sup>nd</sup> kettle was approved. It was agreed to consider the purchase of a Boost Box for solar panels at the next meeting.

#### **2499. GOVERNORS' FIELD**

It was agreed to ask GBC's playground inspection team to carry out a monthly inspection of the GF play equipment at a cost of £38 per visit. Geoff Baggaley had agreed to undertake a weekly inspection.

#### **2500. FINANCE**

The Clerk presented the financial statement and 15 payments totalling £3037.03 net were approved for payment. S137 payments were made to the WCA (£250) and Woodborough Charities (£264.17). It was resolved that the signatories to the bank accounts should be: Cllrs Gough, Wardle, Turton, Charles-Jones. Staffing item (the Clerk left the room): it was agreed that in future overtime should be paid at time and a half.

#### **2501. NEWSLETTER**

It was agreed to include the minutes.

#### **2502. DATE OF THE NEXT MEETING**

The proposed date of the next ordinary PC meeting, 8<sup>th</sup> June, was unsuitable for 3 members and it was agreed that it should be rescheduled. It was agreed to revisit the meetings calendar once the new councillors had been co-opted.

The meeting finished at 10.40pm.