

**Minutes of the Parish Council Meeting held on Tuesday 14<sup>th</sup> May 2019 at 7pm  
The Village Hall, Lingwood Lane, Woodborough, Nottingham**

PRESENT: Cllr Pat Woodfield (Chairman), Cllr Paul Berrisford, Cllr Margaret Briggs, Cllr John Charles-Jones, Cllr Andrew Gough (outgoing Chairman), Cllr Daniel Raynor, Cllr Patrick Smith, Cllr Colin Starke, Cllr Jane Stone, Cllr Charles Wardle.

IN ATTENDANCE: Cllr Boyd Elliott (NCC, part), Cllr Helen Greensmith (GBC, part), Sharon Johnson (Business Manager, Woods School, part), Averil Marczak (Clerk).

**3683. OPENING REMARKS**

Before opening the meeting, the outgoing Chairman Cllr Gough welcomed Cllr Daniel Raynor and thanked outgoing councillors Jan Turton and John Boot. He recorded his thanks to Cllr Charles-Jones for his support as vice-chairman, and the work that he did around the parish which often went unnoticed. He thanked Cllr Starke for his commitment to the new play equipment project and thanked the Clerk for her support and advice.

**3684. ELECTION OF CHAIRMAN FOR 2019/20**

Cllr Gough presided over the election of the new chairman. Cllr Gough proposed Cllr Woodfield. Cllr Stone seconded the nomination and the vote was unanimous. The new Chairman thanked Cllr Gough for his service as Chairman.

**3685. DECLARATION OF ACCEPTANCE OF OFFICE**

All members signed the declaration. Cllr Woodfield signed the declaration to accept the chair.

**3686. ASSIGNMENT OF RESPONSIBILITIES FOR 2019/20**

	Member(s) responsible
Chair	Pat Woodfield
Vice chair	Andrew Gough, John Charles-Jones
Finance	Pat Woodfield, Andrew Gough, John Charles-Jones
Village Hall	Jane Stone
VHWP	Jane Stone, Colin Starke, Charles Wardle
Planning	Patrick Smith, John Charles-Jones, Daniel Raynor, <i>all</i>
Conservation Area/TPO	Patrick Smith
Cemetery	Andrew Gough
Rights of Way	Andrew Gough
Allotments	Paul Berrisford
Sports clubs & playing field	Paul Berrisford
Institute liaison	Paul Berrisford
Governors' Field inc play equipment	Colin Starke
Sam Middup Field	Daniel Raynor
Maintenance inc Lengthsman/Gardenscape liaison	Charles Wardle
Flood scheme/EA liaison	Margaret Briggs, John Charles-Jones
Emergency planning team liaison	Margaret Briggs
Health & safety	Colin Starke

**3687. BANK SIGNATORIES**

It was agreed that Cllr Woodfield should replace Jan Turton as a signatory.

**3688. DECLARATIONS OF INTEREST**

The new members' Registers of Interest would be collated by the Clerk and taken to GBC. No additional interests were declared for this agenda.

**3689. OPEN SESSION**

The Chairman suspended standing orders between 7.15pm and 7.40pm. Sharon Johnson, Business Manager to the Woods School, addressed the PC regarding concerns about traffic near the school and potential actions that could help. The School sought WPC's support to extend the yellow zigzag lines from the school to the Village Hall, to install an electronic speed sign on Lingwood Lane (for traffic coming from Lambley), and to lobby NCC for a new traffic survey that could lead to approval for either a crossing or a new lollipop lady/man.

Cllr Elliott agreed to request a feasibility study for a crossing/crossing person but required a specific location to be agreed. He gave some further information about NCC initiatives to alleviate parking/traffic issues and advised that an additional camera car had been purchased to help catch and fine offenders parking on yellow zigzags. Cllr Elliott said that the visible presence of headteachers, taking an interest in dangerous parking, had been proven to be a very powerful way of tackling the situation elsewhere in the county and recommended this. Some schools had also appointed pupil champions to patrol in hi vis in an attempt to "shame" the parents who broke the rules. Sharon Johnson left the meeting at 7.40pm.

**3690. SCHOOL TRAFFIC AND PARKING ISSUES**

There was some debate about the issues raised, including recognition of the wider benefits of a crossing for use by the village to access the Governors' Field and bus stop. Further detailed consideration was required to give Cllr Elliott 2 specific locations for the traffic survey. It was agreed to write to the school and offer WPC's support, and outline an expectation that the headteacher would provide visible leadership.

**3691. MINUTES OF THE PARISH COUNCIL**

The minutes of the meeting held on 9<sup>th</sup> April were approved.

**3692. MATTERS ARISING**

Cllr Greensmith had provided the dates of the period for the exercise of public rights to inspect GBC's accounting records. Cllr Smith said that he was considering whether it was appropriate for WPC to raise any issues.

**3693. COUNTY REPORT**

A complaint regarding new bollards which obstructed a resident's occasional access had not been upheld. Letters regarding parking on Ploughman Avenue were yet to go out. Minerals Local Plan: a new local aggregates assessment had been published in April. Cllr Elliott offered to fund and install a new bench for Roe Hill (to replace current damaged bench), and 2 new picnic benches for the Governors' Field.

**3694. DISTRICT REPORT**

Cllr Greensmith summarised the results of the recent GBC election. She agreed to fund interim cuts on Smalls Croft grass and requested a grant claim form from the Clerk.

**3695. FINANCIAL ACCOUNTS FOR 2018/19**

The analysis of receipts and payments for 2018/19 was approved and signed by the Chairman.

**3696. INTERNAL CONTROL / INTERNAL AUDITOR'S REPORT**

The internal auditor's assessment of the PC's performance against internal control objectives was considered. The internal audit report recommended a review of building insurance values; a rolling review of policies; GDPR training. Members were satisfied that the PC had met its internal control objectives.

**3697. ANNUAL GOVERNANCE STATEMENT 2018/19**

The Chairman read out the lines 1 - 8 of the Annual Governance Statement in turn (line 9 N/A). It was resolved to respond "yes" to all statements and to approve the Annual Governance Statement (proposed Cllr Gough, seconded Cllr Berrisford). The Chairman and Clerk signed and dated Section 1 of the AGAR for return to the auditor.

**3698. ACCOUNTING STATEMENTS 2018/19**

The Accounting Statements signed by the Clerk before presentation for approval were considered. It was resolved to approve the Accounting Statements (proposed Cllr Gough, seconded Cllr Berrisford). The Chairman signed and dated Section 2 of the AGAR for return to the auditor.

**3699. CO OPTION TO VACANCY**

It was agreed to advertise the WPC vacancy with a 5<sup>th</sup> June deadline for applications.

**3700. ANNUAL MEETING OF THE PARISH**

Arrangements for the Annual Meeting of the Parish, 21<sup>st</sup> May, were finalised.

**3701. VILLAGE HALL**

Report from the VHWP: it was suggested that to make it easier to pull the curtains in the main hall, draw rods should be installed and the poles polished. Cllr Wardle was following up. The new china had received good feedback and users had requested that additional mugs be purchased, along with 4x 1 litre jugs. It was hoped that these could be bought using a credit that Cllr Wardle had negotiated with Nisbets due to their poor service on the initial delivery.

A recent service had identified that new cells were required for emergency lights in the ladies' toilets and it was agreed to have these replaced (cost £110.08).

3 quotes for the redecoration of the Village Hall and the Pavilion were considered in detail and it was agreed to progress quote no.3.

**3702. GOVERNORS' FIELD AND NEW PLAY EQUIPMENT**

HAGS had rejected WPC's offer of £3000 + VAT as full and final settlement. The Clerk had responded with a suggestion that a meeting be arranged; HAGS had yet to reply. The Chairman offered to contact HAGS directly. It was agreed that a revised offer could be made. A 2<sup>nd</sup> quote had been received to patch the damaged safety surface around the roundabout, and also to replace

the areas of worn mulch under the seesaw with wet pour. It was agreed to proceed with DCM, at a cost of £850 + VAT, work to be done when they were in the area. There was no update regarding GBC's play inspection paperwork/invoices.

The sign to mark Woodborough's contribution to decorating the Tour of Britain route had been installed, and Cllr Briggs and a couple of volunteers had attended a photo call with the chair of NCC on a very wet evening.

**3703. PLANNING**

PC1056/GBC 2019/0403TPO for the removal of lowest branches of conifer up to 4 metres at 43 Main Street: it was agreed to record no objection, but also to observe that the TPO on this tree seemed something of an anomaly, and that felling might be preferable to leaving the tree misshapen.

**3704. THE INSTITUTE**

Cllr Berrisford agreed to investigate the implications of personally becoming a trustee to the Institute in order to strengthen links between the Parish Council and the Institute to ensure its future viability. Cllr Gough indicated that if 2 trustees were required, he would also consider it. The Chairman thanked Cllr Berrisford for volunteering.

**3705. SILENT SOLDIER**

It was agreed that the Silent Soldier should be made a permanent installation on the Village Hall gable end. Cllrs Wardle and Starke agreed to carry out the installation.

**3706. SAM MIDDUP FIELD**

Following a letter to all immediate neighbours of the field regarding weed killing, 2 residents had responded to raise queries. Cllr Charles-Jones had met with 1 resident to discuss the issues. The 2<sup>nd</sup> query related to activities undertaken by the farmer and the Clerk agreed to explain this.

**3707. CHRISTMAS LIGHTS SWITCH ON**

It was agreed that the switch on event should be arranged for 1<sup>st</sup> December at 5pm. Cllr Briggs was liaising with the WCA and hoped that the school choir would also be able to attend. It was agreed to seek additional quotes for the installation of the lights, if suitable contractors could be found.

**3708. CONFIDENTIAL ITEM**

It was resolved to exclude the public to consider personal data.

**3709. CORRESPONDENCE AND EXCHANGE OF INFORMATION**

Notes of thanks had been received from outgoing councillors John Boot and Jan Turton. A letter of thanks for the donation of the old crockery to South Wraxall Village Hall had been received; their chairperson had also offered to make a small donation to WPC, but it was agreed that this should be politely declined. Further details regarding the Scope textile bin had been received and it was agreed to consider whether provision already existed at the Nags Head before making a decision. Early details of the proposed national celebrations for VE Day's 75 year anniversary in May 2020 had been received and passed to the WCA and Rev Giles. The following items were noted: an update on the Epperstone draft neighbourhood plan; details of a cycling event passing through the village on June 23<sup>rd</sup>; GBC various agendas and press releases.

**3710. CEMETERY**

Malcolm Lane had removed the noticeboard to make a repair. Cllr Gough proposed that WPC adopt the policy of several other parish burial authorities, and ask the gravedigger to arrange a small skip to take away the spoil at the time of digging rather than allow it to accumulate (the cost of the skip being added to the gravedigging fee). This was agreed. Cllr Stone suggested that an area for cremated remains should be created in the cemetery.

**3711. ALLOTMENTS**

Geoff Parkinson had contacted the Clerk regarding the transfer of the legal title of the allotments from Woodborough Parish Council into the name of Woodborough Town Lands Charity, following an historical error in the registration.

**3712. CHURCH YARD**

Woodborough in Bloom had sent a reminder about weeds and brambles and it was agreed to respond that Rob Dixon would clear these in the next few days.

**3713. PLAYING FIELD**

Cllr Berrisford reported that the school were discussing use of the cricket pitch with the cricket club.

**3714. FINANCE**

The Clerk presented the financial statement for May and 20 payments, totalling £6421.69 net, were approved for payment. S137 donations to Woodborough Community Association (£400) and Woodborough in Bloom (£1500) were agreed. Gross payments over £500: £1500 donation to Woodborough in Bloom, £510.46 LGPS (staff pensions). It was agreed to make a goodwill payment of £10 to the Village Hall caretaker who had offered to use her second-hand mobile phone exclusively for PC calls and messages instead of a new phone being purchased for such use.

**3715. NEWSLETTER AND WOODBOROUGH WEB CONTENT**

It was agreed to include the minutes, details of the WPC vacancy, contact numbers to report fly tipping and dog fouling, details of Mark Spencer's litter picking event and Emergency Planning training, to take place on June 10<sup>th</sup>.

**3716. AOB (FOR INFORMATION ONLY)**

The Chairman reported that she had been reappointed to GBC's Standards Committee.

**3717. DATE OF THE NEXT MEETING**

The date of the next PC meeting was confirmed as 11<sup>th</sup> June 2019.

The meeting finished at 9.59pm.