

Minutes of the Annual Parish Council Meeting held on Tuesday 4th May 2021 at 7pm

This meeting was held remotely in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

PRESENT: Cllr Pat Woodfield (outgoing Chairman), Cllr Andrew Gough (Chairman), Cllr Paul Berrisford, Cllr Margaret Briggs, Cllr John Charles-Jones, Cllr John Newsome, Cllr Richard Pannell, Cllr Colin Starke, Cllr Charles Wardle, Cllr Adam Wylie.

IN ATTENDANCE: Averil Marczak (Clerk), 4 residents/members of the public observed.

4265. ELECTION OF CHAIRMAN FOR 2021/22

Cllr Woodfield had informed members of her resignation from WPC and presided over the election of the new chairman.

Cllr Wardle proposed Cllr Gough, Cllr Starke seconded the nomination, and the vote was unanimous. The Clerk would forward a Declaration of Acceptance of Office document for completion.

The new Chairman thanked Cllr Woodfield for her six years of service, including two years as Chair. Cllr Woodfield welcomed new councillor Adam Wylie and then left the meeting.

4266. ASSIGNMENT OF RESPONSIBILITIES FOR 2021/22

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

4267. DECLARATIONS OF INTEREST (FOR ITEMS ON THE AGENDA)

No additional interests were declared.

4268. MINUTES OF THE PARISH COUNCIL

The minutes of the meeting held on 27th April were approved.

4269. REVIEW OF STANDING ORDERS

It was agreed to adopt NALC's 2020 revisions to Model Standing Orders. It was agreed that the maximum meeting length should be reduced from 4 hours to 3 hours.

4270. SAM MIDDUP FIELD PERMISSIVE FOOTPATH

Cllrs Woodfield and Charles-Jones had visited neighbours affected by the fencing works to discuss the issues and listen to their concerns. Cllr Woodfield had acknowledged the issues and concerns raised and had drafted new project management guidelines to ensure that the PC learnt from the issues raised. A few issues with the fence had been corrected. There remained a possibility that some plants had been damaged and it was agreed that, if needed, the PC would pay for replacement plants. Cllr Charles-Jones agreed to add a couple of additional fence posts to stop the fence rails from twisting further.

4271. PROPOSAL TO ADOPT NEW PROJECT MANAGEMENT GUIDELINES

New project management guidelines drafted by Cllr Woodfield were considered, and it was agreed to adopt these with a minor modification.

4272. CEMETERY

The Chairman and Clerk had met with a representative from A W Lymn to discuss a safety audit of memorials at the cemetery. A detailed proposal would be available for discussion at the next meeting.

4273. VILLAGE HALL REFURBISHMENTS

Cllr Wardle reported that new flooring would be put down in the entrance hall and disabled toilet at half term. The toilet walls had already been decorated, and a new disabled toilet and fold down changing table would be fitted. Preschool had identified some adaptations needed to improve access for all children following a Special Education Needs and Disabilities audit. Adaptations needed for their own toilets would be funded by the preschool (fitted by Cllr Wardle), but it was agreed that ramps at the fire exit door, from the main hall to the outside play area, should be fitted at WPC's expense.

4274. FLOODING MATTERS UPDATE

Cllr Charles-Jones reported that the EA's consultant had finished his report. The report was an EA internal document and was not at present available for public scrutiny. Cllr Charles-Jones reported that the scoring system to attract funding was weighted towards areas where a lot of properties flooded. Although the impact of the fear of flooding on mental health was now also factored in, Woodborough might find that the new scoring system did not attract additional funding to a level that would make a mitigation scheme a certainty rather than desirable. He nonetheless noted that the EA did want to take action, possibly in 2025/26. It was agreed to approach the EA to attend one of the next WPC meetings to report the consultant's findings. It was agreed that the PC must carefully consider the report and develop its response, and to manage expectations that this was not a Q&A meeting for the broader public.

4275. PLAYING FIELD

The Clerk had discussed storage of equipment with the field users.

4276. BINDING OF MINUTES

The Clerk had circulated two quotes and it was agreed to ask Print Quarter to bind WPC's looseleaf minutes from 2008 - 2020.

4277. FINANCE

The Clerk presented the financial statement for May and 7 payments, totalling £4,557.76 net, were approved for payment. Gross payments over £500: £700.17 LGPS (staff pensions), £1,000 donation to Woodborough in Bloom (S137). It was agreed to cancel WPC's subscription to Zoom Pro.

4278. GOVERNORS' FIELD REPAIRS

Cllr Starke reported that following a visit from a HAGS engineer, the roundabout was now moving freely again, and Cllr Starke had learned how to grease the workings in future. It was suggested that HAGS should be consulted regarding the tensioning of the zipwire, to see whether it could be improved. It was noted that the RoSPA check was booked to take place this month. Cllr Starke thanked fellow councillors for helping to restore the picnic benches to the Governors' Field. He noted that the path was showing signs of wear and suggested that next year's budget should allocate funds to top up the path or resurface it.

4279. OTHER UPDATES

It was agreed that Cllrs Wardle, Charles-Jones, Raynor and Wylie should collaborate regarding the messages and design for the permanent signs for the Sam Middup Field permissive footpath.

Cllr Starke reported his concerns that the bin outside the shop was in need of urgent renovation and more frequent emptying.

4280. WOODBOROUGH WEB

It was agreed to include: minutes; details of the rules for use of the permissive footpath in SMF, information about the end of Covid-19 cleaning at the Governors' Field.

4281. ITEMS FOR THE NEXT AGENDA

It was agreed to include: parking near the Lingwood Lane/Main Street junction; painting of information boards.

4282. DATE OF NEXT MEETING

The date of the next meeting was confirmed as Tuesday 8th June.

The meeting finished at 8pm.