

**Minutes of the Annual Parish Council Meeting held on Monday 3<sup>rd</sup> July 2023  
at 6.45pm in the Village Hall, Lingwood Lane, Woodborough, Nottingham**

PRESENT: Cllr Andrew Gough (Chairman), Cllr Liz Anderson, Cllr Gary Digva, Cllr Phil Hallam, Cllr John Newsome, Cllr Richard Pannell, Cllr Colin Starke, Cllr Linda Taylor, Cllr Charles Wardle, Cllr Richard Whincup, Cllr Adam Wylie

IN ATTENDANCE: Cllr Helen Greensmith (GBC, part), Cllr Boyd Elliott (NCC, part), 1 resident representing Preschool (part), Averil Marczak (Clerk)

**4796. NEW MEMBERS – DECLARATIONS OF ACCEPTANCE OF OFFICE**

Co-opted members Cllrs Digva, Hallam, Newsome, Taylor and Whincup signed a declaration of acceptance of office.

**4797. WELCOME TO NEW MEMBERS**

The Chairman welcomed the new members and invited everyone to introduce themselves.

**4798. ASSIGNMENT OF RESPONSIBILITIES FOR 2023/24**

	Member(s) responsible
Chair	Andrew Gough
Vice chair	Colin Starke, Liz Anderson
Finance	Andrew Gough, Colin Starke
Signatories to bank	Andrew Gough, Colin Starke, Charles Wardle, Richard Whincup
Village Hall	John Newsome
VHWP	John Newsome, Richard Pannell, Colin Starke, Charles Wardle
Planning	Gary Digva, Richard Pannell, Linda Taylor, <i>all</i>
Cemetery	Andrew Gough
Rights of Way	Richard Pannell
Allotments	Linda Taylor
Sports clubs & playing field	Adam Wylie, John Newsome, Richard Whincup
Institute liaison	Richard Whincup, Linda Taylor
Governors' Field inc play equipment	Colin Starke, Adam Wylie
Sam Middup Field	Liz Anderson
Maintenance inc Lengthsman	Charles Wardle
Gardenscape liaison	Andrew Gough
Flood scheme/EA liaison	Phil Hallam
Emergency planning team liaison	Phil Hallam
Health & safety	Colin Starke, Liz Anderson

**4799. DECLARATIONS OF INTEREST**

No additional interests were declared.

**4800. COUNTY REPORT**

Cllr Elliott was asked to request cuts of the verges on Lingwood Lane and Foxwood Lane, where long grass impeded visibility for motorists and prevented pedestrians from walking on the verges. Cllr Elliott was asked to take action on the Bank Hill pavement and Shelt Hill pavement to make them safe for pedestrians and wheelchair users.

Cllr Elliott had noted the request for £1000 towards new safe surfacing in the Governors' Field and would discuss with Cllr Starke.

**4801. DISTRICT REPORT**

Cllr Greensmith had noted the request for £500 towards new safe surfacing in the Governors' Field and would discuss with Cllr Starke.

**4802. MINUTES OF THE PARISH COUNCIL**

The minutes of the meetings held on 5<sup>th</sup> June and 14<sup>th</sup> June 2023 were approved.

**4803. MATTERS ARISING**

The Clerk had received contact from GBC regarding the status of the 2010 planning permission for the cemetery extension and further discussions were needed to establish whether the permission was extant.

**4804. CHAIRMAN'S REPORT**

The Chairman recorded his thanks to John Charles-Jones, Paul Berrisford, Margaret Briggs and Daniel Raynor who had all served WPC with distinction prior to stepping down at this year's election.

**4805. OPEN SESSION FOR MEMBERS OF THE PUBLIC**

The meeting was suspended between 7.17pm and 7.30pm. Having circulated a report Mr Steve Hawker (treasurer to Woodborough Preschool) addressed the PC to explain the challenges faced and to request discounted hire for the autumn term 2023.

**4806. VILLAGE HALL**

Following trespassing/minor vandalism on the tennis courts and incidents of anti social behaviour on the car park, the Tennis Club and VHWP recommended the installation of CCTV. Cllr Pannell had secured one quote. There was broad support for the installation of CCTV. It was agreed to secure 2 further quotes and draft a CCTV policy.

**4807. PLAYING FIELD**

It was noted that the roller was still outside and must be pushed to the side and railed off/suitable signage attached. A quote for painting of the new plaster at the pavilion would be available shortly.

**4808. SAM MIDDUP FIELD**

It was agreed to write to a resident regarding the field boundary to request action and explain potential next steps. It was noted that the bridge required attention from the Lengthsman to clear the nettles and high weeds.

**4809. CEMETERY**

It was agreed to secure 1-2 days of Rob Dixon's time to cut back brambles, climbers and weeds within the cemetery and on the outside hedge. It was noted that the remaining knotweed also required management.

**4810. PRE-SCHOOL**

It was agreed to reduce Pre-school's daily rate from £84 to £50 for the 2023 autumn term only.

**4811. FINANCE**

The Clerk presented the financial statements for July. 14 payments, totalling £4826.66 net, were approved for payment. Gross payments over £500: £707.27 LGPS (staff pensions). Direct debits totalled an additional £671.60 net.

**4812. CORRESPONDENCE AND EXCHANGE OF INFORMATION**

The Clerk reported from the recent GBC Clerks' meeting. Members were invited to apply for the parish vacancy on the Standards Committee; GBC were considering adopting the LGA model Code of Conduct; a parish conference was planned for the autumn.

It was noted that moles were present in the Churchyard; the Vicar and PCC had decided not to place traps but to flatten and rake the molehills.

**4813. ITEMS FOR THE NEXT AGENDA**

Plans for the Sam Middup Field; Christmas tree and purchase of replacement lights; parking restrictions for Roe Lane; cemetery ashes area.

**4814. DATE OF THE NEXT MEETING**

The date of the next PC meeting was confirmed as 4<sup>th</sup> September 2023 at 6.45pm.

The meeting finished at 8.45pm.