

**Minutes of the Annual Parish Council Meeting held on Monday 5th June 2023
at 6.45pm in the Village Hall, Lingwood Lane, Woodborough, Nottingham**

PRESENT: Cllr Andrew Gough (Chairman), Cllr Liz Anderson, Cllr Richard Pannell, Cllr Colin Starke, Cllr Charles Wardle, Cllr Adam Wylie

IN ATTENDANCE: Cllr Helen Greensmith (GBC, part), Cllr Boyd Elliott (NCC, part), 2 residents (part), Averil Marczak (Clerk)

4771. DECLARATIONS OF INTEREST

No additional interests were declared.

4772. OPEN SESSION FOR MEMBERS OF THE PUBLIC

The meeting was suspended and the applicants for PC1203/GBC2023/0361 explained how this planning application addressed the reasons for the refusal of the previous application for this site.

4773. MINUTES OF THE PARISH COUNCIL

The minutes of the meetings held on 3rd April and 15th May 2023 were approved.

4774. DISTRICT REPORT

The Chairman congratulated Cllr Greensmith on her re-election. Cllr Greensmith reported that she had been appointed to the Audit Committee and Planning Committee.

4775. COUNTY REPORT

WPC's complaint about the state of the roads and the poor quality of the road repairs had received a response from Cllr Neil Clarke. The reply was generic in nature and made no commitment in terms of actions or timescales. Cllr Elliott believed that resurfacing of a significant stretch of Lowdham Lane was in the plan for 2023, and he had invited Cllr Clarke to visit the village and see the issues for himself. Cllr Elliott had supported Cllr Starke's application for funding for additional safety surfacing in the Governors' Field. It was noted that motorists continued to park on Lingwood lane despite the double yellow lines. Cllr Elliott agreed to look at enforcement options.

4776. PLANNING

There was no objection to the following:

PC1203/GBC2023/0361 for proposed 4 no. 3 bedroom dwellings on previously developed land using existing access to Lowdham Lane.

PC1204/GBC2023/0409 for construction of one additional storey above existing original dwelling.

4777. INTERNAL CONTROL / INTERNAL AUDITOR'S REPORT

The internal auditor's assessment of the PC's performance against internal control objectives was considered. The internal auditor's letter with recommendations was received and noted.

Recommendations included remedial work to ensure memorial safety at the cemetery; GDPR training for new members; consider opening an account with a further bank to protect more funds under the FSCS. Members were satisfied that the PC had met its internal control objectives.

4778. ANNUAL GOVERNANCE STATEMENT 2022/23

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 Pannell, seconded Cllr Starke). The Chairman signed and dated Section 1 of the AGAR.

4779. ACCOUNTING STATEMENTS 2022/23

The Accounting Statements signed by the Clerk before presentation for approval were considered. The Chairman read out the data. It was resolved to approve the Accounting Statements (proposed Cllr Pannell, seconded Cllr Starke). The Chairman signed and dated Section 2 of the AGAR.

4780. FINANCIAL ACCOUNTS FOR 2022/23

It was resolved to approve the detailed analysis of receipts and payments for 2022/23, and the document was signed by the Chairman.

4781. VACANCIES & CO-OPTIONS

A number of applications for the vacancies had been received and meetings with candidates would be completed week commencing 12th June.

4782. GOVERNORS’ FIELD

Cllr Starke confirmed that he had submitted an application for LCF funding for additional safe surfacing. It was agreed to request £500 from Cllr Greensmith and £1,000 from Cllr Elliott towards the project. The annual RoSPA report had been received and Cllr Starke and Mr Whincup had documented their response to its findings. A replacement rubber tile had been fitted on the trampoline surround.

4783. PLAYING FIELD

It was noted that the roller was now being used by Caythorpe Cricket Club, which had plans to refurbish it. Cllr Wardle recommended that an inventory of all contents in the shed should be prepared to identify ownership, following which the shed might be reorganised. It was noted that the roller must be taken indoors. It was agreed that a regular Friday morning kick about could continue without charge providing no subs or fees were involved. Woodborough Cricket Club had requested to use the pitch on 11th June and would pay the match fee. Cllr Wardle agreed to get quotes for painting of the new plaster at the pavilion.

4784. SAM MIDDUP FIELD

The Clerk had contacted a land agent regarding the field boundary and hoped to have a response for the next meeting.

4785. FINANCE

The Clerk presented the financial statements for May and June.

May: 20 payments, totalling £7412.98 net, were approved for payment. Gross payments over £500: £828 Quantum Fire & Security (replacement fire alarm system); £707.27 LGPS (staff pensions); £1250 Woodborough in Bloom (S137, donation). Direct debits totalled an additional £6486.70 net. Gross payments over £500: £821.06 EDF (gas); £978.36 EDF (electricity); £4268.02 PWLB (loan for purchase of Sam Middup Field).

June: 12 payments, totalling £11064.44 net, were approved for payment. Gross payments over £500: £7758.70 Miller Freeman (replacement boilers); £717.95 LGPS (staff pensions). Direct debits totalled an additional £974.25 net.

4786. VILLAGE HALL

The new boilers had been installed at half term and arrangements could now be made to re-lay the loft insulation. Problems persisted with EDF's billing for electricity. The scheduled installation of a smart meter had been thwarted when the visiting engineer announced that he was only qualified to work at domestic properties. All regular users were now set up on Hallmaster and would receive invoices by email.

4787. CEMETERY

DEFRA had announced its amendments to the Environmental Permitting Regulations which would have an impact on grave sizes. It was noted that the changes would apply only to new cemeteries or extensions requiring planning permission, and would not apply to existing cemeteries. The Clerk had sought clarification as to any planning requirements needed for the new extension and awaited a response.

4788. ANNUAL MEETING OF THE PARISH

It was noted that the following issues had been raised: double yellow lines are needed on Roe Lane, on both sides, as far as the pub car park top exit; permission/rights to park in the Four Bells car park needs to be clarified; what are the plans for the Sam Middup Field? Given the low resident turnout, it was agreed that the meeting should take place biannually and that next year a report would be produced and distributed to residents.

4789. CORRESPONDENCE AND EXCHANGE OF INFORMATION

The following items were noted: date for NALC AGM; date for Nottinghamshire Civic Service; details of new royal portraits to be supplied to all local authorities free of charge; purchase of Quantum Fire & Security by Churches Fire Security Ltd.

4790. ITEMS FOR THE NEXT AGENDA

It was agreed to arrange an additional meeting for the purpose of co-options.

4791. DATE OF THE NEXT MEETING

The date of the next PC meeting was confirmed as 14th June 2023 at 7.30pm.

The meeting finished at 8.23pm.