

**Minutes of the Parish Council Meeting held on Monday 8th April 2024
at 6.45pm in the Village Hall, Lingwood Lane, Woodborough, Nottingham**

PRESENT: Cllr Andrew Gough (Chairman), Cllr Liz Anderson, Cllr John Newsome, Cllr Richard Pannell, Cllr Colin Starke, Cllr Linda Taylor, Cllr Charles Wardle

IN ATTENDANCE: 3 residents (part), Cllr Helen Greensmith (GBC, part), Averil Marczak (Clerk)

4973. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Phil Hallam, Cllr Richard Whincup and Cllr Boyd Elliott (NCC).

4974. DECLARATIONS OF INTEREST

No additional interests were declared.

4975. OPEN SESSION FOR MEMBERS OF THE PUBLIC

The Chairman suspended the meeting between 6.48pm and 7.13pm to allow members of the public to address the PC. One resident raised concerns about the use of bird scarers behind Charnwood Way/Smalls Croft, and her concern that NFU guidelines were not being followed. Representing the Heritage Society, John Hoyland explained that the Heritage website had now been transferred to WPC's hosting account and he passed over a folder which explained the structure of the site. It was agreed that Cllrs Wardle and Anderson should meet Mr Hoyland separately to review some of the physical materials held by the Heritage Society, to consider whether they should be retained in the village or deposited at Nottinghamshire Archives. A resident raised concerns about potential contamination of flood water and groundwater given the history of tipping on farmland at the head of the valley. He also raised his concerns about potholes and the state of the pavements.

4976. MINUTES OF THE PARISH COUNCIL

The minutes of the meeting held on March 4th were approved.

4977. MATTERS ARISING

The Clerk had yet to complete the planning application for the Governors' Field fence.

4978. CHAIRMAN'S REPORT

The Chairman reported with regret that Adam Wylie and Gary Digva had resigned from WPC, and thanked them for their contribution. The vacancies were being advertised by GBC's elections team.

4979. DISTRICT REPORT

Cllr Greensmith was asked to raise the issue of bird scarers with the Environmental Health team at GBC once again. It was noted that they had visited the village recently in response to residents' complaints. Cllr Greensmith had sent a report, confirming that she had requested the clearance of broken glass from the allotments layby, additional street cleaning, cleaning of the pavements and cleaning of the playground. It was noted that GBC had undertaken an assessment of the trees in Smalls Croft and action was planned within the next six months.

4980. COUNTY REPORT

Cllr Elliott was not in attendance. He had not sent a report nor responded to the Clerk's request for updates on a list of issues discussed at WPC's March meeting.

4981. INTERNAL CONTROL / INTERNAL AUDITOR'S REPORT

The Annual Internal Audit Report was received and noted. The internal auditor's letter with recommendations was received and noted. Recommendations included updated risk assessments for the Playing Field and Sam Middup Field; 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.

4982. ANNUAL GOVERNANCE STATEMENT 2023/24 (AGAR SECTION 1)

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.

4983. ACCOUNTING STATEMENTS 2023/24 (AGAR SECTION 2)

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.

4984. FINANCIAL ACCOUNTS FOR 2023/24

It was resolved to approve the detailed analysis of receipts and payments for 2023/24, and the document was signed by the Chairman.

4985. ANNUAL REPORT

As agreed at the June 2023 meeting, it was confirmed that an annual report should be delivered to all homes in the village. It was agreed that the Clerk should circulate an example of what was required and proposed timings, and that the copies of the collated report should be printed by an external provider. Several members offered to distribute the reports to their neighbours and it was agreed that a full plan for delivery would be developed in due course.

4986. FLOODING

Letters had been sent to the Prime Minister and to Robbie Moore, MP, Minister for flooding. Michael Payne, the Labour Party candidate for Gedling, had confirmed that he would attend a meeting and it was agreed to write to him and let him know that he would be on May's agenda. The letter regarding potential contamination to flood water and groundwater had been passed to FLAG (Flood Action Group) to establish next steps. NottsALC had responded regarding potential legal action against the principal authorities and Severn Trent; their recommendation was that the PC should avoid going alone and try to work with other PCs or community groups to put pressure on the principal authorities and water provider. Cllr Wardle was in communication with Calverton Parish Council regarding the placement of the road closure sign at the foot of Bonner Hill.

4987. POLICIES UPDATE

WPC's privacy notice was reviewed; it was noted that it was still consistent with SLCC's model document and therefore no changes were required. It was agreed to adopt a new employer privacy notice to recognise the operation of CCTV. It was agreed to make an amendment to the CCTV policy regarding potential use of employee images.

4988. WEBSITE DEVELOPMENTS

The transfer of the Heritage website was virtually complete. Outgoing councillor Gary Digva had offered to complete the work to set up the new community website. Work to update WPC's website had yet to commence. Cllr Anderson reported that she had become aware of a website run by parish.net purporting to be a Woodborough initiative and it was agreed to post a news article explaining that this was not the community website that was in development.

4989. CEMETERY

It was agreed to accept a quote from Steve Rose for the urgent filling of potholes, and improvement to the road and parking area outside the cemetery at a cost of £580. It was agreed to investigate whether a grant might be available from NCC as this was a public bridleway and also to ask Cllr Greensmith for a grant from her community pot to improve access.

A W Lymn had requested permission to use an alternative lower cost gravedigger. It was agreed that this request should be declined and that Nigel Wilford should be retained, due to his knowledge of the Woodborough Cemetery and his impeccable record.

4990. GOVERNORS' FIELD

Cllr Starke reported that the wooden posts on the tunnel mound were rotting and disintegrating, and required replacement. He had approached HAGS and hoped that they would accept responsibility. A response was awaited.

4991. ALLOTMENTS

Cllr Taylor reported that the water leak had been repaired. A quote had been received for the repair to the internal driveway. Cllr Pannell recommended that a fabric membrane be applied beneath the works, and it was agreed that this spec should be discussed with the proposed contractor. One allotment had been returned, and the Clerk was working down the waiting list to find a new tenant.

4992. TENNIS COURTS & PLAYING FIELD

Cllr Starke reported that the supplier of the problematic tarmac had taken samples of the court for analysis, and that, in due course, resurfacing was likely. Cllr Newsome gave his view that for the playing field to be consistently usable, drainage needed to be improved on Lingwood Lane. Cllr Wardle confirmed that the landowner had committed to digging out the drains when conditions permitted.

4993. VILLAGE HALL

The stage curtains had now been fitted and members were delighted with the results. Cllr Starke presented a quote for partial boarding of the loft space and it was agreed that this should be done at the same time as the redistribution of the installation materials (total quotation, £1,080 +VAT).

The benefit of the boarding would be that future works in the loft would be made easier and safer, and storage for occasional use items would be created.

4994. SAM MIDDUP FIELD

Some minor maintenance was needed on the northern boundary and it was agreed to ask Rob Dixon to undertake this. Spraying near the ditch was not needed as 2023's application of weedkiller continued to be effective. It was agreed that £58 should be spent on an OS map for the purposes of planning.

4995. PLANNING

PC1223/GBC2024/0193TPO for removal of dead wood to various fir, holly and oak trees to front of Thorneywood House, Foxwood Lane, was considered and it was agreed to make no objection.

4996. FINANCE

The Clerk presented the financial statement for April. 26 payments, totalling £9032.09 net, were approved for payment. Gross payments over £500: £740.19 HMRC; £845.68 LGPS (staff pensions); PPL PRS Ltd £532.01 (music licence); £654.02 SSE (gas). A further 9 payments were made by direct debit totalling £1376.01 net. Direct debits for the 2024/25 financial year were approved for: Livepay, IONOS, EDF, Scottish Power, SSE, Gedling Borough Council, ICO, O2, Water Plus.

4997. CORRESPONDENCE AND EXCHANGE OF INFORMATION

The following items were noted: email regarding bird scarers; letter from Newark and Sherwood District Council regarding Statement of Community Involvement consultation; GBC, various agendas and press releases.

4998. PARISH COUNCIL VACANCIES

It was noted that both vacancies were currently being advertised in accordance with due process, giving residents the chance to request an election. Should this not happen, WPC would be able to co-opt members at its May meeting. It was agreed that the Clerk should monitor progress and advertise co-option opportunities if appropriate.

4999. OTHER UPDATES

The framed portrait of HM King Charles III had been received and it was agreed to understand the protocol for removal of the portraits of the late Queen and the late HRH Duke of Edinburgh.

5000. DATE OF THE NEXT MEETING

The date of the next meeting was confirmed as 20th May at 6.45pm.

The meeting finished at 9.16pm.