

**Minutes of the Parish Council Meeting held on Monday 9<sup>th</sup> November 2015 at 7pm  
The Village Hall, Lingwood Lane, Woodborough, Nottingham**

PRESENT: Cllr Andrew Gough (Chairman), Cllr Paul Berrisford, Cllr Margaret Briggs, Cllr Colin Starke, Cllr Jan Turton, Cllr Charles Wardle, Cllr Pat Woodfield.

IN ATTENDANCE: Averil Marczak (Clerk), Cllr Boyd Elliott (NCC, part), Cllr Helen Greensmith (GBC, part), Steven Tupper (District Commissioner for Scouting, Central Notts, part).

**2626. APOLOGIES FOR ABSENCE AND ACCEPTANCE**

Apologies were received and accepted from Cllr John Boot, Cllr John Charles-Jones, Cllr Patrick Smith.

**2627. DECLARATIONS OF INTEREST**

Non pecuniary interests – Cllr Berrisford: allotments; Cllr Turton: Woodborough Action Group, Cancer Research, Woodborough in Bloom; Cllr Wardle: WCA; Cllr Woodfield: Tennis Club. Pecuniary interests – Cllr Turton, planning application PC ref 933, GBC 2015/1153 (7 Ploughman Avenue).

**2628. PUBLIC SESSION**

Between 7.03pm and 7.05pm the meeting was suspended and Cllr Turton exercised her right to speak as a member of the public regarding planning application PC ref 933, GBC 2015/1153. She outlined the plans and advised that neighbours to whom she had spoken had no objection.

**2629. MINUTES OF THE PARISH COUNCIL**

The minutes of the meeting held on October 12<sup>th</sup> were approved.

**2630. MATTERS ARISING**

GBC's planning department had responded to 1 of 4 planning enforcement items reported by WPC; the Planning Officer advised that he would write to the owner of 101 Lowdham Lane "requiring the [out] building to be removed within 28 days". Cllr Greensmith agreed to chase the remaining enforcement items: PV panels Foxwood Lane, removal of hedgerow north of The Meadows, brick building at Shelt Hill fishing lakes. Cllr Charles-Jones had applied for the Greenwood Community Tree Planting grant for oak trees on Bank Hill and was in correspondence regarding the ownership of the verge. The Tennis Club had accepted the times allocated for Pre-school's priority use, with one minor amendment. They had requested that Pre-school be liable for any damage sustained and had asked that no bikes be used on the court; members accepted the need for Pre-school to be responsible for any damage sustained but did not agree that bikes should not be used. GBC had not confirmed a date for the installation of the Christmas lights and it was agreed to chase. Cllr Turton asked Cllr Elliott whether Woodborough in Bloom might benefit from an award from NCC's *Supporting Local Communities* fund but he advised that this would not meet the criteria.

**2631. COUNTY REPORT**

Cllr Elliott reported that blue grit bins had been delivered; there were now 2 grit bins on Roe Hill at its junction with Private Rd and it was agreed that the blue bin should be relocated outside the cemetery. It was noted that the yellow bin on Roe Hill was distorted and the Clerk had enquired

about a replacement. Cllr Elliott agreed to check whether NCC might take action regarding the overgrown hedges on Shelt Hill, which were now blocking the pavement.

**2632. DISTRICT REPORT**

Cllr Greensmith agreed to request: clearance of leaves from the drains at the bottom of Bank Hill and outside Woodborough Hall; clearance of leaves from the pavement alongside the Governors' Field; work to reduce the size of trees in Smalls Croft.

At 7.30pm Cllr Elliott left.

**2633. NEW COMMUNITY BUILDING/SCOUT HUT**

The meeting was suspended from 7.30pm to 7.55pm to allow Steven Tupper to present the latest designs for the proposed new community building/Scout hut. There was consensus that the new internal design worked well, but concern from several members that the attractive feature of a first floor balcony had now disappeared. Steven Tupper explained that making the balcony resistant to cricket balls was a challenge, but agreed to ask the architect to think of a way in which the balcony could be retained.

At 7.55pm Steven Tupper and Cllr Greensmith left.

**2634. VACANCY**

There had been no request for an election following GBC's formal notice regarding the vacancy. It was agreed to advertise for a co-opted member.

**2635. FLOOD SCHEME**

The EA had returned a copy of the signed agreement for WPC's files. Cllrs Berrisford, Briggs, Starke and Woodfield had agreed to attend a project meeting with the EA on November 10<sup>th</sup>.

**2636. NEW FINANCIAL REGULATIONS AND AMENDMENT TO STANDING ORDERS**

The clerk presented the key points from a pre-circulated draft of the proposed financial regulations, and a proposed update for standing order 18. An update to WPC's procedures was required to reflect the Public Contracts Regulations 2015/102, and it was also proposed to adopt much of NALC's 2014 model financial regulations.

It was agreed that the adoption of the financial regulations and amendment to standing orders should form part of December's agenda, to allow members to consider the expenditure thresholds below £25,000.

**2637. PLANNING**

At 8.15pm Cllr Turton left the meeting having declared an interest in PC 933, GBC 2015/1153, a proposed single garage added to east elevation and new bay window to south elevation at a new dwelling at 7 Ploughman Avenue. There was no objection to the changes proposed. At 8.25pm Cllr Turton rejoined the meeting. There was no objection to PC 934, GBC 2015/1129, an application for listed building consent for a two-storey side extension and demolition of outbuilding at 156 Main Street, nor to PC 935, GBC 2015/1238, an application for a proposed detached garage and car port to Brantwood, Lowdham Lane.

**2638. CO-OP SITE**

Cllr Turton had been in contact with the site owner to request that the hedge trimmings be removed.

**2639. VILLAGE SIGNS**

Cllr Wardle presented a new proposal with a larger representation of the Woodborough “crest” within an oval. The cost of such a design would rise to £9240. There was a debate regarding the merits of the sign, and whether a larger picture could be incorporated, following the style of Gunthorpe etc. Following considerable discussion, there was consensus behind a portrait oval with an outline, to incorporate the strawberries and more of the woods from the original design. It was agreed to apply for funding from NCC’s *Supporting Local Communities* fund using this design. The results of the application would be known in April 2016.

**2640. CONSERVATION AREA APPRAISAL**

Cllr Smith had sent a report that GBC’s consultant, Tony Player, was unable to continue with the work he had started due to health reasons. GBC hoped to appoint a new consultant, but this was expected to take some time.

**2641. TRAINING ON USE OF DEFIBRILLATORS**

Cllr Wardle had prepared an announcement to brief the village regarding use of the defibrillators, which had been checked by EMAS. It was agreed that this announcement should be placed on the WPC website and sent to the Woodborough Web and the newsletter. Cllr Wardle was keen for villagers to understand that no specialist training was necessary to use the equipment. Other members were keen for training to be available to villagers interested in attending, Cllr Berrisford noting that the ambulance service would often suggest CPR be given. It was further noted that training either free of charge or for a donation was available from 2 different sources and it was agreed that this should be arranged.

**2642. WPC WEBSITE**

It was noted that the WPC website software was no longer being supported and it was agreed to upgrade the site at a cost of up to £150. It was further agreed that some amendments could be made to the site at the same time, including making the digitised cemetery records available online, and including a page on which forthcoming contracts could be advertised.

**2643. WOODBOROUGH IN BLOOM PLANTERS**

Cllr Turton reported that 10 to 12 of the 21 square planters were rotten and would need replacing; the likely cost was in the region of £250 per box, and she hoped that WPC would make provision in next year’s budget.

**2644. GOVERNORS’ FIELD**

Cllr Starke reported that the Tornado seat had been fitted and the crossbar would be fitted shortly. A replacement swing seat was on order. Cllr Briggs updated on Woodborough GREAT; she requested an indication of how much WPC might put towards the new play equipment, and it was agreed that the Woodborough GREAT team should request an amount for inclusion in the budget for 2016/7. Cllr Woodfield mentioned that money from the Community Infrastructure Levy might be available to support this type of project, and the Clerk agreed to find out whether monies would be forthcoming from any of the current developments in the village. Rob Dixon had re-profiled the bank at the entrance to the Governors’ Field.

**2645. ALLOTMENT VACANCY**

The tenant of allotment 18 had now left; it was agreed that no partial refund should be made to the former tenant, nor partial charge raised on the new tenant before the annual contract commencing April 1<sup>st</sup> 2016.

**2646. CORRESPONDENCE & EXCHANGE OF INFORMATION**

Details of the agenda for NALC's AGM had been received and forwarded to Cllr Turton and Mrs Laura Wardle of the WCA. Details of the Valerie Gillespie award and information regarding applications for fracking in Misson had been received from CPRE. NCC had forwarded details of a request made by villager for a pedestrian crossing on Main Street which they had undertaken to evaluate. The following items were noted: Paddy Tipping's "The Beat" newsletter; GBC various agendas and press releases.

**2647. CEMETERY**

Gardenscape had yet to complete the additional works agreed to tidy up the cemetery; it was agreed that the tasks identified must be completed prior to Christmas either by Gardenscape or if necessary by a different contractor. Cllr Woodfield continued to work on the cemetery noticeboard and it was noted had provided an estimate of £80.

**2648. VILLAGE HALL**

Cllr Wardle reported that the plumbing and plastering work in the bar, scheduled for early November, had now been postponed until February 12<sup>th</sup>, 2016 due to the availability of the contractors. Several members expressed consternation at the long delay, but after some debate it was recognised that there would probably be little time benefit in rescheduling with new contractors. It was agreed that the Clerk should request the new dates in writing from the lead contractor, Scott Stone.

Cllr Woodfield had received a final quote of £9994 from City Glass for the replacement of all windows using UPVC frames. She presented some samples to show the width of the frames for the proposed UPVC windows, and contrasted these with a narrower profile frame in aluminium, available for a premium of circa 40 to 45%. It was agreed to go ahead with white UPVC windows. City Glass were able to do the work during February 2016 half term.

It was agreed to purchase an additional table trolley at a cost of £167.35 plus VAT.

**2649. FINANCE**

The Clerk presented the financial statement and 18 payments totalling £4944.09 net were approved. Gross payments over £500: HAGS SMP Ltd £651.60 (play equipment, replacement parts); David Hallam £795 (building work to bar).

It was noted that, from January 1<sup>st</sup> 2016, the deposit protection limit for funds held at the same bank would be reduced to £75,000. It was agreed to accept Elysian Associates quote of £500 + VAT to undertake WPC's VAT partial exemption calculation and training the Clerk on VAT.

**CONFIDENTIAL STAFFING ITEM**

**2650. NEWSLETTER**

It was agreed to include the minutes and a notice about the defibrillator.

**2651. DATE OF THE NEXT MEETING**

The date of the next PC meeting was confirmed as December 14<sup>th</sup> 2015 at 7pm.

The meeting finished at 10.30pm.