

**Minutes of the Annual Parish Council Meeting held on Tuesday 10<sup>th</sup> May 2016 at 7pm  
The Village Hall, Lingwood Lane, Woodborough, Nottingham**

PRESENT: Cllr Andrew Gough (Chairman), Cllr Paul Berrisford, Cllr John Charles-Jones, Cllr Margaret Briggs, Cllr Patrick Smith, Cllr Colin Starke, Cllr Jane Stone, Cllr Jan Turton, Cllr Charles Wardle.

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

Prior to opening the meeting, the Chairman invited Stephen Bradwell and Ramona Usher from Trigpoint Conservation and Planning to address WPC and three residents present regarding their plans for the Conservation Area appraisal. Their work, commissioned by GBC, would involve an appraisal of the buildings, landscape, trees etc with a view to determining what was important about Woodborough; looking at the boundary of the Conservation Area; producing a management plan. The process would involve the local community and would be completed over approximately 10 weeks.

**2783. ELECTION OF THE CHAIRMAN FOR 2016/17**

Cllr Gough was elected chairman unanimously (Cllr Turton proposed, Cllr Stone seconded), Cllr Charles-Jones was elected vice chair unanimously (Cllr Turton proposed, Cllr Stone seconded).

**2784. RESPONSIBILITIES FOR 2016/17**

It was agreed that members should retain existing responsibilities.

**2785. APOLOGIES FOR ABSENCE AND ACCEPTANCE**

Apologies were received and accepted from Cllr John Boot, Cllr Pat Woodfield and Cllr Boyd Elliott (NCC)

**2786. DECLARATIONS OF INTEREST**

Non pecuniary interests – Cllr Berrisford: allotments; Cllr Smith: Woodborough Action Group; Cllr Turton: Woodborough Action Group, Cancer Research, Woodborough in Bloom; Cllr Wardle: WCA.

**2787. MINUTES OF THE PARISH COUNCIL**

The minutes of the meeting held on 5<sup>th</sup> April were approved.

**2788. MATTERS ARISING**

The Clerk had yet to order the new noticeboard and open an account with Nationwide.

**2789. ANNUAL RETURN**

The annual governance statement and accounting statements for 2015/16 were approved.

**2790. INTERNAL AUDIT**

The internal auditor's report recommended that the PC review the inspection records for memorial safety and the playing field and pavilion annually; that the PC consider getting an independent valuation to set the insurance values for its two buildings; that the PC ensures that appropriate quotes be obtained where costs are above the de minimis limit. He also recommended the adoption of the Notts ALC internal audit recommended checklist, which would have prompted the following additional recommendations: purchase orders to be raised for expenditure above a

de minimis limit of £200; Mr Louis Ayre should have a contract of employment; backup arrangements should be in place for electronic files. It was agreed to discuss whether purchase orders should be raised for any goods or services over £200 (currently £1000+) at a future meeting.

**2791. ANNUAL MEETING OF THE PARISH 26<sup>TH</sup> APRIL 2016**

The Chairman thanked members for their contribution to the meeting. Positive feedback had been received.

**2792. DISTRICT REPORT**

Cllr Greensmith reported that GBC had suggested a meeting be held to deal with WPC's complaint regarding various planning matters. It was agreed that Cllrs Gough, Charles-Jones and Turton should attend, and to request Ken Mafham's presence at the meeting. It was agreed to accept the 26<sup>th</sup> May meeting date and to request that a notetaker be present.

**2793. REPORT FROM COMMITTEE FOR NEW COMMUNITY BUILDING/  
PAVILION REDEVELOPMENT**

The Chairman reported that the committee had discussed an alternative option, to meet the needs of the Scouts by building on to the Village Hall. He suggested that a special meeting be arranged to discuss this, as there were varying views and many issues to be considered. It was agreed that the Clerk should circulate potential dates for members to confirm their availability, with a view to meeting before June 14<sup>th</sup> on a date when full or near full attendance was possible.

**2794. THE QUEEN'S 90<sup>TH</sup> BIRTHDAY**

No suggestions had been received regarding commemoration of the Queen's 90<sup>th</sup> birthday, so it was agreed in principle to purchase a picnic table or bench. Cllr Elliott had agreed to share the cost. Members were asked to look at possible options and bring details to the next meeting.

**2795. PLANNING STRATEGY**

Cllr Smith reported that consultation on part 2 of the Local Plan would take place from 23<sup>rd</sup> May to 4<sup>th</sup> July. It had been agreed that the papers would be available for residents to view at the Village Hall, but the exact format of the documents to be supplied by GBC was not yet known. It was agreed that polling day for the European referendum – June 23<sup>rd</sup> – would be a good opportunity for materials to be on display, and the Clerk offered to man the hall on a couple of additional occasions and publicise the dates. Cllr Smith commented that a strong response – either for or against – was very important.

Cllr Smith reported that he felt very encouraged by the start made on the Conservation Area appraisal.

**2796. NEW PLAY EQUIPMENT/WOODBOROUGH GREAT**

The amendment to the lease to extend the period to 15 years was now in the hands of Rothera Dowson. The grant application to Veolia had been submitted. Representatives planned to attend Mark Spencer MP's fundraising fair in June. The team planned to take a stall at the Street Market to fund raise directly.

NCC's *Supporting Local Communities* fund had not made any grant to the project; it transpired that NCC had lost the Woodborough application form, and only found it again once the funds had been allocated. Cllr Starke had made the team's disappointment clear to Cllr Elliott, and hoped

that Cllr Elliott would bring pressure to bear to ensure Woodborough would be at the front of the queue for future distributions.

#### **2797. PLANNING**

PC 953, GBC 2016/0401 a proposal to demolish conservatory and build single storey extension at 18 Dover Beck Drive: no objection.

PC 954, GBC 2016/0448 TPO proposed tree works to 9 yew trees at 133C Main Street: no objection, although it was agreed to observe that works must go no further than the proposed felling of 4 trees (so as not to result in a change to the street scene as had occurred at 91 Main Street), and to observe that the application stated inaccurately that the trees were not in the Conservation Area.

PC 955, GBC 2016/0372, convert existing agricultural storage building and extensions to create a farm managed dwelling, Epperstone Park Hatcheries: it was agreed to object to the creation of a new dwelling in a scheduled Mature Landscape Area within the Green Belt, as it would have an adverse effect on the visual, historic and nature conservation importance of the Mature Area.

PC 956, GBC 2016/0407, proposed two-storey barn conversion to a two-bedroom dwelling with off street parking at Shelt Hill farm: no objection. At 8.45pm a member of the public left the meeting.

PC 957, GBC 2016/0544, demolish and rebuild same size and position of fish holding facility building, Epperstone Park Hatcheries: it was agreed to object, for the same reason as GBC 2016/0372, noting also that the application contained inconsistencies.

PC 958, GBC 2016/0556, two storey front extension at 54 Shelt Hill: it was agreed to object on the grounds that the property is in a Mature Landscape Area, and this development comes nearer to the road and would have an adverse effect on the visual amenity.

PC 959, GBC 2016/0562TPO, proposed removal of oak tree at The Stables, Main Street: it was agreed to object as the tree was in good health and close to the important G52 group of protected trees. Reasons cited for the removal (crows nesting and defecating on gate, roots breaking up the drive) could be managed differently and were not sufficient grounds for felling.

PC 960, GBC 2016/0566, proposed extensions to existing house, at 51 Lowdham Lane: no objection.

A letter had been received from GBC stating that there had been no breach of planning control at Shelt Hill fishing lakes. GBC had confirmed that they were looking into the removal of a hedgerow north of Whites Croft and the installation of a solar array on Foxwood Lane.

#### **2798. GOVERNORS' FIELD AND PLAYING FIELD**

Geoff Baggaley had discovered that bolts on the carousel had been removed. It was agreed to look at changing to locking bolts and to consider at a future meeting whether the Governors' Field should be locked at night. Cllr Starke reported that he was investigating the drainage of the field in readiness for the proposed new equipment.

#### **2799. ALLOTMENTS**

Two allotments had been let to tenants from outside the village. One vacancy remained and a viewing had been scheduled.

#### **2800. HEALTH & SAFETY**

It was noted that a user had slipped shortly after the floor had been cleaned and resealed. The accident had been recorded.

#### **2801. CORRESPONDENCE & EXCHANGE OF INFORMATION**

A letter from a resident had been received, requesting further details about the GREAT team and Scout hut project; the Clerk had responded and Cllr Briggs had provided further information. An email had been received from Shelford PC stating that work at the Shelford quarry would not start before late 2017. A family had requested permission to refurbish a memorial bench in the Governors' Field, and Cllr Wardle would work with them on this. The tennis club had written to the preschool and the Clerk regarding damage to the courts, believed to be caused by preschool bikes. Details of the Southwell Flood Forum community resilience day (15<sup>th</sup> May) had been received. Information about Flood RE - a government and insurance industry initiative to enable properties at risk of flooding to find insurance - had been received and it was agreed to forward to the Woodborough Web. Details of Mark Spencer MPs funding fair had been received and Cllrs Briggs and Starke would attend. Details of two events which would affect roads in Woodborough – the Outlaw Triathlon and Cyclelive – had been forwarded to the Woodborough Web. The following items were noted: GBC, various agendas and press releases.

#### **2802. CEMETERY**

It was agreed to ask Malcolm Lane to print and encapsulate the artwork for the cemetery noticeboard at a cost of £185. It was agreed to ask Gardenscape to trim the verge opposite the cemetery entrance. It was noted that the grass seed used on several graves in the cemetery had yet to grow; it was agreed to monitor.

#### **2803. VILLAGE HALL**

Cllr Wardle had taken delivery of materials to repair the pothole in the car park and would carry out the work on a dry day. Cllr Wardle agreed to adjust the car park light as requested at the annual meeting.

#### **2804. FINANCE**

The Clerk presented the financial statement and 23 payments totalling £4762.23 net were approved. Payments under S137 were made to Woodborough in Bloom (£1000) and the WCA (£250). It was agreed to set up a direct debit payment to CCM Ltd (Live Pay).

#### **2805. NEWSLETTER**

It was agreed to include the minutes and a notice regarding pavement parking .

#### **2806. DATE OF THE NEXT MEETING**

The date of the next PC meeting was confirmed as June 14<sup>th</sup> 2016 at 7pm.

The meeting finished at 9.35pm.