

## WEST HENDRED PARISH COUNCIL

### Minutes of meeting held on Thursday 21<sup>st</sup> July 2016 at 7.30pm in Holy Trinity Church, West Hendred

**Present:** Cllr Richard Evans (Chairman), Cllr David Clayton, Cllr Roy Lennox, Cllr Sarah Lloyd, Cllr Fiona Taylor

**Clerk/Finance Officer:** Julia Evans

**District Councillor:**

**County Councillor:**

**Members of the Public:**

<b>74/16</b>	<b>APOLOGIES FOR ABSENCE</b> District Councillor Mike Murray sent his apologies.	<b>Action:</b>
<b>75/16</b>	<b>DECLARATION OF INTERESTS</b> Cllr Evans declared an interest for agenda item 15d.	
<b>76/16</b>	<b>MINUTES OF MEETINGS HELD ON 12<sup>th</sup> MAY 2016</b> Cllr Clayton proposed accepting the minutes of the Annual meeting held on 12 <sup>th</sup> May 2016. Cllr Taylor seconded. RESOLVED. Cllr Lloyd proposed accepting the minutes of the Monthly meeting held on 12 <sup>th</sup> May 2016. Cllr Lennox seconded. RESOLVED. The minutes were signed.	
<b>77/16</b>	<b>MATTERS ARISING</b> <b>Review of Risk Register</b> The risk register was agreed at the November 2015 meeting. This matter to be carried forward to November 2016. <b>Review of Insurance Policy</b> The Clerk confirmed that the insurance policy included new for old cover and that the policy had been now been renewed. <b>Review of Grants Policy</b> The meeting agreed to carry this matter forward. <b>The Old Ford</b> – It was reported that the tunnel is still silted up and needs cleaning. Cllr Evans reported that the Scouts will include this in their summer program. The collapsed pipe will need to be repaired by OCC. The clerk has written to Gordon Hunt again who has said he will look into it. Clerk to chase. The meeting discussed an email from Mr Taylor. Cllr Clayton agreed to measure the bank. Cllr Taylor to confirm the point to measure from. Cllr Lloyd pointed out that the Parish Council had requested that the corner be removed because the water can't flow under the southern tunnel. Robert Clayton, as riparian landowner, had no issues. <b>Facilities for older people</b> At a previous meeting Cllr Taylor suggested organising something in the village for older people. Cllr Evans to speak to Steve Willis about this. <b>The Hendreds Primary School Expansion</b> Cllr Evans to write to Richard Case, Chair of Governors at The Hendreds Primary School to inform him that the Parish Council agreed that it was in favour of expansion.	<b>CLOSED</b>  <b>C/F</b>  <b>Clerk</b> <b>DC/FT</b>  <b>C/F: RE</b>  <b>C/F: RE</b>
<b>78/16</b>	<b>POLICE REPORT</b> A police report was not available. A generic report for the wider local area has been circulated to all councillors.	
<b>79/16</b>	<b>OPEN FORUM</b> No members of the public were present.	
<b>80/16</b>	<b>COUNTY COUNCILLORS REPORT</b> This was not available.	
<b>81/16</b>	<b>DISTRICT COUNCILLORS REPORT</b> This was not available.	

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82/16	<p><b>PLAYING FIELD REPORT:</b>  <b>Playing Field Inspection-</b> Cllr Lloyd presented the inspection report. All is OK, but most of the main posts will need replacing within the next year. It was noted that the fencing at the southern end of the playing field was looking tatty.  <b>Playground Repairs</b> – Clerk to remind Paul Stoter about the non-slip coating on the fort. It was pointed out that there are three elder bushes growing in the hedge of the Playing Field. Ask Paul Stoter if he can get these out by the roots.  <b>Grant for new swings</b> – The final grant payment has now been received.  <b>Sign for the Playing Field</b> – The signs have now been installed.  <b>Large Trees</b> – At a previous meeting the Clerk was asked to establish who is responsible for the large trees in the playing field. Savills have been contacted but they have not yet replied. Clerk to chase.</p>	<p><b>Clerk</b>   <b>CLOSED</b>  <b>CLOSED</b>   <b>C/F: Clerk</b></p>
83/16	<p><b>GRASS CUTTING AND VILLAGE MAINTENANCE</b>  It was reported that The Furlong has been cut twice and the Urban and Rural areas have been cut once. It was reported that there had been many letters of support in response to the Parish Council question to the village regarding the timing of cuts, and only one complaint. A letter of thanks has been received from a resident in Ginge.</p>	
84/16	<p><b>MALICIOUS VANDALISM</b>  Cllr Evans has spoken to the resident whose dog was seriously injured by the recent incident of malicious vandalism. The Police have been informed and are monitoring the situation. Parish Councillors will monitor the local area as well.</p>	
85/16	<p><b>DOG FOULING</b>  A complaint has been received about dog fouling in the village. The meeting agreed to put an article in the newsletter and to get some bin stickers advising people that they can put bagged dog waste in general litter bins.</p>	<p><b>Clerk</b></p>
86/16	<p><b>BRIDGE REPAIR AT MILL LANE</b>  Cllr Clayton agreed to check with Ed Clayton for an update on this matter.</p>	<p><b>DC</b></p>
87/16	<p><b>PLANNING MATTERS:</b>  <b>P16/V1631/HH and P16/V1632/LB.</b> Single Storey rear and side extensions at 1 Yew Tree Cottages. It was noted that the Conservation Officer has requested some changes to the plans. Neighbours have expressed some concerns about the materials used and the proximity of the extension to the property boundaries. The Parish Council were concerned about traffic during construction. Following discussion the meeting agreed to respond with No Objections but to make reference to the neighbours comments and to request that consideration be given to the provision of parking for site contractors. Cllr Lennox to draft a response.</p>	<p><b>RL</b></p>
88/16	<p><b>FINANCIAL MATTERS</b>  <b>Q1 Review of accounts:</b> Carried forward to September.  <b>Internal Audit:</b> The Clerk presented the internal audit report. No issues were raised. The auditor asked:  1. Who reviews the objectives referred to in the risk assessment statement. The clerk has responded that the council does this when reviewing the risk register.  2. If there is a maintenance record for the PC assets. Clerk to raise for discussion at the next meeting.  The internal auditor has asked that his fee be donated to the Air Ambulance. Cllr Clayton proposed approving a payment of £80 for the internal audit fee. Cllr Lennox seconded. RESOLVED.  <b>Payments for Approval</b> – A list of payments for approval is filed with these minutes. Cllr Lennox proposed approving all payments. Cllr Clauton seconded. RESOLVED.  <b>NALC Pay Scales:</b> Cllr Evans did not participate in the the discussion on this matter. The clerk informed the meeting that the NALC pay scales</p>	<p><b>RL/FT</b>   <b>Clerk</b>   <b>Clerk</b></p>

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	had increased with effect from 1 <sup>st</sup> April 2016. Cllr Clayton proposed accepting the new pay scale, backdated to 1 <sup>st</sup> April. Cllr Taylor seconded. <b>RESOLVED.</b> <b>Cemetery Grass Cutting:</b> A request for a grant toward the cost of cemetery grass cutting was discussed. The council queried the cost, which appeared to have increased significantly. Clerk to question the amount.	<b>Clerk</b>
<b>89/16</b>	<b>COMMUNITY LED PLAN</b> The meeting agreed to adopt the CLP, 'Adopt' means that the Parish Council will take the plan forward and will outline how it proposes to do this. Cllr Llyod agreed to work with Cllr Lennox on fleshing out an action plan.	<b>SL/RL</b>
<b>90/16</b>	<b>ANNUAL ASSET INSPECTION</b> Cllrs Taylor and Clayton agreed to carry out the annual inspection of assets. Clerk to revalue the assets for insurance purposes to ensure there is adequate cover.	<b>DC/FT/Clerk</b>
<b>91/16</b>	<b>DEFIBRILLATOR PROJECT</b> A training session has been arranged for 2 <sup>nd</sup> August.	
<b>92/16</b>	<b>SIGNS ON THE A417</b> A meeting has been held with Lee Turner, principal traffic technician. He has offered to provide parent and child signs. Cllr Clayton agreed to cut back the vegetation from the existing sign so that the new sign could be installed and both would be visible. Mr Turner also agreed to provide details for programmable flashing signs. Clerk to chase for this. Cllr Taylor suggested asking the Beer Festival to help fund the cost of this. Cllr Taylor to approach the beer festival team.	<b>Clerk</b> <b>FT</b>
<b>93/16</b>	<b>PARISH COUNCIL WEBSITE</b> Cllr Lennox reported that Alex Dixon has been stood down. Cllr Lennox has produced a statement of requirement and a meeting has been arranged with Mark Woodman to discuss a potential development option. Cllrs Lennox and Taylor to attend.	<b>RL/FT</b>
<b>94/16</b>	<b>REPORT FROM OCC UNITARY WORKSHOP</b> No one was able to attend this workshop.	<b>CLOSED</b>
<b>95/16</b>	<b>MISCELLANEOUS CORRESPONDENCE</b> Consultation on modifications to Local Plan part 1. All Councillors to review and report back to Cllr Evans. Consultation on household waste and recycling centres. Councillors were urged to respond to this consultation online. It closes on 11 <sup>th</sup> August.	<b>All Councillors</b> <b>All Councillors</b>
<b>96/16</b>	<b>NEWSLETTER ITEMS</b> The following items to be reported: • Dog Fouling	<b>RE</b>
<b>97/16</b>	<b>ANY OTHER BUSINESS</b> None	
<b>98/16</b>	<b>DATE OF NEXT MEETING</b> Thursday 8 <sup>th</sup> September at 7.30pm.	

The meeting closed at 9.45pm

Signed .....

Dated .....

