**WOOD DALLING PARISH COUNCIL**

 ***Draft minutes of the Meeting of the Council Held on Tuesday 10th May 2016, at 7.30pm in the Village Hall, Wood Dalling.***

**Present:** Kerry Oldfield (Chairman) (KO), John Rawlinson (JRaw), Helen Dixon (HD), Rory Harrold (RH), John Child (JC), Jonathan Rodwell (JRod) Kirsty Cotgrove (Clerk) (KC).

1 member of the public

**16/37. (i) Election of Chair for 2016-17 and Declaration of Office**

JRod nominated KO, RH seconded. No other nominations. All agreed.

**(ii) Election of Vice Chair foe 2016-17 and Declaration of Office**

RH nominated JRod, JRaw seconded. No other nominations. All agreed.

**16/38. Chair’s welcome and apologies for absence**

KO welcomed everyone and apologies were accepted for Alex Clark-Rudd and Greg Peck (District Councillor).

**16/39. Declarations of Interest**

JRod (church).

**16/40. Minutes of the Meetings held on Tuesday 8th March 2016.**

The minutes were signed as a true record of the meeting. All agreed.

**16/41. Matters arising from the meeting.**

None.

**16/42. Members of the public register desire to speak.**

None.

**16/43. Committee reports and recommendations**:

None, as all reports read at the Annual Parish Meeting.

**16/44. Highways** **/ potholes/ hedge cutting & the upcoming Highway Ranger visit**

KO has passed photos of damaged / missing road signs to the Clerk who is in contact with BDC. A number of potholes were reported to the Clerk, to forward to the Highway Rangers for their upcoming visit. There was a discussion on the possibility of a SAM2 sign. The Clerk advised re likely costings and that there is the possibility of sharing one with another Parish. It was agreed to revisit this nearer the budget. **Action: Clerk**

**16/45. To approve the application for the transparency grant application**

The Clerk explained that the PC can apply for a grant to cover the cost of a laptop for the Clerk’s use, to ensure all transparency requirements are met. All agreed to approve the application.

**16/46. An update on the pension requirements for the Clerk.**

KO advised she has received further communication from the Pension Regulator. The PC have no requirement to offer the Clerk a workplace pension. All necessary paperwork with be completed before the staging date in 2017.

**16/47. To discuss the possibility of Wi-Spire in the village.**

KO reported that WI-Spire had indicated that WD church would not be suitable as the ladder in the tower was unsuitable, so access would be an issue. KO has discussed this further with Wi-Spire, who have explained there is a possibility of a booster on a large farm building if there is enough local interest. KO has so far got 10 expressions of interest, and there is a Wi-Spire surveyor coming in the next 2 weeks. Vouchers are available for people receiving under 2mbps, under the Better Broadband scheme, which can assist with installation costs of Wi-Spire or satellite broadband. It was agreed that J Topp will put in a newsletter article to advertise Wi-Spire and to ask for further expressions of interest. JRod advised that to upgrade the ladder at the church, there would be a cost of £1500. HD thanked KO for her work regarding this issue. **Action: KO & JRod**

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**16/48. An update on the village shop.**

KO advised she was expecting a parishioner who is interested in opening a community shop to attend the meeting, but she was not there. The PC can apply to get the shop registered as an Asset of Community Value, should parishioners request it. JC asked if there is a need to do this, as there is less need for the shop, due to internet shopping. Graves in Briston have offered to deliver groceries to homes in the village on a Friday if people call them with an order by the end of the day on Thursday. The Clerk advised that there was no response to the previous newsletter article. HD suggested an advertisement be put in the newsletter to let people know that Graves are happy to deliver. It was agreed that the PC will consider applying to register the shop as an asset of community value, should there be enough local support.

**16/49. To discuss and agree the purchase of magnets stating defibrillator collectors.**

There are four volunteer defib. Collectors. The Clerk has sourced magnets through Vistaprint at a very competitive price. It was agreed that the Clerk will order 125, and the date should be put on, so they can be renewed annually. J Topp is happy to distribute them with the newsletter. It was agreed that KO will speak to Simeon Tomlinson to agree wording for a sticker to be put on the envelopes containing the magnets. The Clerk will order the magnets and prepare the stickers, and J Topp will distribute to parishioners via the newsletter.

 **Actions: Clerk, KO, J Topp**

**16/50. To approve the Clerk’s request for training.**

The Clerk asked to attend a course to ensure the PC is fully complying with the Transparency Code. The cost of the course is £35, and will be shared between the 4 PCs she Clerks for. All agreed.

**16/51. Correspondence**

**(a) Adoption of the Site Allocations Development Plan Document.**

As WD is not in the development plan, and neither are any nearby villages, it was agreed that no response is necessary.

**16/52. Grass cutting**

HD reported that the first two cuts took place, but the church field was missed in the third cut. The contract agreed was a number of cuts, not height of grass. HD has requested that they re-invoice with an adjustment for the missed cut. The fourth cut is due this week. KO thanked HD for her continuing hard work.

**16/53. Planning.**

No applications have been received since the previous meeting.

**16/54. Finance and Payments**

(i) Copies of the current financial position were given to all councillors.

(ii) Payments were approved and cheques were signed by KO & JC for-

1. K Cotgrove – clerk’s salary Apr & May (chq 100606) - £206.33.
2. Village hall hire (chq 100607) - £20.00.
3. Stuart Fowler – internal audit (chq 100608) - £25.00.
4. NALC annual subscription (chq 100609) - £93.08.
5. K Cotgrove – 25% of CiLCA portfolio submission (chq 100610) - £62.50
6. K Cotgrove – expenses (chq 100611) - £27.50

(iii) Receipts-

a. CIL payment - £616.57

b. Precept - £1888.00

(iv) To approve and sign the 2016-16 Annual Return.

All agreed and the Annual Return was signed.

**16/55. Matters for further discussion**

(i) The noticeboard outside the church is falling apart. The possibility of getting the BT box decommissioned and moving it to use as a noticeboard was discussed, but concern was raised

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at the possibility of vandalism. The Church porch was suggested as an alternative, but it was agreed that this would be unsuitable as not enough people would see notices. It was asked that any new noticeboard be moved around the corner to the church driveway, as the current one is very near the road, on a muddy bank. All agreed. It was also agreed for the new board to be slightly bigger. The Clerk will obtain quotes. **Action: Clerk**

(ii) The CPRE, who leant the PC the litter picking equipment, have asked if the PC would be interested in joining, as they can assist with any planning issues, and provide other support. The joining fee is approximately £40 per year. It was agreed that HD will obtain a quote and it will be discussed at the next meeting. **Action: HD** (iii) JRod has been approached by someone who has purchased a roll of names of people who went to war between 1914-16. It was unanimously agreed that this would be an important local history item to purchase on behalf of the Parish, and that the church would be the best place to display it. If possible a copy could be made for the village hall too. It was agreed that JRod will investigate this further and bring a price to the next meeting **Action: JRod**

**16/56. To agree the dates of the meetings of the Parish Council for 2016-17**

The following dates were agreed:

Tuesday 12th July 2016

Tuesday 13th September 2016

Tuesday 8th November 2016

Tuesday 10th January 2017

Tuesday 14th March 2017

Tuesday 9th May 2017 (Annual Parish Meeting and Annual Parish Council Meeting).

**There being no further business, the Chairman closed the meeting at 8:30pm**

**Approved as a correct record Date**

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