Minutes of the Annual Meeting of Woodford Parish Council held on Tuesday 16th May 2023 in the Schoolroom of the Baptist Church, Rose Terrace, commencing at 7.35pm

1. **Present:**
   1. Councillors: Mr G Banham, Mr I Vaughan, Mr N Chapman, Mrs A Fothergill, Mrs J Hathaway, Mrs C Hughes, Mrs S O’Donnell, Mr D Sharples, Ms S Southcombe, Mr C Swiecicki, Mr M Vaughan.
   2. Ms W Heslop, Mr R Goodband, Mr P T Bird (Clerk), Cllr D Maxwell (NNC)
2. **Apologies for absence:**
   1. Mr M Hurst, Mr I Vaughan, Mrs Hathaway.
3. **Minutes of Previous meeting:**
   1. The minutes of the April Parish Council meeting having been circulated, were agreed as a true record by those present. It was resolved that they be signed by the Chairman.
4. **Election Of Chair**
   1. Mr G Banham was proposed by and seconded by to continue as Chairman. There being no other nominations and Mr Banham being willing, he took the Chair.
5. **Election of Vice Chair**
   1. Mr I Vaughan was proposed by Mr Sharples and seconded by Mrs Fothergill to continue as Vice Chairman. There being no other nominations and Mr Vaughan having previously indicated he would be willing to accept the nomination he was duly appointed
6. **Appointment of two Trustees to Woodford General Charity Estate**
   1. The present Trustees had indicated their willingness to continue, and it was proposed and unanimously agreed that Mr M Vaughan and Mrs S Robinson continue as Trustees for a further four years.
7. **Appointment of two Trustees to Woodford General Charity (Temperance Hall)**
   1. The present Trustees had indicated their willingness to continue, and it was proposed and unanimously agreed that Mr M Vaughan and Mr M Hackney continue as Trustees for a further four years.
8. **Comments from Electors:**
   1. Mr Goodband expressed his concern to the Kettering Energy Park and the Green Waste Recycling Plant.
9. **Comments from Cllr D Maxwell NNC**
   1. Cllr Maxwell advised that the forthcoming appeal for the travellers site would commence at 9am and advised early attendance in order to secure a seat in the gallery.
   2. The councillor once again advised that the council consider funding the Reading Room. The Chairman advised this no further discussion would take place before the budget setting meeting later in the year.
   3. The legibility of the “Bakers Lane” Street sign was raised. To be referred to NNC.
10. **Matters arising from the minutes:**
    1. **Club Lane.** NNC Highways had offered to install warning signs in Club Lane to warn drivers that there was no pavement. Clerk to agree and inform the original correspondent.
    2. **Addington Road Closure 26-28 June.** Concern expressed local traffic might use Church Green and Rectory Lane as a diversion route. Roads are not adequate for large volume of traffic. Clerk asked to request suitable signage to avoid this potential issue.
11. **Planning Matters:**
    1. **Planning Decisions:**
       1. **Land south of water tower, Addington Road**. EN/19/01895/FUL Construction of sheds. **Withdrawn.**
    2. **New Planning Application(s):**
       1. **Twywell Station.** NE/23/00421 - First floor extension to porch. Whilst agreeing extension was not necessarily in keeping with the property, due to isolated position there was **No Objection.**
       2. **78 Highfield.** NE/23/00303 – First Floor Side Extension. **No Objection.**
       3. **7 Church Street.** NE/23/00285 – Replacement Windows. **No Objection.**
       4. **Land Adjacent to 1 The Moorings.** NE/23/00429 - Dormer Bungalow. **No Objection**
       5. **Waste Processing** **Site at General’s Corner.** Further information relating to traffic movements etc had been received. The Council agreed to continue to **object** on to this open countryside development, better suited to an industrial or farm site.
    3. **Other Planning Matters:**
       1. Councillors agreed that no further comments would be made by the Parish Council at the forthcoming Thrapston Road planning appeal. It was agreed all valid points had already been made in written representations
12. **New Correspondence / Clerk’s announcements:**
    1. None
13. **Accounts For Payment:**

All transactions since March 2023 Meeting restated following late receipt of Bank Statement in order to calculate a correct year-end balance as of 31 March 2023.

Interest Account Balance per March 2023 minutes £6.05

Current Account Balance per March 2023 minutes £2,484.30

**Total £2,490.35**

Plus (transaction from missing bank statement)

Correction to running total introduced minutes July 2022 £0.40

Interest (2022-23) £0.01

FCC Refund from The Paddocks Fencing Project £96.75

Western Power (Wayleave) £20.53

VAT refund £3,521.10 £3,638.79

£6,129.14

Less

DD91 Information Commissioner Fee paid March 2023 £35.00

**Balance - 31 March 2023 (agreed to bank reconciliation) £6,094.14**

**Financial Year 2023-24**

Opening Balance Interest Account April 2023 £6.06

Opening Balance Current Account April 2023 £6,088.08

**Total £6,094.14**

*Less April Expenditure Reproduced from April Minutes*

*2494 Mr P Bird – Clerk (24 hrs) £400.00*

*2495 Mrs D Bosworth Litter Picker (9 hrs) £88.98*

*2496 Mr D Cullum Groundsman (12 hrs) £96.00*

*2497 R&G Verge cutting £96.00*

*2498 Mr D Cullum Fuel Reimbursement £35.78*

*2499 E.on Lighting Maintenance £275.40*

*DD92 Yu Energy Street Lighting Power £506.66*

*DD93 Yu Energy Street Lighting Power (Lamp sensors) £48.88*

*£1,547.70*

Balance end of April **£4,546.44**

Plus

Verge Cutting Grant 2022/23 £442.65

Parish Precept 2023-2024 £27,000.00

**£31,989.09**

**Less**

2500 Mr P Bird Clerk (40hrs 30 minutes) £400.00

2501 Mrs D Bosworth Litter Picker (8 hrs) £80.56

2502 Mr D Cullum (Groundsman16 hrs) £128.00

2503 R&G Verge cutting £387.90

2504 Arthur Gallagher Insurance (final year of fixed price) £455.24

2505 Mr David Cullum (Fuel reimbursement) £35.13

DD94 Yu Energy £437.58

DD95 Yu Energy £44.99

DD96 Opus Energy Closing account 21-27 November 2022 £214.16

£2,183.56

**£29,805.53**

Proposed by Mr Swiecicki and seconded by Mr Vaughan that the above payment be authorised. All in agreement.

9.1 **Salary Review**. Councillors affirmed that the **Litter Picker** should continue to be paid in line with the National Minimum Wage of £10.42. (N.B. Pay rise implemented from 1 April)  
Councillors unanimously agreed to increase the wage of the **Groundsman** to £11.00 per hour backdated to 1 April.

After some discussion councillors agreed that the **Clerk**’s salary should increase to £425 per calendar month. A brief discussion took place regarding the Clerk’s Job Description and the number of expected hours per month. No conclusions reached although the Clerk was asked to draw up a draft Job Description for future discussion.

1. **Kettering Energy Park Masterplan.** 
   1. The Clerk produced a draft response to this consultation, which was discussed at length. Attention was also drawn to correspondence received from an Alledge Drive Resident regarding this matter. Agreed the Clerk would provide a further draft to be circulated by email in order that it may be submitted prior to the closing date of the consultation on 22 May.
2. **Gypsy and Traveller Local Plan.** 
   1. A brief discussion took place regarding the draft NNC plan. No comments to be made.
3. **Playground Safety Report**
   1. The Clerk had circulated a photograph of the damaged shroud on the “Springer Elephant” and it was agreed that a repair be effected by Wicksteed Leisure.
4. **JAG Report**
   1. Mr M Vaughan reported the meeting had been held in early May and the priorities remained unchanged.
5. **Other Business for future meetings**
   1. The question whether refreshments should be served at meeting was raised – to be discussed at a future meeting.
   2. It was reported that the overgrown hedge in Church Green had been cut back.

There being no further business the Chairman closed the meeting at 9.50pm.

Signed Date