

WATFORD PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Tuesday 13th June 2023 – 7pm in Watford Village Hall

1. OPENING PROCEDURES

Present – A Cansfield, T Cansfield, P Incley (Chairman), V Knapp, J Powell, Clerk - Sue Porter and 1 member of the public

1.1 Co-Option of Parish Councillor – No applications received, this position will be advertised on the noticeboard, social media and website.

1.2 Acceptance of Apologies – P Collins

1.3 Approve Minutes of the Meeting held on **Tuesday 9th May 2023** – It was proposed by J Powell, seconded by V Knapp and all voted in favour that the minutes were an accurate record of the meeting and will be signed and dated by the Chairman.

1.4 Declarations of Interest – Personal or Prejudicial – Nil

2. WEST UNITARY COUNCILLOR REPORT – No report received.

3. PUBLIC TIME – Nil

4. BUSINESS

4.1 Councillor E-Mail Addresses/Website – A Cansfield will set up all users and advanced training will be provided to the Clerk and Chairman on Teams.

4.2 Village Gateways Project – The quote was Highways has still not been received. This has been chased up.

4.3 Vehicle Activated Sign – Police & Crime Commissioner's Grant Funding – The form will be completed to apply for the gateways project. The location of the Vehicle Activated Signs will be reviewed when the Section 50 Licence is applied for. The quotes will be required for this to be then submitted.

4.4 Community Speedwatch 2023 – Volunteers Appeal – The equipment is booked from 22nd July – 18th August. Sessions will be booked on various days from Monday to Friday 6:30-8:30am/4-6pm, with a rota system. A poster will be produced to attract volunteers for the project.

4.5 Cemetery – Review of Regulations & Charges – The charges and regulations were discussed in depth and the new figures were proposed by A Cansfield, seconded by T Cansfield and all voted in favour. The document will now be updated and published on the website and circulated to funeral directors.

4.6 Cemetery – Working Party Date – This will be planned for the autumn. A list of jobs to be undertaken will be prepared in advance.

4.7 Village Green - Mowing Contract – Two quotes have been received, in addition to the one from Leicestershire Gardens last month. One has since been withdrawn, and with a cost of £85.00 per cut, Norse were awarded the contract for the 2023 season. Proposed by V Knapp, seconded by J Powell and all voted in favour. Many thanks were given to Richard Powell, who has undertaken three cuts free of charge, and did offer to continue for the rest of the season.

4.8 Replacement Seat – Kilsby Road/Village Green – The Kilsby Road seat will be replaced by a resident. The existing one there will be condemned. Andrew Eden has given permission for a seat to be placed on the Village Green. It was proposed by J Powell, seconded by V Knapp and all voted in favour to order the same one as last year from Glasdon. The siting of this will be agreed at the next meeting.

4.9 Responding to Planning Applications – The Chairman attended a training course on dealing with planning applications which was found to be most informative, and a useful morning of fact finding.

4.10 Neighbourhood Development Plan – An article was published in the latest Watfordian however no interest has been expressed as yet in setting up a working party to develop a Neighbourhood Development Plan. More information will be shared with the village on the importance of such a planning document

4.11 The Watfordian - Approve Printing Costs – Currently the printing costs for the Watfordian are being covered by the Village Hall. It has been suggested the costs are spread between the four organisations moving forward, with one payment per year from each group, these being the Village Hall, Parish Council, Church and Wheelwrights Arms. It was proposed by T Cansfield, seconded by J Powell and all voted in favour. An estimated figure of £40.00 was given.

4.12 20mph Speed Signs – An e-mail update from Phil Bignell advised the PC that these signs are currently being ordered and will be delivered to the Chairman when they arrive.

4.13 Motorway Service Barriers – These are currently both operational. An e-mail from Kevin Fagan (WNC) advised the PC that the CSP have an ongoing dialogue with Roadchef regarding investment in security at the Services to tackle thefts from vehicles, so better attention should be paid to maintenance of the perimeter in future.

4.14 Village Beacon – It was agreed by all the beacon will be added to the Asset Register and covered in the insurance policy, when this is next reviewed in September 2023. It was suggested that a plaque be added, the Chairman will discuss with Ken Brand.

4.15 Classic Cars Donation – This will be discussed further once the costings for the gateways are received.

4.16 Internal Audit Report 2022-23 – The Chairman read out the report from the Internal Audit. The comments were noted and the following actions will be implemented in the future. Contractual payments will be approved in May each year at the Annual Meeting for covering the Clerk's salary, grass mowing and street lighting for the months when the PC does not meet (August and February). For 2023-24, J Powell proposed that these payments be approved to be paid, seconded by A Cansfield and all voted in favour. The Asset Register will be updated as required and published on the website. A monthly budget report is now produced by the Clerk and sent to the Internal Checker for information.

4.17 Approve Annual Governance Statement 2022-23 – It was proposed by J Powell, seconded by T Cansfield and all voted in favour to approve the Annual Governance Statement.

4.18 Approve Annual Accounting Statement 2022-23 - It was proposed by T Cansfield, seconded by A Cansfield and all voted in favour to approve the Annual Accounting Statement.

4.19 Approve Certificate of Exemption 2022-23 - It was proposed by V Knapp, seconded by J Powell and all voted in favour to approve the Certificate of Exemption, which will be sent to the External Auditor.

4.20 Nat West and Online Banking – It was agreed by all that the current bank mandate held with Nat West is out of date and in need of renewing. Two signatories will still be required for all payments. All parish councillors and the Clerk will be added to the new mandate and then the PC will register for the much awaited and longed for online banking.

5. REPRESENTATIVE REPORTS

5.1 Village Hall – The Chairman advised that the new Trustees have been set up and the first meeting has taken place.

5.2 Churchyard & Cemetery – All grass mowing being undertaken as per schedule.

5.3 Parish Paths Warden – There is a blocked drain to report on Fix my Street. It was requested that the wildflower triangle is not mowed by Highways.

5.4 Street Lighting – The street light outside Woodlands Court has failed again.

5.5 Highways – There has still not been any action taken on the flooding issue at the Nene Ind Est. This will be chased up. The grass verges at the A5 crossroads have not been mowed sufficiently, there are safety concerns and this needs attending to as soon as possible by Highways England.

5.6 Police Liaison – Nothing to report.

5.7 Defibrillator – Nothing to report.

6. FINANCE

6.1 Approve Accounts to be paid:

It was proposed by V Knapp, seconded by T Cansfield and all voted in favour to pay the following accounts:

Chq No 1426 S Porter	Clerk's Salary – May 2023	£ 318.40	LGA 1972 s112
	Clerk's Expenses – May 2023 (Included: Monthly - £43.20 - MS Office Basic Subscription & APM Expenses £78.30)	£ 145.50	LGA 1972 s112
Chq No 1427 Leics Gardens	Grass Mowing - April/May 2023 (Churchyard & Cemetery x 2)	£ 500.00	Open Spaces Act 1906

INCOME RECEIVED

Rollasons	Headstone Fee	£ 230.00
WNC	½ Year Precept	£ 8,100.00
Nat West	Interest (April 23)	£ 6.58

TOTAL £ 8,336.58

BANK BALANCE (as at 30/04/2023) - £16,262.22

7. PLANNING

WND/2022/1009 – Raise height of boundary wall (retrospective) – Stone House, Main Street, Watford
No Objections

Date of next Parish Council Meeting – Tuesday 11th July 2023 - 7pm

Meeting Closed: 8:40pm