

WATFORD PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Tuesday 9th May 2023 – 7:30pm in Watford Village Hall

1. OPENING PROCEDURES

Present – T Cansfield, P Collins, P Incley (Chairman), V Knapp, J Powell, Phil Bignell (WNC), Clerk - Sue Porter and 3 members of the public

1.1 Election of Chairman and Acceptance of Office – J Powell proposed that P Incley be elected as Chairman, seconded by P Collins and all voted in favour. The Acceptance of Office was signed and dated.

1.2 Election of Vice Chairman and Acceptance of Office – P Collins proposed that A Cansfield be elected as Vice Chairman, seconded by V Knapp and all voted in favour. The Acceptance form will be signed before the June meeting.

1.3 Acceptance of Apologies – A Cansfield

1.4 Review of Standing Orders – It was proposed by P Collins, seconded by J Powell and all voted in favour to accept in the current form.

1.5 Review of Financial Regulations - It was proposed by T Cansfield, seconded by V Knapp and all voted in favour to accept in the current form

1.6 Review of Policies & Risk Assessment – It was noted that the Recording of Meetings Policy had been adopted in the past year, and the remaining policies be adopted in the current form. Proposed by P Collins, seconded by J Powell and all voted in favour.

1.7 Review of Asset Register – The purchase of the waste bin and bench have been added to the Asset Register. It was approved by V Knapp, seconded by P Collins, and all voted in favour. The beacon on the Village Green will be discussed at the June meeting.

1.8 Assign Parish Councillor's Area of Responsibilities for 2023-24:

Parish Paths Warden – V Knapp

Highways – P Collins

Churchyard & Cemetery – J Powell

Street Lighting – T Cansfield

Police Liaison Representative – A Cansfield

Defibrillator – T Cansfield

Internal Checker – P Incley

Planning – P Incley

1.9 Approve Minutes of the Meeting held on **Tuesday 18th April 2023** – It was proposed by T Cansfield that the minutes were an accurate record of the meeting, seconded by P Collins and all voted in favour. These will be signed and dated by the Chairman.

1.10 Declarations of Interest – Personal or Prejudicial – Nil

2. WEST UNITARY COUNCILLOR REPORT – Phil Bignell – Following the report at the Annual Parish Meeting earlier, there was nothing further to report.

3. PUBLIC TIME – G Dent advised that the £1,000 pledged from the Classic Cars committee is still available and the PC are to decide which project that this should go towards, that will be of something to benefit the whole community. This will be discussed by the PC at the June meeting. K Brand told the PC that the newly planted roses in the Cemetery and being attacked by rabbits and these are in need of some protection.

4. BUSINESS

4.1 Councillor E-Mail Addresses/Website – A Cansfield has issued joining instructions, this should enable all councillors to start using the new email.

4.2 Village Gateways Project – No costs or designs have been forwarded from WNC Highways as yet. The Clerk will continue to chase.

4.3 Vehicle Activated Sign – Police & Crime Commissioner’s Grant Funding – The Clerk and Chairman will review the application form for the June meeting.

4.4 Community Speedwatch 2023 – Volunteers Appeal – A request for volunteers will be sent out on the social media channels, ready for the July/August session.

4.5 Cemetery – Review of Regulations & Charges – This will be discussed and agreed at the June meeting.

4.6 Cemetery – Working Party Date – A project plan will first be created then a working party date arranged. The Community Payback project will be contacted by the Clerk to see if the PC could participate in the scheme and get some assistance.

4.7 Boundary Review – Consultation – The PC have submitted their response to the Boundary Review changes and urge all residents to go online and register their comments on a possible move to the Crick & Braunston Ward.

4.8 Village Green - Mowing Contract – Leicestershire Gardens were the only quote received for the one year contract, this was rejected by the councillors due to the cost, therefore more quotes will be sought and a decision will be reached at the June meeting. It was proposed by P Collins, seconded by J Powell, that the Chairman writes to Leicestershire Gardens to advise of this process, and ask him to resubmit a quote should he wish to do so. Many thanks were given to Richard Powell who is cutting the grass in this interim period, it is very much appreciated.

4.9 Replacement Seat – Kilsby Road – One of the Watford residents would like to replace the seat and replace with a memorial bench for her late partner. If the seat to be removed is in a decent state this could then be renovated, if necessary, and placed on the Village Green, subject to the landowner’s permission. Proposed by J Powell, seconded by V Knapp and all voted in favour.

4.10 Dog Waste Bin – Towpath – The PC are not responsible for the emptying of this bin, this is the property of the Canal & River Trust. The cost to empty would be £300 plus VAT a year, but this is not for the PC to pay. The Chairman will advise the Lock Keeper.

4.11 Defibrillator (Lock 2) – Request for Donation – There has been some fundraising going on and the PC has been asked to contribute to the sum raised. V Knapp proposed that £100 be donated, seconded by T Cansfield and all voted in favour. This will be advised in writing at the same time as Item 4.10.

4.12 Responding to Planning Applications – 19th May 2023 (Training Course) – As Planning Representative, P Inley, will attend the course on behalf of the PC. This will be paid for using the NCALC Conference voucher received in October 2022. Proposed by V Knapp, seconded by P Collins and all voted in favour.

5. REPRESENTATIVE REPORTS

5.1 Village Hall – G Dent advised a strong start to the new financial year with lots of bookings, April - 22 external bookings, May - 17 external bookings and June - 18 external bookings. Following the AGM, a new committee is being formed, with Trustees appointed.

5.2 Churchyard & Cemetery – All grass mowing being undertaken and trees are looking fine.

5.3 Parish Paths Warden – Nothing to report.

5.4 Street Lighting – Nothing to report.

5.5 Highways – The flooding issue is still a problem by the Nene Ind.Est. Phil Bignell has agreed to chase this along as in March the PC were told this was being investigated by Kier and deemed a priority.

5.6 Police Liaison – No report.

5.7 Defibrillator – Nothing to report.

6. FINANCE

6.1 Approve Accounts to be paid

It was proposed by P Collins that the following accounts be paid, seconded by J Powell and all voted in favour:

Chq No 1424 S Porter	Clerk's Salary – April 2023	£ 318.40	LGA 1972 s112
	Clerk's Expenses – April 2023 (Included: Monthly - £43.20 - MS Office Basic Subscription)	£ 67.20	LGA 1972 s112
Chq No 1425 HMRC	PAYE 2022/23 Q4	£ 410.46	LGA 1972 s112

Bank Balance – Awaiting April bank statement

Date of next Parish Council Meeting – Tuesday 13th June 2023 - 7pm

Meeting Closed: 8:55pm