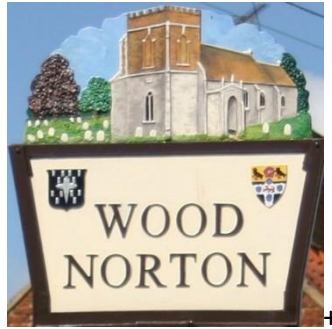




WOOD NORTON PARISH COUNCIL
Draft Minutes of Meeting
Monday 24th July 2023 at the VILLAGE HALL at 7.30pm

In Attendance: Parish Councillors: Marcus Crowe (Chair), Jean Johnson (Vice Chair), John Jennings, Lorraine O’Keefe and Tess Morley. Clerk: Ophelia Donovan.

- 1) Apologies were received from Parish Councillor Tim Lidstone-Scott and County Councillor Steffan Aquarone.
- 2) Minutes:
 - a. There were no matters from the minutes not listed on the agenda.
 - b. The Minutes of the Parish Council meeting held on Wednesday 10th May 2023 were agreed and signed.
- 3) There were no declarations of interest.
- 4) Councillors had confirmed that they had submitted their online DPI forms. The clerk agreed to send Cllr: Morley her DPI form and that she would submit this.
- 5) The Chair confirmed that everyone had seen the previously circulated report received from County Councillor Steffan Aquarone.
- 6) There was no public participation.
- 7) The Chair confirmed that correspondence had been received notifying of an upcoming visit by Jerome Mayhew MP on the 31st August between 3pm to 3:45pm.
- 8) The clerk confirmed that the Parish Council laptop had been PAT tested. This cost £5.00.
- 9) Finance:
 - a. The Chair confirmed the financial position as follows:
Community Account £2,806.32
Business Account £3,579.54
Village sign Account £1,363.11
Defibrillator Account £1,595.60
 - b. The following payments were approved.
 - i. Coronation celebration expenses-£40.00
 - ii. Payment for PAT testing -£5.00Proposed: Cllr. Johnson
Seconded: Cllr. Jennings.
 - c. The Gift for the Auditor in the sum of £20.00 was approved.
Proposed: Cllr. O’Keefe.
Seconded: Cllr. Morley.
 - d. The Chair confirmed that an invoice for the dog bin collection had not been received.
 - e. The Clerk’s travel expenses in the sum of £37.80 were approved.

- 10) The Chair provided an update on the defibrillator. It was reported that the telephone system was not working. There is a sign on the defibrillator asking users to call the emergency services on their mobile phones rather than using the buttons. The Community Heartbeat Trust, who maintains the telephone system, have confirmed that they will not be charging the Parish Council until the telephone system is repaired. There was discussion about whether providing the access code for the defibrillator to residents, would invalidate the Parish Council's insurance. Cllr. Lidstone Scott had confirmed by e-mail that he had spoken to the Community Heartbeat Trust and they said it is up to the Parish Council regarding distributing the code. Cllr. Johnson stated it would be helpful to have this in writing. It was agreed that this agenda item would be deferred until the next meeting.
- 11) The following planning applications were discussed.
- a) PF/23/1429 Alterations to Wood Norton Hall & Annexe. This Application was unanimously approved subject to the condition that, if outside lights were fitted to the development, that these would be downward facing.
 - b) LA/23/1430 Erection of a single storey extension to Wood Norton Hall & Annexe. This Application was unanimously approved subject to the following, if outside lights were fitted to the development, that these would be downward facing.
- 12) The insurance quotes were discussed. It was unanimously agreed that the Parish Council would renew our policy with Zurich PLC as this was better value. Due to technical difficulties with setting up payment details and that the renewal date was 25th July 2023, it was further agreed that the Chair would action the renewal of the policy and pay for this, the Parish Council would then transfer the cost of the renewal to the Chair.
Proposed: Cllr. O'Keefe.
Seconded: Cllr. Jennings
- 13) The Co-option Policy was reviewed. Subject to one amendment, this was unanimously approved.
- 14) The Chair provided an update on the Felbeck Trust. Cllr. Crowe confirmed that on the 13th June he attended the conservation area with fellow Councillors, Jean Johnson and Loraine O'Keefe. The Chair confirmed that the Parish Council is supportive of the Felbeck Trust and the controlled conservation work that they do. The Felbeck Trust stated that they would like to arrange an open day for residents to come and visit them.
- 15) Rosemary Cottage-deferred until next meeting. It was noted that the cottage had been tidied up recently but that chickens were still running loose.
- 16) There was a discussion on the different quotes for grit bins which were previously circulated by e-mail by the Chair. It was unanimously agreed that a grit bin with a 200 litre capacity should be purchased. The Chair confirmed that he will store the grit bin, prepare the ground and put it in to position in October.
- 17) A discussion took place regarding roads, highways matters and drains. The Chair stated that he had received an e-mail that the street inspectors would be visiting Wood Norton from the 25th July. There were two concerns: Firstly, the overgrown verges on the B1110 which reduces visibility for drivers to see onto oncoming traffic. Secondly, Cllr. Jennings reported that there was water flooding the road and that there were issues with the pipe that is under the road. The clerk is to e-mail the street inspectors to arrange a meeting between the Chair and one of their inspectors to resolve these issues. The clerk will also report this to the County Councillor.

- 18) An update was provided in relation to the recruitment of another councillor via co-option. It was unanimously agreed that the clerk should advertise the vacancy via the online village newsletter 'Nextdoor'.
- 19) Cllr. O'Keefe provided an update on maintaining the Action Sheet. It was agreed that if any items on the action sheet had been completed, then Cllr. O' Keefe should be informed of this via e-mail.
- 20) There were no urgent items. It was agreed that litter, Rosemary Cottage, Action Sheet and the defibrillator should be included on the Agenda for September's meeting.
- 21) The meeting closed at 8.32pm. The next meeting will be held at Wood Norton Village Hall, on Wednesday 20th September 2023 at 7:30pm.

Signed Chair, Marcus Crowe 20th September 2023.