



WALDRIDGE PARISH COUNCIL

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Minutes of the **WALDRIDGE PARISH COUNCIL** meeting held at the Parish Rooms on Tuesday 12th September 2023 at 7:00pm.

Present

Cllrs: Johnson, Kinnear, Moffat, Moist, Sexton, Parish Co-ordinator Harris.

1. Welcome

The Chair welcomed and introduced Councillor Kinnear, and welcomed Councillors and the Parish Co-ordinator to the meeting.

2. Apologies

Received from Cllrs: Fantarrow, Morrison, and Taylor.

3. Public questions

Richard Singleton of Poplar St. raised two issues:

- 3.1. Branches of cherry tree adjacent to his property. The tree has been previously trimmed, but Richard is concerned about the proximity of the tree's branches to his property. **Council agreed investigate and see what action can be taken – tracked in action log**
- 3.2. Car parking in the village; proposal for double-yellow lines and emergency services access. It was acknowledged by all there is no ideal solution given the design of the village and the narrowness of the access roads. **Council responded that as a condition of funding for the new car park on the village green, emergency services were given a preferred route to take into the village. This, however, does not mean that all emergency service vehicles will take this route. The proposal for double yellow lines will be reviewed once 16 new car parking bays are completed to see if double yellow lines are still required.**

4. Minutes of last meeting

Agreed by all present and signed by the Chair.

5. Disclosable pecuniary interests

None declared.

6. Agenda-motions

See below.

7. Date and time of next meeting

Tuesday 10th October 2023 at 7pm.

Agenda-Motions

(Specific actions arising are documented and tracked in the **action log**).

1) Financial and report and update on audit

The results of the external audit have been shared in a phone call between Mazars and the Parish Co-ordinator. The written report will be shared with councillors and made publicly available once received in the coming weeks.

The Parish Co-ordinator will present a mid-year budget report at the next meeting in October.

The Parish Co-ordinator in the process of claiming back VAT for the 2021-2 and 2022-3 tax years.

Decision: financial statements for July 2023 and August 2023 were approved by Council and signed by Chair and Co-ordinator

The following query was raised:

- a) Payment to previous clerk. **Action: to check this payment has been made**

2) Grounds and Property Maintenance

Chair confirmed that John Dalrymple has recently been hired as Parish Handy Person through an open recruitment process. John is already making excellent progress completing outdoor and indoor maintenance and repair jobs.

Decision: unanimously agreed to put aside up to £5000 for tools and PPE for use by the Handyperson.

Decision on purchase or lease of a vehicle deferred.

Action: insurance provision to be looked at to include cover for new tools etc. and asset register to be updated.

Noted that additional training could be looked at for John where needed, such as operator's licences for certain power tools.

3) Waldrige Weekend Review

Parish Co-ordinator presented a financial report for the cost of the Weekend. The total cost was £9265 against a budget of £12000. Costs were higher due to needing to move the event back by a week due to the Millennium Green being waterlogged.

For lessons learned it was noted that planning for the event needs to start earlier with clear project management roles being defined. It was also noted that, once an overall budget was set, the project manager / events team can organise the event with more autonomy and simply reporting process to Council.

A complaint regarding noise from the event has been emailed to the Chair from a local resident. This was discussed and **a response will be sent to the resident.**

Future increases above the £7500 for salary increases to be managed within in the MTFP

4) On-going review of policies procedures

Decision: unanimously agreed to re-adopt the financial regulation.

Parish Co-ordinator to identify 2-3 documents for review at each future meeting. Parish Co-ordinator reported that he has fixed the broken links on the website where documents are available.

5) Waldrige Category D Status

Decision: unanimously agreed to accept Patrick Whitehead's offer to receive historical documents and artefacts

Parish Co-ordinator will reply accordingly.

6) Hammerhead weeds/survey

A quotation has been received from the Skill Mill for additional clearing work. However, there are concerns that vegetation will simply grow back unless a longer-term solution is found..
[Decision deferred to spend additional money with Skill Mill until longer-term options are explored.](#)

7) Review action log

The action log was reviewed and updated.

8) Millennium Green Improvements

These are now tracked in the action log and some work has already been allocated to the Handy Person

9) Halloween Event

It was suggested the Council may postpone the event for this year. Decision deferred until next meeting.

10) AOB

a) Allotment Association

Cllr Moist proposed that there needs to be greater engagement between the Parish Council and the Allotment Association with the option of a meeting to identify areas to improve collaboration and documentation.

b) Councillors visit to Hammerhead

Suggestion that a visit is arranged as part of a tour of the village.