

**Minutes of the Woodford-cum-Membris Parish Council Meeting Held on Tuesday
08 January 2019 in the Memorial Hall, Woodford Halse Starting at 19.00 hrs.**

C01/19 Present

Mr. Howard Burdett, Mrs. Kay Coles [Chairman], Mrs. Jean Curd, Mrs. Patricia Darby, Mr. Gary Denby, Mr. Peter Deverill, Mr. George Osborne & Mr. Robert Snedker.
Mrs. Elizabeth Griffin [Daventry District Councillor] & Mr. John Williams [Woodford Halse Signpost Editor & Secretary to Council's Great Central Woodland Committee].
G. P. Smith [Parish Clerk].

C02/19 Apologies

Council received apologies for absence from: Mr. Paul Blackwell, Mr. Patrick Knight & Mr. Iain Osborne. Mr. Robin Brown [Northamptonshire County Councillor.]

C03/19 Chairman's Announcement

The Chairman was very sorry to have to inform Council that Mrs. Judith Daniels had passed away. Judith had been due to commence her role as Parish Council Administrative Officer this month. Members joined the Chairman in offering their sincere condolences to Judith's family.

C04/19 Vacancy on this Council

Council declared one vacancy due to the resignation of Mrs. Christina Williams. Council now has three vacant seats. Council joined Mr. Denby in thanking Tina for her contribution to parish matters, in particular in Planning matters and "What's on in Woodford".

C05/19 Members' Declarations of Interest

Council received none.

C06/19 Minutes of the Last Meeting

Council approved the minutes of its meeting on 11 December 2018 and there were no matters arising.

C07/19 Public Session

No issues were raised.

C08/19 Woodford Halse Village Signpost – Eighth Web Site Report – Year 2018

Council adopted Mr. John Williams' January 2019 report – see Annexe "A".
The Chairman thanked Mr. Williams for his continued operation and development of the Signpost as an invaluable public facility.

C09/19 Police Report

Mrs. Curd [Police Liaison Councillor] reported:

Crime

There were two reported crimes in December 2018.

On 7th December, a theft of Christmas ornaments from a front garden. Two reindeer were stolen from a property in Grants Hill. An area search was conducted around the village but the stolen items have not been identified.

A dwelling burglary took place on 19th December. Offenders had stolen items from the living room. A TV, laptop and Christmas presents were stolen from the property. This is very unusual for Woodford Halse as burglaries in the village tend to be very rare. There was a burglary on the same day in Brackley with the same MO which could be connected to the one in Woodford. Both victims were given reassurance and crime prevention advice.

ASB issues

Grants Hill had a little ASB in December. Reports of youths throwing stones at the new builds & causing a general nuisance around the estate. Patrols were stepped up and the issue did cease.

Vehicle Issues

Carl has been liaising with the headmaster at Woodford Halse Academy in relation to parking issues in High Street and has agreed to help with the introduction of the Northamptonshire "Road Safety Heroes" programme. Carl will address the school assembly on 19th January and commence the programme on 22nd January 2019.

Neighbourhood Watch

The next NHW meeting will take place in the Memorial Hall on Wednesday 9th January at 7pm.

Community Engagement

Police surgeries are still continuing at the Old School Café in School Street and are proving to be very successful. Parking, littering, motor cycle nuisance, dog fouling and speeding remain issues for the village and will be addressed in the new year. In relation to dog fouling, if offenders are seen and reported to Carl, he will forward their names onto the dog warden.

Community Speed Watch will be returning in the spring.

C10/19 On-Street Vehicle Parking

Following Mrs. Curd's report and recommendations Council resolved:

- Station Road/Kings Corner – Further advice/proposals should be sought from County Highways for the provision of [est. 5 or 6] parking spaces on the green opposite the Indian Restaurant.
- Village Centre, School Street – subject to Council's approval of a management & enforcement method [to be drafted by Council's Estate Committee] Council will commence a trial for the use of parking permits r/o the Village Centre in order to alleviate on-street parking.
- Station Road & Junctions and High St./Scrivens Hill/School St. Junction – Double Yellow Lines – County Highways should be asked to open the process [which Council understands includes wider public consultation before conclusion] for the possible provision of parking prohibitions according to NCC Drawings NH18BI03/December 2018: S802/18/131 & S802/18/132.
- Station Road – County Highways should be asked to consult the public on the possible introduction of Time Limited Parking Bays outside the row of shops [ref. NCC Drawing S802/18/131].
- Station Gardens – the Clerk should approach the landowner concerning possible use of ground space for public parking.

C11/19 Parish Budget & Precept for the Year Ending 31 March 2020

Council set a budget and precept for 2019/20 – see Annexes "B" to "D". Total precept £189,440.00.

C12/19 Parish Council Banking

Resolved: Council should register for the NatWest Bankline facility and Kay Coles, Robert Snedker & Gary Smith are accordingly authorised to complete and sign the NatWest Bankline application form and accept the Bankline Terms on behalf of the Council.

C13/19 Woodford Halse Library

Mrs. Darby reported that the transition to a Community Library continues. There will be a public consultative meeting lead by Northamptonshire County Council representatives on 24 January 2019 in Woodford Halse Library. Members are encouraged to attend. She also thanked Mr. Deverill for arranging the installation of wi-fi and other computer facilities in the Library.

C14/19 Parish Flood Warden

Mr. Burdett reported that following his routine inspection of flood risk areas in the Parish he has identified four locations requiring attention:

- Stream along the western boundary of the Ryefields Estate – the stream is again overgrown with vegetation and the watercourse is becoming undefined. The landowner was very cooperative in a previous similar situation and will again be alerted to the problem.
- Stream across land at Woodford Halse Primary Academy leading to the culvert beneath Scrivens Hill is very overgrown and requires a defined ditch creating to improve water flow through the culvert. [Mrs. Darby will contact Mr. Newton school headmaster].
- Culvert running from Cherwell Terrace to Hinton Road beneath the former railway embankment. It appears that mud and debris is restricting water flow through the tunnels. He and the Clerk will seek quotations for professional inspection of the culvert with a view to planning any recommended clearance.
- The stretch of the Cherwell running through the Great Central Woodland also contains a number of obstacles [mainly fallen timber]. Council is advised to investigate their removal.

He had also arranged for the recent visit to the village of the Highways road sweeping vehicle.

Resolved, on Mr. Burdett's recommendation: Council should apply for the £3,000.00 grant, currently available from Northamptonshire County Council under its Pathfinder Flood Risk & Mitigation Investigation of this Parish, towards the clearance of the railway embankment culverts.

C15/19 Parish Council - Estate Committee

Mrs. Curd reported that members and the Committee [which next meets on 22 January 2019 in the Farndon Room] are considering the following, for further recommendations to Council:

- An ongoing review of Parish Council assets.
- Review of hiring tariff for the Dryden Hall, Farndon Room & Memorial Hall.
- Revised halls hiring agreement.
- Appraisal of the trial use of a hall hire online booking system.
- Regular health & safety inspections of the Memorial & Village Centres. The Committee will prioritize and cost remedials for Council's further attention. She confirmed that Banbury Pest Control is currently attending to the presence of mice in the store room adjoining the Dryden Hall.

C16/19 Receipts & Payments

Council noted receipts & authorised payments:

Receipts	£	Payments	£
Hinton Methodist Church Donation for Defibrillator	1,015.00	Castle Water public conveniences	56.64
Memorial Centre hire	130.00	Curry's -computer equipment	299.48
Village Centre hire	205.00	Gulliver's Trees Byfield Road limes	2,100.00
Café lease	521.46	Clerk	979.27
NCC Library lease	1,050.00	A. Muxlow MC grounds	288.00
NatWest bank interest	10.72	Booking Clerk	142.70
		HMRC paye & nic	457.45
		C. Halbert Central Wood consultant	245.00

		Office	75.92
		PlusNet x 2	10.00
		Heart Internet	10.79
		SSE VC electricity	98.98
		Total streetlighting power	1,086.12
		Wave water VC	35.11
		Wave water public conveniences	28.35
		NatWest charges	12.95
		SSE electricity MC	58.21
		Youngs windows Library	30.00
		Main Line Timber Ltd materials	19.06
		Osborne's annual boiler services pavilion (2), MC (1), VC (2)	390.00
		A. Webb estate maintenance	177.45
		G. Warner estate maintain. & caretaker	226.75
		E.on streetlighting quarterly maintenance & replace PL177 Whitecroft Gardens	1,381.12
		Unit Clean - Estate, MC, VC	1,449.18

C17/19 Other Matters

- Council was pleased to hear that Rebecca & Paul Hymers are to join the "What's on in Woodford" production group replacing Mrs. Christina Williams who has resigned.
- Mrs. Curd advised that a Community Payback Team is now engaged on hedge maintenance at the Ryefields Play Area.

C18/19 There being no further business the Chairman closed the meeting at 21.05 hrs.

Woodford Halse Village Signpost - Eighth Web Site Report: Jan – December 2018

The Woodford Halse Village Signpost web site has now been running in its current format for just over five and a half years. This report updates the details about the use of the web site with information from January to December 2018.

Summary

The year saw a further steep growth in use, mainly as a result of public interest in local issues such as the work in the woodland, the progress of the Neighbourhood Development Plan, concerns about the future of the library and local parking. Site views grew by 25% and the number of news items published grew by a third. However, it is worth noting: -

- Although people visit the Signpost for news items on events and information about local businesses and other issues, most visits are for the information that Parish Council provides as part of its duty to be open about its activities.
- By operating the Signpost, the Parish Council also provides a way for other local authorities and agencies (mostly DDC, Northants County Council and Northants Fire & Police Service) to communicate with local residents. For example, this year, we posted 31 news items about DDC activities, 21 on County Council matters and 40 on Policing.
- Many community issues are raised, debated and resolved on Facebook rather than on the Signpost. Facebook is probably the most used form of online local social communication, although it cannot be accessed by those that do not have a Facebook account. The Signpost does reach out to Facebook users by running its own Facebook page and cross posting to the Woodford Halse and Woodford Meadows Community Groups.

Key Points

- There were over 35,000 web site visits in 2018 with views of over 82,000 pages (compared with 28,000 visits & 63,000 page views in 2017), an average of over 95 visits every day (versus 77 last year). This year had more than double the number of visits that was achieved with this version of the Signpost in its first full year (2014).
- The number of visits was up by 25% and the number of page views up by 29% compared with 2017.
- The Signpost web site is ranked #2 (after Woodford's Wikipedia entry) on searches for "Woodford Halse" on Google. Google is by far the dominant search engine used to find our site - over 90% of searches that come to our site come from Google. Twitter has been only a small source of visits to the site this year, less than 1% of views came from there, although each post to the Signpost is automatically tweeted.
- Most people come to our site via their Facebook accounts. Around 53% of all visits to the Signpost are the result of a link from Facebook. We have 498 Facebook "Likes" (up from 418 last year) - these people get all our updates on their Facebook feed automatically. Each Facebook post is seen about 100 to 200 times. We also continue to post selected (in practice, most) items to the separate, independently run, Woodford Halse Community Facebook page with its 4200+ members and also to the Woodford meadows Community Page (183 members).
- Another popular way of accessing the site is by subscribing. Subscribers get an automatic email every time a news item is added. There are now 49 subscribers, a growth of 22 in the year. (Previous year figures were wrong, due to an error in the reporting software.)

The most popular pages were; Woodford Now & Then (3954 views) Parish Council (3719 views), Local Directory (3505 views), Village News (2492 views), Village Venues (1955 views) and Local Events (1114 views).

- Access to the site is around 50% from mobile devices while 16% of users access via a tablet and 34% via a conventional computer.
- 402 news items, averaging more than one a day, were put on the site (300 in 2017). An added news items is the main reason why someone comes to look at the site. The most frequently used posting categories were (some posts appear in multiple categories): -
 - Parish Council (includes agendas & minutes) 72
 - Central Wood 48
 - Policing 41
 - Local Services (includes GP, water, gas etc.) 39
 - Daventry District Council 31
 - Church News 23
 - Northants County Council 21
- Usage of the site this year was heavily affected by a number of items of local news. The announcements regarding the wood stolen from the Great Central Woodland attracted over 1600 accesses, details of the Chipping Warden relief road 783, the Co-op ram raid 735 and the issues surround the work in the Woodland.
- The web site hosted material related to the referendum on the Neighbourhood Development Plan and on public meetings relating to the Library and local parking.
- The Signpost hosts information about the Great Central Woodland with details of its history and wildlife as well as publishing the Management Committee's minutes. These account for 1,114 accesses.
- The local Business Directory was updated three times in the year (February, May & October) and contains details of over 100 local businesses.
- Engagement with the business sector remains weak, although the Signpost welcomes business announcements of relevance to local people. The Business Directory does still attract accesses. Campaigns to encourage local businesses to provide their details have had a limited response. Even so, I believe it to be the only close-to-complete list of local businesses for use by Council, and it seems popular with site visitors.
- The Signpost continues to carry fraud warnings from local police and the national fraud program.
- People can comment on individual posts. 38 comments were made in the year. Mostly these are either answered directly by the Editor or referred to a Parish Council member, depending on the subject. The Editor tries to answer all the non-trivial ones as quickly as possible.
- During April we had to suspend the comments facility on the web site, due to the regulations relating to Council campaigning during the Neighbourhood Development Plan referendum. The feature has now been reinstated.
- In May various aspects of the site were reworked in order to comply with the General Data Protection Regulations. Subscribers were invited to reconfirm their interest in receiving updates and those in the Business Directory were also asked to confirm that their details could continue to be used. Other parish directory information is considered to be of "legitimate interest" for GDPR purposes and so not subject to consent being provided. The Parish Council appoint NCalc as their Data Protection Officer. The Web Site Editor's Guide was also updated to reflect this.

- In December work started on the integration of a new halls booking system to allow the site to show an up-to-date diary of events for village venues (previous versions based on Google calendars had fallen out of use). The diary is now available on the Signpost and could make on-line booking of venues a possibility, if wished. To accommodate this, the Signpost's pages were made wider to make them more easily viewable. (A survey of users indicated most either favoured the idea or were unconcerned by the change).
- The Council also changed its email provision for Councillors and added Wi-Fi facilities to the village's halls. These features are all now included on the Signpost with revised details of councillor email addresses and advice that hall venues have Wi-Fi.
- During the year Google changed its charging policy for using Google maps embedded in other web sites. Since the applications used on the Signpost (village venues and roadworks) were of limited value it was decided in consultation with the Parish Clerk that there was no justification to pay for a licence to use Google maps and to remove those features from the site. The Web Site Editor's Guide was updated to reflect this change.
- The site follows Editorial Guidelines which are publicly available through the Signpost. These conform to standards for public body web sites and the Council's own code of conduct. They determine web site policies on content, as approved by Council, and remain unchanged this year.

Some trivia: -

- The site had visits from 95 countries (presumably reflecting Woodford residents' holiday activities rather than a deep seated global interest in our village!). These included Kazakhstan, Nepal and Mongolia.
- On average the number of pages viewed per visit is 2.3. For the most part (62%), people come, read what they came for and then go, 10% of visits involve viewing 5 or more pages.
- The busiest times on the site are Monday evening, Wednesday afternoon and Saturday lunchtime.
- The site is managed and edited on a voluntary basis. The only costs associated with the Signpost are for the hosting of the web site and the WordPress platform on which it runs. This costs Council less than £160 per annum; about one penny for every 5 pages viewed.
- The busiest day of the year was 28th July with over 1600 page views. (1400 of these were to view the pictures of individuals stealing wood from the Woodland).
- The busiest month this year (our busiest ever) was April with over 9300 views.

John Williams - Woodford Signpost Editor - January 3rd 2019

ANNEXE "B" - INCOME

Woodford cum Membris Parish Council

Budget & Precept Estimate for 01 April 2019 to 31 March 2020

INCOME:	Budget 2018/19	1st 6 Month actual	2nd 6 Month est.	2018/19	Est Var. to Budget	Budget Est. 2019/20
Opening Balance	-2,665					
Precept	175,000	175,000	0	175,000	0	189,440
Memorial Centre Lease & Letting	13,800	6,983	6,983	13,966	166	13,500
Village Centre Lease & Letting	5,600	4,002	3,998	8,000	2,400	4,000
Current A/C Interest	2	10	10	20	18	0
Reserve A/C Interest	400	0	0	0	-400	0
Allotment Rents	120	0	120	120	0	100
Burial Fees & Donation	1,500	366	350	716	-784	750
NCC Grass Mowing Grant	842	0	842	842	0	850
Insurance Claim	0	3,758	0	3,758	3,758	0
Pavilion Building Contribution [WUFC]	2,000	1,850	2,000	3,850	1,850	2,000
Forestry Commission Grant & timber sales	0	1,625	1,000	2,625	2,625	1,000
Library Grants & Contributions	7,500	40	0	40	-7,460	7,500
PCSO Business Contributions	2,500	0	0	0	-2,500	1,000
Litter Picking Grant [DDC]	1,096	0	800	800	-296	1,100
Other donations	0	1,000	0	1,000	1,000	0
Total Income	210,360	194,634	16,103	210,737	377	221,240

ANNEXE "C" - EXPENDITURE

Woodford cum Membris Parish Council

Budget & Precept Estimate for 01 April 2019 to 31 March 2020

EXPENDITURE:	Budget 2018/19	1st 6 Month actual	2nd 6 Month est.	2018/19	Est Var. to Budget	Budget Year 2019/20
To Legal Fees Reserve	0	0	500	500	500	500
To Memorial Centre Boiler Rsv.	250	250	250	500	250	1,000
To Rec & Play Reserve	0	0	0	0	0	500
To Village Centre Boilers Rsv.	250	250	750	1,000	750	1,000
To Village Centre Building Rsv.	1,000	1,000	9,000	10,000	9,000	1,000
To Central Wood Long Term Rsv.	1,000	1,000	1,000	2,000	1,000	1,000
To Pavilion Building Reserve	2,000	0	2,000	2,000	0	2,000
To Tree maintenance Reserve	2,000	2,000	1,000	3,000	1,000	2,000
To Elections Reserve	2,000	2,000	0	1,500	-500	1,000
To Ryefields Open Play reserve	0	2,249	0	2,249	2,249	0
Total Contribution to Reserves	8,500	8,749	14,500	22,749	14,249	10,000
Play & Sport	1,000	2,587	0	2,587	1,587	1,000
Sarafield Buildings & Land	0	2,350	0	2,350	2,350	0
Police Community Support Offr.	37,250	13,967	18,625	32,592	-4,658	38,368
Grass & Grounds Maintenance	15,000	5,325	7,500	12,825	-2,175	15,000
Hedge Maintenance	2,000	200	1,000	1,200	-800	1,200
Tree Maintenance	0	0	3,000	3,000	3,000	0
Burial Ground	500	105	395	500	0	500
Grants: St. Mary's Churchyard	500	0	500	500	0	500
Allotments	100	0	100	100	0	100
Estate, B/shelters, Toilets: Rates, Cleaning & Materials	6,000	3,969	3,000	6,969	969	6,180
Village Handyman Labour	5,000	2,218	2,500	4,718	-282	5,150
Streetlights Power	8,000	4,045	3,955	8,000	0	8,240
Streetlights Maintenance	4,500	1,811	2,689	4,500	0	4,635
Parish Clerk + Employer NIC	16,760	8,406	8,406	16,812	52	17,316
Admin. Officer & booking Clerk	4,500	1,071	2,000	3,071	-1,429	6,000
Office	1,200	1,064	1,500	2,564	1,364	2,000

What's-on-in-Woodford & Website	3,000	1,138	1,862	3,000	0	3,000
Reserve A/C Interest	400	0	0	0	-400	0
Annual Subscriptions & Training	1,500	1,111	389	1,500	0	1,545
Bank Charges	250	92	100	192	-58	192
Audit	1,100	930	0	930	-170	1,133
Legal Fees	0	451	250	701	701	0
Energy Consultant [MC, VC, S/L]	1,750	1,410	340	1,750	0	0
Central Wood Professional Fees	3,000	1,098	1,500	2,598	-402	3,090
Central Wood Loan Repayment	10,188	5,094	5,094	10,188	0	10,188
Central Wood Works	2,000	1,640	3,360	5,000	3,000	5,000
Insurance	18,000	10,664	0	10,664	-7,336	10,984
Health & Safety/Insurance Valuations/ Inspections	0	0	3,000	3,000	3,000	1,000
Memorial Centre Operating	12,500	8,281	8,000	16,281	3,781	13,000
Village Centre Loan & Operating	21,000	12,470	16,426	28,896	7,896	21,500
Library "Property" [7,500 - 2,500 lost from income item]	5,000	0		1,000	-4,000	7,250
Library Paid Staff	5,500	0		0	-5,500	0
	187,498	91,497	95,491	187,988	490	184,071
Contingency	13,500	0	0	0	-13,500	27,169
Total Expenditure	200,998	91,497	95,491	187,988	-13,010	211,240
Total Expenditure & Contribution to Reserves	209,498	100,246	109,991	210,737	1,239	221,240
Closing Balance	-1,803	0	0	0	-862	0

ANNEXE “D” – RESERVES

Woodford cum Membris Parish Council

Budget & Precept Estimate for 01 April 2019 to 31 March 2020

Reserves	31/03/2018	31/03/2019	31/03/2020
Memorial Centre Building	2,012	2,012	2,012
Memorial Centre Boiler	1,750	2,250	3,250
Village Centre Building	2,434	12,434	13,434
Village Centre Boiler	1,250	2,250	3,250
Recreation & Play	500	500	1,000
Sarafield & Pavilion	0	2,000	4,000
Public Toilets	1,000	1,000	1,000
Great Central Woodland	3,300	5,300	6,300
Tree Maintenance	0	3,000	5,000
Legal Fees	0	500	1,000
Elections	0	1,500	2,500
Unallocated (contingency)	0	0	27,169
Total unrestricted	12,246	32,746	42,746
Community Infrastructure Levy (unallocated)	26,185	26,185	Spent
Hinton Fields Development - commuted sum	9,000	9,000	9,000
Ryefields Openspace - commuted sum	17,251	17,251	17,251
Total restricted	52,436	52,436	26,251
Total	64,682	85,182	68,997
Note: CIL to come from Red Road Development			