Minutes of the Woodford-cum-Membris Parish Council Meeting Held on
Tuesday 10 March 2015 in the Memorial Hall Woodford Halse Starting at 19.00 hrs.

C39/15 Present
Mr. Howard Burdett, Mrs. Kay Coles [Chairman], Mrs. Robyn Davison, Mr. Gary Denby,
Mr. Robin Gilling, Mr. Patrick Knight, Mr. George Osborne, Mr. Robert Snedker & Mrs. Julie Turner.
Seven members of the public including PCSO Carl Barton [Daventry Police Safer Communities Team] &
Mrs. Jo Gilford [District Councillor].
G. P. Smith [Parish Clerk]

C40/15 Apologies
Apologies were received and accepted from: Mr. Darren Bennetts & Mr. David Hawes.
Apology also received from Mrs. Elizabeth Griffin [District Councillor].

C41/15 Members’ Declarations of Disclosable Interest
Mr. G. Osborne - Receipts & Payments - C59/15.

C42/15 Police
PCSO Barton reported that following an increase in reported crime during December & January just passed;
there had been two only in February and none so far in March. Shed & garage break-ins & thefts were the
main feature for which one individual had been arrested and received a conditional discharge. He was
pleased to say the parish remains a safe place in which to live.

C43/15 Minutes of the Last Meeting
Council approved the minutes of its meeting of 10 February 2015.

C44/15 Matters Arising
  - C35/15 Slade Lays Farm, Eydon Road. The Clerk advised no decision had yet been notified by the
    Planning Inspectorate on the current Planning Inquiry.
  - C37/15 Other Business. Memorial Centre Clock & Weathervane. Mr. Denby reported that Clive Thomas
    had offered his practical expertise with both installations and that progress was underway.

C45/15 Public Session
Mrs. A. Bayliss reported her recent efforts in helping to create a garden alongside the Library. Council,
having approved a garden proposal in November 2013, would be pleased to consider any further activity
prior to commencement to be specified by Mrs. Bayliss at its next meeting.

Mrs. Bayliss was also very concerned at the poor state of the roads and pavements in the Victorian terraces.
Mr. Knight [Parish Highway Warden] had twice toured the village with Northamptonshire Highways
officers, who are operating within a very restrictive budget and who had been able to prioritize some pot hole
filling and refreshment of the white road markings, including at the Station Road water bridge within the next
two months.

C46/15 Council’s Halls Business Group
Council adopted the following Group report, presented by Mrs. Davison:
  - Group had met a representative of Abacus Security about an electronic system of card entry &
    monitoring for the Memorial and Village Centres. Further investigations are being made.
Regrettably, Mr. John Jackson is unable to continue as manager of the current Village Centre renovation project. [Council thanked Mr. Jackson for his guidance and involvement. Council appointed Mr. Pat Knight to this role].

Memorial & Village Centre furniture hire. Recommendation that Parish non-profit making groups have free use of tables & chairs [with a donation welcome] and hirings to private/commercial persons be charged at £1.00 per table and £0.50 per chair - effective immediately - Booking Clerk and Caretaker to coordinate hirings.

Cleaning of all Council’s property to be reviewed by Mrs. Davison and Mrs. Wise for further report to Council in May/June 2015.

Recommendation that no long, commercial lease of the Farndon Room should be considered until all renovation work is complete also bearing in mind conditions of the Lottery funding received.

Recommendation that J Blythe Painters & Decorators, Aston-le-Walls be engaged under their quotations 3801, 3802 & 3803 for Repair & Redeorate walls in Farndon/Hinton Room £3,810.00 + VAT, Repair & Redeorate adj. Hallway, Corridor and Toilets £2,810.00 + VAT and Refurbish Village Centre main access gates £260.00 +VAT.

Due to other commitments Mr. Hawes had stood down from this Group. Group thanked him for his offer of future assistance where appropriate.

C47/15 Council’s Internal Controls & Risk Management and Internal Audit
Council reviewed and approved its Internal Control arrangements including Risk Management and Terms of Reference of the Northamptonshire County Association of Local Council’s Internal Audit Service.

C48/15 Standing Orders & Financial Regulations
The Clerk had issued the latest NALC model standing orders to members in preparation for Council approving a new set, together with Financial Regulations, at its next meeting.

C49/15 Flooding & Drainage
Mr. Burdett refreshed Council on the Flood Investigation Report prepared on 22 October 2013 by David Smith Associates for Northamptonshire County Council under its duties as the Lead Local Flood Authority in accordance with the Flood and Water Management Act 2010 Sect.19. The County Council currently has work at three locations under consideration - Pool Street, South Street and Upton Close. He urged Council to maintain a keen focus on these projects and other areas within the parish where flooding has or is likely to worsen. He will produce recommendations for Council’s consideration at its next meeting.

The Chairman thanked Mr. Burdett for his attention to this matter.

C50/15 Neighbourhood Plan
Mr. Snedker reported that the estimated cost for preparing a Neighbourhood Plan is £10/£12,000. Central government grant funding is available and Kirkwells Consultants will submit an application on Council’s behalf. A decision on this round of applications is expected during April 2015.

C51/15 Quinton Lodge, 6 Quinton Lane
Council supported Planning Application DA/2015/0107: revised scheme to planning permission DA/2013/0527 increasing ridge height of detached garage to form room in the roof.

C52/15 Ash Way, 29
Council supported Planning Application DA/2015/0134: conversion of garage to kitchen & utility room and first floor extension above.

C53/15 Preston Fields Farm, Charwelton Road, Preston Capes
Council supported Planning Application DA/2015/0137: construction of extension for agricultural grain store.

**C54/15 What’s on in Woodford [“WoW”] Newsletter**

Mr. Gilling, referring to his statement at Council minutes C29/15, explained that a sample of people questioned when attending the Blues Night had not learned of the event from WoW. He doubted that Woodford Halse residents are reading the publication and thought more articles of local interest would be welcome.

Mr. Denby reported that the article/advertisement “split” remains under close consideration [advertising currently occupying c. 50% of space]. He estimated that the cost of printing a village newsletter borne by parishioners here is a half of that in other villages.

Resolved: Council’s Publicity Business Group shall have the flexibility to produce a six sided edition, where content [advertising & articles] demands, for the next four issues at a maximum additional cost of production of £250.00 per issue.

The Chairman expressed her personal opinion that the current WoW editors are doing a good job and regrets the criticism they regularly receive.

**C55/15 Woodford Halse Village Signpost Web Site**

Mr. Denby presented the following Website report [ref: *Fourth Website Update - Summary Version 1.0 02/03/2015*] from Mr. John Williams [Website Editor] for July to December 2014:

*The Woodford Halse Village Signpost web site has now been running for just over a year and a half. This report updates the details from my report in July with information from July to December 2014. This is a summary of the report. The full version can be found here:*-

http://tinyurl.com/k8rotse (this is a shortcut to the file on the Signpost)

- There were over 9,600 web site visits in the six months July to December, viewing over 21,000 pages.
- The Signpost web site is still ranked #2 (after our Wikipedia entry) on searches for "Woodford Halse" on Google. Google search is still how most people find us.
- We have 208 Facebook "Likes" (up from 164 in June) - these people get all our updates on their Facebook feed automatically.
- 144 news items were put on the site between July and December.
- We still need to improve interaction with the community with more groups contributing material to the web site.
- Most users access the site through mobile phones or tablets (53% of users with these compared with 47% using a laptop or desktop computer). The design of the site is a compromise layout intended to work reasonably on both types of device.
- The three most popular pages were Village News, Parish Council Minutes and WOW.
- The three most popular news items were Northampton's sale of the Egyptian statue, Harley Equestrian's new shop & cafe, and Fawsley Hall Jobs.

Council adopted this report and thanked Mr. Williams for his continuing editorship.

Council approved the “Woodford Halse Electronic Media Editorial Guidelines” and associated “Privacy Policy” - see Annexe “A” to these minutes.
C56/15 Northamptonshire County Council - Community Enhancement Gangs
Council noted the availability of these gangs for minor highway works not otherwise catered by for example potholing/minor repair crews.

C57/15 Cash for Community Groups
Mr. Denby reported on a meeting he had attended at Thrapston District Council Offices on 05 March 2015:

1. Purpose
Our Parish Clerk received an invitation to all Parish Councils in Northamptonshire, to attend an afternoon event entitled 'Cash for Community Groups', attend by over a dozen funding organisations. I agreed to attend on behalf of both Eydon and Woodford Parish Councils, focussing upon renovations for The Village Hall in Eydon (windows and heating) and the Youth Group and ideas for developing a Village Heritage Centre in Woodford Halse.

2. The Big Lottery Fund
Their 'Awards for All' system can make grants to Parish Councils and Voluntary groups, up to £10,000 total on their small grant scheme, paying only for Arts, Heritage and Sports activities which meet specified outcomes (fact sheet supplied) with a wide community benefit. This excludes salaries, routine repairs and existing / repeat activities. www.biglotteryfund.org.uk

Heating systems for a community hall would not cover a new for old replacement. Faulty flooring might be replaceable under a grant, if there is a health and safety aspect. A grant towards replacement windows is a possibility, but it is more likely to be covered by a Heritage Lottery Fund grant if subject to conservation area requirements.

I left my details for call-back by Katie Lloyd of the Heritage Lottery Fund (off sick), a spin-off from the Big Lottery Fund. This may have a special interest in the tentative Woodford Heritage Museum, particularly for activities that are passing-on local history.

3. Northamptonshire Community Foundation
This claims to be the leading independent grant-making charity in the area, dedicated to funding community-based action which improves the lives of our county’s most disadvantaged people and communities. It might be able to provide £3,000 towards a Village Hall project or up to £10,000 towards the Youth Group, perhaps for some specified sessional activities or towards a youth worker. It has a monthly awards panel throughout the year, with online application at www.ncf.uk.com

4. Others
- Grantscape – Community Benefit Fund Specialists were present, but we are outside of their catchment area.
- Northamptonshire ACRE was present, whom the Parish Councils already support.
- BBC Children in Need and Comic Relief were present, offering cash for community groups.
- Charity Bank and Central England Co-op were also present (lending).

The Chairman thanked Mr. Denby for his report.

C58/15 Annual Parish Meeting
The date was set for 21 April 2015.

**C59/15 Receipts & Payments**
Council noted receipts and authorized payments:

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<th>Receipts</th>
<th>£</th>
<th>Payments</th>
<th>£</th>
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<tbody>
<tr>
<td>Burial fees</td>
<td>568.00</td>
<td>WH Post Office stamps &amp; Tesco ink</td>
<td>54.08</td>
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<tr>
<td>Memorial Centre letting</td>
<td>80.00</td>
<td>AJR Electrical – Christmas streetlights</td>
<td>696.00</td>
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<tr>
<td>Village Centre lettings</td>
<td>170.00</td>
<td>I&amp;I Internet and WinZip</td>
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<td>NCC Library rent</td>
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<td>R Paul caretaker</td>
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<td>WH Youth Club annual rent</td>
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<td>D Wise booking clerk</td>
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<td>NatWest bank interest</td>
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<td>HMRC paye &amp; nic</td>
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<td>Allotment rents</td>
<td>114.00</td>
<td>Chairman contribution telephone</td>
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<td>NCC Empowering Councillors grant via County Councillor</td>
<td>650.00</td>
<td>B Gas MC electricity</td>
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<td>Robin Brown for WW1 public clock &amp; weathervane</td>
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<td>WoW advertising</td>
<td>610.80</td>
<td>Eon Dryden Hall gas</td>
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<td></td>
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<td>Eon Library/Farndon gas</td>
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<td>Eon MC gas</td>
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<td>Anglian Water VC</td>
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<td>Anglian Water toilet block</td>
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<td>Anglian Water MC</td>
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<td>Nat West monthly fee</td>
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<td>Utility Warehouse mobile telephone</td>
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<td>Pops ons first aid kit VC</td>
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<td>M Mumford VC floodlight</td>
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<td>Information Commissioner annual fee</td>
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<td>Unit Clean MC, VC, property</td>
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<td>Banbury Print &amp; Design WoW</td>
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<td>Osborne’s Heating boiler services</td>
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<td>MC, VC, Farndon Room</td>
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<td></td>
<td>Main Line Timber materials MC &amp; VC</td>
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<tr>
<td></td>
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<td>G Warner property maintenance</td>
<td>97.18</td>
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**C60/15** There being no further business the meeting was closed at 20.25 hrs.
Woodford Halse Electronic Media Editorial Guidelines [V 1.0 02/03/2015]

About This Document
This document provides an Editorial framework for the Parish Council’s use of Electronic Media which includes:
- a web site (www.woodford-halse-villagesignpost.co.uk)
- Twitter account (@WoodfordVSP)
- Facebook page https://www.facebook.com/WoodfordHalseVillageSignpost
- email accounts info@woodford-halse-villagesignpost.co.uk & woodfordsignposteditor@gmail.com

This document has been agreed by the Parish Council’s, Parish Promotion & Publicity Business Group.

Purpose of Parish Electronic Media

The purpose of the web site and its associated social media feeds is to:-
- Provide parish residents with access to information on the activities and decisions taken by their Parish Council, on other public services provided by government and charities and on local clubs, associations and interest groups.
- Promote local (i.e. within the Parish) businesses.
- Promote local Events & Village Venues
- Promote community engagement in the work of the Parish Council through better understanding of parish governance.
- Promote local democratic engagement by connecting residents with their Council
- Act as an on-line repository for Parish documents of record such as meeting agendas, minutes and budgets.

The principle on-line medium for Parish Council communication is the web site. Social media feeds are treated primarily as a mirror of this site for the convenience of those that normally interact with the internet via these media.

The email accounts associated with the web site and the What’s-on- in- Woodford newsletter [“WOW”] are intended to enable communication between members of the public and the Promotion and Publicity Business Group.

Policies

Content
Content presented on the site will include:
- Material generated and specifically approved by Parish Council
- Material forwarded for publication by Parish Clerk
- The WOW
– Additional content, published at the Editor's discretion*, may also include:
– Electronic Media Editorial Guidelines Version 1.0 02/03/2015
– Material provided by Daventry District and Northampton County Council.
– Material provided by Northampton Police and other emergency services, and by the Police Commissioner's office.
– Material provided by local public service agencies and charities, including appeals and volunteer requests.
– Material provided by local businesses or residents.

* Editor's discretion includes considerations of relevance to Parish residents and overall balance of information on the site. However the ultimate authority for what is published on the site is the Parish Council, through its Parish Promotion & Publicity Business Group.

**Advertising**
The web site does not carry paid advertising. The web site may carry articles that promote the activities of local businesses and employment with them. It is the responsibility of the Editor to ensure that such articles do not distort or dominate the web site's primary purpose or interfere with its role as a signpost to public services.

**Privacy**
The web site's privacy policy is displayed on the site (http://www.woodford-halsevillagesignpost.co.uk/about-2/privacy-policy/). It is the responsibility of the Editor to see that this policy is adhered to and maintained.

**Information Publishing**
In respect of information publishing, the web site's Editorial will conform to Part 2 of the Parish Council Code of Conduct for Members.
In addition information for publication will not include anything which, in the reasonable opinion of the Editor, includes:-
– Anything defamatory, discriminatory or liable to result in claims for breach of copyright or data protection.
– Information which is party political in nature (see below).
– Anything which is hateful or abusive.
– Anything which implies Parish Council support for businesses, events, individuals or issues except where that permission has been explicitly given.
Where material is provided by Councillors for publication, it is the responsibility of the Council member (and not the Editor) to ensure that material provided conforms to the provisions of Parts 2 & 3 of the Code of Conduct.

**Nearby Parishes**
Although the primary purpose of the web site is in relation to the parish of Woodford-cum-Membris, the Council recognises that events in adjoining parishes and local towns may be of interest to residents and as such may include details of those events in addition to those within the parish.

**News & Comment**
The principal objective of the web site is to communicate information rather than to provide a medium for comment or debate on local issues. In general it presents the views and decisions of Council.
The site may, at the request of Council, or the Promotion & Publicity Business Group, canvas the views of residents.

It may also, in the interest of helping Council to develop its policy on an issue of local importance carry articles expressing views on the issue provided it is made clear in the article that the views expressed are not Council policy.

**Political Policies**
The web site seeks to be non-party political while aiming to promote engagement in local democratic processes. The web site will not carry party political material for local, national or European elections or referenda but will carry:-
- Notices (or links to details of) of elections, candidates and results for the wards, districts, counties and constituencies within which the parish resides.
- Details of polling stations and electoral registration processes
- Promotion of electoral registration and voting
- Candidate statements for Parish Council elections
- Statements of co-opted and elected councillors and council officers

**Use of Email**
Users of the email accounts associated with the web site must ensure that communication conforms with the policies above and, in addition, that:-
- Email accounts are used solely for exchanging information in relation to the WOW, website or other media related to the activities of the Promotion and Publicity Business Group.
- These email accounts should not be used to communicate Council decisions or to engage in dialogue with residents over Council issues (rather Councillors should use appropriate Council email accounts).
- Users of these accounts are responsible for maintaining copies of any correspondence (outbound and inbound) using them.

Electronic Media Editorial Guidelines Version 1.0 02/03/2015

**PRIVACY POLICY [Associated with above guidelines]**

**Confidentiality and security**
We are committed to protecting your privacy when you use this web site. The information that we collect is only used to make it easier for your work with our website and to allow us to improve the site. This privacy policy covers the treatment of personal data that we might collect when you email us, or when you complete and submit an online form on our website.

When completing forms you may be asked for personal information such as name, address, postcode etc. It is only when you supply this type of information that you can be personally identified. Information we collect from visitors will only be used to develop and improve our site or to respond to you where necessary.

This personal data is held in accordance with all current legislation. We will not sell or rent your personal data to anyone, or use the data for any other purpose than that for which it was originally collected. And you have the right to access the personal information we hold about you at any time.
Complaints, requests for information and general queries
Any information provided will only be used for the purpose of administering your complaint, request for information or general queries.

Photographs
We welcome photographs and graphics to accompany articles or information about village organisations, groups, companies or events. We reserve the right to crop and re-size images in order to meet layout requirements.

If you supply photographs or other images together with information for publication on this site we will assume that (a) you own the copyright for those photographs and (b) you are granting permission for their publication on this site. If you provide details of a web site associated with your article we will assume that we are entitled to publish a logo and other images from that web site as part of promoting your information. If you ask us to display a copyright notice with any image we will do so.

If you are concerned about any photograph published on this site please contact the editor by email to signposteditor@gmail.com with a link to the offending image.

Email alerts and newsletters
If you sign up to receive our e-newsletter alert, we will use the information you give us to provide the service you have requested. We may occasionally contact newsletter alert subscribers to help us evaluate and improve the service that we offer.
If you inform us that you wish to cancel a subscription we will remove you from our mailing list and your details will be deleted from our records.

Cookies
Cookies are small pieces of data that are stored by your browser in the cookie directory on your computer’s hard drive and do not expire at the end of your session. Cookies do not contain any personal information about you and cannot be used to identify an individual user but they can enable some websites to recognise your logons and passwords when you return to that website. If you choose not to accept the cookie, this will not affect your access to the majority of facilities available on our websites.

We use cookies for collecting non personal user information from our site and do not collect any information about you except that required for the system administration of this website. You can delete any cookies stored by us by clicking here: DELETE COOKIES

Also you can delete cookies manually in your browser through the Tools – Options – Privacy (Firefox), Settings – Content – Cookies (Chrome) or Internet Options – Privacy (Internet Explorer) menus.

Changes to this privacy policy
If our privacy policy changes in any way, this page will be updated with the new version.