

**Minutes of Spaldwick Parish Council Annual Meeting held at 8 pm
Thursday 19 May 2016 in the Community Room at Spaldwick Primary School**

Present: Cllrs .Fane de Salis (Chairman presiding), Harriman and Robinson, the Clerk (Mr D Stowell), and three members of the public

1. **Apologies for absence** were received from Cllrs Jackson-Rimmer, Johnson, Smith and Wakefield, and County Cllr Bywater.
2. **Election of Chairman, and declaration of acceptance of office**
There being only one nomination, Cllr Stephen Fane de Salis was elected unanimously. A declaration of acceptance to the office of Chairman of the Council was made and delivered by him and witnessed by the Clerk.
3. **Registrations of financial and other interests or declarations of no change**
Members present declared no change to their registered details.
4. **Other elections, appointments, responsibilities**
Vice Chairman - Cllr Robinson was elected unanimously.
The following responsibilities were allocated / confirmed: Playground Inspection – Cllr Fane de Salis; Finance monitoring – Cllr Smith; Tree Warden – Cllr Johnson; Parish Paths Co-ordinator – Mick Ager; Representative to Village Hall Management Committee – Cllr Robinson; Speedwatch team leader – Cllr Jackson-Rimmer; Protected Verge monitor – Cllr Wakefield; Spaldwick representative on Woolley Hill Community Fund Panel - Bernard Plummer (who is prepared to continue until someone else comes forward)
5. **Declarations of Interest** as to personal and prejudicial interest in relation to any agenda item - none
6. **Minutes of Meeting held 14 April 2016** were approved and signed.
7. **Matters arising from the minutes (not on the agenda)** - none
8. **Public Open Forum**
As the 3 members of the public present were attending in order to speak only about the planning application at Long Lane, the Chairman agreed to take agenda item 11 at this point. In consequence agenda items 9, 10 & 11 are renumbered as minutes 10.11 & 9 respectively)
9. **Planning**
To consider any new Planning Applications
16/00837/FUL, 2 residential dwellings, Land West Side of Long Lane
Susan Tory, Tony Britten and Richard Hollman addressed the meeting to express their objections to the proposed development. Council then discussed the application and resolved to recommend refusal for the following reasons:
 1. The proposed dwellings by reason of their siting would create a visually intrusive and harmful form of development which would erode the character and appearance of the buildings. It would also erode the openness and rural character of the surrounding area.
 2. There is currently no satisfactory access to the site from High Street; and the proposed improvements to Long Lane, which could be the subject of a condition prior to commencement of the development, are considered unacceptable as they would result in the loss of its rural character and appearance, urbanising it with a surfaced area and widened junction with High Street, and could endanger the Grade 2 Listed Property Beech House and its attached garden wall. The extra vehicular traffic associated with the two extra households would change the character of the lane.

It is disappointing that the developer had precluded the planning process by commencing site clearance and tree removal works prior to submission of application 15/02396/FUL. This has had a detrimental effect on local wild life which had previously been observed in the area over the last few years.

The following developments regarding previous applications were noted:

16/00620/FUL, 2 St James Gardens, First floor extension over double garage to plot 2

Stephen Foster, 5 Stow Road has posted these comments on the HDC planning portal:

1. The modification would result in a house size disproportionate to the plot (2) size.
2. It sets a precedence for other houses on this development which could be similarly modified and would further make the site look disproportionate.
3. The balcony would allow the inhabitants to overlook the back gardens of a number of existing properties thus compromising their privacy

15/02372/FUL, Spaldwick Service Area, An amended Environmental Site Assessment has been received by HDC which may enable the Environment Agency to consider removing their objection to the proposal.

The following LPA decisions were noted:

16/00781/TRCA, Church House 4 Pound Close - Fell Lime Tree in contact with the wall and roof of the adjacent outbuilding as it is highly likely that there will be ongoing structural damage.- work may proceed, it is not intended to apply for a Tree Preservation Order.

15/02403/LBC, 27 High Street, Internal and external alterations, Consent granted

- 10. Anglian Water Pollution Watch campaign** - Cllr Robinson reported that he had contacted AW with a view to a member of the Pollution Prevention Team coming to speak to the Council. No one was available today but hopefully a visit can be arranged in the near future

11. Finance

1. Internal Audit 2015/16 – The auditor’s report was noted. It was agreed to implement the only recommendation - to review the risk assessment annually.

2. Risk assessment review – It was considered that no change is required at this time.

3. Completion of the Annual Return for 2015/16

3.1 Section 1 - Annual governance statement. The statements 1 to 9 were read out in turn, to each of which Council responded ‘Yes – agreed’.

3.2 Section 2 – Accounting statements. The Clerk / RFO presented the certified accounting statements, which Council resolved to approve.

The Clerk / RFO and the Chairman signed both sections as required.

4. Arrangements to publish the Annual Return and public inspection rights of associated records during the period 6 June to 15 July (inclusive).

The Clerk’s proposal to display Sections 1 & 2 of the Annual Return; Notice of Public Rights; and Pages 1 & 2 of Summary of Rights on notice boards and website were approved.

5. The following payment was approved:

100660 J C Shears, Internal Audit, £50.00

12. Assets – Provision / Maintenance

Replacement of safety surface in Children’s’ play area - Cllr Robinson explained that other types of surface had been considered but in order to meet safety requirements Wet Pour is necessary. Following consideration of the 3 quotations received it was resolved to accept the quote from RTC Safety Surfaces Ltd to remove and dispose of existing rubber tiles and install new Black Wet Pour Safety Surface throughout at £5477+ VAT.

Climbing frame steps – It was noted that SMP Playgrounds, the original supplier, were approached with a view to replacement non-slip steps being obtained. Due to the age of the unit, they no longer manufacture these steps in house. Instead they offered to supply the material and cut and fit the steps on site.

It was resolved to accept their quotation of £248 + VAT for this work (Material, EKOGRIP £50, Fixings £18, Labour & travel cost £180)

Play Equipment Monthly Inspection - It was noted that the report of the inspection on May 16 stated: The cushioned flooring beneath the climbing frame is loose with gaps between the tiles. One bolt missing and one bolt loose on suspended floor of climbing frame, floor still secure. The wooden steps of the climbing frame are slippery due to wear and weather, consideration should be given to repair or replace. (See previous items for corrective actions being taken).

Application for grant from Transparency Fund for computer, scanner and software

The Clerk reported that he was in the process of preparing a new application for a laptop at £292, scanner at £50 and software at £100. The items he had in mind were a HP Pavilion 15.6" laptop, a Canon flatbed scanner and Microsoft Office and Student software which lasts the lifetime of the laptop. The proposal was accepted subject to an all-in-one printer with scanning facility being considered in place of the scanner.

Other Assets – nothing reported.

13. Highways etc. - Gritting bin at Belton's Hill – Clerk to order in near future.

14. Procedural and Governance Documents – The Clerk reported that he had reviewed the current documents and recommended that no amendments were required to the Financial Regulations, Standing Orders, Code of Conduct and Complaints Procedure, but due to the new transparency regulations the Information Publication Scheme should be updated. Council resolved to confirm that no changes are required except to the Information Publication Scheme. The Clerk was asked to prepare an update of the scheme for consideration at the next meeting.

15. Matters currently being pursued by SLCC

The Clerk reported that SLCC responded on 5 May to the matters he had raised regarding certain parish council contributions which recently had been said may be illegal.

Maintenance of open churchyards - This has been passed to the author of the Clerks Manual, which is currently being reviewed, with a view to the advice being amended to remove the suggestion of illegality.

Maintenance or improvement of Church premises - This has been passed to a colleague who has been following the subject and who will chase DCLG to urgently consider legislation changes to legalise parish council contributions made to facilitate community use of church buildings.

16. Correspondence

The following items were noted.

Cambridgeshire Community Fair 7 June invitation - circulated by email May 11

CCC Monthly Briefing May 2016 - circulated by email May 11

County Council Electoral Review – The Local Government Boundary Commission is consulting on new draft recommendations until 20 June. N.B. The New Division (Alconbury & Kimbolton) proposed for this area remains as that proposed in the previous consultation.

A14 Cambridge to Huntingdon improvement scheme - Highways England report that the Development Control Order was granted on May 11. It is now subject to a period for statutory challenge ending June 22. It is hoped to commence main construction by the end of the year.

17. Any other business

It was noted that an announcement has been made of the Clerks' National Salary Award for an increase of 1% from 1/4/16 and a further 1% from 1/4/17; and that the Clerk's Vacancy will be advertised on the village website and to other local clerks in accordance with the draft which had been seen by members prior to the meeting without adverse comment.

18. Date of next meeting - Thursday 16 June 2016

In the absence of any further business the meeting closed at 9.32 pm.