

MINUTES

The Parish Council Meeting of Spaldwick was held on Thursday 19 April 2018 at 8.00pm in Spaldwick Primary School

Present S Fane de Salis (Chairman), G Smith, I Harriman, M Robinson, J Pope and S Jackson-Rimmer.
Ms R Mimiene, Clerk.
No members of the public.

04/365 To Receive Apologies and Reasons for Non Attendance

04/365.1 Cllr R Johnson sent apologies for absence and Cllr S Jackson-Rimmer sent apologies for being late.

04/366 Declarations of Interests for Members (Disclosable Pecuniary Interests)

04/366.1 There were no declarations of interest.

04/367 To Receive and Approve the Minutes of the Parish Council Meeting 15 March 2018

Proposal: Proposed by Councillor JP, seconded by Councillor SFdS, all in favour, and it was **Carried**
RESOLVED that the minutes of 15 March 2018 Parish Council Meeting be accepted and signed as a true record of the meeting.
Chairman signed the Minutes.

04/368 Matters arising from those Minutes (not on the Agenda)

None.

Meeting closed for the following item

04/369 Public Open Forum

Each person wishing to address the council will be allowed to speak, it cannot be longer than 10 minutes per item.

Meeting re-opened

04/370 Elections 3 May 2018 – Notice of Uncontested Election

7 nominations received by HDC, all Cllrs are duly elected.

04/371 Planning

04/371.1 To consider a new planning consultation

Proposal: Conversion of Outbuilding to Residential Dwelling, Site Address: 8 High Street Spaldwick Huntingdon, Reference: 18/00604/FUL
Approve, no reason for objection.

Proposal: Proposed by Councillor IH, seconded by Councillor JP, all in favour, and it was **RESOLVED** **Carried** that this application to be approved.

04/371.2 Consultations – None received in this period

04/371.3 Determined by planning authority

- 18/00305/TRCA: 14 Thrapston Road Spaldwick Huntingdon PE28 0TA, T1 2x Silver Birch - Re reduce to historic reduction points to maintain size (approx 2m) – Approved
- 18/00154/TRCA: 18 Thrapston Road Spaldwick Huntingdon PE28 0TA, (T2) Ash - Crown lift to give 5.5m clearance above road and remove dead branches. (T3) Horse Chestnut - Remove dangerous branches showing signs of canker and dieback (brown leaves and split bark) – Approved.

04/372 Finance

04/372.1 To Note the updated Cashbook, Q4 Accounts, Income and Expenditure against the Budget report to 31 Mar 18 – Noted.

Cllr SJR joins the meeting

04/372.2 Year End accounts: Internal Auditor visit and Changes to External audit for 2017/18

Year End a/cs prepared and circulated to full PC, going to be approved at May's meeting. Internal auditor visit is set for Fri 20 Apr 18. Changes to External audit noted by PC.

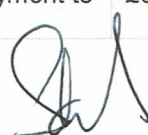
Cllr GS will meet with Clerk and check Q4 and Year End a/cs.

04/372.3 Outcome re: internet banking – Action with Cllr GS.

GS

04/372.4 Expenditure for approval 19 Apr 18:

Date	Cheque No.	Payee and Description	Amount
19 Apr 18	758	R Mimiene, Clerk wages Apr 18	£181.12
19 Apr 18	-	HMRC: tax deductions from Clerk's Apr 18 wages £28.00 – no payment to be submitted HMRC in order to balance the overpayment -£12.32	£0.00



19 Apr 18	759	R Mimiene, Expenses on running cost of PC Apr 18 (mileage £10.80, envelopes £1.20, parking £0.80 and 1 x 1 st class stamp)	£13.45
			Total: £194.57

Proposal: Proposed by Councillor GS, seconded by Councillor MR, all in favour and it was **Carried**
RESOLVED that the payments listed in 04/372.4 are to be paid.

04/373 Update regarding signage on A14 for no HGV's at Spaldwick Service Area
 No update.

04/374 A new General Data Protection Regulation (GDPR) coming in force by 25 May 18 – new regulation coming into force by 25 May 2018. To consider and approve the cost of Data Protection Officer (DPO) as suggested by CAPALC: The cost of being part of the county wide scheme will be an annual cost of £25 for councils with an annual spend not exceeding £25,000

CAPALC informed that GDPR sessions at Cambourne on 15th and 16th March 2018 were well attended and at the events CAPALC reinforced its intention to provide Data Protection Officer (DPO) cover for all Cambridgeshire and Peterborough Association of Local Council member councils.

That process has been ongoing since before the events at Cambourne and I am pleased to advise councils that along with the 2018-19 Affiliation Fees that will be sent out to ALL councils within the next two week there will be an option to participate in a County wide DPO scheme. The cost of being part of the county wide scheme will be an annual cost of:

- £25 for councils with an annual spend not exceeding £25,000
- £50 for councils with a spend above £25,000 and less than £200,000
- £75 for councils with a spend above £200,000

This fee includes a triage arrangement based on telephone support for member councils to help them through the initial paperwork in line with the NALC GDPR Toolkit when a breach is suspected and a referral for the council to negotiate further professional support at their cost from CAPALC's support partner for GDPR issues

Proposal: Proposed by Councillor SFdS, seconded by Councillor SJR, all in favour and it was **Carried**
RESOLVED that the fee of £25 to cover DPO is accepted.

04/375 To Review and Approve:

04/375.1 Info Publication Scheme
Proposal: Proposed by Councillor GS, seconded by Councillor JP, all in favour and it was **Carried**
RESOLVED to Approve Info Publication Scheme.

04/375.2 Standing Orders
Proposal: Proposed by Councillor GS, seconded by Councillor JP, all in favour and it was **Carried**
RESOLVED to Approve Standing Orders.

04/375.3 Complaints Procedure
Proposal: Proposed by Councillor GS, seconded by Councillor JP, all in favour and it was **Carried**
RESOLVED to Complaints Procedure.

04/375.4 Risk Assessment
Proposal: Proposed by Councillor GS, seconded by Councillor JP, all in favour and it was **Carried**
RESOLVED to Approve Risk Assessment.

04/375.5 Financial Regulations
Proposal: Proposed by Councillor GS, seconded by Councillor JP, all in favour and it was **Carried**
RESOLVED to Approve Financial Regulations.

04/376 Assets – Provision/Maintenance

04/376.1 Grass cutting season 2018
 Fergusons had a letter which was sent the year before stating 10/12 cuts a year + shrubs cutting. This year they charged PC for much more than they were asked for and they did not seek permission for more cuts either. Regarding the shrub cutting they did not do a particularly good job. Fergusson had not contract. They are cutting the grass only this year.

04/376.2 Play Area and Communal Field hedge cutting, future plan
 Hedge cutting – play area and open space – one cut a year, this job will be carried out by a new contractor CGM.

04/376.3 Monthly Ferriman Road Play Area's Inspection forms.
 Risk Assessment for Apr to be carried.

04/376.4 War memorial, further update
 No update.



SFdS

04/376.5 Update regarding the grass outside the property of 51 Stow Road, Spaldwick
Cllr SFdS managed to speak with the resident of 51 Stow Road, Spaldwick regarding the grass outside the property not being cut.
The resident stated that they were in contact with CCC to ascertain whether they could take over ownership of this strip of land as no one seemed to own it or take responsibility for it. It was pointed out that it was part of the highway and could not be purchased. The resident then stated they had cut the grass last year and were able to cut it again during the growing season.
They were still waiting for a definitive reply from CCC.

04/377 Highways, footpaths, byways, gritting bin, trees, etc

04/377.1 Off road motorcycle
Signage was changed by HDC. CCC will re-instate the signs. Sign on Beltons Hill Ridgewalk way.
Cllr SFdS will forward to the Clerk the latest correspondence. Clerk will then inform CCC.

04/378 To discuss the state of Village Sign, update by Cllr RJ

04/378.1 No update. Waiting for a better weather to carry out the requested works.

04/379 To discuss the ownership of the Community Room and the running cost

County Council has agreed to lease the Community Room to Spaldwick PC for the next fifteen years.
PC have concerns over the flat roof of the Community Room. CCC will do the survey on the flat roof. Future maintenance is not clear.
Photos of the roof will be taken by Cllr JP.

JP

04/380 Community Highways Volunteering Scheme and Community Flood Group, update from Cllr Harriman

Nothing to report. Risk Assessment to be carried Cllrs IH, SFdS and GS.

IH, SFdS,
GS

04/381 Good Neighbours Scheme for Spaldwick, Cllr M Robinson

04/381.1 No update.

04/382 To further discuss the Defibrillator for Spaldwick

04/382.1 No update.

04/383 Village Hall

04/383.1 No update.

04/384 Website

04/384.1 Recent issues uploading info onto the website – Clerk and Cllr JP is sorting this.

04/384.2 To consider linking PC website with Facebook page, Cllr S Jackson-Rimmer
Proposal to have a Facebook page for PC use. Cllr SJR will present a plan.

04/385 Correspondence, circulated by email prior to the meeting

04/385.1 Tree application – hard copy received today. Noted.

04/385.2 NEST to add to the Agenda for May's PC.

04/385.3 No 3: GHV parking opposite 35 Thrapston Rd. PC suggested the complainant gets in touch with the vehicles' company, provide registration no and location.

04/385.4 CIL spending - Agenda item for Jun PC Jun Meeting. Cllr MR noted that more details would be useful. Could CIL be spent on outdoor fitness equipment?

04/385.5 Local Plan is available to view.

04/386 Councillors' questions

04/386.1 Proposals to reinstate chevron boards which were removed in 2017. Location: Thrapston Road junction to the Little Cote on the bend.

04/387 Date of the next meeting: Annual Parish Council Meeting Thu 17 May 2018 at 8pm and Annual Parish Meeting to follow.

Meeting finished at 9.17pm.

These minutes are considered draft until ratified at the next Spaldwick Parish Council meeting



Date

Chairman: Steve Fane de Salis

17⁵ 18

740