

MINUTES

**The Annual Parish Council Meeting of Spaldwick was held on Thursday 17 May 2018 at 8.00pm
in Spaldwick Primary School**

- Present S Fane de Salis (Chairman), R Johnsons, I Harriman, M Robinson, J Pope and S Jackson-Rimmer. Councillors
Ms R Mimiene, Clerk.
HDC Cllr J White
2 members of the public.
- 05/387 To Receive Apologies and Reasons for Non Attendance**
05/387.1 Cllr G Smith sent apologies for absence.
- 05/388 Elect a Chairman**
Nomination: SFdS
Proposal: **Proposed by Councillor RJ, seconded by Councillor IH, all in favour, and it was Carried**
RESOLVED that Cllr SFdS is elected a Chairman
Chairman signed the Acceptance of Office form and Register of Members' Interests form.
- 05/389 Elect a Vice Chairman**
Nomination: MR
Proposal: **Proposed by Councillor RJ, seconded by Councillor JP, all in favour, and it was Carried**
RESOLVED that Cllr MR is elected a Vice-chairman
Vice-Chairman signed the Acceptance of Office form and Register of Members' Interests form.
All Cllrs signed Acceptance of Office forms and Register of Members' Interests forms. Cllr RJ will All
drop the completed for at Clerk's.
- 05/390 Chairman's Opening Remarks**
05/390.1 Chairman welcomed everyone.
- 05/391 Declarations of Interests for Members (Disclosable Pecuniary Interests)**
05/391.1 There were no declarations of interest.
- 05/392 To Receive and Approve the Minutes of the Parish Council Meeting 19 April 2018**
Proposal: **Proposed by Councillor JP, seconded by Councillor IH, all in favour, and it was RESOLVED Carried**
that the minutes of 19 April 2018 Parish Council Meeting be accepted and signed as a true
record of the meeting.
Chairman signed the Minutes.
- 05/393 Matters arising from those Minutes (not on the Agenda)**
None.
- Meeting closed for the following item*
- 5/394 Public Open Forum**
Each person wishing to address the council will be allowed to speak, it cannot be longer than 10
minutes per item.
1) Bushes overhanging footpath Stow Road, Cllr SFdS to inspect. SFdS
2) All Cllrs to follow up the complaint regarding Church Lane, weeds and overgrown hedges. All
Cllr SJR joins the meeting. PC
Meeting re-opened
- 05/395 Elections 3 May 2018 – Notice of Uncontested Election**
7 nominations received by HDC, all Cllrs are duly elected.
- 05/396 To note General Power of Competence – Clerk is qualified, need 2/3 of the Councillors to**
be elected – PC qualify to use the power when and where needed
The number of members of the council that have been declared to be elected, whether at ordinary
elections or at a by-election, is equal to or greater than two-thirds of the total number of members
of the council (i.e. approx. 67%). With a total membership of 7, 5 must be elected – SPC qualify.
If a Council wishes to use GPC it must have "resolved at a meeting of the council and each
subsequent relevant annual meeting" that it meets the specified conditions.
Proposal: **Proposed by Councillor JP, seconded by Councillor RJ, all in favour, and it was Carried**
RESOLVED that PC qualify to use this power.



- 05/397 Planning**
05/397.1 To consider a new planning consultation
 1) Proposal: Single storey rear extension with parapet detailing and roof lantern, Site Address: 30 Ferriman Road Spaldwick Huntingdon, Reference: 18/00718/HHFUL, received 26 Apr 18, extension provided till 18 May 18
 Approve because there is no detrimental effect to the adjacent property.
Proposal: **Proposed by Councillor RJ, seconded by Councillor JP, all in favour, and it was Carried**
RESOLVED that this application to be approved.
 2) Proposal: AMENDED ACCESS, SITE AREA AND DESIGN OF 2-STOREY EXTENSION
 Conversion of Outbuilding to annexe with single-storey and two-storey extensions, Site Address: 8 High Street Spaldwick Huntingdon, Reference: 18/00604/FUL, received 1 May 18 – PC submitted comments on 20 Apr 18 and not changing their mind
 No further comments.
05/397.2 Consultations – None received in this period
05/397.3 Determined by planning authority- None

- 05/398 Finance**
05/398.1 To Approve Year End Accounts and AGAR:
05/398.1.1 To Sign the Certificate of Exemption
05/398.1.2 To Approve AGAR Part 1- Annual Governance Statement 2017/18
Proposal: **Proposed by Councillor JP, seconded by Councillor SJR, all in favour, and it was Carried**
RESOLVED that AGAR Section 1 is to be approved.
05/398.1.3 To Approve AGAR Part 2 – Accounting Statements 2017/18
Proposal: **Proposed by Councillor SJR, seconded by Councillor JP, all in favour, and it was Carried**
RESOLVED that the AGAR Section 2 is to be approved.
05/398.1.4 To Note Internal Auditor's report and checklist
05/398.2 To Approve Year End Accounts: Bank Reconiliation, Cashbook, I&E report up to 31 Mar 2018
Proposal: **Proposed by Councillor JP, seconded by Councillor SJR, all in favour, and it was Carried**
RESOLVED that the Year End Accounts are to be approved.
05/398.3 Outcome re: internet banking – Action with Cllr GS. Cllr GS to ask Barclays to join all accounts on internet banking. GS
05/398.4 Consider CIL spending
 June PC Agenda.
05/398.5 Expenditure for approval 17 May 18:

Date	Cheque No.	Payee and Description	Amount
17 May 18	760	R Mimiene, Clerk wages May 18	£186.88
17 May 18	761	HMRC: tax deductions from Clerk's May 18 wages £29.40. Payment to be submitted HMRC is £17.08 (due to overpayment in 2017/18)	£17.08
17 May 18	762	R Mimiene, Expenses on running cost of PC May 18 (mileage £10.80, envelopes £1.20, parking £0.80 and 1 x 1 st class stamp)	£16.35
17 May 18	763	CAPALC membership renewal 2018/19 (does not include GDPR cover)	232.08
		Total:	£452.39

Proposal: **Proposed by Councillor SFdS, seconded by Councillor JP, all in favour and it was Carried**
RESOLVED that the payments listed in 05/398.5 are to be paid.

- 05/399** **Update regarding signage on A14 for no HGV's at Spaldwick Service Area**
 2 signs are up.
- 05/400** **A new General Data Protection Regulation (GDPR) coming in force by 25 May 18 – Personal Data Audit Questionnaire carried. To approve Policy Documents, Consent Forms, Privacy Notice, - templates circulated to full PC prior to the meeting**
News and updates.
 Electronic GDPR Toolkit issued by NALC received.
 No DPO needed. Meeting to be set and look through the templates.
 Cllr JP to advise regarding PC website and GDPR compliancy. JP

- 05/401** **To Approve new Model of Standing Orders issued in Apr 2018 which include GDPR:**
05/401.1 Standing Orders
Proposal: **Proposed by Councillor SFdS, seconded by Councillor SJR, all in favour and it was Carried**
RESOLVED to Approve Standing Orders.

- 05/402** **Assets – Provision/Maintenance**



- 05/402.1 Grass cutting season 2018 - Grass cutting season 2018: to consider 3 quotes for grass cutting in the village. To approve the best quote (the current contractor informed PC that he will not be carrying grass cutting after May 2018) Fergusons which PC awarded to cut the grass informed PC that they are not going to proceed. Grass will be cut till the end of May 18. PC approached 3 suppliers. Specification was not clear. Cllrs MR and SFdS meet on Wednesday 23/05/18 at 10am to discuss the grass cutting. SFdS MR,
- 05/402.2 Play Area and Communal Field hedge cutting, future plan Hedges not cut.
- 05/402.3 Monthly Ferriman Road Play Area's Inspection forms. Risk Assessment for May 18 carried. SFdS
- 05/402.4 War memorial, further update Cllr GS to chase War Memorial Trust. GS
- 05/402.5 Proposals to reinstate chevron boards which were removed in 2017. Location: Thrapston Road junction to the Littlecoates on the bend. It was agreed to report: Clerk Clerk
 1) The missing chevron boards Thrapston Road and
 2) Damaged sign at Littlecoates.
- 05/402.6 Streetlights LED Littlecoates going to be changed.
- 05/403 Highways, footpaths, byways, gritting bin, trees, etc**
- 05/403.1 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. Agenda item re: overhanding hedges Zaria Bettles, Public Rights of Way Officer CCC confirmed that the TTRO on Easton Byway 11 and the other local byways to the area does include the prohibition of motorcycles during the months that the byway barriers are closed and subject to the TTRO. Therefore, she can confirmed she will look in to the cost of additional signage to make this clearer on the byway sites. Footpath officer Mick Ager reported on 17/05/2018:
 1) Fault type: Missing sign, Location: Field due south of footbridge where FP12&13 split towards Easton, Description of fault: No clear signs, indicators for FP 12 & 13 (field where they split going towards Easton)
 2) Fault type: Grass or weeds need cutting, Location: From the corner of the FP adjacent to farmer concrete drive by stream, Description of fault: Footpath extremely hard to navigate as grass, weeds extra over 3 feet in some parts
 3) Fault type: Vegetation overhanging path, Location: Due south of Spaldwick Garage, in field at start of FP12. Description of fault: Field has grown completely blocking FP.
- 05/404 To discuss the state of Village Sign, update by Cllr RJ** RJ
 05/404.1 Cllr RJ to arrange with Trevor to restore the Village Sign
- 05/405 To discuss the ownership of the Community Room and the running cost**
 05/405.1 No reply back from CCC.
- 05/406 Community Highways Volunteering Scheme and Community Flood Group, update from Cllr Harriman**
 05/406.1 When the weather is better Cllrs IH, GS and SFdS will proceed. IH, GS SFdS
- 05/407 Good Neighbours Scheme for Spaldwick, Cllr M Robinson**
 05/407.1 No update.
- 05/408 To further discuss the Defibrillator for Spaldwick**
 05/408.1 No update.
- 05/409 Village Hall**
 05/409.1 AGM is on 31 May 18.
- 05/410 Website**
 Cllr SJR to create Facebook page and discuss what detail to include. To consider linking PC website with Facebook page. General public comments to be approved before published. Cllr SJR agreed to run the Facebook page together with full PC approval and Cllr JP help. SJR

Proposal: Proposed by Councillor SJR, seconded by Councillor IH, all in favour and it was Carried
RESOLVED that Cllr SJR creates a PC Facebook page.

05/411 Correspondence, circulated by email prior to the meeting
05/411.1 LHI open till 31 Jul 18. PC agreed to monitor the traffic so that the evidence is there if needed, Cllr SJR
SJR does the speedwatch.
Cllr MR collected the parish map which will be used to set the grass cutting plan.

05/412 To discuss the Pension provision to the Clerk
PC agreed to proceed in principle. The amount and process is yet to be agreed.

Proposal: Proposed by Councillor JP, seconded by Councillor SJR, all in favour and it was Carried
RESOLVED to proceed in principle with the pension provision to the Clerk.

EXCLUSION OF THE PUBLIC AND PRESS

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw, Public Bodies (Admission to Meetings) Act 1960.

05/413 To note New Scale points for 2018/19 issued by NALC. Appraisal to be set for July 18
National pay scales were noted by PC.

05/414 Councillors' questions
05/414.1 Cllr JP questioned the school Playing Field access gates. To monitor. Agenda item.

05/415 Date of the next meeting: Thu 21 Jun 2018 at 8pm.

Meeting finished at 9.15pm.

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

21.6.18

Date



Chairman: Steve Fane de Salis