

MINUTES

The Parish Council Meeting of Spaldwick was held on Thursday 21 Jun 2018 at 8.00pm in Spaldwick Primary School

Present S Fane de Salis (Chairman), G Smith, M Robinson, J Pope, Parish Councillors
Ms R Mimiene, Clerk.
CCC Cllr I Gardener
No members of the public.

06/416 To Receive Apologies and Reasons for Non Attendance
06/416.1 Cllrs I Harriman, R Johnson and S Jackson - Rimmer sent apologies for absence.

06/417 Declarations of Interests for Members (Disclosable Pecuniary Interests)
06/417.1 There were no declarations of interest.

06/418 To Receive and Approve the Minutes of the Annual Parish Council Meeting 17 May 2018
Proposed: Proposed by Councillor JP, seconded by Councillor MR, all in favour, and it was **Carried**
RESOLVED that the minutes of 17 May 2018 Annual Parish Council Meeting be accepted and signed as a true record of the meeting.
Chairman signed the Minutes.

06/419 Matters arising from those Minutes (not on the Agenda)
Pensions Regulator the next meeting Agenda.

Meeting closed for the following item

06/420 Public Open Forum
Each person wishing to address the council will be allowed to speak, it cannot be longer than 10 minutes per item.
CC Cllr IG reported that CCC (central administration) is going to move to Alconbury Weald in 2020 to make savings. Shire Hall will remain the historic building, the area will still have a public access.
The signs at A14 are up. Not so many lorries seen recently, it is quieter through the village as well.
LHI deadline for submissions is 31 Jul 18 – PC applied a couple of times previously but have not been selected. PC looked at speed calming measures but did not see any need at the moment.
Smart energy grids at St Ives where electric cars can be charged. CCC is developing this scheme around the county.
Potholes – CCC had over 80,000 potholes reported and since Jan 2018 already 15,000 done. 300 potholes can be done a day using a new machine. Potholes vary – it has to be a certain size.
Cllr IG reported that there is a Cambridgeshire and Peterborough Minerals and Waste Local Plan Preliminary Draft Consultation - 16 May 2018 to 26 June 2018.
Meeting re-opened
CCC Cllr IG leaves the meeting

06/421 Planning
06/421.1 To consider a new planning consultation
No new planning consultations received in this period.

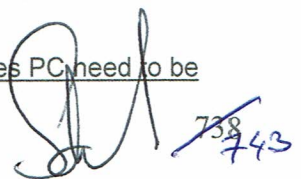
06/421.2 Consultations – None received in this period

06/421.3 Determined by planning authority

1. 18/00773/TRCA Hena House 4 St James Gardens Spaldwick Huntingdon PE28 0UG Remove 7 Hawthorn trees due to poor condition, the area around the trees flood as the ground is not level and the thorns on the tree's are not child friendly and slow growth offers limited privacy. We would like to level the area and replace with raised flower beds to replant with 8 -10 Ornamental trees (CotonEaster Waterii) 5ft tall to have some healthy flourishing trees to look at and attract more wildlife into our garden and to give us privacy from direct over looking houses. – Approved.
2. 18/00604/FUL 8 High Street Spaldwick Huntingdon PE28 0TD Conversion of Outbuilding to annexe with single-storey and two-storey extensions – Approved

06/422 Councillor Portfolio/ Responsibilities
Discussed, Clerk will complete the list and email PC for final consideration before uploading onto PC website.

06/423 Finance
ICO – Clerk sought advice from SLCC and CAPALC as Cllr raised a question does PC need to be



06/423.1 registered. A Cllr checked ICO website and suggested that PC does not need to register.
To Note Internal Auditor's report and checklist
 Internal auditor paid attention if PC are to carry out major work on Community Room, PC will need to ensure that PC understand the VAT issues if the Council receives rent for lettings and suggested the advice is taken. A number of Councils have found Elysian Consultants able to give good advice (the issues are quite complex).

- 1) Standing Orders: Internal auditor recommended to review when the new version issued. PC dealt with this item at May's Annual PC Meeting – the new Model of Standing orders issued by NALC in Apr 2018 which include GDPR update was approved. To be reviewed as usual yearly.
- 2) Financial Regulations: PC adopted the latest model. Auditor suggested to remove [square brackets] which Clerk has now done and circulated to full PC for Jun PC meeting. – Back to the Agenda for the adoption at Jul PC
- 3) Formal Risk Assessment document. Auditor suggested to incorporate Play Area inspections into the Risk Register. Clerk updated the Risk Register and circulated for PC approval at Jun PC meeting. Councillors wish to seek Internal Auditor advice re: what is Risk Register.
- 4) Auditor noted 'extremely high' reserves (7 times precept) and refers PC to the comments made last year.
- 5) Auditor noted that it is a good practice for the Bank Reconciliations to be signed by the chairman.

Internal auditor is pleased that the Council acted on his recommendations of last year and separated the Charity accounts from the Councils a/cs.

06/423.2 To note updated Cashbook to 31 May 2018

Noted.

06/423.3 Outcome re: internet banking – Action with Cllr GS. Cllr GS has appointment at Barclays Bank on Mon 25 Jul 18 and will report to PC accordingly. GS

06/423.4 To consider CIL spending

HDC provided advice that PC could use CIL money for the allotments.

Balance is £14,430.91

06/423.5 Expenditure for approval 21 Jun 18:

Date	Cheque No.	Payee and Description	Amount
21 Jun 18	764	R Mimiene, Clerk wages Jun 18	£184.10
21 Jun 18	765	HMRC: tax deductions from Clerk's Jun 18	£28.60
21 Jun 18	766	R Mimiene, Expenses on running cost of PC Jun 18 (mileage £5.85)	£5.85
21 Jun 18	767	Fergusons Grass cutting in the village May 2018 – Final bill	£1,116.00
Total:			£1,334.55

Proposal: Proposed by Councillor GS, seconded by Councillor JP, all in favour and it was **Carried** **RESOLVED** that the payments listed in 06/423.5 are to be paid.

06/424 **A new General Data Protection Regulation (GDPR) - Personal Data Audit Questionnaire carried. To approve Policy Documents, Consent Forms, Privacy Notice, - templates circulated to full PC prior to the meeting**

Clerk updated the documents.

It was agreed that the Clerk will send the draft Cyber Security Checklist to Cllr JP who will amend this policy for PC use.

In process.

Clerk
JP

06/425 **The Financial Regulations – latest model adopted and approved by PC on 19 Apr 18. It was suggested by the Internal auditor that PC needs to note that the brackets [] should be removed where appropriate.**

Clerk to Re-circulate. For approval at Jul PC.

06/426 **Assets – Provision/Maintenance**

Close the meeting

06/426.1 Grass cutting issues: to consider 3 quotes for grass cutting in the village. To approve the best quote:



Areas where PC is responsible for cutting the grass are:

1. Village road verge grass cutting.

12 cuts evenly spaced between March and October as shown in green on the PC grass cutting map, to maintain a reasonable standard. (Including the area bounded by A14 and onslip and offslip at East end of village and between the onslip and service area) and

2. Grass cutting in Ferriman Road.

12 cuts evenly spaced between March and October as shown in red on the attached map, to maintain a reasonable standard. All arisings from the fenced children's play area to be removed.

3 Quotes received:

Quote 1: Sue Webb - PC need to check re: their Public liability insurance

Quote 2: CGM – 14 cuts of verges and 10 x Ferriman Rd

Quote 3: Four Seasons – quote remains the same as previous time, also charge for removal of cuttings

PC considered and agreed to choose Quote 1.

Proposal: **Proposed by Councillor JP, seconded by Councillor GS, all in favour and it was Carried**
RESOLVED that Sue Webb Quote is accepted for this year pro rata awarding 14 cuts but only 8 left for the remainder of the grass cutting season at a price of £208.33 per cut.

PC will discuss the prolonged contract following the performance this year.

Meeting opened

- 06/426.2 Monthly Ferriman Road Play Area's Inspection forms. Risk Assessment for Jun 18 carried. Need to arrange a working party day. Speak to Cllr IH on his return. Cllr IH to organise the working party to clean PA. Chairman will arrange the hedge cutting with one local resident's help. *Note since meeting: CGM replied saying that the hedge was inspected and there are no nesting birds therefore the works to the hedge will now be carried.* SFdS
IH
- 06/426.3 War memorial, further update War Memorial is 100 years old and Cllr GS was told that it cannot be repaired because of its delicate condition. PC approved that Cllr GS contacts Fenland Stoneworks Ltd and informs them that PC is looking to have a new one similar to the existing one. The company confirmed that this can be done and so Cllr GS enclosed a couple of pictures for their information. GS
- 06/426.4 Outcome: Chevron boards which were removed in 2017, Thrapston Road junction to the Littlecotes Close on the bend. Clerk reported:
1) The missing chevron boards Thrapston Road and
2) Damaged sign at Littlecotes Close.
- 06/426.5 Streetlights
LED lights at Littlecotes are going to be changed.
- 06/426.6 To Monitor School PF access gates. Monitored.
- 06/427 Highways, footpaths, byways, gritting bin, trees, etc**
- 06/427.1 Off road motorcycles – not noticed anything recently.
- 06/427.2 Re Spaldwick byway - long lane off the high street – gates locked, Clerk reported to CCC, further outcome.
At the end of Mount Pleasant, Spaldwick, is a green lane called Cockway Lane; which is locked for 6 months of the year but open end of April to October.
Fly tipping took place which has been reported to both the police and local councillor Jim White, also reported to the Huntingdon District Council so they can come and clear it up. The local farmer put the information on the 'Country side' web site. Both the fly tipping issue and van registration have been reported.
Zaria Bettles Public Rights of Way Officer, CCC provided permission to keep the gates locked till the end of Jun 18.
- 06/427.3 Overhanging hedges in the village
Cllr IH arranged the working party and do the hedge cutting – thanks to the members of the public who assisted on the day.
1 Thrapston Rd – overhanging brambles/hedges. Agenda item for Jul PC as need to write a letter.



740
745

Accident reported to CCC Highways by Barham & Wooley PC. Area falls in Spaldwick parish but is highways responsibility.

André Chabot, Senior Road Safety Engineer, Local Infrastructure and Street Management, Economy, Transport and Environment, Cambridgeshire County Council had a look at the location of this collision to determine what issues may have contributed to this incident, and to specifically consider the works suggested. It is slightly complicated by the fact that this junction is at the interface between County and Highways England (HE) Roads, with all of the issues identified, relating to the HE road over which The County Council have no control. The officer made several observations.

06/428 To discuss the state of Village Sign, update by Cllr RJ

No update.

06/429 To discuss the ownership of the Community Room and the running cost

All docs were sent to solicitors.

06/430 Community Highways Volunteering Scheme and Community Flood Group, update from Cllr Harriman

No update.

06/431 Good Neighbours Scheme for Spaldwick, Cllr M Robinson

PC agreed that Cllr MR will complete the Survey for No Cold Calling Zone (NCCZ) Coordinators. These questions were designed to evaluate and understand how PC have found the role of NCCZ Coordinator and what we can do further to support you.

Note since meeting: Survey completed.

06/432 To further discuss the Defibrillator for Spaldwick

No update.

06/433 Village Hall

New members joined. 1st meeting on Mon next week.

06/434 Website

06/431.1 No update.

06/435 Possible training run by CAPALC – includes GDPR updates

PC agreed to Clerk's training expenses of which is £30 and will be shared with other PC according to the proportion agreed.

Proposal: Proposed by Councillor SFdS, seconded by Councillor JP, all in favour and it was Carried RESOLVED that Clerk's training is approved.

06/436 Correspondence, circulated by email prior to the meeting

Noted.

Item No 8: Cllr GS will draft a letter.

06/437 Councillors' questions

Hedge Cutting 1 Thrapston Rd – July PC Agenda.

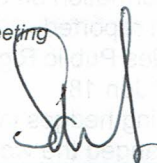
06/438 Date of the next meeting: Thu 19 Jul 2018 at 8pm.

Meeting finished at 10.01pm.

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

19.7.18

Date



Chairman: Steve Fane de Salis