

MINUTES

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

Present S Fane de Salis (Chairman), G Smith, M Robinson, R Johnson, I Harriman, S Jackson-Rimmer, Parish Councillors
Ms R Mimiene, Clerk.
CCC Cllr I Gardener.
1 member of the public.

07/439 To Receive Apologies and Reasons for Non Attendance

07/439.1 Cllr J Pope sent apologies for absence.

07/440 Declarations of Interests for Members (Disclosable Pecuniary Interests)

07/440.1 There were no declarations of interest.

07/441 To Receive and Approve the Minutes of the Parish Council Meeting 21 June 2018

Proposal: Proposed by Councillor GS, seconded by Councillor MR, all in favour, and it was **RESOLVED** that the minutes of 21 June 2018 Parish Council Meeting be accepted and signed as a true record of the meeting. **Carried**

Chairman signed the Minutes.

07/442 Matters arising from those Minutes (not on the Agenda)

None raised.

Meeting closed for the following item

07/443 Public Open Forum

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

CCC Cllr IG spoke reported that Multi Neuro disease charter agreed to support by CCC.

PC Cllr Sharon Jackson-Rimmer joins the meeting.

CCC are the winners of the renewable energy prize at the pioneer category. Developing smart energy infrastructure at Park & Ride. Minerals and Waste plan gone to landowners and companies in that category, responses are now back. CCC will prepare the local plan. Will be in circulation Mar/Apr next year. CC approaching Highways England re: better signage. Re: route 428 decision will be made in Nov this year. Construction to start in 2021 immediately after the completion of A14 + all associated works in Huntingdon. Route 428 is a diversion route for A14 at the moment. Cambridge Oxford route will be completed by 2030.

07/444 Planning

07/444.1 To consider a new planning consultation

No new planning consultations received in this period.

07/444.2 Consultations – None received in this period

07/444.3 Determined by planning authority

1. 18/00718/HHFUL 30 Ferriman Road Spaldwick Huntingdon PE28 0TQ Single storey rear extension with parapet detailing and roof lantern – Approved by HDC

07/445 Councillor Portfolio/ Responsibilities

Proposal: Proposed by Councillor IH, seconded by Councillor GS, all in favour, and it was **RESOLVED** that the Councillor list is to be approved. **Carried**

07/446 To Review PC Code of Conduct

Proposal: Proposed by Councillor SFdS, seconded by Councillor GS, all in favour, and it was **RESOLVED** that the Code of Conduct is reviewed and approved. **Carried**

07/447 Grass cutting in the churchyard – To Consider £150 Contribution to the PCC

Letter from St James Church received, a copy attached to the Minutes. Running cost £70 for petrol and £70 for annual service. Expense of £150 PCC has and asking to assist with that. It was also mentioned that H&S is an issue as mower is kept in the Church. Assist with grass cutting for this year. PC did seek CAPALC and SLCC advice last year on this matter.



Proposal: Proposed by Councillor RJ, seconded by Councillor IH, all in favour, and it was **Carried**
RESOLVED that the contribution of £150 is agreed to be made towards churchyard maintenance.

Chq to be payable to PCC of Spaldwick and sent to J Blatch. PC agreed to raise the payment tonight under the Finance Agenda item. The expenditure is under S137.

07/448 Finance

07/448.1 Internal Auditor's report and checklist, further outcome

- 1) 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 – on the Agenda
- 2) 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. – in progress.
- 3) Auditor noted that it is a good practice for the Bank Reconciliations to be signed by the chairman. – signed tonight

07/448.2 To note updated Cashbook, Bank Reconciliation for Q1 (Apr, May & Jun 18) and Income against Expenditure report up to 30 Jun 18

Cllr GS checked the a/cs and signed them off.

There are 3 unrepresented chqs from 2017/18. Clerk to approach Play Times to approach re: the donation of £185 towards the I-Pad. Are they still planning to use the money for I-Pad as requested.

Clerk emailed the Playtimes. Awaiting the response.

Clerk

07/448.3 Outcome re: internet banking – Action with Cllr GS. Carry forward.

GS

07/448.4 To consider CIL spending

07/448.5 Expenditure for approval 19 Jul 18:

Date	Cheque No.	Payee and Description	Amount
19 Jul 18	768	R Mimiene, Clerk wages Jul 18	£183.90
19 Jul 18	769	HMRC: tax deductions from Clerk's Jul 18	£28.80
19 Jul 18	770	R Mimiene, Expenses on running cost of PC Jul 18	£11.80
19 Jul 18	771	Spaldwick Community Primary School Rent of the room 19 Apr, 17 May, 21 Jun and 19 Jul 18	£50.00
19 Jul 18	772	SLCC: Contribution towards membership. Total amount £185, PC contribution according to the hrs contracted 11.67%	£21.59
19 Jul 18	773	S Y Webb: Grass cutting in the village 1 st payment	£833.32
19 Jul 18	774	HDC: Uncontested Election 3 May 2018	£105.00
19 Jul 18	775	PCC of Spaldwick, contribution towards maintenance – grass cutting in the churchyard S137	£150.00
		Total:	£1,384.41

Proposal: Proposed by Councillor GS, seconded by Councillor SJR, all in favour and it was **Carried**
RESOLVED that the payments listed in 07/448.5 are to be paid.

07/448.6 Due to no meeting in August: To Approve in principle Clerk's Aug wages, Tax deductions and expenses after the payroll is carried and paperwork circulated to PC members

Proposal: Proposed by Councillor IH, seconded by Councillor GS, all in favour and it was **RESOLVED** **Carried**
that Aug wages are to be paid.

07/449 Dog Fouling issue in the village

Long Lane is very bad. Lots of comments on Facebook page. Thank you to people who pick their dog's and other dogs' fouling. On behalf of PC Cllr SJR will put a note and a reminder to pick the dog fouling especially down the Long Lane.

07/450 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

Cllr JP made comments to Cyber Security Checklist document. Cllr SFdS will look through the docs with Clerk, maybe 2 at a time. Work in process.



- 07/451** **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 recirculate the last updated version for PC consideration and approval at Jul PC.
- Proposal:** **Proposed by Councillor GS, seconded by Councillor IH, all in favour and it was RESOLVED** **Carried**
that Financial Regulations are approved.
- 07/452** **Assets – Provision/Maintenance**
- 07/452.1 Grass cutting issues IH, SFdS
Tree in the High Street – Lime outside the Limes, Cllr IH and SFdS will sort this out, Cllr IH will help.
- 07/452.2 Monthly Ferriman Road Play Area’s Inspection forms.
Note since meeting: Play Area Inspection for July 2018 now carried.
- 07/452.3 War memorial, further update GS
Cllr GS arranged and had visits from War Memorial Trust and numerous stone masons during this time to:
A. See if grant is available
B. What, if any, repairs can be carried out to WM
C. Options re placing sandstone slabs around the WM
PC were told that the WM is too fragile to try and make repairs as the local sandstone is disintegrating. The WM was erected in Spaldwick around the early 1920's and is now nearly 100 years old. The idea of placing sandstone slabs around the WM (which PC were told would be the only material that we could use) was thought by all to be a delaying tactic to the WM itself. The sandstone memorials in the churchyard are starting to deteriorate and some are hard to read even after 5 or 6 years.
It was therefore decided to put a new WM in place of the old one and to keep the original relic on either land belonging to SPC or in the Churchyard if permission by PCC granted. Cllr GS spoke with various stonemasons and found out that to replace the WM in a similar fashion in granite (which is easy to maintain and lasts longer) will cost at least £15000.
The War Memorial Trust will not help towards the cost of a new WM.
PC do have funds to put towards this venture but would support donations. PC already received an offer of the contribution from the resident of Spaldwick.
We have been advised that the new WM could be unveiled before our 100 year service in Nov this year.
3 quotes received. Would like to be done by Nov for the Service.
Suggested granite as it is easier to look after. An old one as a relic to put in the churchyard or on parish council land.
Quote 1: Ivett & Reed quality set in stone
Quote 2: Fenland Stoneworks Ltd and
Quote 3: Corinthian Stone Masons
Cllr GS will check options re: Grant applications, one of which could be Windmill grant, also A14 Community Fund (next application deadline is 1 Nov for the final decision Feb 2019). PC could try applying.
The MW is in conservation area. It has a unique number. New one will keep the same ID. It will be a different material though. It was suggested that Cllr GS checks with HDC. Material light dark grey granite chosen. Yaxley PC to be approached too. Approach J Blatch re: can the old one be put in the churchyard.
PC agreed to replace it in granite material. Cllr GS will seek advice from planning to see whether there is any problem with changing the existing memorial to the new granite one.
PC agreed to go ahead.
Can CIL money be used for this project, to check.
- Proposal:** **Proposed by Councillor MR, seconded by Councillor IH, all in favour and it was RESOLVED that the new War Memorial in granite in black letters is approved, works to be done for 11 Nov 18. Quote No 2 accepted for £12,333.** **Carried**
Note since meeting: Cllr GS confirm to the Fenland Stoneworks Ltd re: outcome.
- 07/452.4 Outcome: Chevron boards which were removed in 2017, Thrapston Road junction to the Littlecoats on the bend.
No update.
- 07/452.5 Streetlights
- 07/452.6 LED at Littlecoats going to be changed.
To Monitor School PF access gates – Cllr JP to report for the next meeting.



07/453 Highways, footpaths, byways, gritting bin, trees, etc
07/453.1 Re: Spaldwick byway - long lane off the high street – gates are opened from 1 Jul 18
07/453.2 Footpaths 5 & 10 reported to CCC. Clerk reported Footp no 5. Complaint by resident received. Further info from footpath officer M Ager also received. PC informed.
07/453.3 Overhanging hedges in the village – To discuss 1 Thrapston Rd need a letter.
Cllr IH arranged the working party and did the hedge cutting – thanks to the members of the public who assisted on the day.
1 Thrapston Rd – brambles been cut.
Church Lane: Spaldwick Parish Council have received a number of complaints regarding the intrusion of growth from shrubs, hedge and trees from the property over Church Lane. This needs to be cut back to the edge of the property and all cuttings removed.
There is also a Box (Buxus) plant at the front corner of the property which is showing significant signs of Blight, this needs to be removed from ground level to prevent the spread of this fungal disease.
PC have in the past asked for volunteers to assist with a tidy up of Church Lane, especially around the lamp post as the branches from the garden were obscuring the light. PC now agreed to ask the resident to arrange for this work to be done.
Cllr SFdS agreed to draft a letter.

SFdS

07/454 To discuss the state of Village Sign, update by Cllr RJ
No update.

07/455 To discuss the ownership of the Community Room and the running cost
ADLAMS LLP informed PC that draft papers have begun to arrive. So that ADLAMS can consider the drafts in line with the Agreement you may have reached with the County Council could you comment or answer the following:
1. The term of the Lease will be for 15 years.
2. The terms of the Lease will be outside the Landlord and Tenant Act which means at the end of the lease you have no right to continued occupation unless renewed terms have been agreed. The Council will want one of the Committee to attest a Declaration to that effect. Will that person be yourself?
3. The structure of the premises will be the responsibility of the County Council whilst you are responsible for the internal repairs and maintenance.
4. Would you confirm the attached plan is correct.
5. Public Liability Insurance will be the responsibility of the Parish Council.
6. The purpose will be to hold community meetings and hiring out for community use only. There is to be a restriction against the Parish Council undertaking any commercial activities.
7. Is access through the school grounds? – Yes. *From the road till the door, across the school car park. Not allowed to use car park.*
8. Are there any services shared or common parts that will be shared? – *Water, electricity are metered, but still shared.*
9. The annual rent will be £1
PC need to confirm.

Proposal: Proposed by Councillor SFdS, seconded by Councillor IH, all in favour and it was Carried RESOLVED to accept the terms listed above.

07/456 Community Highways Volunteering Scheme and Community Flood Group, update from Cllr Harriman
The tree will be done.

07/457 Good Neighbours Scheme for Spaldwick, Cllr M Robinson
Cllr MR in contact with CCC

07/458 To further discuss the Defibrillator for Spaldwick
No update.

07/459 Village Hall
No update.

07/460 Website
07/460.1 PC website linked with Facebook page, outcome Cllrs S Jackson-Rimmer and J Pope Working.



07/461 **Conference/training run by CAPALC 29 Jun 18 which included GDPR, outcome, Clerk**
Attended.

07/462 **Correspondence**, circulated by email prior to the meeting
Noted by PC.

Cllr SJR leaves the meeting

07/463 **Councillors' questions**

07/463.1 Letter from the resident received re: S bend at Upthorpe re: two posts embedded in concrete
which were knocked into the ditch.

Note since meeting: Clerk reported via CCC online fault reporting system.

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.

07/464 **Clerk's appraisal, outcome. Clerk's contract. Pay scales. Pensions to consider.**

Appraisal carried.

PC will look at number of hours working.

Cllr SFdS will approach CAPALC and SLCC.

Pensions – put forward to the next meeting.

07/465 **Date of the next meeting:** Thu 20 Sep 2018 at 8pm.

Meeting finished at 10.02pm.

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

_____ 20 Sep 18 _____

Date



Chairman: Steve Fane de Salis