

## MINUTES

### The Parish Council Meeting of Spaldwick was held on Thursday 20 September 2018 at 8.00pm in Spaldwick Primary School

- Present S Fane de Salis (Chairman), G Smith, M Robinson, R Johnson, S Jackson-Rimmer, Parish Councillors.  
Ms R Mimiene, Clerk.  
1 member of the public.
- 09/466** **To Receive Apologies and Reasons for Non Attendance**  
09/466.1 Cllrs I Harriman & J Pope sent apologies for absence.
- 09/467** **Declarations of Interests for Members (Disclosable Pecuniary Interests)**  
09/647.1 There were no declarations of interest.
- 09/468** **To Receive and Approve the Minutes of the Parish Council Meeting 19 Jul 2018**  
**Proposal:** **Proposed by Councillor SFdS, seconded by Councillor GS, all in favour, and it was RESOLVED that the minutes of 19 Jul 2018 Parish Council Meeting be accepted and signed as a true record of the meeting.** **Carried**  
*Chairman signed the Minutes.*
- 09/469** **Matters arising from those Minutes (not on the Agenda)**  
None raised.
- Meeting closed for the following item*
- 09/470** **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 I Gardener sent the written report on his absence which is attached to these Minutes.  
No public participation.
- 09/471** **Planning**  
09/471.1 To consider a new planning consultation  
1) Proposal: Single storey extension Site Address: 8 High Street Spaldwick Huntingdon Reference: 18/01764/HHFUL – received 23 Aug 18, PC comments by 13 Sep 18 – *extension to this planning consultation provided by HDC planners, comments by 21 Sep 18 –*  
Approve, no reason to object.  
**Proposal:** **Proposed by Councillor SFdS, seconded by Councillor GS, all in favour, and it was RESOLVED that this planning consultation is to be approved.** **Carried**  
2) Proposal: Construction of 3 bay garage/car-port with office/studio over accessed via external stair & Associated landscaping. Site Address: 20 High Street Spaldwick Huntingdon Reference: 18/01479/HHFUL & 18/01480/LBC– *received 2 Aug 18, PC comments by 23 Aug 18*  
3) Proposal: Development of a pair of semi-detached houses on land adjacent to Ivy House, Site Address: 38 High Street Spaldwick Huntingdon Reference: 18/01365/FUL and 18/01366/LBC– *received 20 Jul 18, PC comments by 10 Aug 18 – residents comments opposing, PC*  
4) Proposal: Replacement of the study window in the ground floor, east facing side. The state of the window is beyond repair and it was agreed with the conservation officer Louise Brown that the only solution is to fully replace the window. Site Address: 38 High Street Spaldwick Huntingdon Reference: 18/01401/LBC. Received 24 Jul 18, PC comments by 14 Aug 18. – PC agreed to approve. Comments submitted HDC on 26 Jul 18:  
PC response: Parish Council can see no objection as this is a like for like replacement of a damaged window, which is not visible from the street.  
**Proposal:** **Proposed by Councillor SFdS, seconded by Councillor GS, all in favour, and it was RESOLVED that this planning consultation is to be approved.** **Carried**  
09/471.2 Consultations – None received in this period  
09/471.3 Determined by planning authority  
18/01401/LBC | Replacement of the study window in the ground floor, east facing side. | 38 High Street Spaldwick Huntingdon PE28 0TD – Approved by HDC.
- 09/472** **To Review the amended Standing Orders issued by NALC in July 2018**  
**Proposal:** **Proposed by Councillor SFdS, seconded by Councillor GS, all in favour, and it was RESOLVED that the Standing Orders are reviewed and approved.** **Carried**

**09/473 Finance****09/473.1 Internal Auditor's report and checklist, further outcome**

- 1) Formal Risk Assessment document. Auditor suggested to incorporate Play Area inspections into the Risk Register. Clerk obtained the advice from the internal auditor which was circulated to PC.

Internal auditor explained that a Risk Register is basically a document that summarises all the risks to which a Council could be exposed together with a scoring system.

There are quite a few examples on the internet; have a look at:

<http://melbournparishcouncil.co.uk/wp-content/uploads/2015/11/Document-4.20-Melbourn-Parish-Council-Risk-Register.pdf>

<http://www.ironactonparishcouncil.com/160106%20Risk%20Register%20for%20IAPC.pdf>

<http://www.furneuxpelham.org.uk/governance/FPPC%20Risk%20register%20Sep%2016.pdf>

[http://www.stpinnockparishcouncil.org.uk/data/uploads/840\\_1928055141.pdf](http://www.stpinnockparishcouncil.org.uk/data/uploads/840_1928055141.pdf)

There is a fairly brief summary in the Practitioner's Guide.

Template circulated by the Clerk. Cllrs will look at it for the next meeting, Agenda for Oct PC.

PC

**09/473.2 To note updated Cashbook, as at 31 Aug 18**

Noted.

**09/473.3 Outcome re: internet banking – Cllr SFdS will inform the bank re: change of address and online banking.**

SFdS

**09/473.4 To consider CIL spending**

Allotments and War Memorial.

**09/473.5 To consider GDP membership with CAPALC**

Cllr GS noted that PC is a member of CAPALC anyway so why to pay additional money for this membership.

**Proposal: Proposed by Councillor GS, seconded by Councillor SJR, all in favour and it was Carried RESOLVED not to join GDP membership offered by CAPALC.****09/473.6 To formally approve the payments already made as approved in principle at July PC and Chqs raised on 6 Aug 18:**

Date	Cheque No.	Payee and Description	Amount
6 Aug 18	776	Clerk wages Aug 18	£183.90
6 Aug 18	777	Expenses on running cost of PC Aug 18	£21.16
6 Aug 18	778	HMRC: Tax deductions from Clerk's Aug 18 wages	£28.80
		Total:	£233.86

**Proposal: Proposed by Councillor GS, seconded by Councillor RJ, all in favour and it was Carried RESOLVED that the payments listed in 09/473.6 are to be paid.****09/473.7 Expenditure for approval 20 Sep 18**

Date	Cheque No.	Payee and Description	Amount
		<i>Note: Payment to PCC was approved at the last meeting and the chq was raised accordingly. Remove from Sep payments.</i>	
<del>20/09/18</del>	<del>400780</del>	<del>PCC: Grant towards churchyard maintenance, S137</del>	<del>£150.00</del>
20/09/18	100780	Clerk's wages Sep 18	£170.30
20/09/18	100781	HMRC: Tax deductions from Clerk's wages Sep 18	£42.40
20/09/18	Chq payment not raised	CGM: Reduce the hedge Ferriman Rd and reduce hedges and shrubs on the grassed area adjacent to the PA Fuller Close – Invoice sent for works not carried, on hold.	<del>£278.40</del> (inc VAT of £46.40)
20/09/18	100782	Wicksteed: Unaccompanied Inspection, detailed analysis report, Play Area	£72.00 (incl VAT of £12.00)
20/09/18	100783	S Y Webb: Grass cutting in the village, 2 <sup>nd</sup> half payment	£833.32
20/09/18	100784	Reimburse Cllr G Smith re: submission of a planning permission application for a new War Memorial £137.00+ cost of the map £18.00	£155.00
20/09/18	100785	Anglian Water: payment for water supply at the Charity Field, (CIL money used for this payment) - Allotments	£2,657.40
20/09/18	100788	To reimburse Cllr S Fane de Salis for the payment made re: Statutory Declaration as requested by the Solicitors regarding the community Room	£5.00
		Total:	£3,935.42

**Proposal: Proposed by Councillor RJ, seconded by Councillor SJR, all in favour and it was Carried RESOLVED that the payments listed in 09/473.7 are to be paid.**

There are still 2 outstanding chqs (one already cleared) which did not clear the PC a/c within 6 months. PC agreed to cancel the chqs in question.

**Proposal: Proposed by Councillor GS, seconded by Councillor MR, all in favour and it was Carried**

**RESOLVED that the chq payments raised last financial year and not cleared the a/c within 6 months are now to be cancelled. Cllr GS will instruct the bank.**

**GS**

09/473.8 3 Insurance Quotes received: Inspire via Axa, Hiscox and Ecclesiastical.  
PC agreed to choose the Inspire Insurance quote. Long Term Agreement Premium agreed.

Date	Cheque No.	Payee and Description	Amount
20 Sep 18	787	Came & Company PC insurance: Inspire via Axa	£423.10
		Total:	£423.10

**Proposal: Proposed by Councillor SFdS, seconded by Councillor GS, all in favour and it was RESOLVED that the payment listed in 09/473.8 is to be paid.** **Carried**

**09/474 Dog Fouling issue in the village**  
To monitor further.

**09/475 To Approve Equal Opportunity Policies and Safeguarding Adults and Children Policies**  
**Proposal: Proposed by Councillor SFdS, seconded by Councillor GS, all in favour and it was RESOLVED that Equal Opportunity Policies and Safeguarding Adults and Children Policies are approved.** **Carried**

**09/476 To Approve the Amended Standing Orders issued by NALC in July 2018 and adopted to PC use**  
Approved under the Agenda item 09/472.

**09/477 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**  
In process. Cllr SFdS will review a couple of documents at a time ready for approval at the next meeting. **SFdS**

**09/478 Assets – Provision/Maintenance**

09/478.1 Grass cutting issues  
PC agreed to extend the contract with S.Y. Webb for the next grass cutting season for the same price as last year. Clerk to inform the contractor.

**Proposal: Proposed by Councillor SFdS, seconded by Councillor SJR, all in favour and it was RESOLVED that S. Y. Webb is the approved contractor for 2019 grass cuttings season.** **Clerk Carried**

*Note since meeting: Clerk informed the contractor.*

09/478.2 Monthly Ferriman Road Play Area's Inspection forms.  
Play Area Inspection for Aug & Sep 2018 carried.  
One bolt missing and three bolts loose on suspended floor of climbing frame, floor still secure. Paint finish showing signs of wear and needs to be cleaned and painted. Brambles and nettles growing into play area from hedgerow and hedge cut back by a local resident. Arising cleared away.

09/478.3 Complaint re: overgrown hedges at Fuller Close received. The previous contractor did not do the hedge and neither the current one. Invoice received from CGM for works not carried. Clerk emailed the contractor informing about the situation, awaiting the response.

To note and consider the outcome after the Annual Play Area Inspection carried by Wicksteed  
Relate to the state of paint, PC are looking at sorting this out.

Cllr MR will investigate the specification of re-painting.

**MR**

09/478.4 War memorial, further update

Cllrs GS and SFdS put the application form together and got it registered with HDC. The Application reference no provided: PP07273679v1JXJ.  
Historic England are reviewing all war memorials to consider whether they have special architectural or historic interest.

**GS**

Cllr GS will check with Diocese of Ely re: permission to place the old War Memorial into the Churchyard.

PC did seek advice re: Usage of CIL money towards the War Memorial project. HDC advised PC in Aug 18 that as long as the Parish Council can confirm under which criteria the funds have been spent, under the Regulations as the Charging Authority HDC should not tell PC what to spend their proportion on:

- (a) The provision, improvement, replacement, operation or maintenance of infrastructure: or
- (b) Anything else that is concerned with addressing the demands that development places on an area.

09/478.5 Outcome re: Chevron boards which were removed in 2017, Thrapston Road junction to the Littlecoats on the bend.  
No update.

- 09/478.6 Streetlights – No updates.  
09/478.6 To Monitor School PF access gates – Action from the last meeting for Cllr JP to report.
- 09/479 Highways, footpaths, byways, gritting bin, trees, etc**  
09/479.1 Footpaths in the village  
No issues.  
09/479.2 Overhanging hedges in the village  
Thrapston Rd issue – overgrowth not cut which is obstructing the public road into Church Lane – SFdS  
PC to recover the cost from the house holder. Cllr SFdS will take some photos.
- 09/480 To discuss the state of Village Sign, update by Cllr RJ**  
No update.
- 09/481 To discuss the ownership of the Community Room and the running cost: Declaration and Lease received from the solicitors. To sign the paperwork**  
Several issues were wrong in the agreement which PC are now querying with the solicitors and CCC.  
Insurers informed that Public liability covers the Community Room. There is no additional cost.
- 09/482 Community Highways Volunteering Scheme and Community Flood Group, update from Cllr Harriman**  
No update.
- 09/483 Good Neighbours Scheme for Spaldwick, Cllr M Robinson**  
Email from age.uk received by Cllr MR who will respond accordingly. MR
- 09/484 To further discuss the Defibrillator for Spaldwick**  
No update.
- 09/485 Village Hall**  
No update.
- 09/486 Website**  
09/486.1 PC website linked with Facebook page, outcome Cllrs S Jackson-Rimmer and J Pope Working.  
Cllr SJR reported that the new PC Facebook page has 35 likes. Last update re: Meeting tonight. SJR  
106 people saw it. It was agreed to upload info re: PC business and things of interest to the PC  
village. If Cllrs have any news or information – please email Cllr SJR. Allotment Gardens can be  
advertised as well.
- 09/487 Correspondence**, circulated by email prior to the meeting  
09/487.1 Proposal: Development of a pair of semi-detached houses on land adjacent to Ivy House Site  
Address: Land East Of Ivy House High Street Spaldwick Reference: 18/01365/FUL – received 20  
Sep 18 – circle via email asking for further comments. Reminder to email PC.  
09/487.2 Letter of resignation received from the Clerk after 2 years. Thank you expressed to the Clerk.  
Clerk met with Chairman before tonight's meeting. Leading towards the last week of work it was  
agreed that the Clerk will pass the lap top to the chairman, including log in details, documents,  
scanner. Last working day is Fri 12 Oct 18, Cllr SFdS is meeting with Clerk at 10am on Fri 12 Oct  
18.
- 09/488 Councillors' questions**  
Apologies for the next meeting from Cllr MR.
- 09/489 Date of the next meeting: Thu 18 Oct 2018 at 8pm.**  
  
Meeting finished at 9.30pm.  
*These minutes are considered draft until ratified at the next Spaldwick Parish Council meeting*

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Date

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Chairman: Steve Fane de Salis