

SPALDWICK PARISH COUNCIL

CHAIRMAN: Steve Fane de Salis

Clerk to the Council

Mrs Sarah Cardwell
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15th March 2019

Dear Member

You are hereby summoned to attend the **Parish Council Meeting** which will be held on **Thursday 21st March 2019 at 8pm** at Community Room, **Spaldwick Primary School**, to deal with the following business:

Public and Press are invited to attend

NOTICE and AGENDA

19/03/1 To Receive Apologies and Reasons for Non-Attendance

19/03/2 Declarations of Interests for Members (Disclosable Pecuniary Interests)

19/03/3 To Receive and Approve the Minutes of the Parish Council Meeting on 21st February 2019

19/03/4 Matters arising from those Minutes

19/03/5 Public Open Forum

Each person wishing to address the council will be allowed to speak for a maximum of 5 minutes subject to the Chairman's discretion. This part cannot be longer than 10 minutes per item.

19/03/6 Planning

To consider new planning consultations:

19/03/6.1 [Construction of 4 no single-storey affordable dwellings](#) 

Land West Side Of Long Lane Spaldwick

Ref. No: 18/02412/FUL | Received: Thu 08 Nov 2018 | Validated: Tue 26 Feb 2019 | Status: In progress

(Council views to be received by 22nd March)

19/03/6.2 [Single storey rear extension.](#) 

16 Burton Way Spaldwick Huntingdon PE28 0YY

Ref. No: 19/00283/HHFUL | Received: Thu 14 Feb 2019 | Validated: Mon 18 Feb 2019 | Status: In progress

1 Amended roof design and materials

(Council views to be received by 29th March)

Determined by planning authority:

19/03/6.3 [18/01731/HHFUL | Proposed rear extension and porch extension |](#)

25 Thrapston Road Spaldwick Huntingdon PE28 0TA

Application Received: Mon 13 Aug 2018

Status: Approved

Decision Issued Date: Thu 28 Feb 2019

19/03/7 Finance

19/03/7.1 Expenditure for approval 21st March 19:

Cleaning supplies for Community Room purchased by Y. Karl:

- Small bin for the toilet - £10 (receipt 1, £10.00)
- Biodegradable bags/liners for the bin in the toilet (receipt 2, £2.50)
- From Grafton Projects (receipt 3, £39.54):
 - 200 black plastic bags for dust bin in the kitchen
 - 10 rags for cleaning,
 - Anti-bacterial spray cleaner,
 - Paper towels rolls x 6 refills for the dispenser in the toilet

Total of £52.04.

19/03.7.2 Clerks wages **£149.20** (comprising expenses of £9.00)

HMRC **£35.00**

19/03/7.3 Currently no SLCC membership for Clerk- to consider renewal (cost could potentially be shared with Sawtry PC - annual subscription cost for the coming year: £136 with additional £10 joining fee)

19/03/7.4 Invoice for Grass Cutting Season 2019. £2499.96 total, payment options as follows:

- Cheque payments x three as outlined in Invoice, payments in April, June and August
- Electronic payments for six months April - September

19/03/7.5 Clerk's probation period is coming to an end (13 weeks from 13 December 2018)- continuation of employment and pay to increase to SCP 25?

19/03/8 General Data Protection Regulation (GDPR) to consider:

- 19/03/8.1** Social Media and Electronic Communication Policy
- 19/03/8.2** Information & Data protection Policy
- 19/03/8.3** List of documents for Retention or Disposal
- 19/03/8.4** Subject Access Request Form
- 19/03/8.5** Consent Form
- 19/03/8.6** Privacy Notice Staff, Councillors and Role Holders
- 19/03/8.7** General Privacy Notice-to discuss Spaldwick Contact Policy / GDPR Privacy Policy created and circulated by Clerk
- 19/03/8.8** Data Audit Schedule/ Mapping
- 19/03/8.9** Cyber Security Checklist
- 19/03/8.10** Security Incident Response Policy

19/03/9 Assets – Provision/Maintenance

- 19/03/9.1** Monthly Ferriman Road Play Area’s Inspection- no action to take until we prepare a painting schedule. Hedges around open space and play area
- 19/03/9.2** Discussion regarding a community defibrillator- detail provided by Cllr Robinson
- 19/03/9.3** Request from PCC following communication with the Church Buildings department at the diocese to get consent from the diocese in the form of a Faculty in order to put the old memorial in the churchyard. Details requested:
 - photographs of the memorial, details of where it is going to be put in the churchyard, and details of how it is going to be fixed (suggest meeting to detail exact location)
 - “statement of needs” detailing the needs and motivations behind the proposed relocation (including explanation of why it would be appropriate to put the memorial in the churchyard.) Document needed mid-April to be put to the May meeting.

19/03/10 Highways, footpaths, byways, gritting bin, trees, etc.

- 19/03/10.1** Track Clearing- responsibility regarding Long Lane discussed at last month’s meeting following resident contact with SPC and Highways- request from Joe (Local Highways Officer) for a site meeting to discuss the extent of the issue as he was unable to see the issue following a site visit.
- 19/03/10.2** M.Ager (Spaldwick Footpath Coordinator for the Parish Council) has raised the issue of Dog Fouling and owners not clearing up after their dogs
- 19/03/10.3** Litter in Spaldwick: someone has fly tipped on the concrete path from Barham Road beside the A14.

19/03/11 Community Room

- 19/03/11.1** To discuss draft ‘Application Form and Charges for Hire’ document created by Clerk for users of the Community Room
- 19/03/11.2** A Christmas Carol on Tour show- following communication from The Keeper’s Daughter Theatre Company discussion as to whether SPC might like to consider the Community Room as a potential venue

19/03/12 Spaldwick News Content for April's edition- any items to be sent for inclusion in next edition.

19/03/13 Correspondence

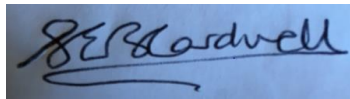
19/03/13.1 Cambridgeshire and Peterborough Minerals and Waste Local Plan Further Draft Consultation - 15 March 2019 to 25 April 2019

19/03/13.2 The Rural Services Network launched a campaign calling on the Government to develop a Rural Strategy- email request to support call and sign up to support campaign

19/03/14 Councillors' questions

Please, note that no decisions can lawfully be made under this item. Business must be specified therefore, the Council cannot lawfully raise matters for decision.

19/03/15 Date of the next meeting: Thursday 18th April 2019 at 8pm at the Community Room

A blue rectangular stamp containing a handwritten signature in black ink. The signature appears to read 'S Cardwell'.

Signed (Clerk) Sarah Cardwell
Date: 15th March 2019