

MINUTES

The Annual Meeting of Spaldwick Parish Council held on Thursday 16th May 2019 at 8.00pm in Spaldwick Community Room Chairman Steve Fane de Salis

Present: S. Fane de Salis, S. Jackson-Rimmer, J. Pope, CC Cllr I. Gardener, HD Cllr J. White & one member of the public

19/05/1 Elect a Chairman S. Jackson-Rimmer nominated S. Fane de Salis, seconded by J. Pope. Carried.

19/05/2 Acceptance of Office form to be signed Form signed by S. Fane de Salis (Chairman)

19/05/3 Elect a Vice Chairman Following discussions, M. Robinson nominated by S. Jackson-Rimmer and seconded by J. Pope.

19/05/4 To note: Members interest forms to be reviewed in May 2019 Circulated to all Councillors prior to meeting- Changes to be notified to HDC by Clerk.

19/05/5 Chairman's Opening Remarks S. Fane de Salis welcomed everyone to the meeting.

19/05/6 To Receive Apologies and Reasons for Non-Attendance M Robinson (Vice Chairman), G Smith, I Harriman, R Johnson

19/05/7 Declarations of Interests for Members (Disclosable Pecuniary Interests) None

19/05/8 To Receive and Approve the Minutes of the Parish Council Meeting on 18th April 2019 Cllr J. Pope proposed approval of the minutes, seconded by Cllr S. Jackson-Rimmer. Decision was unanimous. Carried.

19/05/9 Matters arising from those Minutes None

19/05/10 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.

Cllr I. Gardener read his annual report (attached to these minutes).

Cllr I. Gardener then left the meeting.

A member of the public raised the fact that the Members of Interest forms need downloading from the District Council website and updating on the Parish Council website as they are out of date- Clerk to action.

19/05/11 Planning

To consider new planning consultations:

- **19/05/11.1** Demolish existing house and erect 10no. 3-5 bedroom dwellings with associated parking. New road proposed off of Stow Road

House On The Hill Stow Road Spaldwick Huntingdon PE28 0TE

Ref. No: 19/00652/FUL | Received: Thu 28 Mar 2019 | Validated: Thu 28 Mar 2019 | Status: In progress

(Council views to be received by 17th May)

Following discussions SPC proposed approval on the basis that it is a small amount of sustainable development that will contribute to the economic future of the village. The Parish Council like to see development proposing affordable housing in the village but suggest a footpath on both sides of Stow Road, (up to Mount Pleasant on one side and to link up with the existing footpath on the other side), to allow for a potential increased school-age population. **Proposed by Cllr S. Jackson-Rimmer, seconded by Cllr S. Fane de Salis. Carried. (Cllr J. Pope abstained).**

- **19/05/11.2** Proposed conversion of garage to habitable annex including first floor extension

27 Thrapston Road Spaldwick Huntingdon PE28 0TA

Ref. No: 19/00881/HHFUL | Received: Fri 26 Apr 2019 | Validated: Fri 03 May 2019 | Status: In progress



(Council views to be received by 30th May)

SPC proposed approval on the basis they approved the application previously and there have been no changes made. **Proposed by Cllr S. Fane de Salis, seconded by Cllr J. Pope. Unanimous. Carried.**

Determined by planning authority: All noted.

- **19/05/11.3** Amendment to 18/01764/HHFUL -Additional rear single door to glazed roof link extension. Revised design for top of main large glazed rear opening

8 High Street Spaldwick Huntingdon PE28 0TD

Ref. No: 19/00628/NMA | Received: Tue 26 Mar 2019 | Validated: Tue 26 Mar 2019 | Status: Approved

- **19/05/11.4** 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: Approved

- **19/05/11.5** Replacement of windows, restoration of internal lime plaster, laying of pammets, rebuilding of chimney and erection of white picket fence.

38 High Street Spaldwick Huntingdon PE28 0TD

Ref. No: 19/00001/LBC | Received: Wed 02 Jan 2019 | Validated: Fri 01 Feb 2019 | Status: Approved

- **19/05/11.6** 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: Refused

19/05/12 Finance

19/05/12.1 To Approve Year End accounts to March 31st 2019 (Quarterly Bank Reconciliations & Cashbook attached) Approved & signed

19/05/12.2 To Approve AGAR Section 1 – Annual Governance Statement 2018/19 Approved & signed

19/05/12.3 To Approve AGAR Section 2 – Accounting Statements 2018/19 Approved & signed

19/05/12.4 To sign the Certificate of Exemption (if <£25,000) Signed- to be displayed on noticeboard (and website) in accordance with commencement date for the exercise of public rights set by Clerk/RFO (17th June- 26th July)

19/05/12.5 To be completed: Internal Auditor's report and checklist Clerk confirmed internal audit had been carried out earlier that day, the list completed and signed accordingly.

19/05/12.6 To review Standing Orders (May 2018) Council agreed for the Standing orders to be updated as follows: **13 e** A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.

13 g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.

19/05/12.7 To review Financial Regulations (July 2018)- Reviewed and approved



- 19/05/12.8 To review Model Publication Scheme (updated April 2019)- Reviewed and approved
- 19/05/12.9 To review Complaints Procedure (dated November 2012)- Reviewed and approved
- 19/05/12.10 To review Risk Assessment (dated April 2018)- Reviewed and approved
- 19/05/12.11 To review Code of Conduct (amended 2014) - Reviewed and approved
- 19/05/12.12 To Agree online banking signatories (Currently Cllrs Fane de Salis, Johnson & Smith) – Reviewed and approved
- 19/05/12.13 To agree internal auditor for 2019/2020 (Currently M. Williamson)- Reviewed and approved
- 19/05/12.14 To review insurance cover (AXA policy 1st October 2018- 30th September 2019) - Reviewed and approved
- 19/05/12.15 To Consider CIL Spending- The Council discussed that they have the Allotments and War Memorial in mind. There are no further suggestions currently but they are aware that the money must be spent within five years.

Expenditure for approval 16th May 2019:

- 19/05.12.16 Clerk's wages (including expenses of £9.18): £162.94
HMRC £38.40 - Approval proposed by Cllr S. Fane de Salis, seconded by Cllr S. Jackson-Rimmer. Unanimous. Carried.
- 19/05/12.17 Invoice SPC-0419 from Y.Karl for Cleaning services Spaldwick Village community room- April 2019. Total: £30.00- Approval proposed by Cllr S. Fane de Salis, seconded by Cllr J. Pope. Unanimous. Carried.
- 19/05/12.18 Grant request from Playtimes, Spaldwick- enquiry regarding funding available for the forthcoming year, as they are in the process of raising money for some improvements within the setting- Following discussions the Clerk was asked to contact Playtimes asking them to supply further detail regarding the improvements and also to confirm they have asked other Parishes for funding too.
- 19/05/12.19 CCC invoice- £3184.54 due by 10.05.19 – Confirmation email received on 23.04.19 stating this had been sent to us in error and that a credit note would be issued accordingly- noted.
- 19/05/12.20 Enrolment of Clerk in Pension Scheme- Clerk to research %figures and provide feedback.
- 19/05/12.21 Remittance advice for 2019/2020 Parish precept- noted.
- 19/05/12.22 CAPALC / NALC annual renewal (£257.57 to be paid before 30th June 2019) - Approval proposed by Cllr S. Fane de Salis, seconded by Cllr S. Jackson-Rimmer. Unanimous. Carried.
- 19/05/12.23 Village Maintenance Contribution 2019/20 from CCC for grass cutting (£498.13)- to confirm acceptance of amount. Noted. Clerk to confirm acceptance of amount.
- 19/05/13 General Data Protection Regulation (GDPR) various policies to consider- Deferred until next meeting.
- 19/05/14 Assets – Provision/Maintenance
- 19/05/14.1 Monthly Ferriman Road Play Area's Inspection- Hedges are overgrown but the equipment ok (some bolts missing but not affecting safety and being monitored). There was broken glass found in the playpark last month; the Parish Council would like to extend their thanks to the person that cleaned it up.
- 19/05/14.2 Spaldwick War Memorial- update- Comments to be sent in time for the meeting on 20th May 2019. Following discussions, Clerk to contact and ask advice regarding what the recommendations would be (e.g. safety of laying the memorial on gravel).
- 19/05/15 Highways, footpaths, byways, gritting bin, trees, etc. -Mentioned email circulated regarding Anglian

Stul

Water road closures following request from Council.

19/05/16 Community Room

19/05/16.1 Quotes for flooring and curtains- Deferred to next meeting, still awaiting final quotes.

19/05/16.2 Further Discussion of Defibrillator- Deferred- Clerk to research further.

19/05/16.3 Let's Get Moving Cambridgeshire- discussion of whether SPC would be interested in running any of the activities- Clerk to contact and offer Community room usage, will then go back on next month's agenda.

19/05/17 Correspondence (-previously circulated)- all noted.

19/05/17.1 NALC Chief Executive Bulletin - 12/04/19

19/05/17.2 CAPALC Bulletin – April 2019

19/05/17.3 NALC Star Council Awards 2019

19/05/17.4 NALC Chief Executive Bulletin - 18/04/19

19/05/17.5 NALC Policy E-Briefing PC7-19 – Traffic Commissioners

19/05/17.6 NALC Chief Executive Bulletin - 26/04/19

19/05/17.7 HDC Customer Portal Launch

19/05/17.8 General Protection Office- DPO

19/05/17.9 CCC Highways and Street lighting surveys

19/05/17.10 Notification E-Mail: Withdrawal of Services for Managing Street Lighting Energy for District and Parish Council Street Lights.

19/05/17.11 NALC Chief Executive Bulletin - 03/05/19

19/05/17.12 Disability Huntingdonshire letter

19/05/18 Date of the next meeting: Thursday 20th June 2019 at 8pm in the Community Room

Meetings held on 3rd Thursday of each month, excluding August.

Meeting closed at 21.11pm.

Signed (Chairman):



Date:

20/6/19