

**SPALDWICK PARISH COUNCIL**  
**CHAIRMAN: Steve Fane de Salis**

**Clerk to the Council**  
Mrs Sarah Cardwell  
63 Highfield Avenue  
Alconbury Weston  
Huntingdon  
Cambs  
PE28 4JS  
clerkspaldwick.pc@gmail.com  
[www.spaldwickparishcouncil.org.uk/](http://www.spaldwickparishcouncil.org.uk/)

10<sup>th</sup> July 2020

Dear Member

You are hereby summoned to attend the **Parish Council Meeting** which will be held on **Thursday 16<sup>th</sup> July 2020 at 8pm.** In accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") this meeting will be held **remotely** by Zoom videocall. **Public and Press are invited to attend-** please contact Clerk for meeting link. The Statutory requirement to hold an Annual Council Meeting has been suspended until May 2021

**NOTICE and AGENDA**

**16/07/9** To Receive Apologies and Reasons for Non-Attendance

**16/07/8** Declarations of Interests for Members (Disclosable Pecuniary Interests)

**16/07/9** To Receive and Approve the Minutes of the Parish Council Meetings on 18<sup>th</sup> June 2020 and 10<sup>th</sup> July 2020 (to be signed at a future meeting)

**16/07/10** Matters arising from those Minutes

**16/07/11 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.*

**16/07/12 Planning-** No applications

**16/07/13 Finance**

**16/07/13.1** To Approve Year End accounts to March 31<sup>st</sup> 2020 (Quarterly Bank Reconciliations & Cashbook attached)

**16/07/13.2** To Approve AGAR Section 1 – Annual Governance Statement 2019/20

**16/07/13.3** To Approve AGAR Section 2 – Accounting Statements 2019/20

**16/07/13.4** To sign the Certificate of Exemption (if <£25,000 income & expenditure)

**16/07/13.5** To be completed: Internal Auditor's report and checklist

**16/07/13.6** To approve explanation of variances – attached

**16/07/13.7** To review Standing Orders (May 2018)

**16/07/13.8** To review Financial Regulations (July 2018)- To consider adoption of the latest version of the Finance Regulations (July 2019)

**16/07/13.9** To review Model Publication Scheme (updated April 2019)

**16/07/13.10** Review of subscriptions (CAPALC, Cambs ACRE, SLCC)

**16/07/13.11** To review Complaints Procedure (dated November 2012)

**16/07/13.12** Asset register- New assets register to be approved and Clerk to update insurance policy accordingly

**16/07/13.13** To review Council Risk Assessments (general, playpark, Community room, Covid-19)

Sarah Cardwell

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- 16/07/13.14** To review Code of Conduct (amended 2014)
- 16/07/13.15** To Agree online banking signatories (Currently Cllrs Fane de Salis, Johnson & Smith)
- 16/07/13.16** To agree internal auditor for 2020/2021 (Currently M. Williamson)
- 16/07/13.17** To review insurance cover (AXA policy 1<sup>st</sup> October 2019- 30<sup>th</sup> September 2020)
- 16/07/13.18** To note income and Expenditure against the budget document circulated
- 16/07/13.19** To Consider CIL Spending
- 16/07/13.20** To note: Clerk is currently working on VAT return- report to be produced at next meeting for approval
- 16/07/13.21** To agree schedule for the meetings for the coming year- currently 3<sup>rd</sup> Thursday of every month, excluding August and December date subject to change.
- 16/07/13.22** To note: From 23 September 2020, all local councils must have an action plan and an accessibility statement in place and would have started work to their websites to become more accessible to people with various disabilities.
- 16/07/13.23** Update regarding viewing access only for Clerk for the bank accounts to be able to monitor payments independently
- 16/07/13.24** To consider Magpas funding request
- 16/07/13.25** Update regarding SLCC access for Clerk

**Expenditure for approval 16<sup>th</sup> July 2020:**

- 16/07/13.26** Clerk's wages: £288.24 (S. Cardwell: £230.44, HMRC £57.80)
- 16/07/13.27** To note: grass cutting payment of £416.66 due to S Y Webb on 1st August, from contract approved in March
- 16/07/13.28** Kettering Play safe invoice for repainting of play park and repair of gate spring (£1866.00 payable by 31.07.20)
- 16/07/13.29** Total Gas and Power invoices for street lighting in May (£5.76 and £13.73)

**16/07/14 Assets – Provision/Maintenance**

- 16/07/14.1** Monthly Ferriman Road Play Area's Inspection – update regarding playpark

**16/07/15 Highways, footpaths, byways, gritting bin, trees, etc.**

- 16/07/15.1** Update regarding new signs from CCC to prohibit use of byways by motorcyclists during winter months
- 16/07/15.2** Update regarding a proposed additional bus stop on Stow Road- Public Transport Network Co-ordinator from Cambridgeshire County Council to visit site and assess suggested location as soon as he is able to do so.
- 16/07/15.3** Update regarding dog poo bag dispensers from Cllr S Jackson-Rimmer.
- 16/07/15.4** Update regarding A14 diverted traffic.

**16/07/16 Community Room**

- 16/07/16.1** PAT Testing update from Cllr Pope (deferred from previous meeting).
- 16/07/16.2** Update from Cllr Pope regarding timers for radiators in the Community room.
- 16/07/16.3** Further Discussion of Defibrillator- update from Cllr Parfrey
- 16/07/16.4** To discuss considerations for re-opening the Community room post Covid-19

- 16/07/17** To discuss the possibility of an official domain email address for the Council- update from Cllr J Pope
- Sarah Cardwell Spaldwick Parish Council

**16/07/18** To discuss responsibility for updating the noticeboards

**16/07/19** Any items for the next edition of Spaldwick News

**16/07/20** **Correspondence** (-previously circulated)

**16/07/20.1** Cambridgeshire and Peterborough Local Councils Survey - Follow-Up- 12.06.20

**16/07/20.2** Discretionary Business Grant- 17.06.20

**16/07/20.3** CAPALC Chief Exec Bulletin- 22.06.20

**16/07/20.4** COVID-19 Measures on one.network (formally roadworks.org)- 23.06.20

**16/07/20.5** Update from the Acting Police and Crime Commissioner: Parish, Town and City Council briefings [OFFICIAL]- 24.06.20

**16/07/20.6** 2020 Surface Dressing Program- 25.06.20

**16/07/20.7** Water Supply issues - Grafham Water- 26.06.20

**16/07/20.8** CAPALC Chief Exec Bulletin- 29.06.20

**16/07/20.9** CAPALC Chief Exec Bulletin- 30.06.20

**16/07/20.10** Licensing Act 2003 - Consultation Letter- 02.07.20

**16/07/20.11** CAPALC July bulletin- 03.07.20

**16/07/20.12** CAPALC Chief Exec Bulletin- 06.07.20

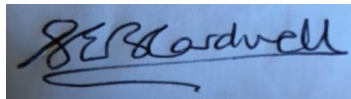
**16/07/20.13** CAPALC- Drop in Sessions- 07.07.20

**16/07/20.14** CAPALC- NALC update- 07.07.20

**16/07/20.15** CAPALC- Natural Cambridgeshire Survey- 09.07.20

**16/07/20.16** CAPALC- Rebuilding Communities training events- 10.07.20

**16/07/21** **Date of the next meeting: Thursday 17<sup>th</sup> September 2020 at 8pm- to be held remotely via Zoom**

A handwritten signature in black ink on a light blue background. The signature appears to read 'Sarah Cardwell' in a cursive script.

**Signed (Clerk) Sarah Cardwell**

**Date: 10<sup>th</sup> July 2020**