

## MINUTES

### **Spaldwick Parish Council meeting held on Thursday 16<sup>th</sup> July 2020 at 8.00pm by Zoom video conference call (due to current ban on social gatherings) Chairman Steve Fane de Salis**

Present. S Fane de Salis (Chairman), G Smith (Vice Chairman), S Jackson-Rimmer, S Parfrey, W Burcham, S. Cardwell (Clerk) and one member of the public.

**16/07/9** To Receive Apologies and Reasons for Non-Attendance- R Johnson, J Pope,

**16/07/8** Declarations of Interests for Members (Disclosable Pecuniary Interests)- None

**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)- Cllr G Smith proposed signing and approval of the minutes from 18<sup>th</sup> June as a true record of the meeting, seconded by Cllr W Burcham and carried unanimously. Clerk noted that re-opening of the playpark from the 10<sup>th</sup> July minutes was not unanimous and minutes would be amended accordingly. Cllr S Jackson-Rimmer then proposed approval, seconded by Cllr S Parfrey and carried unanimously.

**16/07/10** Matters arising from those Minutes- none

#### **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-* David O'Brien a Community First Responder from the East of England Ambulance Service Trust spoke regarding installation of a defibrillator. He detailed the easiest and most up-to-date model, requirements for installation and maintenance, potential positioning within the village and costing options.

**16/07/12 Planning-** No applications. It was noted that an application related to maintenance of trees (similar work completed previously) was received after the agenda was published but that the Parish Council would not comment but instead leave this to the District Council to decide.

#### **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)- Cllr G Smith confirmed he had checked the accounts against the bank statements and proposed approval, seconded by Cllr S Fane de Salis and carried unanimously.

**16/07/13.2** To Approve AGAR Section 1 – Annual Governance Statement 2019/20- The statements were read out and approved. Proposed by Cllr S Fane de Salis, seconded by Cllr G Smith and carried unanimously.

**16/07/13.3** To Approve AGAR Section 2 – Accounting Statements 2019/20- The figures were read out and approved. Proposed by Cllr S Fane de Salis, seconded by Cllr G Smith and carried unanimously.

**16/07/13.4** To sign the Certificate of Exemption (if <£25,000 income & expenditure)- Signed- to be displayed on noticeboard (and website) in accordance with commencement date for the exercise of public rights set by Clerk/RFO (3<sup>rd</sup> August-14<sup>th</sup> September)

**16/07/13.5** To be completed: Internal Auditor's report and checklist- Clerk confirmed internal audit is underway.

**16/07/13.6** To approve explanation of variances – attached- discussed and approved.

**16/07/13.7** To review Standing Orders (May 2018)- Cllr S Fane de Salis proposed approval as the most up-to-date version, seconded by Cllr S Jackson-Rimmer and carried unanimously.

**16/07/13.8** To review Financial Regulations (July 2018)- To consider adoption of the latest version of the Finance Regulations (July 2019)- Cllr S Fane de Salis proposed adoption as the most up-to-date version, seconded by Cllr S Jackson-Rimmer and carried unanimously.

**16/07/13.9** To review Model Publication Scheme (updated April 2019)- Cllr S Fane de Salis proposed approval as the most up-to-date version, seconded by Cllr S Jackson-Rimmer and carried unanimously.

**16/07/13.10** Review of subscriptions (CAPALC, Cambs ACRE, SLCC)- Cllr S Fane de Salis proposed continuation of all three, seconded by Cllr S Parfrey and carried unanimously.

**16/07/13.11** To review Complaints Procedure (dated November 2012)- Cllr S Fane de Salis proposed approval as the most up-to-date version, seconded by Cllr G Smith and carried unanimously.

- 16/07/13.12** Asset register- New assets register to be approved and Clerk to update insurance policy accordingly- The updated asset register was approved at the previous meeting (10<sup>th</sup> July)- clerk to contact insurers.
- 16/07/13.13** To review Council Risk Assessments (general, playpark, Community room, Covid-19)- Cllr S Fane de Salis proposed approval based on the general risk assessment being updated in more detail later this year. Seconded by Cllr W Burcham and carried unanimously.
- 16/07/13.14** To review Code of Conduct (amended 2014)- Cllr S Fane de Salis proposed approval based on it being the most recent NALC model, seconded by Cllr S Parfrey and carried unanimously. **It was noted at the meeting on 10.08.20 that the Code of Conduct was adopted from Huntingdonshire District Council rather than NALC)**
- 16/07/13.15** To Agree online banking signatories (Currently Cllrs Fane de Salis, Johnson & Smith)- Cllr S Fane de Salis proposed the current signatories remain in place, seconded by Cllr W Burcham and carried unanimously.
- 16/07/13.16** To agree internal auditor for 2020/2021 (Currently M. Williamson)- deferred.
- 16/07/13.17** To review insurance cover (AXA policy 1<sup>st</sup> October 2019- 30<sup>th</sup> September 2020)- deferred.
- 16/07/13.18** To note income and Expenditure against the budget document circulated.
- 16/07/13.19** To Consider CIL Spending- Deferred. Clerk to check CIL figure (form sent to HDC by Cllr S Fane de Salis)
- 16/07/13.20** To note: Clerk is currently working on VAT return- report to be produced at next meeting for approval- Cllr W Burcham to review VAT preparation with Clerk.
- 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- Schedule to be maintained.
- 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- Deferred. Clerk to speak to Cllr J Pope who runs website for the Council.
- 16/07/13.23** Update regarding viewing access only for Clerk for the bank accounts to be able to monitor payments Independently- Cllrs S Fane de Salis and G Smith to visit branch to arrange once social distancing allows.
- 16/07/13.24** To consider Magpas funding request- Cllr S Fane de Salis proposed no donation on this occasion, seconded by Cllr G Smith and carried unanimously.
- 16/07/13.25** Update regarding SLCC access for Clerk- Clerk confirmed Sawtry Parish Council will pay 10/16<sup>ths</sup> of the total cost based on breakdown of Clerk's working hours across the two Councils.

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

-Cllr S Fane de Salis stated at this point that the donation approved at the June meeting for Susie Tory has been declined by the recipient with a request that the funds instead be redirected towards the allotments.

- 16/07/13.26** Clerk's wages: £288.24 (S. Cardwell: £230.44, HMRC £57.80)- Cllr S Fane de Salis proposed payment, seconded by Cllr S Jackson-Rimmer and carried unanimously.
- 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- noted.
- 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)- Clerk has contacted the company about an issue with the yellow paint and they have confirmed they will return to site to make good. Cllr S Parfrey proposed payment is made once the issue has been rectified, seconded by Cllr S Jackson-Rimmer and carried unanimously.
- 16/07/13.29** Total Gas and Power invoices for street lighting in May (£5.76 and £13.73)- Cllr S Fane de Salis proposed payment, seconded by Cllr G Smith and carried unanimously.
- 16/07/14 Assets – Provision/Maintenance**
- 16/07/14.1** Monthly Ferriman Road Play Area's Inspection – update regarding playpark- Cllr S Fane de Salis confirmed the play park is now open and being used. As above, Kettering Playsafe are to return to site to review an issue with the yellow paint. The roots where the hedging was in the play area are to be removed with machinery by Cllr R Johnson when possible and then a plan will be agreed for the area.

**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- Clerk has followed up on emails sent by Cllr S Fane de Salis to CCC with no reply. Clerk to try and find alternative contact details.
- 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. -Noted.
- 16/07/15.3** Update regarding dog poo bag dispensers from Cllr S Jackson-Rimmer- Cllr S Jackson-Rimmer confirmed cost for Cambs Garden & Property Maintenance to install post would be £65.47 and proposed installation on community land next to Playtimes. Cllr S Fane de Salis noted post must be positioned so grasscutters can get through. Proposal seconded by Cllr G Smith and carried unanimously. Cllr S Jackson-Rimmer to arrange installation.
- 16/07/15.4** Update regarding A14 diverted traffic- Councillors noted there is no noticeable extra traffic.

**16/07/16 Community Room**

- 16/07/16.1** PAT Testing update from Cllr Pope (deferred from previous meeting)- Deferred.
- 16/07/16.2** Update from Cllr Pope regarding timers for radiators in the Community room- Deferred.
- 16/07/16.3** Further Discussion of Defibrillator- update from Cllr Parfrey- Cllr S Parfrey to obtain 3<sup>rd</sup> quote so the Council can pursue. Cllr S Fane de Salis to make enquiries regarding positioning.
- 16/07/16.4** To discuss considerations for re-opening the Community room post Covid-19- Deferred.
- 16/07/17** To discuss the possibility of an official domain email address for the Council- update from Cllr J Pope- Deferred.
- 16/07/18** To discuss responsibility for updating the noticeboards- Cllr W Burcham volunteered to update the noticeboards.
- 16/07/19** Any items for the next edition of Spaldwick News- Cllr S Jackson-Rimmer to contact regarding reopening of the playpark. An additional item regarding horse-riding was passed to Chris Hubbard.

**16/07/20 Correspondence** (-previously circulated)- All noted.

- 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**

Meeting closed at 21.11pm.

Signed:

Chairman

Date: