

## MINUTES

**Spaldwick Parish Council meeting held on Thursday 21<sup>st</sup> March 2019 at 8.00pm in  
Spaldwick Community Room  
Chairman Steve Fane de Salis**

Present. S Fane de Salis (Chairman), G Smith, S Jackson-Rimmer, J Pope and one member of the public.

**19/03/1 To Receive Apologies and Reasons for Non-Attendance:** M Robinson (Vice Chairman), I Harriman, R Johnson,

**19/03/2 Declarations of Interests for Members (Disclosable Pecuniary Interests):** None

**19/03/3 To Receive and Approve the Minutes of the Parish Council Meeting on 21<sup>st</sup> February 2019:** Cllr G Smith proposed signing and approval of the minutes as a true record of the meeting. Seconded by Cllr S Jackson-Rimmer. Carried unanimously.

**19/03/4 Matters arising from those Minutes):** None

### **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.*

A member of the public spoke to express his concerns regarding the planning application (18/02412/FUL) for construction of 4 single-storey affordable dwellings on the Land West Side of Long Lane, mentioning similar objections raised previously including conservation of wildlife and vehicular access.

### **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 22<sup>nd</sup> March)

Following discussions, the Council concluded that the proposed dwellings by reason of their siting would create a visually intrusive and harmful form of development which would erode the character and appearance of the conservation area and fail to conserve the settings of several adjacent Grade II Listed buildings.

The Parish Council have concerns regarding access to the site along the narrow lane from High Street, especially with large oil delivery vehicles and the increase in vehicular traffic associated with four extra households. As a consequence, the proposal would adversely affect the character of Long Lane.

It is disappointing that the developer had precluded the planning process by commencing site clearance and tree removal works prior to submission of application 15/02396/FUL. This has had a detrimental impact on local wildlife which had previously been observed in the area.

Cllr J Pope proposed refusal of the planning application. This was seconded by Cllr S Jackson-Rimmer and carried unanimously.

### **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 29<sup>th</sup> March)

Following discussions Cllr S Fane de Salis proposed approval of the planning application provided it is in keeping with the surrounding dwellings. This was seconded by Cllr G Smith and carried unanimously.

#### 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

Noted.

## **19/03/7 Finance**

### **19/03/7.1** Expenditure for approval 21<sup>st</sup> 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.**

Cllr S Fane de Salis proposed reimbursement of the costs. This was seconded by Cllr S Jackson-Rimmer and carried unanimously.

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

**HMRC £35.00**

Cllr S Fane de Salis proposed payment of the wages. This was seconded by Cllr G Smith and carried unanimously.

**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

It was agreed that although important to maintain SLCC membership for the Clerk, this decision could be deferred until next year after maternity leave.

**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

The Council noted that a good job was done last year with regards to grass cutting. Cllr S Fane de Salis proposed electronic payment of the invoice to continue with the service provider. This was seconded by Cllr J Pope and carried unanimously.

**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?

Cllr S Fane de Salis proposed approval of the probation period and continuation of the employment of S Cardwell with pay increment. This was seconded by Cllr J Pope and carried unanimously. It was also noted that an appraisal would need to be discussed in the future and also a review of the weekly working hours of the Clerk.

**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- the Council concluded that the document would need to be more detailed to be suitable for purpose.

**19/03/8.8** Data Audit Schedule/ Mapping

**19/03/8.9** Cyber Security Checklist

**19/03/8.10** Security Incident Response Policy

-The Council agreed that all items need to continue to be assessed.

### **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.

- Cllrs S Fane de Salis and I Harriman assessed the Play Area following the February meeting and concluded the hedges had not been cut the previous year despite the work having been allocated to a contractor. Their conclusion was that, given the extensive number of brambles growing in the hedges, that the most logical suggestion might be to remove all hedges. This will need to be put to tender; Cllr S Fane de Salis to source contacts for quotes.

**19/03/9.2** Discussion regarding a community defibrillator- detail provided by Cllr Robinson.

– To be deferred for a future meeting. Clerk to make contact with insurance company to discuss any concerns or likely premium hikes relating to installation of a community defibrillator.

**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.

It was decided that Cllrs S Fane de Salis and G Smith will work on this item together.

### **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.

-Cllrs S Fane de Salis, I Harriman and S Jackson-Rimmer have all visited the site since the February meeting and agree that it has been cleared. Clerk to reply to Joe Hudson (Highways Officer) and confirm that the area has been assessed and that Long Lane is clear.

It was noted that litter has been raised as an issue in the same area. Cllr S Fane de Salis to enquire about the use of litter pickers.

**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.

-The Council were disappointed to hear that people are not removing their own dog mess but are leaving others to clear up after them.

**19/03/10.3** Litter in Spaldwick: someone has fly tipped on the concrete path from Barham Road beside the A14.

-This was reported online by both Cllr S Jackson-Rimmer and the Clerk and all the litter has now been cleared.

### **19/03/11 Community Room**

- 3 quotes for renovation of the kitchen received since last month's meeting (Kitchen Culture- £2760, Anglia Interiors Ltd- £2590.65 and Uwe Braun £1469.82). Proposed by Cllr S Fane de Salis and seconded by Cllr J Pope that the cheapest quote should be accepted. Cllr S Fane de Salis to arrange.

- 3 quotes in progress for replacement of curtains (Cllr S Jackson-Rimmer) and 3 quotes in progress for replacement of flooring (Cllr G Smith).

**19/03/11.1** To discuss draft 'Application Form and Charges for Hire' document created by Clerk for users of the Community Room.

- Document approved with some slight modification to the wording and detail.

**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.

-Clerk requested to advise organisers to contact Spaldwick Social Group regarding this.

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

-None raised.

### **19/03/13 Correspondence**

-Councillors to respond directly to the individual items if they so wish.

**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 18<sup>th</sup> April 2019 at 8pm at the Community Room

Signed (Chairman):

Date: