

Spaldwick Parish Council

Chairman: Steve Fane de Salis

Clerk to the Council: Mrs Sarah Cardwell, 63 Highfield Avenue, Alconbury Weston, Cambs. PE28 4JS

Email: clerkspaldwick.pc@gmail.com Website: www.spaldwickparishcouncil.org.uk/

Dear Member

You are hereby summoned to attend the **Annual Meeting of Spaldwick Parish Council** which will be held on **Thursday 6th May 2021 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**- Meeting ID: 847 7144 1789 Passcode: 165900
<https://us02web.zoom.us/j/84771441789?pwd=b0ZXVG9QdWErOUhuSKE2ODRaN1NWUT09>

NOTICE and AGENDA

21/05/1 Elect a Chairman

21/05/2 Acceptance of Office form to be signed

21/05/3 Elect a Vice Chairman

21/05/4 To note: Members interest forms to be reviewed by all Councillors in May 2021 and the Clerk advised of any amendments.

21/05/5 Chairman's Opening Remarks

21/05/6 To Receive Apologies and Reasons for Non-Attendance

21/05/7 Declarations of Interests for Members (Disclosable Pecuniary Interests)

21/05/8 To Receive and Approve the Minutes of the Parish Council Meeting on 15th April 2021

(to be signed at a future meeting)- to note: the Q4 Bank reconciliation was approved with a typographic error relating to the Barclay's bank balance £74,949.90 instead of £74,749.90.

21/05/9 Matters arising from those Minutes

21/05/10 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.

21/05/11 Planning

To consider new planning consultations:

21/05/11.1

Proposed single storey rear extension and conservatory demolition

8 Thrapston Road Spaldwick Huntingdon PE28 0TA

Ref. No: 21/00557/HHFUL / Received: Tue 09 Mar 2021 / Validated: 09 Apr 2021 / Status: In progress

Determined by planning authority:

none

21/05/12 Finance and Administration

21/05/12.1 To note and approve updated Q4 financial reconciliation (file circulated prior to meeting).

21/05/12.2 To Approve Year End accounts to March 31st 2020 (quarterly bank Reconciliations, budget documents & cashbooks circulated and approved at April meeting)

21/05/12.2 To Approve AGAR Section 1 – Annual Governance Statement 2020/21 (provided internal audit has been completed).

21/05/12.3 To Approve AGAR Section 2 – Accounting Statements 2020/21 (provided internal audit has been completed).

21/05/12.4 To sign the Certificate of Exemption (if <£25,000 income & expenditure) provided internal audit has been completed).

21/05/12.5 To be completed: Internal Auditor's report and checklist (provided internal audit has been completed).

21/05/12.6 To approve explanation of variances – attached (provided internal audit has been completed).

21/05/12.7 To review and approve Standing Orders.

21/05/12.8 To review and approve Financial Regulations.

- 21/05/12.9 To review and approve the following policies and procedures: Safeguarding, Equal Opportunities, GDPR, beekeeping, Code of Conduct Model Publication Scheme, Complaints Procedure.
- 21/05/12.10 To review Council Risk Assessments (general, playpark, Community room, Covid-19, beekeeping)
- 21/05/12.11 To review Fixed Asset register
- 21/05/12.12 Review of subscriptions (CAPALC, Cambs ACRE, SLCC, Parish Online)
- 21/05/12.13 To Agree online banking signatories (Currently Cllrs Fane de Salis, Johnson & Smith)
- 21/05/12.14 To agree internal auditor for 2021/2022 (Currently M. Williamson)
- 21/05/12.15 To review insurance cover (AXA policy 1st October 2019- 30th September 2020)
- 21/05/12.16 To Consider CIL Spending
- 21/05/12.17 To note: Clerk completed VAT return in October 2020 and will complete an additional return following the allotment expenditure.
- 21/05/12.18 To agree schedule for the meetings for the coming year- currently 3rd Thursday of every month, excluding August and December date subject to change.
- 21/05/12.19 To note: Account balance at 29.04.21: £84, 502.91
- 21/05/12.20 Update from Clerk regarding the approved Community Infrastructure Levy (CIL) funding.
- 21/05/12.21 Update regarding viewing access for the Clerk for the bank accounts
- 21/05/12.22 To note precept remittance (£10,405.00).

Expenditure for approval 6th May 2021:

- 21/05/12.23 Clerk's wages (Mar-Apr): **£229.14** (S.Cardwell: £229.14, HMRC £0.00)
- 21/05/12.24 Grass-cutting- Payment to CGM: **£200 + VAT**
- 21/05/12.25 Total Energy invoices (Accounts 3006069330 & 3006069341).
- 21/05/12.26 Grafton Projects invoices for Community Room cleaning products: £145.00 and £7.18 (including VAT) = **£152.18**.
- 21/05/12.27 West Farm invoice from R. Purser- for installation of hardstanding at the allotments **£33,024.00** (including VAT).
- 21/05/12.28 West Farm invoice from R. Purser for allotment gates installation- **£2996.42** (including VAT).

21/05/13 Assets – Provision/Maintenance

- 21/05/13.1 Monthly Ferriman Road Play Area's Inspection
- 21/05/13.2 Update regarding reducing the crown of the small trees at the Play Area.
- 21/05/13.3 Update regarding the village noticeboard which has been damaged and to consider prices to replace.
- 21/05/13.4 Update in relation to concerns raised by The War Memorials Trust.

21/05/14 Highways, footpaths, byways, gritting bin, trees, etc.

- 21/05/14.1 Progress update regarding funding for signs to prevent motorcyclists using byways during winter months.
- 21/05/14.2 Update regarding additional Bus stop on Stow Rd.- deferred pending the trial of 'ordering' buses and current pandemic restrictions.
- 21/05/14.3 MVAS Flashing Speed Sign- update from Clerk regarding moveable post and NAL sockets order.
- 21/05/14.4 Footpaths update.
- 21/05/14.5 Update regarding Speedwatch.
- 21/05/14.6 Local Highway Improvement (LHI) update.
- 21/05/14.7 Discussion of the ongoing parking issue near the George raised by residents.

21/05/15 Community Room

- 21/05/15.1 Update regarding reopening of the Community Room- to note: further amendments have been issued by Cambs ACRE; the approved Community Room documents have been updated accordingly.
- 21/05/15.2 Update regarding PAT testing.
- 21/05/15.3 Update Pope regarding timers for radiators in the Community room.
- 21/05/15.4 To agree someone to meet the engineer for the Fire Extinguisher Service on 22nd June (9am).
- 21/05/15.5 Update regarding finding a replacement cleaner from 1st July and to consider applications received.

21/05/16 Update regarding installation of a defibrillator in the village.

21/05/17 Update regarding official domain email addresses for the Council.

21/05/18 Update regarding the potential for the mobile Post Office van to come to Spaldwick.

21/05/19 To discuss the potential return to face-to-face meetings and agree a date for the next meeting of the Parish Council. To note: should a meeting not be held in June powers can be delegated for action by the Clerk following approval by the Chairman and Vice chairman for any urgent payments etc.

21/05/20 Any items for the next edition of Spaldwick News

21/05/21 Correspondence (-previously circulated)

21/05/21.1 Capalc: FURTHER GUIDANCE ON THE DEATH OF HRH THE PRINCE PHILIP- 12.04.21

21/05/21.2 Revd Philip Howson: Worship, Prayers, Flags and Bell-Ringing following the death of the Duke of Edinburgh- 10.04.21

21/05/21.3 IHMC: Roadworks & events bulletin 16th - 30th April 2021- 14.04.21

21/05/21.4 Election 6th May 2021 - Risk Assessment, Huntingdonshire District Council- 14.04.21

21/05/21.5 CAPALC: Virtual meeting- High Court Verdict- 29.04.21

21/05/22 Councillors' questions

21/05/23 Date of the next meeting: TBC

S.E.B Cardwell

Signed (Clerk) Sarah Cardwell

Date: 29th April 2021