

MINUTES

Spaldwick's Annual Parish Council meeting held on Thursday 6th May 2021 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), S Jackson-Rimmer, S Parfrey, W Burcham, S. Cardwell (Clerk) and two members of the public

21/05/1 Elect a Chairman- Cllr S Fane de Salis was elected as Chairman.

21/05/2 Acceptance of Office form to be signed- Cllr S Fane de Salis signed the acceptance of office.

21/05/3 Elect a Vice Chairman- deferred.

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

21/05/5 Chairman's Opening Remarks- Cllr S Fane de Salis thanked the Council for electing him again.

21/05/6 To Receive Apologies and Reasons for Non-Attendance- G Smith (Vice Chairman), R Johnson, J Pope.

21/05/7 Declarations of Interests for Members (Disclosable Pecuniary Interests)- none.

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- Cllr W Burcham proposed signing and approval of the minutes as a true record of the meeting, seconded by Cllr S Jackson-Rimmer and carried unanimously.

21/05/9 Matters arising from those Minutes- none.

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- no one wished to address the Council.

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

- Following discussions, Cllr S Parfrey proposed the Council recommend approval of the application based on it not being visible from the road, with no impact on the street scene or conservation, nor traffic and parking. This was seconded by Cllr S Jackson-Rimmer and carried unanimously.

Application 21/00836/FUL, construction of new access with drive for House On The Hill, Stow Road was then discussed due to uncertainty regarding the date of the next meeting and a response being required by the end of the month. Cllr S Fane de Salis proposed the Council recommend approval on the basis that it is on a safe stretch of road that has other entrances and exits, with no danger to traffic. This was seconded by Cllr S Parfrey and carried unanimously.

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)- Cllr W Burcham proposed approval, seconded by Cllr S Jackson-Rimmer and carried unanimously.

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)- Cllr W Burcham proposed approval, seconded by Cllr S Parfrey and carried unanimously.

21/05/12.2 To Approve AGAR Section 1 – Annual Governance Statement 2020/21 (provided internal audit has been completed)- Cllr S Fane de Salis read out the document and proposed approval, seconded by Cllr S Parfrey and carried unanimously; the document was signed.

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

been completed)- Although the internal audit was still in progress the auditor confirmed that he was happy with the figures which correspond to the Council's internal records. Cllr S Fane de Salis read out the document and proposed approval, seconded by Cllr W Burcham and carried unanimously; the document was signed.

- 21/05/12.4 To sign the Certificate of Exemption (if <£25,000 income & expenditure) provided internal audit has been completed)- As above confirmations, the certificate was signed and the Clerk confirmed the dates for the exercise of public rights would be 14th June- 23rd July.
- 21/05/12.5 To be completed: Internal Auditor's report and checklist (provided internal audit has been completed)- audit in progress.
- 21/05/12.6 To approve explanation of variances – attached (provided internal audit has been completed)- noted and approved.
- 21/05/12.7 To review and approve Standing Orders- Cllr S Fane de Salis proposed approval, seconded by Cllr S Jackson-Rimmer and carried unanimously.
- 21/05/12.8 To review and approve Financial Regulations- Cllr S Fane de Salis proposed approval, seconded by Cllr S Parfrey and carried unanimously.
- 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- Cllr S Fane de Salis proposed approval, seconded by Cllr S Jackson-Rimmer and carried unanimously.
- 21/05/12.10 To review Council Risk Assessments (general, playpark, Community room, Covid-19, beekeeping)- it was confirmed that all risk assessments have been reviewed.
- 21/05/12.11 To review Fixed Asset register- it was agreed that the allotment gates and hardstanding should be added and the insurance policy updated accordingly; Clerk to action.
- 21/05/12.12 Review of subscriptions (CAPALC, Cambs ACRE, SLCC, Parish Online)- it was noted that all had been used in the past year.
- 21/05/12.13 To Agree online banking signatories (Currently Cllrs Fane de Salis, Johnson & Smith)- Cllrs S Parfrey and W Burcham are to be added as signatories and Cllr G Smith to be removed (and Cllr S Fane de Salis depending on the maximum number of signatories permitted).
- 21/05/12.14 To agree internal auditor for 2021/2022 (Currently M. Williamson)- deferred. It was noted that CAPALC will now start to offer an internal audit service.
- 21/05/12.15 To review insurance cover (AXA policy 1st October 2019- 30th September 2020)- Clerk noted the dates cited were for the wrong year but the 5-year fixed term policy was due to end in September and she will source new quotes (likely from Came and Co, BHIB and Zurich).
- 21/05/12.16 To Consider CIL Spending- Cllr S Fane de Salis stated a replacement noticeboard (if required) could be an option. Clerk confirmed the figure carried over is £2550.18.
- 21/05/12.17 To note: Clerk completed VAT return in October 2020 and will complete an additional return following the allotment expenditure- noted.
- 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- it was agreed that the next Council meeting (June) should be held on the fourth Thursday of the month to allow for the next stage of the roadmap for coming out of the pandemic to be reached (21st June) and thereafter the previous schedule should be maintained.
- 21/05/12.19 To note: Account balance at 29.04.21: £84, 502.91- noted.
- 21/05/12.20 Update from Clerk regarding the approved Community Infrastructure Levy (CIL) funding- no further update. Clerk to send update regarding the completion of the works, invoices etc.
- 21/05/12.21 Update regarding viewing access for the Clerk for the bank accounts- Cllr S Fane de Salis, (as an existing signatory) to arrange with the bank following advice received by the Clerk over the phone from Barclays .
- 21/05/12.22 To note precept remittance (£10,405.00)- noted.

Expenditure for approval 6th May 2021:

- 21/05/12.23 Clerk's wages (Mar-Apr): **£229.14** (S.Cardwell: £229.14, HMRC £0.00)- Cllr S Fane de Salis proposed payment, seconded by Cllr S Jackson-Rimmer and carried unanimously.
- 21/05/12.24 Grass-cutting- Payment to CGM: **£200 + VAT**- Cllr S Fane de Salis proposed payment, seconded by Cllr W Burcham and carried unanimously. It was noted that there are two payments still pending following an issue with CGM's new accounting software.
- 21/05/12.25 Total Energy invoices (Accounts 3006069330 & 3006069341)- Clerk confirmed nothing outstanding on the account.
- 21/05/12.26 Grafton Projects invoices for Community Room cleaning products: £145.00 and £7.18 (including VAT) = **£152.18**- Clerk advised an additional invoice for £3.34 for refuse sacks

- sent separately had since been received, making the total to pay £155.52. Cllr S Fane de Salis proposed payment, seconded by Cllr S Jackson-Rimmer and carried unanimously.
- 21/05/12.27 West Farm invoice from R. Purser- for installation of hardstanding at the allotments **£33,024.00** (including VAT)- It was noted that the price differed from the quoted price as £240 of damage repairs were also completed. Cllr S Fane de Salis proposed payment, seconded by Cllr W Burcham and carried unanimously.
- 21/05/12.28 West Farm invoice from R. Purser for allotment gates installation- **£2996.42** (including VAT)- It was noted that the invoice was for more than initially quoted due to the relocation of the existing gates (labour and materials totalling £452)- Cllr S Fane de Salis proposed payments, seconded by Cllr S Jackson-Rimmer and carried unanimously. It was noted what a good job had been done.

21/05/13 Assets – Provision/Maintenance

- 21/05/13.1 Monthly Ferriman Road Play Area's Inspection- to be completed by Cllr S Fane de Salis.
- 21/05/13.2 Update regarding reducing the crown of the small trees at the Play Area- no update, Cllr R Johnson to advise.
- 21/05/13.3 Update regarding the village noticeboard which has been damaged and to consider prices to Replace- Cllr W Burcham updated the Council to say that the broken noticeboard is secure currently but might need to be replaced in the winter. Cllr S Fane de Salis to speak to Cllr R Johnson regarding the potential to repair the noticeboard.
- 21/05/13.4 Update in relation to concerns raised by The War Memorials Trust- no further update.

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- There was an error in the information provided by Cambridgeshire County Council and motorcycles are not in fact banned from this byway (TRO relates to vehicles of more than two wheels).
- 21/05/14.2 Update regarding additional Bus stop on Stow Rd.- deferred pending the trial of 'ordering' buses and current pandemic restrictions- no update.
- 21/05/14.3 MVAS Flashing Speed Sign- update from Clerk regarding moveable post and NAL sockets Order- awaiting help regarding completing the application. Clerk to contact Hail Weston Parish Council for advice. It was discussed that no other Councils had previously opted for the moveable post and NAL sockets so Cllr S Fane de Salis proposed that should costings not be available, fixed post costings be sourced instead; this was seconded by Cllr S Jackson-Rimmer and carried unanimously.
- 21/05/14.4 Footpaths update- It was noted that a gate has been collected by the landowner so the issue of the missing stile should be resolved soon.
- 21/05/14.5 Update regarding Speedwatch- Cllr S Jackson-Rimmer updated the Council to say that she will organise a refresher course for Speedwatch volunteers and that additional people will be required to support the scheme.
- 21/05/14.6 Local Highway Improvement (LHI) update- Cllr S Jackson-Rimmer to make contact with the County Councillor.
- 21/05//14.7 Discussion of the ongoing parking issue near the George raised by residents- It was discussed that there are marquees in the carpark currently due to government restrictions meaning more people are parking in the road. Parish Council to monitor the situation as the restrictions ease.

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- Clerk advised that the Community Room has been cleaned in preparation for the polling, hire agreements for users updated as required and the insurers advised of re-opening. Following discussions regarding additional personal protective equipment (PPE) in the case of decontamination should a Covid case be linked to the venue, Cllr S Fane de Salis proposed purchase of latex-free gloves, a visor, surgical masks and plastic aprons. This was seconded by Cllr S Parfrey and carried unanimously. Clerk to place order with Grafton Projects (approximate cost £31.92).
- 21/05/15.2 Update regarding PAT testing- Clerk to speak with Cllr J Pope and approach someone else to complete the work if required.

- 21/05/15.3 Update from Cllr Pope regarding timers for radiators in the Community room- no update.
21/05/15.4 To agree someone to meet the engineer for the Fire Extinguisher Service on 22nd June (9am)-
Cllr S Jackson-Rimmer volunteered to do this; door code to be communicated.
21/05/15.5 Update regarding finding a replacement cleaner from 1st July and to consider applications
Received- Two interested parties so far. Clerk to put together a job specification for the role.

21/05/16 Update regarding installation of a defibrillator in the village- Cllr S Parfrey updated the Council to say that the funding request was being discussed at a meeting the same night so there should be news before the next meeting. The George public house will be happy to host the defibrillator provided that any conservation requirements, (it is a listed building), can be met.

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

21/05/18 Update regarding the potential for the mobile Post Office van to come to Spaldwick- Cllr S Parfrey confirmed that Royal Mail have acknowledged the application and it will be considered.

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.- It was agreed that the next meeting should be held on the 24th June (following easing of the final government restrictions on 21st June), in person in the Community Room.

21/05/20 Any items for the next edition of Spaldwick News-Cleaning job for the Community Room included.

21/05/21 Correspondence (-previously circulated)- all noted.

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- none.

21/05/23 Date of the next meeting: 24th June at Spaldwick Community Room.

Meeting closed at 9.16pm.

Signed:

Date:

Chairman