

## MINUTES

### **Spaldwick Parish Council meeting held on Thursday 16<sup>th</sup> September 2021 at 8.00pm in Spaldwick Community Room, Spaldwick Primary School. Chairman Steve Fane de Salis**

Present. S Fane de Salis (Chairman), S Jackson-Rimmer, R Johnson, J Pope, County Councillor I Gardener, S. Cardwell (Clerk) and one member of the public.

21/09/1 To Receive Apologies and Reasons for Non-Attendance- G Smith, S Parfrey, W Burcham- It was noted that Cllr G Smith has now missed 6 months of meetings and intends to step down as a Councillor, however, the replacement signatories are yet to be finalised on the bank accounts. Cllr G Smith has agreed to remain as a Councillor until the process is completed and will attend meetings. As such, Cllr S Fane de Salis proposed Cllr G Smith be granted an extension to the six-month absence in order to remain a Councillor; this was seconded by Cllr R Johnson and carried unanimously.

21/09/2 Declarations of Interests for Members (Disclosable Pecuniary Interests)- None

21/09/3 To Receive and Approve the Minutes of the Parish Council Meeting on 15<sup>th</sup> July 2021- Cllr J Pope proposed signing and approval of the minutes as a true record of the meeting, seconded by Cllr S Jackson-Rimmer and carried unanimously.

21/09/4 Matters arising from those Minutes- None.

21/09/5 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 resident addressed the Council to raise concerns in relation to high volumes of litter (especially food wrappers and disposable gloves) generated at the Applegreen site which is spreading to the nearby area. The Clerk was requested by the Council to contact Applegreen to pass on these concerns and to request they address the issue.

County and District Cllr I Gardener then provided a report to the Council regarding the Highways meeting he attended on the 9<sup>th</sup> September detailing proposals for local junctions and the feedback from neighbouring villages, along with Highways England's proposal for Parishes to suggest local improvements for their own area; he noted that MP Shailesh Vara will propose grade separated junctions for the A14. Cllr Gardener attended a Green Spaces meeting recently and has also been informed that the demand responsive bus trial will go ahead. This will cover an extensive local area running 7am-7pm weekdays, 9am-4pm on Saturdays and concurrently with existing services. He informed Councillors that the deadline for the Local Highway Improvement (LHI) bids is 30<sup>th</sup> September then noted the work of the Community Flood Action group, the fact that details of the dualling of the A428 is on the planning inspectorate website, that there is a library survey request and provided a staffing update about the County Council. The Council were also informed that The District Council is applying for Civil Parking Enforcement measures so traffic wardens can be employed to enforce parking restrictions. (See attached for full report).

#### 21/09/6 **Planning**

To consider new planning consultations:

None

Determined by planning authority: - all noted

21/09/6.1

Reference: 21/01234/LBC

Application Received: Wed 26 May 2021

Address: 15 High St Spaldwick Huntingdon PE28 0TD

Proposal: Enclosure of parts of Outbuilding 2, including one new exterior door and one internal door

Status: Approved

21/09/6.2

Reference: 21/01164/HHFUL

Application Received: Tue 18 May 2021

Address: The Old Manse High Street Spaldwick Huntingdon PE28 0TD

Proposal: Single storey rear extension and internal alterations to form open plan kitchen/dining room, with glass box bay window on the side elevation and conservatory demolition

Status: Approved

21/09/6.3

Reference: 21/00003/LBC

Application Received: Sun 03 Jan 2021

Address: 38 High Street Spaldwick Huntingdon PE28 0TD

Proposal: Installation of a woodburning stove in two sitting rooms

Status: Approved

21/09/6.4 To discuss the Cambridgeshire Rural Affordable Housing Partnership / Homes for Local People and decide whether to support this or not- Following discussions, Cllr S Fane de Salis proposed the Council support the survey, this was seconded by Cllr S Jackson-Rimmer and carried.

## **21/09/7 Finance**

21/09/7.1 To note: Account balance at 07.09.21: £49,167.23- noted.

21/09/7.2 Update from Clerk regarding Community Infrastructure Levy (CIL) funding and the necessary Paperwork- Clerk noted that an email had been received stating the deadline for the latest CIL funding round is 27<sup>th</sup> September but that there had been no further update on the previously agreed funding.

21/09/7.3 Update regarding bank accounts (access and signatories)- Clerk spoke to Barclays and Cllrs S Parfrey and W Burcham will need to contact them to finalise the access details.

21/09/7.4 Update from Clerk regarding Insurance renewal due and to consider quotations received- Clerk advised three quotes had been requested, from current insurers Came and Company, along with Zurich and BHIB, each for both a year and a three-year term. Following discussions regarding the available options, Cllr S Fane de Salis proposed the three-year agreement from BHIB be accepted as the best value for money (£548.51), especially given that Parish Online membership was included in the three-year deal; this was seconded by Cllr J Pope and carried unanimously.

21/09/7.5 To consider future purchase of a condolence book purchase in preparation for Operation London Bridge- Following discussion, Cllr R Johnson proposed a condolence book be purchased in preparation for the death of the Queen; this was seconded by Cllr S Jackson-Rimmer and carried unanimously; Clerk is to source costs for next meeting.

21/09/7.6 To note CIL breakdown (circulated prior to meeting)- noted.

21/09/7.7 To note VAT reclaim has been made and received to March 2021 (£1393.50)- noted.

21/09/7.8 To note CCC grass-cutting contribution has been received (£498.13)- noted.

### Expenditure for approval 16<sup>th</sup> September 2021:

21/09/7.9 Clerk's wages (Jul-Aug): £381.90 + (Aug-Sep): £310.47= (S.Cardwell: **£662.17**, HMRC: **£30.20**)- Cllr S Fane de Salis proposed payment, seconded by Cllr J Pope and carried unanimously.

21/09/7.10 Grass-cutting payment to CGM for September: **£200 + VAT** (invoices 241103 for March, April & May (£720 inc. VAT), 241154 for June (£240 inc. VAT) and 241306 for July (£240 inc. VAT) previously approved have now been received and are also due for payment) Cllr S Fane de Salis proposed payment, seconded by Cllr R Johnson and carried unanimously. It was noted that the Council are happy with current grasscutting in the village.

21/09/7.11 Total Gas & Power invoices (Accounts 3006693866 & 3006693855- breakdown of cost circulated previously)- Account 3006693866 outstanding balance of £163.57. Account 3006693855 outstanding balance £124.40= combined Total **£287.97**- The Clerk advised that another invoice for each account had been received the previous day, bringing the combined total owed from October 2020 until now to **£316.73**. Cllr S Fane de Salis proposed payment of the revised total, seconded by Cllr S Jackson-Rimmer and carried unanimously.

21/09/7.12 A.Murphy invoice for cleaning of the Community Room (Aug-Sep) total **£30.00**- Cllr S Fane de Salis proposed payment, seconded by Cllr S Jackson-Rimmer and carried unanimously.

21/09/7.13 Clerk has renewed SLCC membership for the year at a cost of £144- to consider payment of 6/16 of the cost (to be shared with Sawtry Parish Council)- **£54.00** -Cllr S Fane de Salis proposed payment, seconded by Cllr R Johnson and carried unanimously.

21/09/7.14 Cromwell Fire Invoice for servicing of the Community Room Fire Extinguishers- **£68.02** (inc. VAT)- Cllr S Fane de Salis proposed payment, seconded by Cllr S Jackson-Rimmer and carried unanimously.

21/09/7.15 JRB Enterprise Ltd invoice 22949 for 2 x cases of refill dog waste bags- **£71.10** (inc. VAT)- Cllr S Fane de Salis proposed payment, seconded by Cllr S Jackson-Rimmer and carried

unanimously.

- 21/09/7.16 To consider purchase of Arnold-Baker on Local Council Administration, 12<sup>th</sup> edition, as recommended by Cilca training for all Parish Councils (£119 for SLCC members)- Following discussions, Cllr S Fane de Salis proposed not to purchase the book, seconded by Cllr J Pope and carried unanimously.
- 21/09/7.17 Reimbursement for Clerk for purchase of Ink Cartridge- **£32.79** (inc. VAT)- Cllr S Fane de Salis proposed payment, seconded by Cllr S Jackson-Rimmer and carried unanimously.

### **21/09/8 Assets – Provision/Maintenance**

- 21/09/8.1 Monthly Ferriman Road Play Area's Inspection- Cllr S Fane de Salis updated the Council noting that the monthly inspection had been completed and that there is a small split in the wet pour. The Clerk advised that the annual inspection is now also due and was requested to arrange this with Wicksteed.
- 21/09/8.2 To consider buying a wet pour repair kit from RTC Safety Surfaces for someone to repair the split in the wet pour (£130 +vat)- Cllr S Fane de Salis proposed purchase of the kit as a more economical option than an engineer coming to site, seconded by Cllr S Jackson-Rimmer and carried unanimously. Clerk to place the order and Cllrs S Fane de Salis and Johnson to complete the repair.
- 21/09/8.3 Village trees inspection update from Cllr Johnson- Cllr Johnson updated the Council, advising that he had visited the relevant sites in the village and had removed the dangerous branches raised at July's meeting. Clerk requested to contact Land Registry regarding who owns the tree on Thrapston Road where the roots are growing under the path causing it to be uneven.
- 21/09/8.4 Update regarding the village noticeboard which has been damaged- Cllr R Johnson confirmed that he has reattached the top of the noticeboard which had broken off. Cllr W Burcham had previously agreed to looking into repair or replacement of the backing board.
- 21/09/8.5 Update regarding concerns raised by The War Memorials Trust- Cllr W Burcham sent a written update prior to the meeting advising that she was yet to receive a response from the War Memorials Trust regarding her request for a site visit. Cllr G Smith had also previously circulated a document from Huntingdonshire District Council confirming that they have refused Spaldwick Parish Council's planning permission request to replace the War Memorial. It was also noted that the Clerk had received an email regarding ordering a poppy wreath for Remembrance Day and that this should be arranged as usual.
- 21/09/8.6 To discuss a donation offered by a resident of a metal cut out of a WWII soldier- Following discussions, The Council are very happy to accept the cut out and Cllr S Fane de Salis will arrange collection.

### **21/09/9 Highways, footpaths, byways, gritting bin, trees, etc.**

- 21/09/9.1 Update regarding MVAS Flashing Speed Sign, including consideration of costings and quotes for private purchase received by Clerk- Following the update from District and County Cllr I Gardener the Parish Council will await contact details for the new Highway Officer for the area and pursue the MVAS unit with her.
- 21/09/9.2 Footpaths update- Kissing gate installed on footpath 10 to replace the broken stile. Easton Footpath 2 which was obstructed and overgrown around the bridge has now been cleared- noted.
- 21/09/9.3 To consider quotes received for hedge cutting at the open space along Ferriman road- Cllr S Fane de Salis detailed the specification for the work and the Clerk had circulated the quotations from the three contractors (CGM, Jane and Sons and Johnny Steele) prior to the meeting. Cllr S Fane de Salis proposed the quote from Johnny Steele (£950) be accepted for the work on the basis it was the cheapest, he is a local contractor and has completed the same job before; this was seconded by Cllr R Johnson and carried unanimously.
- 21/09/9.4 To discuss the uneven road surface due to a tree on Church Lane where a resident recently fell and any action to be taken- As discussed during item 21/09/8.3, Clerk to contact Land Registry.
- 21/09/9.5 To discuss the issue of stones on the footpath in Thrapston Road- Following discussions, the situation is to be monitored.
- 21/09/9.6 To finalise details for the Local Highway Improvement 2022/23 application: Deadline for applications is 30<sup>th</sup> September 2021- Cllr S Jackson-Rimmer outlined the draft application she had filled in with the help of District and County Councillor I Gardener for £15,000 of LHI funding to enable the creation of three 40mph buffer zones on the three main routes through the village

to encourage drivers to slow down. The application form was reviewed by the other Councillors at the meeting and Cllr S Fane de Salis proposed the applicant contribution be increased from 10% to 20% prior to submission; this was seconded by Cllr S Jackson-Rimmer and carried unanimously.

- 21/09/9.7 To discuss emptying of the playpark bin going forward- Cllr S Fane de Salis informed the Council that the playpark bin has previously been emptied by a resident into their own bin, but people continue to add items such as dog waste (despite signs requesting the bin is not used for this purpose), so the resident has requested an alternative solution for emptying the bin. Following discussions, Cllr S Fane de Salis proposed the bin be removed completely, this was seconded by Cllr S Jackson-Rimmer and carried unanimously; Cllrs Fane de Salis and Johnson will complete the removal.
- 21/09/9.8 To discuss double-parking on the High Street- It was agreed that there is no enforcement currently but it is an item which could be revisited for a potential future LHI bid, especially given that the District Council are looking to employ civil parking enforcement.
- 21/09/9.9 To discuss the overgrown hedges on Thrapston Road and Royston Avenue- Both issues have been reported by the Clerk. Confirmation has been received that the work has been ordered for Thrapston Road but this could take up to three months to complete. Clerk to chase a response in relation to Royston Avenue.
- 21/09/9.10 To note: Applications for the Community Gritting Scheme are to be completed by 31st October 2021- noted.

### **21/09/10 Community Room**

- 21/09/10.1 Update regarding the Community Room- Clerk advised Councillors that the room is being hired more regularly now and that there is an ongoing issue with the alarm that is being investigated by the school. Some of the cleaning supplies have run out so it was agreed that antibacterial spray and wipes, along with Hoover bags should be ordered by the Clerk from Grafton Projects.
- 21/09/11 Defibrillator Installation update- The Defibrillator has now been installed on the outside wall of the Community Room and training is to be given on Saturday. The Chairman expressed thanks to Cllrs Parfrey and Pope for all of their work to arrange the installation.
- 21/09/12 Update regarding official domain email addresses for the Council- It was noted that the email addresses are ready to be changed over whenever Councillors are ready.
- 21/09/13 To note: Clerk has completed the first session of the Cilca Course and is expected to take approximately a year to complete the qualification- noted.
- 21/09/14 To appoint an internal auditor- Following discussions, Cllr S Fane de Salis proposed that Michael Williamson (Mijan) be appointed again for the coming year; this was seconded by Cllr S Jackson-Rimmer and carried unanimously.
- 21/09/15 Any items for the next edition of Spaldwick News- none.

### **21/09/16 Correspondence** (-previously circulated)- all noted.

- 21/09/16.1 Office of the Police and Crime Commissioner for Cambridgeshire and Peterborough: Have your say on a new Police and Crime Plan for Cambridgeshire and Peterborough- 13/07/21
- 21/09/16.2 HDC: Huntingdonshire District Council - Consultation on Hackney Carriage and Private Hire Policy- 13/07/21
- 21/09/16.3 Cambridge & Peterborough Combined Authority: HAVE YOUR SAY: Demand Response Transport plans for West Huntingdonshire- 19/07/21
- 21/09/16.4 CAPALC: Code of Conduct 2021 Guidance & CAPALC Awards – 2021 - 21/09/21
- 21/09/16.5 HDC - Gambling Act Statement of Principles - Consultation- 22/07/21
- 21/09/16.6 Cambridge & Peterborough Combined Authority: Concessionary Fare Passes renewal posters- 21/09/21
- 21/09/16.7 CAPALC: For Circulation- August Bulletin- 04/08/21
- 21/09/16.8 CAPALC: Chief executive's bulletin- 06/08/21
- 21/09/16.9 CAPALC: Cambridgeshire Local Council Champions Survey- 12/08/21
- 21/09/16.10 CAPALC: NALC Event - Rural Housing- 12/08/21
- 21/09/16.11 CCC: Community Gritting Scheme applications for Winter 2021 – 2022- 16/08/21

21/09/16.12 CAPALC: Chief executive's bulletin- 16/08/21  
21/09/16.13 CAPALC: Don't Forget to Vote- CAPALC Awards 2021- 17/08/21  
21/09/16.14 CAPALC: TIME CRITICAL Natural Cambridgeshire Small Project Funding- 19/08/21  
21/09/16.15 Citizens Advice Rural Cambs - launch of our updated website- 25/08/21  
21/09/16.16 CCC: Traffic Management for events - Training course 22/09/21- 25/08/21  
21/09/16.17 Cambridgeshire Fostering: Real Faces of Fostering campaign toolkit- 31/08/21  
21/09/16.18 CCC: New School at Sawtry: Presumption Process now live- 01/09/21  
21/09/16.19 CAPALC: For Circulation: September Bulletin- 02/09/21  
21/09/16.20 CCC Highways: Events Diary – September- 06/09/21

21/09/17 Councillors' questions- Items to be added to next month's agenda:  
Suggested improvements to be sent to Highways England for near Spaldwick (30<sup>th</sup> November deadline),  
The Community Flood Action Group, Litter around the Applegreen site, Stow Road and Bury Close  
hedgcutting, Tree Inspection for the three horse chestnut trees on the village Green, Update regarding the  
WWII soldier cut out.

**21/09/18 Date of the next meeting:** Thursday 21<sup>st</sup> October

Meeting closed at 10.06pm.

Signed:  
Chairman

Date: