

MINUTES

Spaldwick Annual Parish Council meeting held on Thursday 19th May 2022 at 8.00pm in Spaldwick Community Room, Spaldwick Primary School. Chairman Steve Fane de Salis

Present: S Fane de Salis, W Burcham, S Jackson-Rimmer, R Johnson, S Parfrey, J O'Dwyer & S. Cardwell (Clerk).

22/05/1 Election of Chairman and signing of Chairman's Declaration of Office - Cllr R. Johnson proposed Cllr S Fane de Salis be elected Chairman, seconded by Cllr W Burcham and carried unanimously. The Chairman's declaration was then signed by Cllr S Fane de Salis.

22/05/2 Election of Vice Chairman and signing of Declaration of Office- Cllr S Jackson-Rimmer proposed Cllr W Burcham be elected as Vice Chair, seconded by Cllr S Parfrey and carried unanimously. The Vice Chair's declaration was then signed by Cllr W Burcham.

22/05/3 To receive and consider any applications for **co-option**- It was discussed that two residents are interested but one is not currently eligible, neither were present at the meeting.

22/05/4 To note: New Members interest forms to be completed by all Councillors in May 2022 and the Clerk advised of any amendments. Councillors also need to return their election expenses form and declaration by the 3rd June deadline (link to documents circulated previously by Cllr S Jackson-Rimmer)- Councillors are in the process of completing these, Clerk to recirculate copies of the Members Interest Forms to the Council.

22/05/5 Chairman's Opening Remarks- Cllr S Fane de Salis thanked the Council for re-electing him as Chairman.

22/05/6 To Receive **Apologies** and Reasons for Non-Attendance- District and County Cllr I Gardener.

22/05/7 Declarations of Interests for Members (Disclosable Pecuniary Interests)- Cllr S Parfrey declared that the invoice from item 22/05/12.24 is from his company.

22/05/8 To Receive and Approve the Minutes of the Parish Council Meeting on 21st April 2022- Cllr S Parfrey proposed signing and approval of the minutes as a true record of the meeting, seconded by Cllr W Burcham and carried unanimously.

22/05/9 Matters arising from those Minutes- none.

22/05/10 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 Members of the Public present.

22/05/11 Planning

To consider new planning consultations:

Determined by planning authority- These were all noted.

22/4/11.1

Reference: 21/02749/HHFUL

Application Received: Mon 06 Dec 2021

Address: 21 Ivy Way Spaldwick Huntingdon PE28 0UN

Proposal: Demolition of existing conservatory and construction of single and two-storey extensions to rear of property. Internal and external alterations.

Status: Approved

Decision Issued Date: Fri 08 Apr 2022

Appeal Status: Unknown

22/4/11.2

Reference: 22/00108/HHFUL

Application Received: Tue 18 Jan 2022

Address: 33 Thrapston Road Spaldwick Huntingdon PE28 0TA

Proposal: Two storey rear extension, single storey side extension, front porch and render to front and side and cladding to sides and rear

Status: Approved

Decision Issued Date: Thu 05 May 2022

Appeal Status: Unknown

22/05/11.3 ACRE housing survey results- Councillors had read the results and resolved it would not be necessary for a Cambs ACRE and a District Council representative to attend the next Council meeting to present the findings.

22/05/11.4 To discuss notification of intent received from Blenheim Land and Homes Ltd for a proposed Application for 20 starter homes in the village- it was noted that a resident had raised concerns about the lack of affordable homes in the village and that several other residents had concerns about the potential impact of building additional houses in Spaldwick. To-date, no planning application has been received.

22/05/12 Finance and Administration

22/05/12.1 To note: Account balance at 29.04.2022: £66,606.53- noted.

22/05/12.2 To Approve Year End accounts to March 31st 2022 (quarterly bank Reconciliations, budget documents & cashbooks circulated and approved at April meeting)- Cllr W Burcham proposed approval of the Year End accounts; this was seconded by Cllr S Parfrey and carried unanimously. Clerk to resend sign-in details and instructions for the bank signatories to access Scribe accounts.

22/05/12.3 To note: the internal audit is due to be completed on 25th May so the AGAR forms will need to be approved at the June Parish Council meeting- noted.

22/05/12.4 To review and approve Standing Orders- A copy of the documents had been circulated prior to the meeting for review by Councillors; Cllr S Fane de Salis proposed approval, seconded by Cllr W Burcham and carried unanimously.

22/05/12.5 To review and approve Financial Regulations- A copy of the documents had been circulated prior to the meeting for review by Councillors; Cllr S Fane de Salis proposed approval, seconded by Cllr W Burcham and carried unanimously.

22/05/12.6 To review and approve the following policies and procedures: Safeguarding, Equal Opportunities, GDPR, beekeeping, Code of Conduct (at the April meeting adoption of the new Local Government Association's Model Code of Conduct was agreed from the May 2022 meeting), Model Publication Scheme, Complaints Procedure and Accessibility Statement- A copy of the documents had been circulated prior to the meeting for review by Councillors; Cllr S Fane de Salis proposed approval, seconded by Cllr S Parfrey and carried unanimously.

22/05/12.7 To review and approve Council Risk Assessments (general, playpark, Community room, Covid-19, beekeeping) A copy of the documents had been circulated prior to the meeting for review by Councillors; Cllr S Fane de Salis proposed approval, seconded by Cllr W Burcham and carried unanimously.

22/05/12.8 To review Fixed Asset register- A copy of the updated asset register had been circulated prior to the meeting for review by Councillors; Cllr S Fane de Salis proposed approval, seconded by Cllr W Burcham and carried unanimously.

22/05/12.9 Review of subscriptions (CAPALC, Cambs ACRE, SLCC, Parish Online, Scribe Accounts)- Cllr S Fane de Salis proposed the Council continue with all current subscriptions; this was seconded by Cllr S Parfrey and carried unanimously.

22/05/12.10 Update regarding bank accounts (access and signatories) and to agree online banking signatories going forward (currently Cllrs Fane de Salis, Johnson, Parfrey & Burcham)- It was agreed to continue with the current bank signatories. Cllrs Parfrey and Burcham still do not have access to the Town and Poors account; Cllr W Burcham is awaiting a card reader.

22/05/12.11 To agree internal auditor for 2022/2023 (Currently M. Williamson)- deferred pending completion of this year's internal audit.

22/05/12.12 To review insurance cover (BHIB 3 year cover agreed in September 2021)- It was noted that there are no issues with the current cover.

22/05/12.13 To Consider CIL Spending- It was noted there is no CIL money left to spend since the allotments hardstanding was installed.

22/05/12.14 To note: Clerk completed VAT return in November 2021 and will complete an additional return later in the year- noted.

22/05/12.15 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 to continue with the current schedule.

- 22/05/12.16 To consider 3 x MVAS Flashing Speed Sign quotes- deferred pending feedback and additional information from other local Parishes regarding solar powered MVAS installations.
- 22/05/12.17 To consider purchase of jubilee bunting- Cllr S Jackson-Rimmer informed the Council she had collected the red, white and blue fabric bunting previously used but proposed the Council purchase Union Jack bunting for this and future occasions; this was seconded by Cllr R Johnson and carried unanimously. Cllr S Jackson-Rimmer will measure the village green and order accordingly.
- 22/05/12.18 To note precept remittance (£10,405.00)- noted.

Expenditure for approval 19th May 2022:

- 22/05/12.19 Clerk's wages (Apr-May): **£318.15** (S.Cardwell: £318.15, HMRC £0.00). To note: redeclaration has been made in relation to Clerk's pension- under threshold for enrolment- Noted. Cllr S Fane de Salis proposed payment, seconded by Cllr R Johnson and carried unanimously.
- 22/05/12.20 Grass-cutting- Payment to CGM: **£258** (including VAT)- It was noted that the grass had not yet been cut this month but Cllr S Fane de Salis proposed payment of the April invoice, seconded by Cllr R Johnson and carried unanimously. Clerk to request copy of the cutting schedule from CGM.
- 22/05/12.21 Total Energy invoices (Accounts 3006069330 & 3006069341)-invoices to be received- Clerk advised the account numbers and balances are 3006693855: £17.23CR and 3006693866: £46.61 leaving a combined balance to pay of £29.38 (Total will only clear against the first account number without a remittance advice). Cllr S Fane de Salis proposed payment of the £29.38, seconded by Cllr S Parfrey and carried unanimously.
- 22/05/12.22 Grafton Projects invoices for Community Room cleaning products: - **£62.29** (inc. VAT)- Cllr S Fane de Salis proposed payment, seconded by Cllr S Jackson-Rimmer and carried unanimously.
- 22/05/12.23 HMRC repayments for tax on the Clerk's wages (2019/20 and 2020/21- breakdown of costs circulated previously)- **£537.64**- deferred until after internal audit.
- 22/05/12.24 Jarrodean Recruitment Solutions- IT consultancy- Francisco Ferrero- **£168.75**- Cllr S Parfrey did not participate. Cllr S Fane de Salis proposed payment, seconded by Cllr R Johnson and carried.
- 22/05/12.25 A.Murphy invoice for cleaning of the Community Room (Apr-May)- **£44**- Cllr S Fane de Salis proposed payment, seconded by Cllr J O'Dwyer and carried unanimously.

22/05/13 Assets – Provision/Maintenance

- 22/05/13.1 Weekly Ferriman Road Play Area's Inspection- Cllr S Fane de Salis confirmed the inspection has been completed and everything is in order. Cllr J O'Dwyer to assist with weekly inspections.
- 22/05/13.2 Update regarding the defibrillator- Cllr S Parfrey confirmed the defibrillator has not been taken out this month. He will also request the Clerk is copied into the monthly reports.
- 22/05/13.3 Update in relation to concerns raised by The War Memorials Trust- Cllr W Burcham confirmed she has heard back from the War Memorials Trust who would support a wedge style addition at the base of the memorial, however, they had not responded to her requests for a site visit. It was noted that the plinth would only be very shallow so might not be a suitable solution. Cllr W Burcham to attempt contact by phone.
- 22/05/13.4 To discuss the Shed on Church Lane- there are concerns about its condition as the adjacent tree is impacting on it; Cllr R Johnson to follow-up with the residents who own the tree.
- 22/05/13.5 To note the poor condition of the Jubilee plaques outside The Manor Farm House- Cllr R Johnson to take advice and attempt to clean them.

22/05/14 Highways, footpaths, byways, gritting bin, trees, etc.

- 22/05/14.1 Update regarding the uneven road surface due to tree roots on Thrapston Rd / Church Lane- Linked to action in relation to item 22/05/13.4.
- 22/05/14.2 Footpaths update- The annual footpaths statement from M. Ager has been circulated and thanks expressed by the Council for the actions taken by Mick to keep the footpaths in a good state.
- 22/05/14.3 To consider whether there are any issues to raise for the CCC Transport Strategy Stakeholder Engagement Survey- no comments to be made.
- 22/05/14.4 Update regarding the successful LHI bid- Clerk circulated the confirmation email and will confirm the Spaldwick Parish Council has the necessary funds to progress the project. Further details are

to be received from Highways about the project in due course.

22/05/15 Community Room

- 22/05/15.1 Update regarding the Community Room- The Community Room now has some regular users.
- 22/05/15.2 Update regarding the online calendar for the Community Room- A fix for the issue is in progress.
- 22/05/15.3 To discuss the Fire Extinguisher Service (due in June)- Clerk to find Cromwell Fire contact details.

22/05/16 To further discuss The Queen's Platinum Jubilee- Cllr S Jackson-Rimmer has received confirmation the bench should be delivered in approximately a fortnight. Cllrs R Johnson and S Fane de Salis to install.

22/05/17 Update regarding access to the school field following the academisation of Spaldwick school- A reply has been received to the letter requesting the school consider having the field open for community use at weekends and in the school holidays saying the school are unable to open the grounds unless it is for an organized event but the community are able to book with the school for these. Headteacher L. Worrell has offered to attend a meeting to go through this and the Clerk was requested to add this to the next agenda.

22/05/18 To note: After a number of years without a volunteer committee in the Cambridgeshire region, a new committee is being recruited to help promote Crimestoppers throughout Cambridgeshire; volunteers are required for the Huntingdonshire District- noted.

22/05/19 To find a replacement Spaldwick representative on the Woolley Hill Wind Farm community liaison Group- Cllrs S Parfrey and W Burcham volunteered for this.

22/05/20 Any items for the next edition of Spaldwick News- none.

22/05/21 Correspondence (-previously circulated)- all noted.

- 22/05/21.1 Cambridgeshire Crimestoppers- 25.04.22
- 22/05/21.2 Cambs ACRE- Housing Needs Survey - 25.04.22
- 22/05/21.3 CCC- Welcome to the April 2022 Cambridgeshire Matters newsletter- 26.04.22
- 22/05/21.4 Think Communities Huntingdonshire- Newsletter [005] April 2022- 26.04.22
- 22/05/21.5 Cambs Highways: Cambridgeshire County Council Highway Maintenance Service Review -Local Highway Officers - Online Survey- 27.04.22
- 22/05/21.6 Nexus Fostering: Foster Carers needed- 27.04.22
- 22/05/21.7 CCC: Her Majesty's Platinum Jubilee - Update for Parish Councils-27.04.22
- 22/05/21.8 Henry Morris Conference- 29.04.22
- 22/05/21.9 Office of the Police and Crime Commissioner for Cambridgeshire and Peterborough: Hold the date! Virtual roundtable for local Councillors- 06.05.22
- 22/05/21.10 CAPALC: For Circulation May Bulletin- 04.05.22
- 22/05/21.11 CCC Highways: Events diary - May 22- 05.05.22
- 22/05/21.12 CCC: TMC (formerly IHMC) Incident Report - April 2022- 05.05.22
- 22/05/21.13 Highways: Local Highways Improvement 2022/23 - Outcome!- 06.05.22
- 22/05/21.14 Cambridge & Peterborough Combined Authority: HAVE YOUR SAY on travel in Cambridgeshire & Peterborough- 12.05.22

22/05/22 Councillors' questions- Cllrs S Parfrey and W Burcham volunteered for this.

22/05/23 Date of the next meeting: Thursday 16th June 2022.

The meeting closed at 9.18pm.

Signed:

Date:

Chairman