

## MINUTES

### **Spaldwick Parish Council meeting held on Thursday 16<sup>th</sup> June 2022 at 8.00pm in Spaldwick Community Room, Spaldwick Primary School.**

**Chairman Steve Fane de Salis**

Present: S Fane de Salis (Chairman), W Burcham (Vice Chair), S Jackson-Rimmer, R Johnson, J O'Dwyer, U Braun, L Worrell and S. Cardwell (Clerk).

22/6/1 To Receive Apologies and Reasons for Non-Attendance- S. Parfrey, District & County Cllr I Gardener.

22/6/2 Declarations of Interests for Members (Disclosable Pecuniary Interests)- None.

22/6/3 To Receive and Approve the Minutes of the Annual Meeting of the Parish Council on 19<sup>th</sup> May 2022- Cllr R Johnson proposed signing and approval of the minutes as a true record of the meeting, seconded by Cllr W Burcham and carried unanimously.

22/6/4 Matters arising from those Minutes- none.

22/6/5 To receive and consider any applications for co-option- U Braun put himself forward for co-option. Cllr S Fane de Salis proposed he be co-opted onto the Council; seconded by Cllr W Burcham and carried unanimously. The declaration of Office was signed.

22/6/6 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- L. Worrell, headteacher of Spaldwick school addressed the Council to provide further details following the school's confirmation that they would not open the field for community use at weekends and in the school holidays as the Parish Council had requested. She explained that as the school is an Academy now, it is the Academy's decision and that there are several reasons for the gates to be kept locked. There are health and safety concerns regarding accidents as there is no lighting on site and the school is responsible for overall security. Keeping the site closed provides improved opportunities for pupils as activities for forest school etc. can be left set-up. It is a safer environment for pupils in terms of bottles, dog faeces etc. which have previously been found on the site. Staff workload has been reduced as morning site patrols are no longer required.

She stressed, however, that the school still want the space used by the community and previously the space has been opened for a private gathering of friends on a Saturday. Bookings being managed via the school office means that the school know who is on site and can ensure that the site is secured after use. Anyone wishing to use the site can email the school office to arrange access.

L Worrell also confirmed that the water and electricity meters in the community room are submeters- a bill will be sent to the Clerk. Water in the Community Room is flushed and tested monthly. The fire alarms are tested quarterly by the school.

Thanks were sent to the Parish Council from staff and pupils at the school who were very grateful for the Jubilee mugs provided for the children.

Clerk to send on an email containing details of a writing competition to the school.

### **22/6/7 Planning**

To consider new planning consultations:

22/6/7.1

Reference: 22/01038/TREE

Application Received: Fri 06 May 2022

Address: The Old Rectory Pound Close Spaldwick Huntingdon PE28 0UH

Proposal: Dismantle the large declining Elm (ID# 1) located at the left side of drive entrance. Leave stump as close to ground level as possible due to the stem being contact with the wall and causing a large crack and potentially damaging the adjacent oil tank.

Status: In progress

- Following discussions, Cllr R Johnson proposed the Council recommend approval of the application; this was seconded by Cllr W Burcham and carried unanimously.

Determined by planning authority: - all noted.

22/6/7.2

Reference: 22/00801/HHFUL

Application Received: Mon 04 Apr 2022

Address: 12 Mount Pleasant Spaldwick Huntingdon PE28 0TG

Proposal: Proposed single storey side and rear extensions forming enlarged living room and new garden room.

Status: Approved

22/6/7.3

Reference: 22/00740/LBC

Application Received: Mon 28 Mar 2022

Address: 38 High Street Spaldwick Huntingdon PE28 0TD

Proposal: Reinstatement of lime render to window surrounds, pilasters and pediments on front aspect

Status: Approved

22/6/7.4

Reference: 22/00388/TRCA

Application Received: Tue 01 Feb 2022

Address: 5 Pound Close Spaldwick Huntingdon PE28 0UH

Proposal: T1 - Silver birch reduce height by 2 metres and reduce lateral limbs by up to 1.5 metres, T2 European Lime, TPO 45.87 remove basal growth, T3 Common Ash, TPO45.97 G1 Fell, T4 – Common Ash, TPO45.97 G1 - Fell, T5 - Common Ash, TPO45.97 G1 - Fell, T6 - Common Ash, TPO45.97 G1 - Fell, T7 - Common Ash, TPO45.97 G1 -reduce height by up to 4 metres and reduce lateral limbs by up to 3 metres

Status: Approved

22/6/7.5

Reference: 21/02733/LBC

Application Received: Fri 03 Dec 2021

Address: 38 High Street Spaldwick Huntingdon PE28 0TD

Proposal: Installation of a woodburning stove in two sitting rooms

Status: Approved

## **22/6/8 Finance**

22/6/8.1 To Approve Year End accounts to March 31<sup>st</sup> 2022 (To note: amendments to Income and Expenditure against the budget file (mileage figure and payments over £100 tab)- Cllr W Burcham proposed approval, seconded by Cllr J O'Dwyer and carried unanimously.

22/6/8.2 To approve the Internal Audit report- the internal audit (circulated prior to the meeting) was approved.

22/6/8.3 To Consider, Approve and Sign AGAR Section 1 – Annual Governance Statement 2021/22- Cllr S Fane de Salis read out the document and proposed approval, seconded by Cllr W Burcham and carried unanimously; the document was signed.

22/6/8.4 To Consider, Approve and Sign AGAR Section 2 – Accounting Statements 2021/22- Cllr S Fane de Salis read out the document and Cllr J O'Dwyer proposed approval, seconded by Cllr S Jackson-Rimmer and carried unanimously; the document was signed.

22/6/8.5 To approve explanation of variances – attached- the variances were approved.

22/6/8.6 To confirm the dates of the period for the exercise of public rights- Monday 20<sup>th</sup> June- Friday 29<sup>th</sup> July were agreed.

22/6/8.7 To note: Account balance at 31.05.2022: £65,809.46- noted.

22/6/8.8 Update regarding bank accounts (access and signatories)- Cllr W Burcham now has access to both accounts, Cllr S Parfrey is still awaiting access for the Town and Poors account.

22/6/8.9 To consider 4 x MVAS Flashing Speed Sign quotes- Quotes from four providers (Morelock, Swarco, Traffic Technologies and Elan City) were circulated prior to the meeting. These were discussed and Cllr S Fane de Salis informed the council he had seen the Elan City model in action and proposed purchase of their solar package at £2250 + VAT along with any other required fixings and fittings. The purchase was seconded by Cllr S Jackson-Rimmer and carried unanimously.

- 22/6/8.10 To consider purchase of anti-virus software- Bit Defender's package for 3 devices for one year at a cost of £24.99 was recommended to the Council by their IT consultant. Cllr S Fane de Salis proposed purchase, seconded by Cllr W Burcham and carried unanimously.
- 22/6/8.11 To note: Next CIL funding round will be in August- noted.

Expenditure for approval 16<sup>th</sup> June 2022:

- 22/6/8.12 Clerk's wages (May-Jun) (S.Cardwell: **£323.10**, HMRC: **£0**)- Cllr S Fane de Salis proposed payment, seconded by Cllr J O'Dwyer and carried unanimously.
- 22/6/8.13 Total Energies invoices (Accounts 3006693866 & 3006693855) May-Jun - awaiting invoices. Invoices for £34.44 and CR£4.40 had been circulated- Cllr S Fane de Salis proposed payment of the combined total of £30.04, seconded by Cllr S Jackson-Rimmer and carried unanimously.
- 22/6/8.14 A.Murphy invoice for cleaning of the Community Room (May-Jun): **£44.00**- Cllr S Fane de Salis proposed payment, seconded by Cllr R Johnson and carried unanimously.
- 22/6/8.15 CGM grasscutting invoice- to be received- No invoice had been received as the grass had not been cut since April, despite the contractor being chased by phone and email and promising to complete the work. It was agreed that there was an urgent need for the work to be done. Clerk asked to contact CGM regarding their breach of contract and advise if the work was not completed, an alternative solution would need to be sought by the Council. It was agreed that Cllr W Burcham's son could complete emergency cutting required in two areas of the village up to the value of £100 per area; proposed by Cllr S Jackson-Rimmer, seconded by Cllr S Fane de Salis and carried (Cllr W Burcham did not vote).
- 22/6/8.16 Reimbursement of Jubilee bunting purchased by Cllr S Jackson-Rimmer: **£43.14** (inc. VAT)- Cllr S Fane de Salis proposed payment, seconded by Cllr R Johnson and carried (Cllr S Jackson-Rimmer did not vote).
- 22/6/8.17 Jarrodean Recruitment Solutions- IT consultancy- Francisco Ferrero- Domain renewal (2 years- spaldwickparishcouncil.org.uk)- **£28.78** (inc. VAT) awaiting invoice Cllr S Fane de Salis proposed payment, seconded by Cllr S Jackson-Rimmer and carried unanimously.
- 22/6/8.18 Payment to Clerk of HMRC rebate for tax on her wages (2019/20 and 2020/21) breakdown of costs circulated previously and confirmation of repayment due noted in internal audit report): £537.64 Cllr S Fane de Salis proposed payment, seconded by Cllr W Burcham and carried unanimously.
- 22/6/8.19 HDC elections invoice- **£132.58**- Cllr S Fane de Salis proposed payment, seconded by Cllr R Johnson and carried unanimously.

**22/6/9 Assets – Provision/Maintenance**

- 22/6/9.1 Weekly Ferriman Road Play Area's Inspection- Cllr S Fane de Salis confirmed he had completed the inspection today and all was well.
- 22/6/9.2 Update regarding concerns raised by The War Memorials Trust- No update. Cllr W Burcham to attempt contact by phone to request a site visit.
- 22/6/9.3 Update regarding the defibrillator- no update.
- 22/6/9.4 Update regarding the Shed on Church Lane- Cllr R Johnson is still attempting to make contact with the residents who own the tree that's root is damaging the shed.
- 22/6/9.5 Update regarding the Jubilee plaques outside The Manor Farm House- Cllr R Johnson is still assessing how best to clean the plaques.
- 22/6/9.6 To discuss the open space in Spaldwick- deferred.

Cllr S Jackson-Rimmer's husband has offered to repaint the mile marker in the village by Littlecotes Close. Cllr S Fane de Salis proposed his offer be accepted, seconded by Cllr R Johnson and carried unanimously.

**22/6/10 Highways, footpaths, byways, gritting bin, trees, etc.**

- 22/6/10.1 Update regarding the uneven road surface due to tree roots on Thrapston Rd / Church Lane- Linked to item 22/6/9.4, Cllr R Johnson is working on this.
- 22/6/10.2 Footpaths update- a concern had been raised regarding vehicles using the byway between Spaldwick and Easton, M. Ager footpaths coordinator is monitoring.

22/6/10.3 Update regarding LHI bid- no further update.

### **22/6/11 Community Room**

22/6/11.1 Update regarding the Community Room- the room is still being regularly used.

22/6/11.2 Update regarding the online calendar for the Community Room- ongoing, the issue is still not fully resolved.

22/6/11.3 Update regarding the fire extinguisher service- a date of 20<sup>th</sup> June was offered and Cllr S Jackson-Rimmer agreed to attend.

22/6/12 Update following The Queen's Platinum Jubilee weekend- Positive feedback had been received regarding the Jubilee mugs and the bench. Some residents were disappointed there was no event in the village.

22/6/13 To discuss access to the school field once Spaldwick school becomes an academy- Following the public forum update from L. Worrel, access will only be by pre-booking with the school. Cllr S Jackson-Rimmer to provide an update for the Spaldwick News including details of the field access, along with grass-cutting and Jubilee mugs).

22/6/14 To note: updated risk assessments have been circulated for the coming year following approval last meeting (Covid details have been updated and the bin removed from the playpark assessment)- noted.

22/6/15 Any items for the next edition of Spaldwick News- as item 22/6/13.

### **22/6/16 Correspondence** (-previously circulated)- all noted.

22/6/16.1 HDC: CIL Funding Round One 2022/23- 24/05/22

22/6/16.2 Cambs ACRE: Building affordable homes for people in your community: A webinar for Rural Housing Week 2022- 25/05/22

22/6/16.3 Office of the Police and Crime Commissioner for Cambridgeshire and Peterborough: Hold the date! Virtual roundtable for local Councillors- 30/05/22

22/6/16.4 CCC: Welcome to the May 2022 Cambridgeshire Matters newsletter- 31/05/22

22/6/16.5 HDC: Drainage and Waste Disposal Awareness with 3C Shared Services Building Control- 31/05/22

22/6/16.6 HDC: FW: Press Release - CCTV Shared Service Achieves Accreditations- 31/05/22

22/6/16.7 Highways: Highway Events Diary - June 2022- 01/06/22

22/6/16.8 CAPALC: FW: For Circulation-June Bulletin- 08/06/22

22/6/16.9 CAPALC Training - Summer 2022- 8/06/22

22/6/16.10 HDC: Press release - £150 Energy Bill Rebate letters on the way to residents- 07/06/22

22/6/16.11 CCC: Summer Holiday Activities and Food (HAF) Programme- Publicity Support- 08/06/22

22/6/17 Councillors' questions- Items for the next agenda: Three quotes to be obtained for positioning the Jubilee bench on a base (Cllr R Johnson to create a specification for the work and provide one quote) and Clerk to obtain three quotes for an external payroll provided. Clerk to order two replacement ink cartridges.

**22/6/18 Date of the next meeting:** Thursday 21<sup>st</sup> July.

The meeting closed at 9.22pm.

Signed:

Date:

Chairman