

## MINUTES

Spaldwick Parish Council meeting held on **Thursday 20th April 2023** at 8.00pm in Spaldwick Community Room, Spaldwick Primary School.  
Chairman Steve Fane de Salis

Present: Councillors S Fane de Salis (SFdS- Chairman), S Jackson-Rimmer (SJR), J O'Dwyer (JO'D), District and County Cllr I Gardener, S Cardwell (Clerk)

23/4/1 To Receive Apologies and Reasons for Non-Attendance- R Johnson (RJ), S Parfrey (SP).

23/4/2 Declarations of Interests for Members (Disclosable Pecuniary Interests)- none.

23/4/3 To Receive and Approve the Minutes of the Parish Council meeting on 16<sup>th</sup> March 2023- Cllr JO'D proposed signing and approval of the minutes as a true record of the meeting, seconded by Cllr SJR and carried unanimously.

23/4/4 Matters arising from those Minutes- none.

23/4/5 To receive and consider any applications for co-option- none.

23/4/6 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- District and County Councillor I Gardener addressed the Council confirming he had had a site visit with a Local Highways Officer to assess flooding on the route from Stow Longa into Spaldwick; the drainage routes will now need to be checked in relation to the gulley and then the fault will be repaired. Cllr Gardener confirmed that the Ting bus service will no longer use stops but collect people from their houses. The service can be booked by phoning 0115 777 3187 and is available Monday-Saturday 6am-8pm (excluding Bank Holidays) for a fare of £2 each way (for adults). The Ting bus will visit Spaldwick on Friday 2<sup>nd</sup> June, the time is yet to be confirmed.

Cllr I Gardener confirmed that the District and County Council are currently quiet due to purdah.

He was requested to help follow-up Spaldwick's Local Highway Improvement bid, as Cllr SJR has not received a reply to her most recent email and agreed to do this.

### 23/4/7 **Planning**

#### To consider new planning consultations

None

#### Determined by planning authority:

23/4/7.1 Erection of a new single storey dwelling with 2 bedrooms in the roof space.

1 Royston Avenue Spaldwick Huntingdon PE28 0TH

Ref. No: 22/02214/FUL

Received: Mon 24 Oct 2022

Validated: Fri 09 Dec 2022

Status: Approved- noted.

23/4/7.2 Erection of new detached single storey private dwelling with ancillary access, parking and landscaping

Land At 21 Stow Road Spaldwick

Ref. No.: 22/01564/FUL

Received: Mon 18 Jul 2022

Status: Refused

Decision Issued Date: Fri 24 Mar 2023

Appeal Status: Unknown- noted.

23/4/7.3 To note: Huntingdonshire District Council is launching a Call for Sites consultation, as part of the second phase of engagement on a full update to the Local Plan and is a process in which developers, landowners and members of the public are invited to put forward potential sites (residential, commercial, infrastructure, open space) across the district for consideration for use in the Local Plan.

Consultation period: 29<sup>th</sup> March - 7<sup>th</sup> June 2023. Potential sites for development can be submitted through the online planning portal.

Launching at the same time as the Call for Sites is the consultation on two methodologies that will be used during the full update to the local plan: Settlement Hierarchy Methodology and Land Availability Assessment Methodology (LAA); consultation for these is 29<sup>th</sup> March – 10<sup>th</sup> May 2023 and comments can be made on the council's planning portal- noted.

23/4/7.4 Sawtry Neighbourhood Plan is available for view and comment between the following dates: 12/04/23 10:00 and 24/05/23 23:59- noted.

#### 23/4/8 Finance

23/4/8.1 To note: Account balance at 31.03.2023: £52,990.95 (updated cashbook circulated)- noted.

23/4/8.2 Update regarding bank accounts (access and signatories)- no further update pending in-person appointment for signatories.

23/4/8.3 To consider quotes received for the base for the Jubilee bench and select a contractor- Cllr SFdS updated the Council that Cllr RJ has visited the site and will create a job specification to be sent out for quotes.

23/4/8.4 Update regarding the insurance claim following theft of the allotment gates- Clerk updated the Council that a confirmation email had been received stating the payment had been issued net of the £125 excess.

23/4/8.5 To note and approve VAT reclaims to be submitted Oct 2021- Mar 2022 and Apr 2022-Mar 2023 (files circulated prior to meeting)- The Clerk stated that the 2021-2022 claim did not include the Jubilee mugs as VAT could only be reclaimed on those donated. Following discussions, Cllr proposed that the reclaim of £626.47 be made with the VAT for 100 mugs to also be added to it. This was seconded by Cllr J'OD and carried unanimously. Cllr SFdS then proposed the 2022-2023 claim for £1245.70 be submitted; this was seconded by Cllr JO'D and carried unanimously. It was noted that the gross amount for the replacement allotment gate was paid by the insurance company so this was not included in the claim.

23/4/8.6 To note and approve: Q4 Income and expenditure against the budget (file circulated prior to meeting)- Cllr SFdS proposed approval, seconded by Cllr SJR and carried unanimously.

23/4/8.7 To note and approve: Q4 Community room receipts and payments document (file circulated prior to meeting)- Cllr SFdS proposed approval, seconded by Cllr SJR and carried unanimously.

23/4/8.8 To note and approve Q4 financial reconciliation (file circulated prior to meeting)- Cllr SFdS proposed approval, seconded by Cllr SJR and carried unanimously.

23/4/8.9 To note and approve: Spaldwick PC Summary Receipts and Payments 31.03.23 (file circulated prior to meeting)- Cllr SFdS proposed approval, seconded by Cllr SJR and carried unanimously.

23/4/8.10 To consider and approve wording and design for a new playpark sign- update from Cllr O'Dwyer- Cllr JO'D updated the Council that she had researched the issue and contacted both Wicksteed and Hags who suggested contact with the Parish Council insurers. The Clerk confirmed the insurance company would not provide wording, they would support manufacturer recommendations though. Following discussions, it was agreed to keep the currently-installed sign with the age recommendation in place.

23/4/8.11 To consider costs for a solicitor's letter to address the uneven road surface and potential damage to the Shed on Church Lane due to tree roots on Thrapston Rd / Church Lane- The Clerk presented a quote from a local solicitor she was requested to contact. The work would be subject to a conflict check, then time-recorded and charged for at an hourly rate (£290 per hour plus VAT). As a rough guide fees for the initial work of taking instructions, considering documents, undertaking any necessary legal research, and the writing of a first letter to the other party, could fall within the range £600 to £900 approx. plus VAT. Following discussions regarding actions already taken without success, Cllr SFdS proposed the Clerk instruct the solicitor to proceed; this was seconded by Cllr JO'D and carried unanimously.

#### Expenditure for approval 20<sup>th</sup> April 2023:

23/4/8.12 Clerk's wages (Mar-Apr) (S.Cardwell: **£418.45**, HMRC: **£12.80**)- Cllr SFdS proposed payment, seconded by Cllr SJR and carried unanimously.

23/4/8.13 Total Energies invoices (Accounts 3006693866 & 3006693855) Mar-Apr- invoices to be received-

Invoices for £24.71 and £13.32 had been received and circulated; Cllr SFdS proposed payment, seconded by Cllr SJR and carried unanimously.

- 23/4/8.14 A.Murphy invoice for cleaning of the Community Room (Mar-Apr): **£55.00**- £10 Community room hire to be deducted. Cllr SFdS proposed payment of the £45 balance, seconded by Cllr JO'D and carried unanimously.
- 23/4/8.15 Brookfield Contracting: Village grasscutting: **£264.00** (inc. VAT)- invoice to be received- Cllr SFdS proposed payment, seconded by Cllr JO'D and carried unanimously.
- 23/4/8.16 To ratify retrospectively the payment to Grafix Photography Ltd / Pink Harry for purchase of Coronation Medals previously agreed: **£375.95** (no VAT)- Cllr SFdS proposed approval, seconded by Cllr SJR and carried unanimously.
- 23/4/8.17 CAPALC Chairmanship training: **£50.00** (no VAT)- Cllr SFdS proposed payment, seconded by Cllr JO'D and carried unanimously.
- 23/4/8.18 Grafton Projects invoice for bleach **£2.38** (inc. VAT)- Cllr SFdS proposed payment, seconded by Cllr SJR and carried unanimously.
- 23/4/8.19 Spaldwick Social Group: **£1000** donation previously agreed towards Coronation celebrations- Clerk confirmed a request had been made to pay a catering invoice in place of a transfer being made, however, this may not be possible- to be checked with internal auditor.
- 23/4/8.20 Signs of the Times Invoice **£158.32** (inc. VAT)- Cllr SFdS proposed payment, seconded by Cllr JO'D and carried unanimously.
- 23/4/8.21 CAPALC affiliation fee for the period 1st April 2023 to 31st March 2024 **£311.03** (with the optional fee to join the Data Protection Officer Membership Scheme at an additional cost of £50)- Cllr SFdS proposed payment of the £311.03 (without DPO scheme), seconded by Cllr SJR and carried unanimously.
- 23/4/8.22 To ratify retrospectively the invoice paid to Robin Purser, West Farm to order the replacement allotment gate (purchase approved by insurance): **£1880.40** (inc. VAT)- Cllr SFdS proposed approval, seconded by Cllr JO'D and carried unanimously.

#### 23/4/9 **Assets – Provision/Maintenance**

- 23/4/9.1 Weekly Ferriman Road Play Area's Inspection- Cllr JO'D confirmed the inspections have been made and the monthly report submitted to the Clerk. Cllr SFdS confirmed the replacement covers have been fitted by Cllr UB.
- 23/4/9.2 To discuss the Playpark on Ferriman road including the age restriction sign on the gate- As item 23/4/8.10, it was agreed to keep the current sign with age restriction; invoice to be presented next month.
- 23/4/9.3 Update regarding The War Memorials Trust- deferred.
- 23/4/9.4 Update regarding the defibrillator- no update.
- 23/4/9.5 To consider purchase of a blood kit- update from Cllr Parfrey- deferred.
- 23/4/9.6 Update regarding the Jubilee plaques outside The Manor Farm House- deferred.
- 23/4/9.7 Further discussion of the open space in Spaldwick- Cllr SFdS confirmed Cllr UB had been investigating basic bars (with no hardstanding). Item deferred pending further details.
- 23/4/9.8 Update regarding the MVAS Flashing Speed sign- It was discussed that the sign is working in the main and it is having an effect on slowing cars down.
- 23/4/9.9 Update regarding the Community Room including instructions for hirers and emergency contacts- Following discussions, it was agreed the Clerk's contact details should be placed in the Community Room and the headteacher to be provided with Cllr SJR's mobile number for emergencies. The door code is to be changed and a cleaning products order to be made by the Clerk.

#### 23/4/10 **Highways, footpaths, byways, gritting bin, trees, etc.**

- 23/4/10.1 To further discuss possible options to address parking issues on the Village Green- Cllr SFdS confirmed the land is managed by the Parish Council rather than Highways (confirmed by the County Council). Following discussions it was agreed 'no parking' signs for the Green should be added as an agenda item for next month.
- 23/4/10.2 LHI update regarding the 40mph buffer zones and gates- Cllr I Gardener to follow-up with Cambridgeshire County Council.

- 23/4/10.3 To discuss the village grass cutting- Cllr SFdS confirmed he had spoken with the contractors and it was noted that the first cut had been completed by Brookfield and a good job had been done.
- 23/4/11 Update regarding the Wooley Hill Wind Farm- deferred.
- 23/4/12 To further discuss plans for the Coronation. HDC to be updated on all plans by 21<sup>st</sup> April- Cllr SJR confirmed that the plans previously discussed are continuing and that the medals for the village children have arrived; she will post on the Parish Council facebook page and notify the Spaldwick News of how people can arrange collection. Further details to be requested from the Coronation celebrations committee to be circulated to Councillors and a reminder sent of the aforementioned District Council deadline for notifying them of plans. It was also noted that separate event insurance is being put in place.
- 23/4/13 Update regarding IT provision- Clerk confirmed she has a meeting with Ask IT on 4<sup>th</sup> May.
- 23/4/14 Any items for the next edition of Spaldwick News- Cllr SJR to provide an update regarding the Coronation medals and the Ting bus service.
- 23/4/15 **Correspondence** (-previously circulated)- all noted.
- 23/4/15.1 CAPALC: March Bulletin-
- 23/4/15.2 HDC- Press Release - Call for Sites Consultation Launched
- 23/4/15.3 Huntingdonshire District Council\_ New event available
- 23/4/15.4 Huntingdonshire District Council\_ New event available- Call for Sites Spring 2023
- 23/4/15.5 Cambridgeshire Matters - March 2023
- 23/4/15.6 Press Release - District Council approves Huntingdonshire Futures Place Strategy
- 23/4/15.7 Cambridge & Peterborough Combined Authority- The Multiply Bus Roadshow is touring the region again
- 23/4/15.8 Cambs ACRE- CHESS Plus project to support more households in Cambridgeshire with combatting fuel poverty
- 23/4/15.9 Huntingdonshire District Council\_ New event available- Draft Settlement Hierarchy Methodology
- 23/4/15.10 Cambridgeshire ACRE - Staying in Touch - Mar-2023
- 23/4/15.11 Highways: Events Diary - April 23
- 23/4/15.12 TMC Incident Report - March 2023
- 23/4/15.13 Cambs ACRE- A webinar for Rural Housing Week 2023
- 23/4/15.14 Cambridgeshire County Council 20mph Application Process - Reminder
- 23/4/15.15 Huntingdonshire District Council\_ New event available- Draft Land Availability Assessment Methodology
- 23/4/15.16 Huntingdonshire District Council\_ New event available- Sawtry Neighbourhood Plan
- 23/4/15.17 Local Plan Consultation\_ Call for Sites Posters
- 23/4/15.18 Updated 2023 Micro Asphalt Program and 2023 Surface Dressing Program
- 23/4/15.19 What has your Council (catchment area) got planned - His Majesty King Charles III's Coronation
- 23/4/16 Councillors' questions- none.
- 23/4/17 **Date of the next meeting:** Thursday 18<sup>th</sup> May- This will be the Annual Meeting of the Parish Council and will be followed by Spaldwick's Annual Parish Meeting.

The meeting closed at 9.17pm.

Signed:

Chairman:

Date: