

MINUTES

Annual Meeting of Spaldwick Parish Council held on **Thursday 18th May 2023** at 8pm in Spaldwick Community Room, Spaldwick Primary School.

Chair: Sharan Jackson-Rimmer

Present: Councillors S Fane de Salis (SFdS), S Jackson-Rimmer (SJR), Shayne Parfrey (SP), J O'Dwyer (JO'D), Uwe Braun (UB), District and County Cllr I Gardener, S Cardwell (Clerk) and 23 members of the public.

23/5/1 Election of Chairman and signing of Chairman's Declaration of Office- Cllr SJR was elected as Chair following proposal by Cllr SFdS and seconded by Cllr JO'D; the Declaration of Office was signed.

23/5/2 Election of Vice Chairman and signing of Declaration of Office- no Vice-Chair was elected.

23/5/3 To receive and consider any applications for co-option- G. Rice put himself forward for co-option. Cllr SFdS proposed he be co-opted onto the Council; seconded by Cllr SP and carried unanimously; the Declaration of Office was signed.

23/5/4 To note: Any amendments to Members interest forms to be completed asap by Councillors and the Clerk advised- noted. Cllr GR to complete his Member's Interest Form.

23/5/5 Chairman's Opening Remarks- Cllr SJR welcomed everyone to the meeting.

23/5/6 To Receive Apologies and Reasons for Non-Attendance- R Johnson.

23/5/7 Declarations of Interests for Members (Disclosable Pecuniary Interests)- none.

23/5/8 To Receive and Approve the Minutes of the Parish Council meeting on 20th April 2023- Cllr SFdS proposed signing and approval of the minutes as a true record of the meeting, seconded by Cllr SP and carried unanimously.

23/5/9 Matters arising from those Minutes. To note: WAVE bill (£37.99) and Internal Drainage bill (£6.76) paid from Main Account while Town and Pools Charity Account access blocked- noted.

23/5/10 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.

- District & County Councillor I Gardener addressed the Council confirming the Annual meetings of Cambridgeshire County Council and Huntingdonshire District Council have both now taken place and he has been re-elected to all of his previous committees. The new operator of the Ting Bus Service, Vectare, will undertake a Roadshow on Friday 2nd June visiting Spaldwick (opposite the George public house) at approximately 11.15-11.45am. The event will show residents how to order a bus (both outbound and return). Also, residents will see what the new Ting Bus looks like and be given app details, telephone numbers etc. Vectare uses minibuses so residents can be picked up from smaller roads or their home addresses rather than using the bus stops previously used by Stagecoach. Regarding the running water on the hill to Stow Longa, Cllr Gardener advised the lead flood authority is looking at drainage and consulting Highways regarding the blockage. The verges will be reinstated once they have determined where the water is coming from. He will also chase Spaldwick's LHI application as there was a query regarding a discrepancy in the figures quoted.

- A member of the public then addressed the Council on behalf of a group of residents present at the meeting, concerned with the potential impact of the proposed planning application (23/5/11.1). Concerns raised centered around there being no established need for 15 affordable homes in the village, resident opposition, the Village Plan, the proposed site being outside the village boundary and coupled to flood plain, in the lowest part of the village, with the proposals unsuitable for the clay soil. Properties in Ivy Way have suffered flooding and sewerage issues in recent times and homeowners fear these could worsen. The relative isolation of Spaldwick, lack of suitable transport links, services and employment possibilities were also raised, along with significant loss of grade 3 agricultural land. Additional traffic congestion with associated safety risks and the potential impacts on biodiversity were also cited as key concerns.

23/5/11 Planning

To consider new planning consultations

23/5/11.1 Construction of 15 no. dwellings with associated access, car parking and landscaping (re-submission of 22/01167/FUL)

Land East Of Ivy Way Spaldwick

Ref. No: 23/00649/FUL

Received: Wed 12 Apr 2023

Validated: Wed 12 Apr 2023

Status: In progress

- Following discussions, Cllr SP proposed the Council recommend refusal of the application based on the same concerns as the previous application at the site, flood risk of the area, increase in vehicular traffic to the site and Highway safety; seconded by Cllr JO'D and carried.

Determined by planning authority:

23/5/11.2 Non Material Amendment of 19/02551/S73 to add lean-to plant room.

Land At 2 To 6 Thrapston Road Spaldwick

Ref. No: 22/01839/NMA

Received: Wed 24 Aug 2022

Validated: Wed 24 Aug 2022

Status: Approved- noted.

23/5/12 Finance

23/5/12.1 To note: Account balance at 28.04.2023: £68,102.99- noted.

23/5/12.2 Update regarding bank accounts (access and signatories)- Clerk confirmed she had contacted Barclays again but could not pass security to arrange a meeting. Following discussions Cllr SJR proposed alternative banks be investigated; seconded by Cllr SP and carried unanimously.

23/5/12.3 To consider quotes received for the base for the Jubilee bench and select a contractor- deferred pending job specification.

23/5/12.4 Update regarding VAT reclaims for Oct 2021- Mar 2022 and Apr 2022-Mar 2023- Clerk confirmed details had been checked with the Internal Auditor and the final claims submitted were for £994.05 and £951.89, respectively.

23/5/12.5 Update regarding 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- Clerk confirmed Cambridgeshire County Council Highways had indicated that from looking at the Land Registry layer on their mapping the Lane might be owned by the church. Cllr SJR proposed the Clerk write a letter to Spaldwick Church enquiring whether they own Church Lane; seconded by Cllr JO'D and carried unanimously.

23/5/12.6 To review and approve updated Fixed Asset register- The document had been circulated prior to the meeting (Jubilee bench, MVAS and replacement laptop added); Cllr SFdS proposed approval, seconded by Cllr JO'D and carried unanimously.

23/5/12.7 To consider adopting the General Power of Competence (based on 2/3 of the Council being elected members and the Clerk being CiLCA qualified- Cllr SP proposed GPC be adopted, seconded by Cllr JO'D and carried unanimously.

23/5/12.8 To Approve Year End accounts to March 31st 2023 (quarterly bank Reconciliations, budget documents & cashbooks circulated and approved at April meeting)- Cllr SJR proposed approval, seconded by Cllr UB and carried unanimously.

23/5/12.9 To approve the Internal Audit report (audit completed 27th April 2023)- Report and recommendations circulated prior to meeting. Cllr SJR proposed approval, seconded by Cllr JO'D and carried unanimously.

23/5/12.10 To Consider, Approve and Sign AGAR Section 1 – Annual Governance Statement 2022/23- Cllr SJR read out the statements, which were approved unanimously; the document was then signed.

23/5/12.11 To Consider, Approve and Sign AGAR Section 2 – Accounting Statements 2022/23- Cllr SJR read out the figures, which were approved unanimously; the document was then signed.

Cllr S Parfrey left the meeting

23/5/12.12 To sign the Certificate of Exemption (if <£25,000 income & expenditure)- Cllr SJR read out the details on the certificate before it was agreed and signed.

23/5/12.13 To approve explanation of variances – attached- the variances were approved.

23/5/12.14 To confirm the dates of the period for the exercise of public rights (Monday 5th June 2023-Friday 14th July 2023)- the recommended dates were approved.

23/5/12.15 To review and approve Standing Orders- Cllr SFdS proposed order 3g be amended from 2 to 5 minutes; seconded by Cllr UB and carried unanimously.

23/5/12.16 To review and approve Financial Regulations- Cllr SJR proposed approval, seconded by Cllr UB and carried unanimously.

23/5/12.17 To review and approve the following policies and procedures: Safeguarding, Equal Opportunities,

GDPR, Code of Conduct, Model Publication Scheme, Complaints Procedure and Accessibility Statement- All circulated prior to the meeting; Cllr SJR proposed approval, seconded by Cllr UB and carried unanimously.

- 23/5/12.18 To review and approve Council Risk Assessments (general, playpark, Community room)- All circulated prior to the meeting; Cllr JO'D proposed 'signage in place' be removed from the Playpark risk assessment, seconded by Cllr GR and carried unanimously.
- 23/5/12.19 Review of subscriptions and providers (CAPALC, Cambs ACRE, SLCC, Parish Online, Scribe Accounts, DM Payroll services)- Cllr SJR proposed all current subscriptions continue, seconded by Cllr SFdS and carried unanimously.
- 23/5/12.20 To review Community Room hire charges for the coming year- Cllr SFdS proposed the rates remain the same for the coming year, seconded by Cllr UB and carried unanimously.
- 23/5/12.21 To agree online banking signatories going forward (currently Cllrs Fane de Salis, Johnson & Parfrey)- Cllr SFdS proposed Cllr SJR be added to the mandate as a signatory, seconded by Cllr UB and carried.
- 23/5/12.22 To agree internal auditor for 2023/2024 (Currently CAPALC)- Cllr SJR proposed CAPALC continue as internal auditor for the coming year, seconded by Cllr JO'D and carried unanimously.
- 23/5/12.23 To review insurance cover (BHIB 3-year cover agreed in September 2021)- cover in place.
- 23/5/12.24 To Note CIL remittance received for £3947.40 in April 2023 and to consider CIL spending- noted. It was agreed that CIL spending for additional MVAS units could be considered at the next meeting.
- 23/5/12.25 To agree schedule for the meetings for the coming year- currently 8pm on the 3rd Thursday of every month excluding August; December date subject to change- Cllr UB proposed the meetings commence at 7pm going forward, seconded by Cllr SJR and carried unanimously.
- 23/5/12.26 To note precept remittance (£10,405.00)- noted.
- 23/5/12.27 To discuss installation of 'no parking' signs for the railings on the Village Green to address parking issues- it was noted the issues are ongoing. Potential signs to be considered next meeting.
- 23/5/12.28 To consider quotations and approve a contractor for grassing the remainder of the Town and Poors Field- Cllr SFdS informed the Council despite multiple approaches, only two people could be found that were willing to quote (West Farm and TH Autos (Yard Maintenance Services)). Following discussions Cllr SFdS proposed the quote from R. Purser of West Farm (£3840 + VAT, with an additional £340+ VAT for seed), be accepted based on Robin's knowledge of the work and machinery to complete the job. This was seconded by Cllr UB and carried unanimously. Start date to be agreed based on recommendation.
- 23/5/12.29 To consider purchase of a CCTV camera for Spaldwick allotments- deferred pending advice regarding Data Protection requirements.

Expenditure for approval 18th May 2023:

- 23/5/12.30 Clerk's wages (Apr-May) (S.Cardwell: **£349.99**, HMRC: **£0**)- Cllr JO'D proposed payment, seconded by Cllr SFdS and carried unanimously.
- 23/5/12.31 Total Energies invoices (Accounts 3006693866 & 3006693855) Apr-May- invoices to be received- invoices for £22.79 and £12.90 circulated prior to the meeting- Cllr SJR proposed payment, seconded by Cllr UB and carried unanimously.
- 23/5/12.32 A.Murphy invoice for cleaning of the Community Room (Apr-May): **£44.00**- Cllr SJR proposed payment, seconded by Cllr SFdS and carried unanimously.
- 23/5/12.33 Brookfield Contracting: Village grasscutting: **£264.00** (inc. VAT)- invoice to be received- Cllr SJR proposed payment, seconded by Cllr SFdS and carried unanimously.
- 23/5/12.34 Reimbursement to Cllr JO'D for replacement Playpark sign: **£10.44** (no VAT)- Cllr JO'D did not participate in the vote, Cllr SJR proposed payment, seconded by Cllr SFdS and carried.
- 23/5/12.35 Grafton Projects invoices for cleaning products £8.28 + £14.37 + £20.49 (all inc. VAT):
Total: £43.14- Cllr SJR proposed payment, seconded by Cllr JO'D and carried unanimously.
- 23/5/12.36 ACES Academies Trust- Electricity bill for Community Room- June 2022- **£4,302.65 (inc. VAT)**- Following discussions, the Clerk was requested to contact Spaldwick School and request a revised invoice based on individual rates for the years covered rather than a flat rate. The school was previously County Council-run, rather than an Academy, so billing also to be clarified. Quarterly invoice to be requested going forward.
- 23/5/12.37 CAPALC-Internal audit-invoice to be received- not yet received.

23/5/13 Assets – Provision/Maintenance

- 23/5/13.1 Weekly Ferriman Road Play Area's Inspection- Cllr JO'D confirmed checks are being carried out weekly and a monthly report completed. Everything is currently ok; the grass is still to be trimmed away from the soft pour.
- 23/5/13.2 Update regarding the Community Room- The contents of the cupboards to be discussed next meeting. Replacement first aid box to be ordered.
- 23/5/13.3 Update regarding The War Memorials Trust- Cllr GR to take-on the listed building application. Clerk to forward on previous details.
- 23/5/13.4 Update regarding the defibrillator- The defibrillator had been taken out but not used.
- 23/5/13.5 To consider purchase of a blood kit- update from Cllr Parfrey- deferred. Clerk requested to seek advice from D. O'Brian who manages the Spaldwick defibrillator.
- 23/5/13.6 Update regarding the Jubilee plaques outside The Manor Farm House- Cllr UB to investigate.
- 23/5/13.7 Further discussion of the open space in Spaldwick- Clerk to pass details of potential companies to Cllr UB.
- 23/5/13.8 Update regarding the MVAS Flashing Speed sign- no update.
- 23/5/13.9 To discuss registration of the titles for the Village Greens in Spaldwick- Cllr SFdS confirmed some advice had been received regarding registering the titles. For additional advice it would be necessary to register with the 'Open Spaces Society' (approximate cost £33/ year individual cost). Following discussions, Cllr JO'D proposed the Council join the Open Spaces Society; seconded by Cllr UB and carried unanimously.
- 23/5/14 **Highways, footpaths, byways, gritting bin, trees, etc.**
- 23/5/14.1 LHI update regarding the 40mph buffer zones and gates- District and County Cllr I Gardener to chase.
- 23/5/15 Update regarding the Wooley Hill Wind Farm- deferred.
- 23/5/16 Update regarding the Coronation event- Cllr SJR updated the Council that the Sunday celebrations were well-attended and the weather good. The Monday volunteering at The Church and Playtimes preschool was also well-attended. 33 commemorative medals are still available.
- 23/5/17 Update regarding IT provision- Clerk met with Ask IT and has discussed issues that need to be resolved. Cllr GR's email address will need to be set-up and there is also an issue with Councillors opening .eml attachments.
- 23/5/18 Any items for the next edition of Spaldwick News- Cllr SJR to send details of the Vectare bus service, coronation medals and the Highway update regarding the issue on the route to Stow Longa.
- 23/5/19 **Correspondence** (-previously circulated)- all noted
- 23/5/19.1 Highways: Events Diary - May 23
- 23/5/19.2 TMC Incident Report - April 2023
- 23/5/19.3 NALC Bulletin
- 23/5/19.4 HDC - 'Local Plan Update Issues Engagement' - Town & Parish Council Presentation
- 23/5/19.5 HDC- Alternative Land Management
- 23/5/19.6 Cambridgeshire Matters - April 2023
- 23/5/19.7 HDC- Local Plan Issues Papers consultation launch
- 23/5/19.8 Huntingdonshire District Council_ New event available
- 23/5/19.9 Volunteers Needed at Hinchingsbrooke Hospital
- 23/5/19.10 Updated 2023 Micro Asphalt Program
- 23/5/20 Councillors' questions- Items for next month's agenda: Items raised by the Internal audit report, to consider CIL spending for additional MVAS units, 'no parking' signs for the Village Green, Community Room cupboard.
- 23/5/21 **Date of the next meeting:** Thursday 15th June.

The meeting closed at 10pm.

Signed:

Chairman:

Date: