

MINUTES

Spaldwick Parish Council meeting held on **Thursday 15th June 2023** at 7.00pm in Spaldwick Community Room, Spaldwick Primary School.

Chair: Sharan Jackson-Rimmer

Present: Councillors, S Jackson-Rimmer (SJR- Chair), J O'Dwyer (JO'D), G Rice (GR) and S Cardwell (Clerk)

23/6/1 To Receive Apologies and Reasons for Non-Attendance- S Fane de Salis (SFdS), S Parfrey (SP), R Johnson (RJ), District and County Cllr I Gardener.

23/6/2 Declarations of Interests for Members (Disclosable Pecuniary Interests)- none.

23/6/3 To Receive and Approve the Minutes of the Annual Meeting of Spaldwick Parish Council on 18th May 2023- Cllr JO'D proposed signing and approval of the minutes as a true record of the meeting, seconded by Cllr GR and carried unanimously.

23/6/4 Matters arising from those Minutes- District and County Cllr I Gardener had provided an email update confirming he has a meeting with the lead flood authority and the Internal Drainage board to discuss any issues with the Ivy Way planning application.

23/6/5 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- no members of the public present.

23/6/6 **Planning**

To consider new planning consultations

None

Determined by planning authority:

none

23/6/7 **Finance**

23/6/7.1 To note: Account balance at 31.05.2023: £68,360.86- noted.

23/6/7.2 Update regarding bank accounts (access and signatories)- The Clerk provided some feedback from other local councils regarding the three banks discussed previously (Metro bank, Lloyds and Unity Trust). Following discussions, the Clerk was asked to find further details of charges for Unity Trust transactions and additional information to be reviewed next meeting.

23/6/7.3 To note: a total credit of £1945.94 has been received from HMRC for the two VAT reclaims submitted- noted.

23/6/7.4 To note: Cambridgeshire County Council has confirmed their grasscutting contribution for the 2023-2024 season will remain unchanged (£498.13)- noted.

23/6/7.5 To consider CIL spending (purchase of additional MVAS units has been suggested)- Clerk requested to get prices for one or two Elan City solar units identical to the existing model to be discussed next meeting.

23/6/7.6 To consider registering with the Information Commissioner's Office (ICO) as recommended by the internal audit recently conducted (cost approximately £40 per annum)- Cllr SJR proposed the Council register, seconded by Cllr GR and carried unanimously.

23/6/7.7 To consider quotations to install 'no parking' signs on the railings on the Village Green to address parking issues- deferred.

23/6/7.8 Update regarding grassing the remainder of the Town and Poors field- seeding to be undertaken in September based on recommendation. Invoice for initial works to be received and paid.

23/6/7.9 To consider purchase of a CCTV camera for Spaldwick allotments- Clerk detailed advice received from CAPALC regarding the Town and Poors accounting and data protection implications for CCTV. It was agreed this should be added as an agenda item for next meeting and discussed in further detail.

Expenditure for approval 15th June 2023:

23/6/7.10 Clerk's wages (May-Jun) (S.Cardwell: **£350.19**, HMRC: **£0**)- Cllr SJR proposed payment, seconded by Cllr JO'D and carried unanimously.

- 23/6/7.11 Total Energies invoices (Accounts 3006693866 & 3006693855) May-Jun- invoices to be received- Received, £22.35 and £13.33, Cllr SJR proposed payment, seconded by Cllr JO'D and carried unanimously.
- 23/6/7.12 A.Murphy invoice for cleaning of the Community Room (May-Jun): **£44.00**- Cllr SJR proposed payment, seconded by Cllr JO'D and carried unanimously.
- 23/6/7.13 Brookfield Contracting: Village grasscutting: **£264.00** (inc. VAT)- invoice to be received. Received. Cllr SJR proposed payment, seconded by Cllr JO'D and carried unanimously.
- 23/6/7.14 Reimbursement to Clerk for book of 2nd class stamps purchased: **£6.00**- Cllr SJR proposed payment, seconded by Cllr JO'D and carried unanimously.
- 23/6/7.15 Grafton Projects invoice for first aid kit and ink cartridge- invoices to be received- invoices not yet received- deferred.
- 23/6/7.16 ACES Academies Trust- Electricity bill for Community Room- June 2022-replacement invoice to be received. £2208.37. Cllr SJR proposed payment, seconded by Cllr JO'D and carried unanimously.
- 23/6/7.17 CAPALC-Internal audit-invoice to be received- deferred.

23/6/8 **Assets – Provision/Maintenance**

- 23/6/8.1 Weekly Ferriman Road Play Area's Inspection- Cllr JO'D confirmed all is ok, there is just one slide bolt to be tightened and some grass to trim.
- 23/6/8.2 Update regarding the Community Room including discussion of the contents of the cupboards- It was agreed Cllr SJR would contact the Chair of the Escape youth club regarding the cupboard contents.
- 23/6/8.3 Update regarding The War Memorials Trust- Cllr GR to pursue the grant application as agreed.
- 23/6/8.4 Update regarding the defibrillator- no update. It was agreed to canvas opinion for suitable locations for a possible second defibrillator.
- 23/6/8.5 To consider purchase of a blood kit- Following advice received from the first responder who managed the defibrillator, it was agreed not to pursue the purchase.
- 23/6/8.6 Update regarding the Jubilee plaques outside The Manor Farm House- deferred.
- 23/6/8.7 Further discussion of the open space in Spaldwick- deferred. Details for equipment providers to be send to Cllr JO'D, who will also contact neighbouring councils for feedback on recent installations.
- 23/6/8.8 Update regarding the MVAS Flashing Speed sign- deferred.
- 23/6/8.9 Update regarding registration of the titles for the Village Greens in Spaldwick- Clerk confirmed membership of the Open Spaces Society is £45 p/a, rather than £35 p/a. Cllr SJR proposed payment should be made for the membership, seconded by Cllr GR and carried unanimously.
- 23/6/8.10 Update regarding the uneven road surface and tree root damage to Church Lane- Clerk confirmed she had posted the letter to St James' Church enquiring about ownership of Church Lane and was awaiting a response. Cllr SJR shared an update she had received regarding the origins of the shed on Church Lane. It was then discussed the Open Spaces Society might be able to provide additional information.
- 23/6/8.11 Update regarding installing a base for the Jubilee bench- deferred.
- 23/6/8.12 Update regarding IT provision- Clerk confirmed set-up of Cllr GR's email address has been requested. Cllr GR to speak with Frank regarding the set-up and transfer.

23/6/9 **Highways, footpaths, byways, gritting bin, trees, etc.**

- 23/6/9.1 LHI update regarding the 40mph buffer zones and gates- Cllr SJR updated the Council regarding a call with Highways to confirm the exact costings. It was noted that the gates were included in the proposal in error and that only two of the three sites are in fact suitable for the gates due to insufficient space. Highways confirmed they would honour the inclusion of the gates as part of the initial proposal and the updated contribution figures would be Cambridgeshire County Council: £10,670.56, Spaldwick Parish Council: £5391.30. Cllr JO'D proposed the Council pay the £5391.30, (the majority to be covered using the available CIL money, £5263.20); this was seconded by GR and carried unanimously.

23/6/10 Update regarding the Wooley Hill Wind Farm- no update, to be taken off agenda for now.

23/6/11 To consider any training requirements- Clerk provided dates for the next available Councillor and Chairman training dates. As these were unsuitable, she was asked to find out the subsequent session dates.

23/6/12 To consider Data Protection cover requirements following recommendations raised during the annual internal audit- Following discussions, the Clerk was asked to draft a Data Protection policy and email privacy notice and it was agreed to further discuss the CAPALC Data Protection Officer scheme and cyber insurance cover next meeting.

23/6/13 Any items for the next edition of Spaldwick News- Potential locations for a second defibrillator and Secret Garden Party dates when Huntingdon will be very busy.

23/6/14 **Correspondence** (-previously circulated)- all noted.

23/6/14.1 Cambs police- Huntingdon Community Meeting 13 June

23/6/14.2 CAPALC May Bulletin

23/6/14.3 NALC Bulletin

23/6/14.4 Greater Cambridge Partnership: Making Connections consultation update

23/6/14.5 Remembrance Presentation for Parishes 2023

23/6/14.6 Cambridgeshire Matters - May 2023

23/6/14.7 Greater Cambridge Partnership: Making Connections consultation report published

23/6/14.8 Highway events diary- Jun 23

23/6/14.9 Cambs ACRE: Join us for our first 'Staying Connected' event on Rural Affordable Housing-Book now

23/6/14.10 Greater Cambridge Partnership: Making Connections information

23/6/15 Councillors' questions- Next agenda to include update regarding St. James' church. It was noted that the overgrown hedges on Long Lane have been reported to Highways and a repair ordered for within the next three months. The AGAR Certificate of Exemption has been submitted and receipt confirmed by the external auditors. On Sunday July 2nd at 6pm at St Andrew's Church, Kimbolton there will be a service of welcome for Revd Sarah West, who will be starting her curacy that day; all are welcome (no RSVP required). Fitness Rush email to be added to next agenda.

23/6/16 **Date of the next meeting:** Thursday 20th July.

The meeting closed at 8.33pm.

Signed:

Chair:

Date: