

MINUTES

Spaldwick Parish Council meeting held on **Thursday 20th July 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), U Braun (UB), G Rice (GR), District and County Cllr I Gardener and S Cardwell (Clerk)

23/7/1 To Receive Apologies and Reasons for Non-Attendance- S Fane de Salis (SFdS), S Parfrey (SP), R Johnson (RJ).

23/7/2 Declarations of Interests for Members (Disclosable Pecuniary Interests)- none.

23/7/3 To Receive and Approve the Minutes of the Spaldwick Parish Council meeting on 15th June 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.

23/7/4 Matters arising from those Minutes- none.

23/7/5 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- District and County Cllr I Gardener addressed the Council first explaining that he visited the proposed Ivy Way development site with the lead flood authority and Alconbury and Ellington Internal drainage board in June and confirming that the non-return valve on the drain is to be investigated.

He then noted that the Joint Administration voted unanimously to implement the charge for garden bins from April 2024 at a rate of £57.50 p/a; up to four additional bins will then be chargeable at £30 each. Food waste will not be able to go in garden bins going forward. Concerns surrounding the topic include increases in landfill waste and associated methane gases generated, increased fly tipping and bonfires, and more vehicles travelling on roads for dump runs. The possibility of Saturday dustcart runs for people to empty their bins into is also being considered. Cllr Gardener thanked residents who attended the June Ting Roadshow, and informed Councillors that the Cambridgeshire Fire and Rescue Consultation 2024-28 survey is open until the end of July. He also confirmed there was a majority of people against the Greater Cambridge partnership's proposed congestion charge, with key objections being the fact there are three hospitals within the zone, residents are unhappy about having to pay to leave Cambridge and the overall costs and size of the zone. Next year's Local Highway Improvement submissions will take place between 27th October 2023 and 12th January 2024, with panel meetings during summer 2024 and final decisions made in September; the 20mph zones are also likely to be offered again.

The drainage issues on Stow Longa Hill are due to be worked upon in late August/early September, edges redefined and white lines painted. There is currently a £1million fund from Cambridgeshire County Council offering grants of up to £40,000 for Councils to build or improve community buildings; the deadline is 24th September. The Parliamentary Boundary Commission has proposed Spaldwick become part of the Huntingdon constituency.

23/7/6 **Planning**

To consider new planning consultations

None

Determined by planning authority:

23/7/6.1 Reference: 23/00649/FUL

Application Received: Wed 12 Apr 2023

Address: Land East Of Ivy Way Spaldwick

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

Status: Refused

Decision Issued Date: Wed 12 Jul 2023

Appeal Status: Unknown- noted.

23/7/7 **Finance**

23/7/7.1 To note: Account balance at 30.06.2023: £67,970.67 (cashbook previously circulated)-noted.

- 23/7/7.2 Update regarding bank accounts, Clerk to provide further details regarding Unity Trust bank- Feedback from other Councils posted on the SLCC forum about various alternative banks and specific details about Unity Trust had been circulated in advance of the meeting. Following discussions, Cllr SJR proposed the Parish Council change to bank with Unity Trust instead of Barclays Bank, seconded by Cllr GR and carried unanimously. Clerk to begin the process.
- 23/7/7.3 To consider quotations to purchase one or two additional Elan City solar MVAS units identical to the existing model- Clerk advised that the current cost per solar unit is £2250; jubilee clips would then be purchased too. If two Elan City units are purchased then free shipping could be arranged. Following discussions, Cllr SJR proposed purchase of one unit; this was seconded by Cllr JO'D and carried unanimously. Clerk to order at the end of August for September delivery.
- 23/7/7.4 To consider quotations to install 'no parking' signs on the railings on the Village Green to address parking issues- Clerk requested to contact 'Signs of the Times' who did the playpark sign for a quote.
- 23/7/7.5 Following advice received from CAPALC, to consider quotations for specialist advice regarding management of the Parish Council and Town and Poors finances in relation to the allotments site- Replies to enquiries made by the Clerk to two specialist solicitors recommended by a CAPALC adviser were circulated in advance of the meeting. Following discussions, Cllr JO'D proposed the Council proceed with asking Surrey Hill Solicitors to investigate and advise on managing the finances separately and how best to incorporate the running of the allotment site within this. Cllr GR seconded the proposal and it was carried unanimously.
- 23/7/7.6 To consider purchase of a CCTV camera for Spaldwick allotments including the associated data protection implications- deferred pending solicitor's advice regarding the allotments.
- 23/7/7.7 To note and approve: Q1 Income and expenditure against the budget (file circulated prior to meeting)- Cllr SJR proposed approval, seconded by Cllr UB and carried unanimously.
- 23/7/7.8 To note and approve: Q1 Community room receipts and payments document (file circulated prior to meeting)- Cllr SJR proposed approval, seconded by Cllr UB and carried unanimously.
- 23/7/7.9 To note and approve Q1 financial reconciliation (file circulated prior to meeting)- Cllr SJR proposed approval, seconded by Cllr UB and carried unanimously.
- 23/7/7.10 To consider quotation received from BHIB for Data Protection cover to be added to the insurance schedule following recommendations raised during the annual internal audit (cost £13.20 for the remainder of this year's cover or approximately £50 for the year from October)- Following discussions, Cllr JO'D proposed adding the cover from now, seconded by Cllr GR and carried unanimously. Clerk to arrange.

Expenditure for approval 20th July 2023:

- 23/7/7.11 Clerk's wages (Jun-Jul) (S.Cardwell: **£418.25**, HMRC: **£0**)- Cllr SJR proposed payment, seconded by Cllr JO'D and carried unanimously.
- 23/7/7.12 Total Energies invoices (Accounts 3006693866 & 3006693855) Jun-Jul- **£21.07** and **£12.90** (inc. VAT)- Cllr SJR proposed payment, seconded by Cllr UB and carried unanimously.
- 23/7/7.13 A.Murphy invoice for cleaning of the Community Room (Jun-Jul): **£55.00**- Cllr JO'D proposed payment, seconded by Cllr UB and carried unanimously.
- 23/7/7.14 Brookfield Contracting: Village grasscutting: **£264.00** (inc. VAT)- Cllr SJR proposed payment, seconded by Cllr UB and carried unanimously.
- 23/7/7.15 Grafton Projects invoice for first aid kit and ink cartridge: **£58.68** (inc. VAT)- Cllr SJR proposed payment, seconded by Cllr GR and carried unanimously.
- 23/7/7.16 Reimbursement to Clerk for Open Spaces membership: **£45.00**- Cllr SJR proposed payment, seconded by Cllr GR and carried unanimously.
- 23/7/7.17 To ratify retrospectively Robin Purser- West Farm invoice for **£3762.00** (inc. VAT) for 75% of total allotment seeding cost- Cllr SJR proposed payment, seconded by Cllr JO'D and carried unanimously.
- 23/7/7.18 Reimbursement to Clerk for ICO membership: **£40.00** (VAT nil)- Cllr SJR proposed payment, seconded by Cllr UB and carried unanimously.
- 23/7/7.19 CAPALC-Internal audit invoice: **£91.65** (no VAT)- Cllr SJR proposed payment, seconded by Cllr GR and carried unanimously.
- 23/7/7.20 SLCC membership renewal fee for Clerk (6/16 of the total, Sawtry PC have been invoiced 10/16ths): **£65.49** (no VAT)- Cllr SJR proposed payment, seconded by Cllr GR and carried unanimously.
- 23/7/7.21 Reimbursement for allotment gates lock- invoice to be received (money to be transferred from the Town and Poors account when access reinstated)- The Clerk confirmed she had been advised the purchaser kindly donated the lock without requiring payment.

- 23/7/7.22 Payment of WAVE water bill for the Town and Poors field: **£52.91** (money to be transferred from the Town and Poors account when access reinstated)- Cllr SJR proposed payment, seconded by Cllr JO'D and carried unanimously.
- 23/7/7.23 To agree in advance August payment of the Clerk's wages: **341.04** (amount to be confirmed by payroll provider)- Cllr SJR proposed payment, seconded by Cllr UB and carried unanimously.
- 23/7/7.24 To agree in advance August payment of A. Murphy's cleaning invoice: **£44.00**- Cllr SJR proposed payment, seconded by Cllr GR and carried unanimously.
- 23/7/7.25 To agree in advance August payment of the Total Energies invoices- amounts to be received- Cllr SJR proposed payment, seconded by Cllr JO'D and carried unanimously.
- 23/7/7.26 To agree in advance August payment of the Brookfield Contracting grasscutting invoice for August: **£264.00** (inc. VAT)- Cllr SJR proposed payment, seconded by Cllr JO'D and carried unanimously
- 23/7/7.27 DM Payroll Services Ltd invoices for first half of 2023/24 financial year: **£60.00** (no VAT)- Cllr SJR proposed payment, seconded by Cllr UB and carried unanimously.

23/7/8 **Assets – Provision/Maintenance**

- 23/7/8.1 Weekly Ferriman Road Play Area's Inspection- Cllr JO'D confirmed the grass has been trimmed around the wetpour and the playpark sign is still to go up; Cllr UB will do this. The gate spring is also broken so it was agreed a replacement should be sourced and the cost reimbursed (Cllrs UB and SFdS to arrange).
- 23/7/8.2 Update regarding the Community Room and contents of the cupboards- Cllr SJR confirmed she had contacted a member of the Youth Club committee and they are looking to restart. It was agreed the Community Room should be readvertised in the Spaldwick News and the hire document wording should be reviewed next meeting
- 23/7/8.3 Update from Cllr GR regarding The War Memorials Trust- Cllr GR confirmed there is no update yet.
- 23/7/8.4 Update regarding the defibrillator. To note: currently bids are being invited for £1 million defibrillator Fund- noted. The Clerk was asked to contact D. O'Brian who manages the current defibrillator regarding options for solar or lamppost installations given the number of properties in the centre of the village that are grade two listed or in a conservation area.
- 23/7/8.5 Update from Cllr UB regarding the Jubilee plaques outside The Manor Farm House- deferred.
- 23/7/8.6 Further discussion of the open space in Spaldwick including potential equipment to be presented by Cllr JO'D- Cllr JO'D presented options from four different providers: Hags, Sunshine Gym, Freshair Fitness and Wicksteed but needed further guidance regarding budget, age group and the number of items of equipment required. The Clerk confirmed £7,000 had been budgeted for the year. Councillors agreed that four or five pieces would be ideal, then requested Cllr JO'D take further advice regarding suitable options from a personal trainer and report back to the next meeting.
- 23/7/8.7 Update from Cllr SJR regarding the MVAS Flashing Speed sign- deferred.
- 23/7/8.8 Update from Clerk regarding registration of the titles for the Village Greens in Spaldwick- The Clerk confirmed the registration fee had been paid for the Open Spaces Society Membership but the welcome pack had not yet been received, nor had the enquiries submitted been answered yet.
- 23/7/8.9 Further discussion regarding Church Lane (uneven road surface from tree roots)- The Clerk confirmed the Ely Diocese have searched their files and have no documents referring to the ownership of Church Lane. As above, awaiting reply from the Open Spaces Society enquiry submitted.
- 23/7/8.10 Update regarding installing a base for the Jubilee bench- Cllr UB confirmed he would chase the job specification from Cllr RJ.
- 23/7/8.11 Update regarding IT provision- Clerk confirmed she had been in contact with Ask IT again. Cllr GR to contact Ask IT about the WordPress site. Following discussions Cllr GR proposed an external hard drive be purchased to back-up electronic Council data; this was seconded by Cllr UB and carried unanimously.

23/7/9 **Highways, footpaths, byways, gritting bin, trees, etc.**

- 23/7/9.1 LHI update regarding the 40mph buffer zones and gates- Cllr SJR confirmed the provisional construction date is the 23rd August.
- 23/7/9.2 To note: a fault report for footpath 12 has been submitted to CCC by M. Ager as it is overgrown- The Clerk confirmed this related to crops higher than 1.5m opposite the petrol station. Following discussions, it was agreed an item should be sent to the Spaldwick News regarding reporting overgrown vegetation online to the relevant authority.
- 23/7/9.3 To discuss and formulate a comment to submit on the Initial Overview report Felixstowe to Midlands-

It was agreed that the Clerk should resubmit the concerns from last time (Slip roads to A14 West bound inadequate length with restricted visibility near Thrapston Road, Claas has a busy workshop and sales showroom on Thrapston Road, Spaldwick is in an area of Agriculture land use and has numerous agricultural vehicles moving on our roads, Spaldwick Service Area. LGV's parked opposite and onto West bound off slip causing a danger to traffic leaving the A14, historic buildings suffering from vibration by LGV's route through the village especially from Williams Transport, HGVs heading through the village to get to the Kimbolton Industrial Estate), also the inadequate slip roads at Easton, Leighton Bromswold, Keyston, Catworth and Titchmarsh.

23/7/10 Update regarding St. James' church- deferred.

23/7/11 To consider any training requirements- Clerk to confirm details of the Councillor training on 30th September and send to Cllr SJR.

23/7/12 To consider marking of the new allotment gates as an enhanced security measure- The Clerk confirmed she had received a quotation to engrave both gates with the Parish Council name and in-fill with black paint (£650 + VAT). Following discussions, Cllr UB proposed the Council don't proceed with marking the gates; this was seconded by Cllr JO'D and carried unanimously.

23/7/13 To consider offer of collaboration email received from Community Wellness- Fitness rush- The Clerk was asked to pass Cllr SJR's details on for them to contact her if they would like to discuss further.

23/7/14 To consider adopting email privacy notices for all Council emails (draft circulated); this is following recommendations received from CAPALC during the internal audit- Cllr GR proposed the Council start using the email notices, seconded by Cllr JO'D and carried unanimously. Clerk to contact Ask IT to arrange.

23/7/15 To consider adopting a Data Protection Policy (draft circulated); this is following recommendations received from CAPALC during the internal audit- Cllr GR proposed some details be added regarding cookie usage and dates of last updates; this was seconded by Cllr JO'D and carried unanimously. Clerk to discuss cookies detail with Ask IT.

23/7/16 Any items for the next edition of Spaldwick News- Advertising hire of the Community Room, defibrillator locations, green bin charges and a reminder to trim overhanging bushes in gardens and use the online reporting tools for hedgerows etc.

23/7/17 **Correspondence** (-previously circulated)- all noted.

23/7/17.1 Greater Cambridge Partnership: Have your say on Addenbrooke's Roundabout

23/7/17.2 NALC: Chief executive's bulletin

23/7/17.3 CAPALC June Bulletin

23/7/17.4 Highways: Updated 2023 Gripfibre Micro Asphalt program

23/7/17.5 HDC: Community Ownership Fund

23/7/17.6 HDC: Invitation: Reduce waste in Huntingdonshire | 12th July

23/7/17.7 Cambridgeshire Matters - June 2023

23/7/17.8 Protection Approaches: Free Community Builder Training (online)

23/7/17.9 Addiction Advocates: Alcohol Awareness week

23/7/17.10 Highway events diary- July 23

23/7/17.11 CCC: TMC Incident Report - June 2023

23/7/18 Councillors' questions- Volunteering email received to be sent to Playtimes and St. James' Church. Cleaning products to be ordered for the Community room. Reimbursement for an ink cartridge purchased by Cllr JO'D to be added to the next agenda.

23/7/19 **Date of the next meeting:** Thursday 21st September.

The meeting closed at 8.45pm.

Signed (Chair):

Date: