

## MINUTES

Spaldwick Parish Council meeting held on **Thursday 21<sup>st</sup> September 2023** at 7.00pm in Spaldwick Community Room, Spaldwick Primary School.

Chair: Sharan Jackson-Rimmer

Present: Councillors, S Jackson-Rimmer (SJR- Chair), S Parfrey (SP), J O'Dwyer (JO'D), G Rice (GR), District and County Cllr I Gardener and S Cardwell (Clerk)

23/9/1 To Receive Apologies and Reasons for Non-Attendance- Cllr SFdS.

23/9/2 Declarations of Interests for Members (Disclosable Pecuniary Interests)- Cllr JO'D item 23/9/7.15.

23/9/3 To Receive and Approve the Minutes of the Parish Council Meeting on 20<sup>th</sup> July 2023 and the Extraordinary meeting of the Parish Council on Friday 11<sup>th</sup> August 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.

23/9/4 Matters arising from those Minutes- none.

23/9/5 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 confirming that the proposed charge for green (garden) bins will proceed from 1<sup>st</sup> April 2024. The charge will be £57.50 per year and household can have extra bins for £30 each up to a total of four. Food waste will have to go in grey bins once the charge is implemented as Huntingdonshire District Council (HDC) cannot charge for food waste to be collected. Concerns raised about the scheme include: increased landfill, associated emissions (methane from landfill and additional pollution from vehicles driving to the tips), bonfires, flytipping, the impact on the Climate Emergency that has been declared, and the effects for the elderly, those that live alone and the poorest residents. Cllr Gardener then provided an update regarding the Local Plan call for sites. There are sites in Spaldwick that have been identified and HDC is currently reviewing all services etc. now so that villages can be given a score in order to determine which sites are suitable. There will then be consultation next year. In regards to the Mayoral bus services, the 400, which goes to Spaldwick and the Ting service are not currently cost-effective. The Cambridge congestion charge (7-10am and 3-6pm on weekdays, £5 car, £10 van and £50 HGV) is unlikely to proceed at the current time, as it is a very unpopular proposal amongst voters. There is an online petition (<https://shorturl.at/dkFTZ>) about the weeds growing now that the County Council has stopped their weed-spraying. Local Highway Improvement (LHI) bids can be submitted between 27<sup>th</sup> October 2023 and 12<sup>th</sup> January 2024. Cllr SJR raised the unresolved issue of damage to the verges on Stow Road and Cllr Gardener will follow-up with Highways about this. He also informed the Council that there will be a change of Local Highways Officer soon and a new Public Rights of Way Officer and team due to start soon. Cllr SP raised the issue of a tree growing in the Alconbury Brook, near the A14 slip road; Cllr Gardener will also follow-up this issue

### 23/9/6 **Planning**

To consider new planning consultations

23/9/6.1

Reference: 23/01409/HHFUL & 23/01410/LBC

Application Received: Thu 27 Jul 2023

Address: 33 High Street Spaldwick Huntingdon PE28 0TD

Proposal: External repairs, hard-landscaping and replacement outbuilding structures

To note: an extension for comments from the Parish Council was requested from Huntingdonshire District Council on the above application but no reply received.

- Following discussions, Cllr SP proposed the Council recommend approval of the application on the basis that there is no impact on the street scene and that the repairs are required for the upkeep and maintenance of a listed building. This was seconded by Cllr JO'D and carried unanimously.

Determined by planning authority:

None.

## 23/9/7 Finance

- 23/9/7.1 To note: Account balance at 31.08.2023: £62,578.45- noted.
- 23/9/7.2 Update regarding bank accounts: Clerk to provide further details regarding transfer of bank accounts to Unity Trust bank- The Clerk confirmed all of the paperwork had been posted by recorded delivery and that she had had confirmation by phone that the transfer process was nearing completion and that email confirmation should be received soon.
- 23/9/7.3 Outstanding payments to WAVE (£52.91) and ACES (£2208.37) are to be made- Cllr SP to check the payments have not already been made and arrange accordingly.
- 23/9/7.4 To consider quotations to install 'no parking' signs on the railings on the Village Green to address parking issues- The Clerk had circulated three possible options in advance of the meeting. Following discussions, Cllr GR proposed purchase of 2 x Goodvia yellow signs from Amazon at an approximate cost of £31.97. This was seconded by Cllr JO'D and carried unanimously.
- 23/9/7.5 Update regarding management of the Parish Council and Town and Poors finances in relation to the allotments site- an email from the solicitor looking into the issue was read out by Cllr SJR. The Clerk is to try and locate the Town and Poors governing document in the first instance.
- 23/9/7.6 To consider purchase of a CCTV camera for Spaldwick allotments- deferred pending resolution of the above item.
- 23/9/7.7 To note: CAPALC has advised of a Model Financial Regulations Consultation- noted.
- 23/9/7.8 To consider advice received from the insurance company regarding a second claim for the theft of the allotment gates- Following discussions, Cllr GR proposed the second claim be pursued; this was seconded by Cllr JO'D and carried unanimously. The Clerk also confirmed that the insurance renewal was due (year three of a three-year agreement) at a cost of £696.74. The Parish online mapping will not be included in the cost this year; Cllr SJR proposed this be purchased separately, seconded by Cllr SP and carried unanimously.
- 23/9/7.9 To consider the three possible options of replacement allotment gates for the site- Three potential replacement options from the contractor who completed the installation had been circulated prior to the meeting, based on the specification agreed by the Council. Following discussions, Cllr JO'D proposed option two, a 7-rail lighter field gate be installed at an approximate cost of £200.90 and £350 to install (+ VAT).
- 23/9/7.10 To consider purchase of an additional defibrillator based on details received from D. O'Brian- Clerk confirmed she had contacted Punch Taverns about a possible installation there and they are concerned about drilling into the building walls as the pub is listed. D. O'Brian has provided various installation options for that area of the village. Cllr SP volunteered to help with listed building consent if required. It was agreed the Clerk should contact Punch Taverns again about potentially installing on the wall at the barn end of the public house.

### Expenditure for approval 21<sup>st</sup> September 2023:

- 23/9/7.11 Clerk's wages (Aug-Sep) (S.Cardwell: **£418.25**, HMRC: **£0**)- Cllr SJR proposed payment, seconded by Cllr SP and carried unanimously.
- 23/9/7.12 Total Energies invoices (Accounts 3006693866 & 3006693855) Aug-Sep- **£21.75** and **£13.33** (inc. VAT)- Cllr GR proposed payment, seconded by Cllr SP and carried unanimously.
- 23/9/7.13 A.Murphy invoice for cleaning of the Community Room (Aug-Sep): **£55.00**- Cllr SJR proposed payment, seconded by Cllr JO'D and carried unanimously.
- 23/9/7.14 Remaining R. Purser- West Farm remaining 25% invoice for seeding and cultivation of the Town and Poors field: **£1254** inc. VAT- Cllr SJR proposed payment, seconded by Cllr SP and carried unanimously.
- 23/9/7.15 Ink cartridge reimbursement for Cllr J O'D: **£37.05** (inc. VAT)- Cllr JO'D did not participate in the vote. Cllr SJR proposed payment, seconded by Cllr SP and carried.
- 23/9/7.16 R. Purser- West Farm weed spraying costs **£228.00** (inc. VAT) (to note: mowing & re-cultivating of the surface have been completed within the original budget)- Cllr SJR proposed payment, seconded by Cllr SP and carried unanimously.
- 23/9/7.17 Grafton invoices for cleaning products: **£16.88** (inc. VAT) and second invoice to be received- Clerk confirmed the second invoice had not yet been received. Cllr SJR proposed payment of the £16.88, seconded by Cllr SP and carried unanimously.
- 23/9/7.18 Reimbursement of chain and lock for the allotments site: **£61.49**- Cllr SJR proposed payment,

seconded by Cllr JO'D and carried unanimously.

23/9/7.19 Elan City MVAS- invoice to be received- Clerk confirmed invoice not yet received.

23/9/7.20 Ask IT quote for proposed product purchases (Toshiba Canvio 1TB USB disk drive: £49.98, ESET Internet Security for use on 1 computer (ANNUAL SUBSCRIPTION): £35.00, askIT Livedrive Cloud backup unlimited storage (ANNUAL SUBSCRIPTION): £20.00, Microsoft Windows 10 Upgrade to Windows 10 Professional to enable BitLocker to encrypt the external USB drive: £130.00 (all prices include VAT) **total: £234.98**- Cllr GR proposed the Council proceed with all purchases, seconded by Cllr JO'D and carried unanimously. Clerk to confirm to Ask IT.

23/9/7.21 Reimbursement to Clerk for postage costs for banking application forms: **£7.65**- Cllr SJR proposed payment, seconded by Cllr JO'D and carried unanimously

23/9/7.22 To ratify retrospectively August payment of the Brookfield Contracting grasscutting invoice for August: **£264.00** (inc. VAT)- Cllr SJR proposed, seconded by Cllr SP and carried unanimously. Cllr SJR also updated the Council about a scheduled cut that had been missed by the grasscutters. They came out to cut the grass the next day and the invoicing tallies with the cuts completed. It was noted that a resident had cut the playpark in the meantime; the Clerk was asked to write a letter of thanks.

23/9/7.23 To ratify retrospectively August payment of the Clerk's wages: **£350.19** (mileage included for extraordinary meeting- amount confirmed by payroll provider)- Cllr SJR proposed, seconded by Cllr SP and carried unanimously.

23/9/7.24 To ratify retrospectively August payment of A. Murphy's cleaning invoice: **£44.00**- Cllr SJR proposed, seconded by Cllr SP and carried unanimously.

23/9/7.25 To ratify retrospectively August payment of the Total Energies invoices- **£21.82** and **£13.33**- Cllr SJR proposed, seconded by Cllr SP and carried unanimously.

Cllr SJR advised she had £13 for commemorative mugs to be transferred into the bank account.

### 23/9/8 **Assets – Provision/Maintenance**

23/9/8.1 Weekly Ferriman Road Play Area's Inspection & update regarding replacement gate spring- Cllr JO'D updated the Council that the inspections have been completed and everything is ok apart from the gate spring and some missing caps for the equipment. She has also given the new playpark sign to Cllr UB to install. Following discussions, it agreed that the Clerk should arrange purchase of a bag of replacement caps. Cllr SJR will also have a look at the gate spring.

23/9/8.2 Update regarding the Community Room and contents of the cupboards- Cllr SJR confirmed the Escape youth club has not yet restarted.

23/9/8.3 Update from Cllr GR regarding The War Memorials Trust- Cllr GR updated the Council confirming he has submitted the pre-application for review (photos, details of inspection etc. Feedback can take 4-6 weeks (end of October) and then funding cycles are quarterly (December).

23/9/8.4 Update regarding the defibrillator. To note: the pads on the defibrillator are due to expire in November and replacements will need to be purchased (£67.20 inc. VAT plus £9.99 delivery) in mid-late October and sent to D. O'Brian. Update from Punch Taverns. To consider an additional demonstration date in the village- It was agreed that the Clerk should arrange purchase of the pads in October and that a demonstration event could be arranged in the New Year.

23/9/8.5 Update from Cllr UB regarding the Jubilee plaques outside The Manor Farm House- deferred.

23/9/8.6 To consider equipment options for the open space in Spaldwick to be presented by Cllr JO'D- no further update yet.

23/9/8.7 Update from Cllr SJR regarding the MVAS Flashing Speed sign- Cllr SJR has managed to download the data and will send the file to Cllr GR to look at the formatting.

23/9/8.8 Update from Clerk regarding registration of the titles for the Village Greens in Spaldwick- no further update yet.

23/9/8.9 Further discussion regarding Church Lane (uneven road surface from tree roots)- deferred.

23/9/8.10 Update regarding installing a base for the Jubilee bench- deferred.

23/9/8.11 Update regarding IT provision- Clerk confirmed Cllr GR's Council email address has been set up. Ask IT need the admin passwords for the account, Cllr SP will arrange.

23/9/8.12 Allotments update- Cllr SJR confirmed she had completed an inspection of the site alongside the Chair of the Allotment Association and four plots were identified as in need of work. There are also outstanding rent payments that have been chased. Cllr SP to provide an updated bank statement to

confirm whether the funds have yet been received.

23/9/8.13 To discuss a request for a Christmas tree for the village Green- Cllr SJR read out a request from the Spaldwick Social Group for funding for a Christmas tree and decorations on the Village Green. It was noted that the Parish Council's insurance company has specific requirements in relation to Christmas lighting and decorations. It was agreed that an agenda item should be added for the next meeting for a £200 grant for the Social Group.

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

23/9/9.1 Update regarding installation of the 40mph buffer zones and gates- The installation is complete and the Council agreed they look good.

23/9/9.2 LHI 24/25 Expression of interest survey (end of Sept deadline)- Cllr SJR to complete for the proposed bid of an additional MVAS unit for the village.

23/9/9.3 To discuss a footbridge concern raised by a resident- The Clerk confirmed a resident had been in contact about the footbridge at the common land that they had slipped on when it was wet. Following discussions, the Council noted that it is not an official bridge or footpath and there is no public right of way there. As it was erected by a private individual the council could only recommend that the resident doesn't use the bridge.

23/9/9.4 Update regarding purchase of an additional Elan City solar MVAS unit- The unit has been ordered.

23/9/9.5 To note: there is a petition against the County Council ceasing weedkilling in the County and Parish Councils have been invited to consider writing to voice objections to the change in policy- Following discussions, it was agreed the Clerk should write a letter detailing concerns about another cut to services alongside the associated dangers of residents doing the weedkilling themselves (being in the road, spraying of poisons).

23/9/10 To note: there are virtual engagement sessions on garden waste subscription service initiatives being held by Huntingdonshire District Council for Councils to find out more about the service, comment on draft initiatives and help shape how local people can be supported- Cllr SJR and the Clerk are booked onto the Microsoft Teams session on 28<sup>th</sup> September.

23/9/11 To consider any training requirements- none at this time.

23/9/12 Any items for the next edition of Spaldwick News- Weed survey link, to gauge interest in a village flood group and for defibrillator training, to thank the post-box topper creator.

23/9/13 **Correspondence** (-previously circulated)- all noted.

23/9/13.1 Press Release - Huntingdonshire Parks Awarded Green Flag Status

23/9/13.2 Community Gritting Scheme applications for Winter 2023 - 2024

23/9/13.3 Cambridgeshire Matters - July 2023

23/9/13.4 TMC Incident Report - July 2023

23/9/13.5 Highway events diary-Aug 23

23/9/13.6 HDC Press Release - Council Tax Support Scheme

23/9/13.7 Mayor Dr Nik Johnson letter to Constituent Councils - Defibrillators

23/9/13.8 The Fourth Annual Local Government Event

23/9/13.9 Cambs ACRE- event on conserving nature and boosting biodiversity by greening your community spaces

23/9/13.10 CAPALC- Community Automated External Defibrillators fund and expression of interest form – reminder

23/9/13.11 HDC- New Sports Facility Strategy for Huntingdonshire District

23/9/13.12 HDC Electric Vehicle Pilot

23/9/13.13 CAPALC Conference - 15th September 2023

23/9/13.14 On 1st September, BHIB Councils Insurance will become Clear Councils

23/9/13.15 HDC- Council Tax Support Scheme 2024\_25 – consultation

23/9/13.16 Flood Groups Conference 2023 - Thursday 21st September, 11am Burgess Hall, St Ives

23/9/13.17 CAPALC- For Circulation- August Bulletin

23/9/13.18 CAPALC- Workplace Toxicity Challenges \_ Your Questions Answered

23/9/13.19 CAPALC- Flood Groups Conference – Thursday 21st September 2023 – St Ives

23/9/13.20 CAPALC- Specialist Training 2024 \_ Social Media, Code of Conduct, Grant Writing, Procurement, CIL and Much Much More!

23/9/13.21 HDC- Save the Date\_ Huntingdonshire Climate Conversation 17 November 2023

23/9/13.22 NALC Legal Update

23/9/13.23 Highway events diary-Sept 23

23/9/13.24 HDC Democratic Services Update

23/9/13.25 254 - FJ letter Weed Spraying Policy

23/9/13.26 Reminder\_ INVITATION\_ Action on Energy Cambridgeshire Autumn Event

23/9/13.27 TMC Incident Report - August 2023

23/9/13.28 Cambridgeshire Matters - August 2023

23/9/13.29 Remembrance 2023

23/9/13.30 INVITATION\_ Action on Energy Cambridgeshire Autumn Event

23/9/13.31 Save the Date\_ Huntingdonshire Climate Conversation 17 November 2023

23/9/14 Councillors' questions- Remembrance wreath, noticeboard and tree grant to go on next agenda.

23/9/15 **Date of the next meeting:** Thursday 19<sup>th</sup> October.

The meeting closed at 9.27pm.

Signed (Chair):

Date: