

MINUTES

Spaldwick Parish Council meeting held on **Thursday 18th January 2024** at 7pm in Spaldwick Community Room, Spaldwick Primary School. Chair: Sharan Jackson-Rimmer

Present: Councillors S Jackson-Rimmer (SJR- Chair), S Parfrey (SP), G Rice (GR), W Burcham (WB), District & County Councillor I Gardener and S Cardwell (Clerk).

24/1/1 To Receive Apologies and Reasons for Non-Attendance- J O'Dwyer (JO'D).

24/1/2 Declarations of Interests for Members (Disclosable Pecuniary Interests)- none.

24/1/3 To Receive and Approve the Minutes of the Parish Council Meeting on 14th December 2023- Cllr GR proposed signing and approval of the minutes as a true record of the meeting, seconded by Cllr WB and carried unanimously.

24/1/4 Matters arising from those Minutes- none.

24/1/5 To receive and consider any applications for co-option- none.

24/1/6 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 wishing them a Happy New Year and providing the following update: He had forwarded the most recent flooding photos of Ivy Way sent to him by residents on to the lead flood authority. Huntingdonshire District Council (HDC) has sent out their first newsletter to local councils. The HDC elections team need more staff (contact: elections@huntingdonshire.gov.uk for further information). Garden bin collections will be charged for from 1st April 2024 (the early bird discount to subscribe at £50 for the year rather than £57.50 runs until 31st January 2024); alternatively, garden waste can be taken to the tip or there will be a freighter parked in Catsworth village certain weekends of the year to collect. HDC are currently working on Civil Parking enforcement (wardens, fines etc.) planned for 2025, in collaboration with Cambridgeshire County Council (CCC). HDC are also supporting Community Litter Picks by loaning local Councils grabbers and bags, and arranging collection of the litter collected free of charge. CCC currently have their budget consultation on their website, with a planned 4.99% increase in Council Tax for 2024-25. Next week there is to be a policy review of the implementation of the policy not to remove roadside weeds. The scheme to apply to implement 20mph zones in villages is also now live again (deadline for applications: 5th March). The Grafham Water Centre has received funding for residential and day visits (January to March) for disadvantaged young people (11-18 years old and <25 for those with special educational needs and disabilities). There will also be a feasibility study and vote by the Fire Authority regarding the proposed closure of three on-call fire stations (including Kimbolton). The state of Long Lane and Church Lane in Spaldwick village were also raised with Cllr Gardener and he advised the relevant contacts for each issue and offered his support with facilitating any necessary site meetings going forward. He also confirmed that the sides of the Ellington Brook have been worked on but the issues of trees growing in the brook is ongoing (pending removal by the Environment Agency).

24/1/7 Planning

To consider new planning consultations

none

Determined by planning authority:

none

24/1/7.1 To note: The same comments have been re-submitted to Huntingdonshire District Council (HDC) regarding additional information submitted by the applicant for Planning application Land East Of Ivy Way Spaldwick (ref 23/01948/FUL), as they still apply- noted.

24/1/7.2 To note: HDC is consulting on proposed revisions to the Local Validation Requirements (local validation lists set out the information required in support of planning applications); consultation runs until 21st January 2024- noted.

24/1/8 Finance

24/1/8.1 To note: Account balance at 11.01.2024: £ 51,991.57 (updated cashbook circulated)- noted.

24/1/8.2 Update regarding bank accounts and signatories- The Clerk had made the request for Cllr WB to be added as a signatory to the internet banking and Cllr SFdS removed. The required forms were

signed at the meeting to authorize these changes and the Clerk will return them.

- 24/1/8.3 Update regarding management of the Parish Council and Town and Poors finances in relation to the allotments site- A letter from the solicitor was read out by the Chair confirming she now has the required document from the Charity Commission to proceed, and outlining the available options. Following discussions, Cllr SJR proposed the Clerk confirm acceptance of the suggestion to complete the first registration of the land with His Majesty's Land Registry (with help from the solicitor) and that a guideline cost should be obtained for creation of a Memorandum of Understanding between the Parish Council and the Town and Poors Charity in relation to the allotments and remaining part of the field (now confirmation has been received that a lease is not required).
- 24/1/8.4 To note: the annual Community Infrastructure Levy (CIL) return 2022-23 has been submitted to HDC-noted.
- 24/1/8.5 Update regarding installing a base for the Jubilee bench- Cllr SJR confirmed she had contacted the chosen contractor and the work will be scheduled once the weather improves. She also noted that she had been advised there could be significant waste with use of Indian sandstone and, having then visited the site for the bench, (where the Jubilee plaques are already installed on plain slabs), she proposed the Council consider asking the chosen contractor to quote for slabs similar to those used previously in order to compare the potential cost difference of less waste; this was seconded by Cllr SP and carried unanimously.
- 24/1/8.6 Update regarding grass edging for the verges on High St- Cllr SJR will follow-up on the Clerk's initial email to arrange a meeting date with Brookfield.
- 24/1/8.7 To note and approve: Q3 Income and expenditure against the budget (file circulated prior to meeting)- Cllr WB proposed approval, seconded by Cllr GR and carried unanimously.
- 24/1/8.8 To note and approve: Q3 Community room receipts and payments document (file circulated prior to meeting)- Cllr WB proposed approval, seconded by Cllr GR and carried unanimously.
- 24/1/8.9 To note and approve Q3 financial reconciliation (file circulated prior to meeting)- Cllr WB proposed approval, seconded by Cllr GR and carried unanimously.
- 24/1/8.10 To note: Internal audit to be booked- noted, Clerk to arrange with CAPALC.
- 24/1/8.11 To note: Confirmation has been received from HDC of the precept and the Band D rate is £41.93-noted. A new bank details form was signed by the Chair in the presence of the meeting ready to be returned to HDC for the precept payment to be arranged.

Expenditure for approval 18th January 2024:

- 24/1/8.12 Clerk's wages (Dec-Jan) (S.Cardwell: **£442.25**, HMRC: **£19.00**)- Cllr SJR proposed payment, seconded by Cllr GR and carried unanimously.
- 24/1/8.13 Total Energies invoices (Accounts 3006693866 & 3006693855) Dec-Jan- **£27.32 & £14.04** (inc. VAT)- Cllr SJR proposed payment, seconded by Cllr GR and carried unanimously.
- 24/1/8.14 A.Murphy invoice for cleaning of the Community Room (Dec-Jan): **£55.00**- Cllr SJR proposed payment, seconded by Cllr GR and carried unanimously.
- 24/1/8.15 DM Payroll Services invoice (October 2023 to March 2024): **£60.00** (no VAT)- Cllr SJR proposed payment, seconded by Cllr GR and carried unanimously.
- 24/1/8.16 Wicksteed invoice for annual playpark inspection: **£158.40** (inc. VAT)- Cllr SJR proposed payment, seconded by Cllr GR and carried unanimously.
- 24/1/8.17 Cambs ACRE annual membership renewal: **£65.00**- Cllr SJR proposed payment, seconded by Cllr GR and carried unanimously.

24/1/9 Assets – Provision/Maintenance

- 24/1/9.1 Weekly Ferriman Road Play Area's Inspection & update- the latest inspection report from Cllr JO'D had been circulated by the Clerk.
- 24/1/9.2 Update regarding the Community Room (hire document, inventory, COSHH assessments)- The additional details proposed by the Clerk for the hire agreement were approved and the updated version will be issued going forward. The inventory will be completed later in the year. The Clerk shared details regarding advice received about COSHH; the Council will consider these further next meeting.
- 24/1/9.3 Update from Cllr GR regarding The War Memorials Trust- no further progress since last meeting.
- 24/1/9.4 To note: the Community Room is to be used for Polling on 2nd May and to nominate a designated key

holder- Cllr WB volunteered; Clerk to send her details to HDC.

- 24/1/9.5 Update from Clerk regarding the Jubilee plaques outside The Manor Farm House- Cllr WB had visited the site and searched for the name and address she had found on the plaque but with no success. Cllr SJR will see if she can unscrew the plaque and check the back for further details.
- 24/1/9.6 To consider equipment options for the open space in Spaldwick to be presented by Cllr JO'D- deferred.
- 24/1/9.7 Update from Cllr GR regarding the MVAS Flashing Speed sign- the device is still working and is awaiting the latest downloads.
- 24/1/9.8 Update from Clerk regarding registration of the titles for the Village Greens in Spaldwick- the Clerk is still looking into the best way to complete this following advice received from the Open Spaces Society.
- 24/1/9.9 Further discussion regarding Church Lane (uneven road surface from tree roots)- The Clerk had requested a site visit from the new Footpaths coordinator (based on advice received from the Open Spaces Society), however, following District and County Cllr Gardener's advice, she will forward to the Local Highways Officer instead.
- 24/1/9.10 Allotments update- The management of the allotments site in relation to the Town and Poors Charity and the Parish Council is complicated by the fact that Spaldwick Community Allotment Association (SCAA) help run the site alongside the Parish Council. The Clerk was asked to invite members of SCAA to the next Town and Poors meeting so that the day-to-day management of the allotments in Spaldwick can be discussed further and in relation to the Memorandum of Understanding that was mentioned during item 24/1/8.3.
- 24/1/9.11 To discuss the village noticeboards- deferred.
- 24/1/9.12 Update regarding defibrillator training- Training to take place in the Community Room at 2pm on Saturday 10th February.

24/1/10 **Highways, footpaths, byways, gritting bin, trees, etc.**

- 24/1/10.1 Update regarding the hedges along Long Lane- The Clerk will contact the alternative contact person highlighted by Cllr Gardener, to follow up on the issue raised previously.
- 24/1/10.2 Update regarding the LHI application submitted- no further news received.
- 24/1/10.3 To discuss litter picking in the village- It was agreed that Cllr SJR would contact HDC (as details from Cllr Gardener during the Public Open forum), but that the Clerk should also continue with the order discussed last meeting for personal protective equipment (PPE) and supplies.

24/1/11 To discuss a Neighbourhood Plan for Spaldwick- deferred.

24/1/12 Any items for the next edition of Spaldwick News- Details of the defibrillator training and litterpicking to be included, also to ask for any potential additional locations for a new defibrillator.

24/1/13 **Correspondence** (-previously circulated)- all noted.

- 24/1/13.1 Cambridgeshire Matters - Business Plan and Budget Proposals for 2024_25
- 24/1/13.2 Cambridgeshire Matters – December 2023
- 24/1/13.3 CAPALC- December bulletin
- 24/1/13.4 CAPALC- Cambridgeshire County Council Budget Briefing with Town and Parish Council
- 24/1/13.5 NALC Legal Update – December 2023
- 24/1/13.6 CAPALC- *New* Councillor In Person Training Date - Brampton, Huntingdonshire
- 24/1/13.7 CAPALC- Important Fire Safety Legislation Changes _ Download Your Free Guide
- 24/1/13.8 CAPALC- January bulletin
- 24/1/13.9 TMC Incident Report - December 2023
- 24/1/13.10 HDC: Press Release - Huntingdon awarded District's first Community Biodiversity Grant
- 24/1/13.11 CAPALC- Boost Your Skills with our January Training Courses!
- 24/1/13.12 HDC- Town & Parish Council Newsletter
- 24/1/13.13 Cambridgeshire Home Improvement Agency
- 24/1/13.14 CAPALC- ACTION REQUIRED - Combined Authority Consultation
- 24/1/13.15 Highway events diary Jan 24

24/1/14 Councillors' questions- items for the next agenda: funding request for Grafham Water changes to Fire

Safety Regulations, maintenance of the remainder of the Town and Poors field, SCAA.

24/1/15 **Date of the next meeting:** Thursday 15th February.

The meeting closed at 8.39pm.

Signed:
Chair

Date: