

MINUTES

Spaldwick Parish Council meeting held on **Thursday 18th April 2024** at 7pm 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), W Burcham (WB), S Cardwell (Clerk), District and County Cllr I Gardener and three members of the public.

24/4/1 To Receive Apologies and Reasons for Non-Attendance- G Rice (GR).

24/4/2 Declarations of Interests for Members (Disclosable Pecuniary Interests)- none.

24/4/3 To Receive and Approve the Minutes of the Parish Council Meeting on 21st March 2024- Cllr WB proposed signing and approval of the minutes as a true record of the meeting, seconded by Cllr JO'D and carried unanimously.

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

24/4/5 To receive and consider any applications for co-option (signing of acceptance of office if applicable)- S. Isaac was co-opted onto the Council.

24/4/6 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- Two representatives from Spaldwick School addressed the council to confirm that the Community room is included in their fire risk assessment procedures and inspections they complete, also water temperature and legionella testing. The electric and water readings are done in June each year and it was agreed that a proportional percentage of the rates should be rebilled; Clerk to check the lease for any relevant details and review insurance breakdown. It was agreed that maintenance of any equipment relevant to the safe use of the building would be managed through the school too and rebilled; the internal door will be discussed further at a later date.

District and County Councillor I Gardener then addressed the Council providing the following update: he thanked Councillors for attending the Kimbolton Fire station meeting, confirming that the consensus was that closure of the station there was not wanted due to lack of cover for rural areas (high risks locally include six schools (one residential), the gas governor, A14, firework factory, Grafham water residential centre). The request has been made to consider firefighters from a wider catchment for the station and consultation with the District and County Councils is taking place now. At the June Fire Authority meeting they are hoping to come up with a proposal and then feedback will then be sought. For polling on 2nd May photo ID will be required. Cambridgeshire County Council has published their 2024-25 business plan which is available on their website. There was a recent Highways meeting of the Safety Advisory Group; the route strategy Scheme will continue to capture evidence; people were urged to continue reporting potholes etc. on the Highway reporting tool. The Green waste bins charge is now active; Spaldwick is eligible for 10 green bins. There is also a Saturday freighter that will be at Brington once per month until September (8am-1.30pm, 27th April, 25th May, 22nd June, 20th July, 17th August and 14th September). With regards to the proposed housing for Land East of Ivy Way, the first application was withdrawn, the second has been rejected by Huntingdonshire District Council on the basis of Highway safety and drainage (this has been appealed by the developer) and the third application is due to go to HDC's Development Management Committee on Monday 22nd April as the District have recommended approval and the Parish refusal based on Highway safety and flooding.

24/4/7 Planning

To consider new planning consultations- none

Determined by planning authority:

24/4/7.1 Ref. No: 23/01409/HHFUL and 23/01410/LBC. External repairs, hard-landscaping and replacement outbuilding structures. 33 High Street Spaldwick Huntingdon PE28 0TD. Received: Thu 27 Jul 2023. Validated: Thu 27 Jul 2023. Status: Approved -noted.

24/4/7.2 Planning Application **Ref: 23/00649/FUL**. HDC Appeal Ref: 23/00045/REFUSL. Planning Inspectorate Ref: APP/H0520/W/23/3330136

To note: there is an appeal against the decision of the Local Planning Authority to refuse planning permission for the development described above. The appeal is to be decided on the basis of an exchange of written statements by the parties and a site visit by an Inspector. The appeal will be dealt

with by the Inspector under the Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2000. Any written comments already made in regard to the original application for planning permission will be forwarded to the Planning Inspectorate and copied to the appellant and will be taken into account by the Inspector in deciding the appeal.

- To discuss whether to make any comments or withdraw or modify earlier comments- Following discussions Cllr SJR proposed the Council recommend refusal of the application due to the flood risk of the area (recent flooding, impact from Ellington Brook and the ineffective valve, nearby ditches not regularly cleared, the natural downhill slope of the site and it being at the lowest point in the village), increase in vehicular traffic and Highway safety, and the fact it's outside the village boundary so contradicts the Huntingdonshire District Council Local Plan. This was seconded by Cllr SP and carried unanimously.

24/4/7.3 **23/01948/FUL** Land East Of Ivy Way Spaldwick - Construction of 15 no. dwellings with associated access, car parking and landscaping (re-submission of 23/00649/FUL) is going to Huntingdonshire District Council's Development Management Committee (DMC) on Monday 22nd April 2024. The meeting will take place at 6:30pm at the Civic Suite, St Marys Street, Huntingdon, PE29 1TN. To represent your Ward/Parish and speak to the DMC about the item below, name and email contact address must be given to Planning Admin, email Development.ManagementAdmin@huntingdonshire.gov.uk The list of speakers closes at 4.30 pm on the Friday before the day of the meeting.

- To nominate representatives to attend- Cllr SP to speak on behalf of the Council, Cllr SJR and the Clerk to also attend remotely.

24/4/8 Finance

24/4/8.1 To note: Account balance at 31.03.2024: £50,065.20 (updated cashbook circulated)- noted.

24/4/8.2 Update regarding bank accounts and signatories- Clerk confirmed R. Johnson has been removed from the mandate; she will now begin the process of adding Cllr Simon Isaac to the accounts.

24/4/8.3 Update and discussions regarding management of the Parish Council and Town and Poors finances in relation to the allotments site- The Clerk confirmed that the requested Inclusion document has been sourced from the Huntingdon Archives and the certified copy send to the solicitor for submission with the application for land registry.

24/4/8.4 Update regarding grass edging for the verges on High St. and maintenance of the Town & Poors field- Cllr SJR confirmed she is hoping to have a site visit with Brookfield next week.

24/4/8.5 To consider a funding request for a Grafham Water project to provide free outdoor learning experiences for disadvantaged young people- deferred.

24/4/8.6 To discuss ESPO contract for streetlighting (current contract expires 30th September)- Following discussions regarding the advice received, Cllr SJR proposed the two supplies for Spaldwick be combined if this is possible; seconded by Cllr SP and carried unanimously.

24/4/8.7 To note and approve VAT reclaim to be submitted Apr 2023-Mar 2024 (file circulated prior to meeting)- Cllr JO'D proposed approval, seconded by Cllr WB and carried unanimously.

24/4/8.8 To note and approve: Q4 Income and expenditure against the budget (file circulated prior to meeting)- Cllr WB proposed approval, seconded by Cllr JO'D and carried unanimously.

24/4/8.9 To note and approve: Q4 Community room receipts and payments document (file circulated prior to meeting)- Cllr WB proposed approval, seconded by Cllr JO'D and carried unanimously.

24/4/8.10 To note and approve Q4 financial reconciliation (file circulated prior to meeting)- Cllr SP proposed approval, seconded by Cllr WB and carried unanimously.

24/4/8.11 To note and approve: Spaldwick PC Summary Receipts and Payments 31.03.24 (file circulated prior to meeting)- Cllr WB proposed approval, seconded by Cllr JO'D and carried unanimously.

24/4/8.12 To discuss and approve the Clerk's appraisal, working hours and amendments to contract- Following discussions, Cllr SJR proposed the Clerk's working hours be increased from 6 to 8 per week with additional ad-hoc hours as required. This was seconded by Cllr SP and carried unanimously. Cllr SJR will compose a letter to this effect.

24/4/8.13 To consider and adopt the draft Health and Safety policy circulated- Cllr SJR proposed adoption from May 2024, seconded by Cllr SP and carried unanimously.

24/4/8.14 To consider and adopt the draft Grievance policy circulated- Cllr JO'D proposed adoption from May 2024, seconded by Cllr SJR and carried unanimously.

- 24/4/8.15 To discuss rebilling for utilities by Spaldwick School and fire safety procedures- As discussed during the Public Open Forum, it was agreed for the School to manage the arrangements and rebill to the Parish Council as required.
- 24/4/8.16 Update regarding internal audit- The Clerk confirmed the CAPALC internal audit will take place on the 10th May.

Expenditure for approval 18th April 2024:

- 24/4/8.17 Clerk's wages (Mar-Apr) (S.Cardwell: **£369.99**, HMRC: **£0**).
- 24/4/8.18 Total Energies invoices (Accounts 3006693866 & 3006693855) Mar-Apr – invoices to be received- Clerk noted these had been received and circulated (£25.79 and £14.04).
- 24/4/8.19 A.Murphy invoice for cleaning of the Community Room (Mar-Apr): **£44.00**.
- 24/4/8.20 Grafton invoice for cleaning supplies: 1/IP3087 **£19.77** (inc. VAT).
- 24/4/8.21 Brookfield Contracting: Village grasscutting: **£264.00** (inc. VAT)- invoice to be received- it was noted the payment should be set-up once the invoice is received based on the agreed contract for the year.
- 24/4/8.22 CAPALC Affiliation fee for the period 1st April 2024 to 31st March 2025 **£327.69** (with the optional fee to join the Data Protection Officer Membership Scheme at an additional cost of **£50**).
- 24/4/8.23 Ask IT invoice- to be received.
- 24/4/8.24 Surrey Hills Solicitor's invoice- to be received.
- 24/4/8.25 Reimbursement to Clerk for Archives documents required for first registration of land: £10.50 and £43.50. Total: **£54.00**.
- 24/4/8.26 Reimbursement to Clerk for 'no smoking' sticker signs: **£1.99**.
- 24/4/8.27 Reimbursement to Clerk for purchase of litter picking hoop **£7.99**.
- 24/4/8.28 **£15** allotment payment to be transferred into the Town and Poors account.
-Cllr SJR proposed payment of all items (excluding the invoices not received) and including the CAPALC DPO scheme; this was seconded by Cllr SP and carried unanimously.

24/4/9 Assets – Provision/Maintenance

- 24/4/9.1 Weekly Ferriman Road Play Area's Inspection & update- Cllr JO'D confirmed all ok.
- 24/4/9.2 Update regarding the Community Room (Health & Safety procedures and hire update)- Clerk confirmed the Health and Safety folder with the safety sheets has been completed. Cllr SJR has made 'emergency exit' and 'locked door' signs which will be placed on the relevant doors. Contents insurance detail to be clarified by the Clerk. Meter readings to be taken at each Council meeting.
- 24/4/9.3 Update from Cllr GR regarding The War Memorials Trust- deferred.
- 24/4/9.4 Further discussion of the equipment for the open space in Spaldwick- Cllr SJR read out an email from a resident. Following discussions, it was agreed that as far as possible the equipment should be situated away from houses. Signage is also to be considered.
- 24/4/9.5 Update from Cllr GR regarding the MVAS Flashing Speed signs- deferred.
- 24/4/9.6 Update from Clerk regarding registration of the titles for the Village Greens in Spaldwick- The Clerk confirmed that the Open Spaces Society have advised that a solicitor would often be involved in the registration process due to the complexity of the forms. The Clerk was asked to source a quote from Surrey Hills Solicitors who are currently completing work in relation to the Town and Poors Charity.
- 24/4/9.7 Update regarding Church Lane (uneven road surface from tree roots)- no update yet from the County Council.
- 24/4/9.8 Allotments update- Cllr WB confirmed that SCAA would like to remain an Association and are looking to hold an AGM and open a bank account. Insurance options are being investigated with the National Allotment Society.
- 24/4/9.9 Update regarding the village noticeboards- no update.
- 24/4/9.10 Update regarding the defibrillator- Sawtry training details to be confirmed once finalised.
- 24/4/9.11 Update regarding the over 60's stay and chat group for the Community Room- Cllr JO'D confirmed the first session was attended by approximately 30 people and was well received. Attendees shared conversation over hot drinks and noted that they would like more regular sessions. Following discussions, Cllr SJR proposed the monthly Community Room usage granted for 6 months be increased to fortnightly usage; this was seconded by Cllr WB and carried unanimously
- 24/4/9.12 Further discussion regarding the Annual Parish Meeting in May- The Clerk confirmed she has heard from four people who intend attending and two who will submit reports.

- 24/4/9.13 Update from Clerk following IT catch-up with Ask IT- The Clerk confirmed a proposal will be submitted by Ask IT in due course in relation to proposed work. There is also an intermittent battery issue with the laptop (which is out of warranty); this will be monitored.
- 24/4/9.14 Update regarding village litter picking and any additional equipment required- the new hoop has arrived and litter picking is ongoing in the village.
- 24/4/9.15 To discuss details received from the District Council regarding Garden Waste Service Initiatives (10 green bins for the village)- Concerns were raised that there is no central point for locating green bins in Spaldwick. The Council also envisage that the bins would get full very quickly and that there wouldn't then be any personnel to manage issues (overloading, additional waste left at the sides that the District Council would not collect etc.). Following discussions, it was agreed to discuss further at the May meeting.

24/4/10 Highways, footpaths, byways, gritting bin, trees, etc.

- 24/4/10.1 Update regarding the hedges along Long Lane- no update.
- 24/4/10.2 Update regarding the LHI application submitted- no update.
- 24/4/10.3 Update from the A14 SAG Safety Advisory Group meeting on the 4th April- Cllr SJR updated the Council on the meeting which she attended, raising the issues of HGV movements, slip roads and junctions in Spaldwick. She confirmed there is no funding currently, the election is upcoming. A45 Thrapston dual carriageway, solar developments, industrial land and warehousing were raised, also that Catsworth gully replacement is scheduled for the summer. The new SAG meeting is on 10th July 1pm.

24/4/11 To discuss a Parish Plan- deferred.

24/4/12 To note: The County Council is holding a stakeholder engagement workshop on 24th April 2024, 19:00-22:00 at Ely Maltings, Kempen Room. The aim of the event is to gather stakeholder input for a forthcoming consultation and Action Plan on how the council can support communities to benefit from the transition to a clean energy system. The event will include presentations and discussions sessions on Local Area Energy Planning, Community Energy and options for inclusion in the Action Plan. There is an Eventbrite link to register for the event here:
<https://www.eventbrite.co.uk/e/supporting-communities-to-benefit-from-the-energy-transition-stakeholder-engagement-workshop-tickets-868896872937?aff=oddtcreator> - noted.

24/4/13 To note: Huntingdonshire District Council is taking part in a Local Government Association (LGA) Corporate Peer Challenge 15-17 May, which will provide a valuable opportunity for external peers from other local authorities to assess how effectively they deliver services and measure their ability to deliver on their plans and vision for the future. Interest can be registered in joining a Town and Parish focus group session (an opportunity to share thoughts with peers), maximum 10 people (first come first served), to take place on Wednesday 15 May 14.50-15.40 in Pathfinder House (with an option to join via Teams). Form to be completed by anyone wanting to put their name forward to attend- noted.

24/4/14 Any items for the next edition of Spaldwick News- Details of Cllr SI's co-option to be included.

24/4/15 Correspondence (-previously circulated- see attached list)- all noted.

24/4/16 Councillors' questions- Items for the next agenda: village fete organized by Spaldwick Social Events team, Council meeting start times, Cromwell invoice. Cllr WB also informed the Council of her recent meeting for the Wooley Wind farm and shared details on local funding which was approved.

24/4/17 **Date of the next meeting:** Thursday 16th May. This will be the Annual Meeting of the Parish Council and Spaldwick's Annual Parish Meeting will follow.

The meeting closed at 9.30pm.

Signed:
(Chair)

Date: