

## MINUTES

### The Parish Council Meeting of Spaldwick was held on Thursday 15 December 2016 at 8.00pm in Spaldwick Primary School

Present Cllrs S Fane de Salis (Chairman), I Harriman, R Johnson, J Pope and M Robinson.  
Ms R Mimiene, Clerk. 4 members of the public.

#### 12/53 To Receive Apologies and Reasons for Non Attendance

12/53.1 Clerk reported that Cllrs Sharan Jackson-Rimmer and Graham Smith sent apologies for absence due to work commitments.

#### 12/54 Declarations of Interests for Members (Disclosable Pecuniary Interests)

12/54.1 There were no declarations of interest.

#### 12/55 To Receive and Approve the Minutes of the Meeting 17 November 16

12/55.1 Amendments to Minute 11/40.2: To add 'Simon Richardson from Gamplan' and 'Concern regarding no gate was raised. Simon Richardson stated he would take this up with the owner'.

**Proposal: Proposed by Councillor RJ seconded by Councillor IH, all in favour, and it was RESOLVED that the minutes of 17 November 16 Parish Council Meeting be accepted and signed as a true record of the meeting with the above amendments. Carried**

Chairman signed the Minutes.

#### 12/56 Matters arising from those Minutes (*not on the Agenda*)

12/56.1 Telephone box – HDC Development Control sent a letter and a draft decision in response to the schedule of telephone boxes to be removed. PC asked to check if they object to the removal of any phone box. Replies HDC by 5pm on 6th January 2017. PC already discussed at the last meeting and agreed to adopt the telephone box. Therefore, clerk confirmed with HDC that PC wishes to retain the telephone box. HDC informed that they will pass PC contact details to BT who will then initiate the adoption process.

#### 12/57 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.*

12/57.1 Speaker Rodger approached PC regarding the outcome and press release regarding Manor Farm House, Listed Building Application. Resident felt that an explanation was needed from HDC, he stated that anonymous posts on Facebook indicated that residents of Spaldwick were not happy with the outcome and questioned the need for HDC to spend money in pursuing this conviction. It was pointed out that PC had supported previous Listed Building Applications and a decision notice was available on HDC planning portal for anyone to read. Agenda item for next meeting in Jan 17.

Clerk

#### 12/58 Planning

12/58.1 To consider new planning consultations:

16/02411/HHFUL New Entrance Porch with internal modifications plus removal of garage door.  
52 Stow Road Spaldwick Huntingdon PE28 0TE (extension gained till 16 Dec 16).  
No effect on the area.

**Proposal: Proposed by Councillor RJ, seconded by Councillor MR, all in favour and it was RESOLVED to Recommend Approval. Carried**

*Note since meeting: Clerk replied HDC with planning recommendations.*

12/58.2 Appeal: Re: Appeal Land at Chandlers, PC recommended Refusal. Members are happy with the recommendations made previously.

12/58.3 Planning enforcement ref: 1400267ENLBCA – Manor Farmhouse, High Street, Spaldwick, - copy of press release attached to the email from Planning Enforcement team leader, email dated 13 Dec 16, forwarded to full Council on the day, dealt with under the Public Open Forum.

12/58.4 Applications which went to Development Management Committee: Chairman went to speak at Development Control meeting on 22 Nov 16:

12/58.4.1 Proposed new dwelling and demolition of stable block on land at 2 to 6 Thrapston Road: Chairman reported that after much discussion about whether this is within the built form of the village or in open countryside the committee voted to approve the application, going against the advice of their planning department.

12/58.4.2 Demolition of existing fire damaged building and replacement with new larger unit, removal of HGV fuelling facility: Chairman reported that a number of residents attended and Lisa Hunter spoke against this proposal; but the committee voted to approve the new service area. Conditions will be placed on this approval stating that the fuel tanks and HGV island will need to be replaced prior to the new shop opening and signage will be placed at the exit from the site directing traffic back onto the A14

- 12/58.5 Determined by planning authority:  
16/01634/FUL: Land At 2 To 6 Thrapston Road Spaldwick, New dwelling and demolition of existing fire damaged building, etc – HDC Approved.
- 12/59 **12/59 HDC consultation: Interim Review of Polling Districts, Polling Places and Polling Stations. The consultation will end on 6th January 2017.**
- 12/59.1 The Summary of Proposed Changes, which includes the following specific mention of Spaldwick: 'The polling station at the Community Room in Spaldwick Primary School is no longer available for use and it is necessary to identify an alternative venue for a polling station within the polling district of Spaldwick'.
- 12/59.2 School informed HDC that Community Room is no longer available as a Polling station without PC knowledge. Members discussed the issue. School was always a polling station. Doors to school during polling will be locked and people could be escorted to use the toilets facilities if needed. Members agreed to write to HDC and recommend that Community Room is still available for polling. Security can be arranged. People who come to vote will not need access to the school.
- Proposal: Proposed by Councillor MR, seconded by Councillor IH, all in favour, and it was RESOLVED to do so. Carried**
- Note since meeting: Clerk replied HDC, Lisa Jablonska AEA (Cert), Elections and Democratic Services Manager, with the PC suggestions as requested. Clerk*
- 12/60 Finance**
- 12/60.1 To receive and approve Cashbook balance and Bank Balance as at 30 Nov 16. Community a/c Bank Balance £11,953.07, cashbook balance £11,953.07
- 12/60.2 To Approve Budget and precept for 2017/18.  
*1 Member of the public leaves the meeting.*  
*1 more member of the public leaves the meeting.*  
Members discussed the budget. Suggestion was to increase Precept to £10,405.00. There was no precept increase for a few years now.
- Proposal: Proposed by Councillor MR, seconded by Councillor JP, Cllr SfdS voted against, and it was RESOLVED that Precept for 2017.18 is £10,405.00. Carried**
- Note since meeting: Clerk submitted Precept request to HDC on 16 Dec 16. The confirmation of the safe receipt received from Local taxation Manager.*
- 12/60.3 Clerk submitted to Barclays the mandate form re: change of address, no confirmation received yet from the bank. Chair will finalise his mandate as an additional signatory. SfdS
- 12/60.4 Maintenance of the lap top – laptop was running slow. With Chairman's approval, Clerk took lap top to computer man in Brampton, who investigated lap top's slow running, removed expired McAfee antivirus, installed Avast free anti-virus, and ran disk scan and virus scan. Invoice received for £45.00.
- 12/60.5 To consider PC documents Back up: option of purchasing the external hard drive: Cllr JP will supply external hard drive and is happy to look after the lap-top. Cllr JP is happy to scan PC documents (most of the PC paperwork is still with the retired Clerk D Stowell, - the filing cabinet needs sorting) so PC will have the option of hard copy and electronic copy of the documents. Clerk reported that Parish Council's lap-top was collected by HP on 14 Dec 16 to be repaired as it has a hard disk error. HP engineers will replace a hard drive (free of charge as lap top is under warranty), which may take up to 3 weeks or more due to Christmas break. Clerk works from another lap-top at the moment. JP, Clerk
- 12/60.6 To consider possibility to contribute towards Clerk's Working from home Insurance cover – Additional cost of £155.00 to usual home insurance. Quote provided to members by email prior to the meeting. PC Assets are covered under PC insurance. Members discussed the cost of clerk having extra policy and decided not to contribute because Clerk is covered under PC insurance anyway.
- Proposal: Proposed by Councillor IH, seconded by Councillor JP, Cllr MR voted against it, and it was RESOLVED not to contribute to Clerk's working from home insurance. Carried**
- 12/60.7 Expenditure for approval; 15 Dec 16 (changes in deductions by £0.20 – agreed by PC)
- 12/60.7.1 Payroll has now been carried and Clerk's wages after tax deductions are £170.91 instead of £170.71 as on the Agenda, therefore Tax deductions payable to HMRC also change to £29.40 instead of £29.60 as reported on the Dec PC Agenda with a notice 'To be confirmed'.

Date	Cheque No.	Payee and Description	Amount
15 Dec 16	682	Ms R Mimiene, Clerk wages Dec 16 £170.91 & expenses £24.25 Dec 16	£195.16
15 Dec 16	683	HMRC tax deducted from Clerk's wages Dec 16 £29.40 (payable to Post Office Ltd)	£29.40

<b>Proposal:</b>	Cllr JP agreed to speak to Greg Rice re: The website and offer to move web hosting over to his hosting solution and control. Therefore, members agreed not to pay the Invoice re: annual web hosting and maintenance of the website for £50 yet. <b>Carried</b>		
	<b>Proposed by Councillor MR, seconded by Councillor IH, all in favour and it was RESOLVED not to pay the Invoice until Cllr JP approaches Greg Rice.</b>		
15 Dec 16	684	<del>Greg Rice: Invoice — annual web hosting and maintenance of web-site and email 1 Jan 17 to 31 Dec 17</del>	£50.00
15 Dec 16	685	John Morgan, IT man – investigate lap top slow running, remove expired McAfee antivirus, install Avast free antivirus, run disk and virus scan	£45.00
It was agreed to make an additional payment to school for a room rent as it is budgeted for, due to Invoice being received after the Agenda was issued.			
15 Dec 16	686	Spaldwick primary School, Room rent for PC meetings Autumn term	£55.50

**Proposal:** **Proposed by Councillor MR, seconded by Councillor JP, all in favour and it was RESOLVED** **Carried** that all items listed in 12/60.7.1 are to be paid.

**12/61 Assets – Provision/Maintenance**

- 12/61.1 War memorial, update – Cllr RJ reported that photos attached to the application, submitted. RJ
- 12/61.2 Damage reported to raised flower bed on Village Green – Cllr RJ will repair. Clerk
- 12/61.3 Hedges at Children' play area are cut by Fergusson. One particular bit left not trimmed, which is at the rear right hand side behind the large swing. Clerk to report. *Note since meeting: Clerk emailed Ferguson on 19 Dec 16.*

**12/62 Highways, footpaths, byways, gritting bin, trees, etc**

- 12/62.1 The tree over the footpath outside Beech House in High Street not yet done. Chair will approach the residents. SfdS
- 12/62.2 Ellington Brook, beside Thrapston Rd Bridge in Spaldwick – fallen tree between A14 and the road – across the brook. Clerk to report. Clerk  
*Note since meeting: fallen tree reported to CCC highways.*
- 12/62.3 The kerb stone at the junction at A14 off-slip and road to Barham has been reinstated.
- 12/62.4 Outcome re: Overgrown shrubs and railings, Thrapston Road Bridge, (CCC been informed before Oct PC). No outcome yet.

**12/63 To consider PCC request re: contribution towards Grass Cutting in Churchyard**

- 12/63.1 Letter and a copy of PCC accounts received from John Blatch, Treasurer of St James Church. Clerk
- 12/63.2 Also attached Invoice for grass cutting Mar to Oct 16 for £755.00.
- 12/63.3 Clerk to ask Ferguson to quote for Churchyard grass cutting (usually around 12 cuts a season). Reply to provide to John Blatch. Chairman is happy to meet Ferguson on site. Clerk

**Proposal:** **Proposed by Councillor MR, seconded by Councillor JP, All in favour and it was RESOLVED to ask Ferguson for a quote.** **Carried**

*Note since meeting: Clerk contacted Ferguson on 19 Dec 16 and is awaiting response.*

- 12/63.4 Members discuss the Invoice received re: grass cutting and agreed to pay, it is in the budget.

**Proposal:** **Proposed by Councillor RJ, seconded by Councillor SfdS, all in favour and it was RESOLVED to do so.** **Carried**

Date	Cheque No.	Payee and Description	Amount
15 Dec 16	687	A. G. Gardens, Grass cutting Churchyard Mar to Oct 16	£755.00

**12/64 Outcome re: the availability of School premises for Community Use: Community Room**

- 12/64. Letter received from School on 9 Dec 16. Attached to the letter is a quotation for works suggested by school for PC to do, total cost is £17,719.23. Penny Price will take that up with school as chair emailed her the copy. CCC Cllr SB copied in it too. PC will pursue to try to arrange a meeting with school and CCC Cllr S Bywater. PC

**12/65 Town & Poors Charity: Annual Return 2016**

- 12/65.1 Email and a letter sent to Mr Martin Eayrs. Confirmation received over the phone. The rent of £500 per year accepted for one year. Then negotiate again.
- 12/65.2 Annual Return completed, report circulated to full PC.
- 12/65.3 Annual donations/grants supplied to local residents: £30 to give to 6 people in the village. Cllr RJ made a list, which was approved by PC.

**Proposal:** **Proposed by Councillor RJ, seconded by Councillor IH, all in favour and it was RESOLVED** **Carried** to do so.

Date	Cheque No.	Payee and Description	Amount
15 Dec 16	688	Cash – yearly grants to 6 people in the village x £30 each	£180.00

- 12/66 Community Highways Volunteering Scheme, update from Cllr Harriman**  
12/66.1 A notice prepared by Cllr IH uploaded onto PC website and it is in the village news, no comments received.  
12/66.2 Suggested to add onto the village Facebook page. Thank you expressed to Cllr IH. IH
- 12/67 To discuss the Defibrillator for Spaldwick**  
12/67.1 Members decided to put this item on hold until new year and approach the garage then as one of the suggested locations is the garage. Members also considered the possibility of having a Defibrillator in more than one location. PC
- 12/68 Village Hall**  
12/68.1 VH meeting is tonight at 8pm. AGM in January 17. Everybody in the village welcome to come and join. New committee to be elected. Cllr MR will not be a PC representative.
- 12/69 Correspondence**, circulated by email prior to the meeting  
12/69.1 No Calling Zone Item 10: Clerk to forward the email to Cllr MR.  
12/69.2 Tree application received on the day of the PC meeting (hard copy only): 16/02607/TREE. No Clerk comments. Clerk to reply HDC.
- 12/70 Councillors' questions**  
12/70.1 There were no Cllrs' questions.
- 12/71 Date of the next meeting:** Thu 19 Jan 17 at 8pm.

Meeting finished at 09.50pm.

*These minutes are considered draft until ratified at the next Spaldwick Parish Council meeting*

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Date

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Chairman: Steve Fane de Salis