

**Minutes of Spaldwick Parish Council Annual Meeting held at 8 pm
Thursday 21 May 2015 in the Community Room at Spaldwick Primary School**

Present: Cllrs. Rice (Chairman, presiding), Fane de Salis, Jackson-Rimmer, Johnson, Robinson, Smith, and Wakefield the Clerk (Mr D Stowell) and District Councillor Jim White.

1. **Apologies** for absence - none
2. **Election of Chairman and declaration of acceptance of office** - There being only one nomination, Cllr Stephen Fane de Salis was elected unanimously. A declaration of acceptance to the office of Chairman of the Council was made and delivered by him and witnessed by the Clerk. From this point onwards he presided over the meeting.
3. **(a) Declarations of acceptance of office from members recently elected.**
All seven members signed declarations of acceptance to the office of member of the Council, which were duly witnessed by the Clerk and received by the Council.
(b) Registrations of Members' Interests or declarations of no change
Cllrs Fane de Salis and Robinson, having completed registration forms prior to the meeting, passed them to the Clerk. The remaining five members declared no change.
(c) Return of Election Expenses forms – all seven members passed nil returns to the Clerk for onward delivery to HDC.
4. **Other elections, appointments, responsibilities**
Vice Chairman – Cllr Robinson was elected unanimously.
The following responsibilities were allocated / confirmed: Playground Inspection – Cllr Rice; Finance monitoring – Cllr Smith; Tree Warden – Cllr Johnson; Parish Paths Co-ordinator – Mick Ager; Representative to Village Hall Management Committee – Cllr Robinson; Speedwatch team leader – Cllr Jackson-Rimmer; Protected Verge monitor – Cllr Wakefield; Convener of War Memorial Working Group – Cllr Wakefield,
5. **Declarations of Interest** as to personal and prejudicial interest in relation to any agenda item - none
6. **Public Open Forum**
The newly elected District Councillor, Jim White, congratulated the Chairman and members on their election to office, and expressed thanks to Cllr Rice for undertaking Chairmanship of the Council for the past year. He offered to attend council meetings as often as possible and to take up matters on behalf of the parish with other appropriate bodies when requested. He made reference to HDC's Community Chest Fund which gives grants of up to £5000 and suggested that this should be borne in mind next year, the application window for this year having closed.
7. **Minutes of Meeting held 16 April 2015 were approved and signed**
8. **Matters arising from minutes**
Documents recording the history and refurbishment of the bier (hand hearse) – As Grahame Leach is no longer a member of the Council, Cllr Smith offered to ascertain how far any discussion with the Vicar about the possibility of the documents being stored / displayed in the Church had progressed, and to follow up the proposal if necessary.

9. Finance

Bank mandates – it was resolved to confirm R P Johnson and G S Smith and replace G E Leach with S Fane de Salis as signatories for the Santander and Barclays accounts

The following payments were approved

100622 CAPALC, Balance of membership fee 2015/16, £18.52

100623 Wicksteed Leisure, Playground inspection, £54.00 (inc £9.00 VAT)

It was noted that the annual grass cutting grant from CCC will remain at £498.13

10. Planning

To consider any new Planning Applications - none

The following LPA decisions were noted

1402233FUL, Single storey side and rear extension, 1 Pound Close – Permission granted

15/00093/FUL (and 15/00094/LBC), Internal and external repairs, renovation and extensions and new garden wall, The Limes, 27 High Street – Planning permission and Listed Building consent granted following amendments requested by HDC Conservation and English Heritage

11. Assets – Provision / Maintenance

War Memorial Refurbishment – Cllr Wakefield reported that the Working Group had held its first meeting.

Children’s Play Area

- Hedge cutting – action by Fergusons is awaited
- A Notice Board giving details of emergency contacts etc. has been fixed to the inside of the fence adjacent to the gate; and nettles adjacent to the entry footpath removed
- Climbing Frame - On April 20 a local resident raised concern about the behaviour of children jumping up and down on the platform of the multi-play climbing frame causing a noise nuisance and possibly damaging the unit. He saw one child knocked backwards through the small gap at the rear and who fell head first to the ground. His subsequent crying alerted a parent and away he went. On inspection by the Clerk, several bolts were found to be loose, some very loose. These were quickly tightened using a tool from a Security Bit Socket Set which had to be bought.
- Monthly Inspection - Cllr Rice carried out an inspection on April 16 and reported that the problem with the rubber tiles under the climbing frame continues; several are loose with large gaps around many of them. He carried out a further inspection on 21 May and reported no change on the state of rubber tiles but some of the bolts on the underside of the climbing frame are loose, despite having been tightened on April 20.
- Annual Inspection was carried out by Wicksteed on May 5 – report attached for consideration and action. A question was raised as to why this inspection had not revealed the loose bolts which were again observed on May 21. As loosening could have occurred due to vibration in the intervening two weeks the possibility of locking the threads will be investigated when next tightened. The Chairman agreed to take this action. The Clerk will obtain quotations for the other work recommended by Wicksteed.

Painting of assets - It was noted that the seats at the Village Green, Royston Avenue and Children’s Play Area, and the door of the shed in Church Lane are in need of attention. The Clerk reported that a Kimbolton School DofE volunteer had offered to rub down the seats to prepare them for painting. Cllr Robinson will assess the work required to the door and, if appropriate, obtain a quote locally.

12. Highways, footpaths, byways etc.

Street Lighting PFI – The Clerk reported that a proposal for the High Street scheme was received from Balfour Beatty on April 17. This specified 36W PL-L lamps on the old 5m columns in High Street whereas the lamps in the other two main streets, Stow Road and Thrapston Road, have been replaced with 45W CPO-TW lamps on new 6m columns. On being asked to explain this difference BB replied that they were working to the specification laid down by CCC. On April 28 a message was received that Jamie Cooke, the CCC Commissioning Manager, would arrange for a response to be sent. This is still awaited.

Local Highway Improvement Initiative – awaiting CCC start on the additional agreed work.
Bus Service changes – it was noted that the proposed local services are being re-tendered
Footpaths, byways – It was noted that copies of the Annual Report from Mick Ager had been circulated to members prior to the meeting. It was resolved to record the Parish Council's thanks to Mick and to Simeon Carroll of CCC for continuing to maintain the footpaths in and around the village. A solution to the problem with horses on the footpath at Easton is awaited from Easton Parish Council.

Verges in Stow Road – A complaint that the grass verge of an empty house (No 54) is badly overgrown was noted. The Clerk is to ask the selling agent to contact the owner with a view to keeping the grass mown. A further complaint about the verge outside another house has been resolved – the grass has been cut.

Installation of street sign for Chandlers – The Clerk said he had not yet been able to establish direct contact with Steve Daniels who built the houses, but the occupant of one house had passed on a message to him regarding this matter. Cllr Johnson offered to speak to Cllr Jim White to see whether he can help.

Tree branches in Open Space (rear of Ferriman Road) – The Clerk reported that some branches left in the long grass by the PC working party need removing. A Kimbolton School DofE volunteer has offered to move them to the field entrance when doing a litter pick, to be collected by a vehicle later.

13. Procedural and Governance Documents

The Clerk apologised for not having been able to complete the revisions in time to distribute them prior to the meeting. He reported that he had now completed the amendments in line with the Review memo of 19 March 2015 with 2 extra amendments:

Class 3 – Playground internal checklist – amend quarterly to read monthly

Class 4 – Agenda of next Parish Meeting published at least 7 days before the meeting – add notice board and website.

The Clerk distributed copies of the memo, the existing Code of Conduct and the revised Standing Orders to members. One copy of the revised Information Publication Scheme and of the Financial Regulations were passed to Cllr Johnson. Following complaints by members that they had not had an opportunity to examine the revised documents it was resolved that draft proposals dated 25 March 2015 would be made available to members for examination prior to the next meeting at which they would be considered for adoption.

14. Proposal to send summons and minutes for parish council meetings to councillors by email subject to individual councillor's agreement – members indicated their individual preferred means of receipt on a signed form.

15. Correspondence

Village Hall – letter from David Henrick, Secretary Village Hall Committee

1. Request that the £38000 held in the Village Hall & Playing Field reserve be transferred to the Village Hall account ASAP to help in any future bids for grants
2. Can any parcels of land owned by the Parish Council which might be suitable sites for the Village Hall be identified.

The Clerk is to respond explaining that no money from the Parish Council reserves can be transferred to the Village Hall account until the Committee has produced a proposal acceptable to the villagers, at which time application can be made to the Parish Council for a grant, the amount of which will then be determined.

Cycling – Tour of Cambridgeshire, 6/7 June 2015 – A briefing showing routes (which will be closed to other traffic) has today been issued by the County Council. This will be emailed to members.

Woolley Hill Windfarm Community Liaison Group - members were asked whether they would be interested in attending a final meeting of the Community Liaison Group potentially on Tuesday 16 June, Wednesday 17 June or Thursday 18 June. to hear a final update on the Woolley Hill Wind Farm, including a report on the initial local projects being supported through

the Fund. If the majority of members do not wish to meet again, RES will continue to be available by email, phone or post to answer any questions during the operational phase and the Fund Panel will meet regularly to decide upon requests for community support.

As the original representatives are no longer members of the Council and no current members expressed an interest in attending a final meeting of the CLG, the Clerk will inform RES accordingly.

Annual Report from Cty Cllr Bywater – circulated by email 4 May

CCC Key Issues – circulated by email 5 May.

CAPALC e-Bulletin May 2015 – circulated by email 8 May

Electoral Review of Cambridgeshire – To note letter from the Local Government Boundary Commission which announces a consultation on their draft recommendations for changes to the boundaries of County Council Divisions in Cambridgeshire. This follows on from their letter which was considered at the November meeting when it was decided to wait until draft proposals for changes to the areas covered by County Councillors are available. The aim was to have divisions with similar size electorates. The draft recommendation is that Spaldwick becomes part of the single member Alconbury & Kimbolton Division covering 22 parishes. Representations for changes are invited from parish councils or individuals– closing date 6 July 2015 (see www.consultation.lgbce.org.uk)

16. Any other business

Injured horse incident – Cllr Robinson referred to a recent case of an injured horse being seen by a member of the public in Bury Close. As they didn't know how to contact the owner, they informed the RSPCA whose Inspector travelled from Ely to examine the horse and arranged for a vet to attend. It was suggested that, at the next meeting, the Parish Council should consider holding a register of animals kept in fields in the village so that the owners can be contacted in such circumstances.

Potential development in Thrapston Road west of Agrovista – Cllr Rice reported that he and the Clerk had recently met Peter Edwards, Managing Director of Edwards Bros (Spaldwick) Ltd, and their agent who explained that they are considering development of this site for a modest amount of housing, commercial / industrial and / or renewable / low-carbon energy (or an appropriate mixed use) scheme; and that a Public Open Space or land reserved for community use could be created to the northwest of the brook as part of any development of the site. As development of this site would require clear support from the local community it is Edwards Bros intention to obtain the views of the Parish Council and the local community before finalising any planning application.

Chairman of the Council – Cllr Smith expressed thanks to Greg Rice for his work as Chairman during the past year. This was endorsed by the other members of the Council.

Highway and street light problems - appropriate action to be taken by the Clerk

Cover on the lamp of street light 3 outside 19 Littlecotes Close has fallen off.

Manhole covers outside 23A Thrapston Road and 39 Stow Road are loose

Kerb outside 3 Stow Road needs to be replaced

Pothole in footway adjacent to fence of 5 Stow Road

Barrier at entrance to Upthorpe Farm has been damaged again following its recent repair.

17. Date of next meeting - Thursday 18 June 2015

In the absence of any further business the meeting closed at 10:00 pm