

# SPALDWICK PARISH COUNCIL

*CHAIRMAN: Steve Fane de Salis*

Clerk to the Council: -  
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13 Jul 2018

Dear Member,

You are hereby summoned to attend the **Parish Council Meeting** which will be held on **Thursday 19 Jul 2018** at **8pm** at Community Room, **Spaldwick Primary School**, to deal with the following business: **Public and Press are invited to attend**

## NOTICE and AGENDA

**07/439 To Receive Apologies and Reasons for Non Attendance**

**07/440 Declarations of Interests for Members (Disclosable Pecuniary Interests)**

**07/441 To Receive and Approve the Minutes of the Parish Council Meeting 21 June 2018**

**07/442 Matters arising from those Minutes**

**07/443 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.*

**07/444 Planning**

*To consider new planning consultations: none received within this period*

*Consultation: None received in this period.*

*Determined by planning authority:*

18/00718/HHFUL 30 Ferriman Road Spaldwick Huntingdon PE28 0TQ Single storey rear extension with parapet detailing and roof lantern – Approved by HDC

**07/445 Councillor Portfolio/Responsibilities**

**07/446 To Review PC Code of Conduct**

**07/447 Grass cutting in the churchyard – to Consider £150 Contribution to the PCC**

**07/448 Finance**

07/448.1 Internal Auditor's report and checklist, further outcome

07/448.2 To note updated Cashbook, Bank Reconciliation for Q1 (Apr, May & Jun 18) and Income against Expenditure report up to 30 Jun 18

07/448.3 Outcome re: Internet banking, Cllr G Smith

07/448.4 To Consider CIL Spending

07/448.5 Expenditure for approval 19 Jul 18:

Date	Cheque No.	Payee and Description	Amount
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19 Jul 18	768	R Mimiene, Clerk wages Jul 18	£183.90
19 Jul 18	769	HMRC: tax deductions from Clerk's Jul 18	£28.80
19 Jul 18	770	R Mimiene, Expenses on running cost of PC Jul 18	£11.80
19 Jul 18	771	Spaldwick Community Primary School Rent of the room 19 Apr, 17 May, 21 Jun and 19 Jul 18	£50.00
19 Jul 18	772	SLCC: Contribution towards membership. Total amount £185, PC contribution according to the hrs contracted 11.67%	£21.59
19 Jul 18	773	S Y Webb: Grass cutting in the village 1 <sup>st</sup> payment	£833.32
19 Jul 18	774	HDC: Uncontested Election 3 May 2018	£105.00
		Total:	£1,234.41

07/448.6 Due to no meeting in August: To Approve in principle Clerk's Aug wages, Tax deductions and expenses after the payroll is carried and paperwork circulated to PC members

#### **07/449 Dog fouling issue in the village**

#### **07/450 General Data Protection Regulation (GDPR) to consider:**

- 07/450.1 Social Media and Electronic Communication Policy
- 07/450.2 Information & Data protection Policy
- 07/450.3 List of documents for Retention or Disposal
- 07/450.4 Subject Access Request Form
- 07/450.5 Consent Form
- 07/450.6 Privacy Notice Staff, Councillors and Role Holders
- 07/450.7 General Privacy Notice
- 07/450.8 Data Audit Schedule/ Mapping
- 07/450.9 Cyber Security Checklist
- 07/450.10 Security Incident Response Policy

**07/451 The Financial Regulations – latest model adopted and approved by PC on 19 Apr 18. It was suggested by the Internal auditor that PC needs to note that the brackets [] should be removed where appropriate. – Clerk to re-circulated the last updated version for PC consideration and approval at Jul PC**

#### **07/452 Assets – Provision/Maintenance**

- 07/452.1 Grass cutting issues: outcome
- 07/452.2 Monthly Ferriman Road Play Area's Inspection
- 07/452.3 War Memorial, further update by Cllr G Smith
- 07/452.4 Outcome re: Chevron boards which were removed in 2017, Thrapston Road junction to the Littlecoats on the bend.
- 07/452.5 Streetlights
- 07/452.6 To Monitor School PF access gates

#### **07/453 Highways, footpaths, byways, gritting bin, trees, etc**

- 07/453.1 Re Spaldwick byway - long lane off the high street – gates now unlocked
- 07/453.2 Overhanging hedges in the village – 1 Thrapston Rd needs a letter, to agree

**07/454 To discuss the state of Village Sign, update by Cllr R Johnson**

**07/455 To discuss the ownership of the Community Room and the running cost : To Approve the Agreement**

**07/456 Community Highways Volunteering Scheme and Community Flood Group**, update from Cllr Harriman

**07/457 Good Neighbours Scheme for Spaldwick**, Cllr M Robinson

**07/458 To further discuss the Defibrillator for Spaldwick**

**07/459 Village Hall**

**07/460 Website:**

07/460.1 PC website linked with Facebook page, outcome Cllrs S Jackson-Rimmer and J Pope

**07/461 Conference/training run by CAPALC 29 Jun 18 which included GDPR, outcome, Clerk**

**07/462 Correspondence**

**07/463 Councillors' questions**

*Please, note that no decisions can lawfully be made under this item. Business must be specified therefore the Council cannot lawfully raise matters for decision.*

#### EXCLUSION OF THE PUBLIC AND PRESS

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw, Public Bodies (Admission to Meetings) Act 1960.

**07/464 Clerk's appraisal, outcome. Clerk's contract. Pay scales. Pensions to consider.**

**07/465 Date of the next meeting:** Thu 20 Sep 2018 at 8pm at the Community Room

Signed (Clerk) Ramune Mimiene



Date: 13 Jul 2018