

Draft Minutes of the Meeting of Upton & Coppingford Parish Council held on 9th May 2016, 7.30pm

<p>Present: Cllrs Burnett, Sinclair-Thomson, Akhurst, Stewart and the Clerk. Later, Paul Gamwell was co-opted as a Cllr. Members of the public: 9 D Cllr Tuplin</p> <p style="text-align: right;">Key: HDC Huntingdonshire District Council CCC Cambridgeshire County Council PC Parish Council</p>		
1	To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office	After 8 years as the PC Chairman, Cllr Burnett advised that he no longer wished remain in this position. He was thanked for his long standing contribution. It was, unanimously, approved for Cllr Sinclair Thomson to become Chairman and he completed his Declaration of Acceptance of Office.
2	To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Office	It was, unanimously, approved for Cllr Akhurst to continue in the role of Vice Chairman and she completed her Declaration of Acceptance of Office.
3	To receive apologies and reasons for absence	None.
4	Members Declarations of Pecuniary Interest relating to matters on the agenda	None.
5	Public and press participation session with respect to items on the agenda	<p>Concern was raised regarding the proposed development at Glebe Farm. It was decided that a working party be formed to lead on behalf of Upton residents, made up of Sue Rice, Colin Gibb, Paul Gamwell and Andrew Sinclair Thomson. The Clerk to organise a meeting date and time for asap and to invite C Cllr Simon Bywater and D Cllr Tysoe.</p> <p>D Cllr Tuplin listened to the discussions but did not comment.</p> <p>One resident requested the PC address the issue with turning lorries outside Leewood Business Park. Refer to agenda item 10. on the minutes of 11th May 2015. The Clerk was requested to write to the business owner and request another way for lorries turning to be found within the perimeter of the business gate.</p> <p>Another member of the public raised concerns about the accessibility of superfast broadband. He advised that he had already been in touch with Connecting Cambridgeshire and Cllr Sinclair Thomson suggested he go back his chosen supplier as access was available - his supplier had the wrong information.</p>
		All bar one of the members of public left the room at this point. D Cllr Tuplin also left the room, adding that he had nothing report on, at this time.
6	To review applications and co-opt to fill Cllr Vacancy	Paul Gamwell was the only applicant. His application was reviewed and it was, unanimously, agreed for him to fill the Cllr vacancy. Paul was welcomed onto the

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		Parish Council.
7	To sign and approve minutes dated 7 th March and 18 th April 2016	Minutes were, unanimously, approved. These were signed and dated by the Chairman.
8	Matters arising from the minutes (information only)	None.
9	Reports from Parish Cllrs	Nothing that was not already an agenda item.
10	Reports from District and County Cllrs	None. D Cllr Tuplin had already advised this before he left the meeting.
11	Clerk's Report, inc:- a) Feedback from SLCC Annual Conference training day b) Date of Clerk's yearly appraisal	The Clerk reported that the training was useful and highlighted that the PC is legally obliged to pay invoices for service within 30 days. Cllrs Sinclair Thomson and Stewart to hold the Clerk's appraisal on, 24 th May, 10am at Cllr Stewart's house. Clerk to forward the appraisal template to Cllrs ahead of this.
12	Correspondence received, inc:- a) Email - ACRE, Cambridgeshire Community Fair 7 June 2016 b) Email - Leighton Bromswold Bikefest 11 June 2016 c) Email - Resident, Comments on 18 th April 2016 PC meeting and suggested further action d) Email - M Soor, Highways England, A14 Cambridge to Huntingdon Scheme	PC noted. Clerk had added a poster to noticeboard. To be covered by the newly formed working party. Clerk to add information to the website.
13	To note the following annual reviews have been completed a) Asset register b) Insurance schedule	Clerk to add the new defibrillator to the asset register and to the insurance policy.
14	To review the finance checking procedure	Clerk requested an additional check be made of financial documents, ahead of PC meetings. Cllr Gamwell offered to action this check and this was, unanimously, approved.
15	Financial report and payments to be made, inc:- Approval of the following: a) £221.04 (£110.52 x 2) (STO) April/May Clerk's salary and expenses b) £40.00 (CHQ) V Seekings, Internal Auditor c) £210.25 (CHQ) Community Lincs, Insurance renewal d) £14.75 (CHQ) Old Weston Parish Council, shared payment of SLCC training	All payments were checked and corresponding paperwork signed by two signatories. STO - approved. CHQ 444 - approved. Approval postponed. To review when the defibrillator had been added. CHQ 446 - approved. It was agreed to make the following additional payments which were not listed on the agenda, but were budgeted for: £15.00 Upton Village Hall CHQ 447 - approved £99.00 Moore Brighter Garden Services - CHQ 448 - approved

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	<p>e) To receive £271.65, Transparency Fund for future new laptop and scanner (ring fence) - FY 2015/16</p> <p>f) To receive £4500.00 Precept from HDC</p> <p>g) To receive £3528.61 CIL, HDC, The Barn, Upton Lodge</p> <p>h) To note the reconciled bank account balance</p> <p>i) To approve the end of year accounts up to and including 31st March 2016</p> <p>j) To set up the Clerk to allow on-line access to PC bank account</p>	<p>Received.</p> <p>Received.</p> <p>Received.</p> <p>Clerk to review - error on the budgeting spreadsheet. To be corrected for the next meeting.</p> <p>Approved.</p> <p>The Clerk explained that it had been very difficult to complete the end of year accounts with sporadic sending of bank statements. It was approved for the Clerk to be added as a signatory which would then allow the process of gaining on-line access to the PC account. Cllr Sinclair Thomson had requested the appropriate paperwork to begin the process.</p>
16	Health and Safety	None.
17	<p>Planning, inc:-</p> <p>a) Application ref. 16/00517/FUL Alternative parking layout received Glebe Farm, Green Lane</p> <p>b) Update on properties affected by Community Infrastructure Levy (CIL)</p>	<p>Cllr Gamwell wished to make the PC aware of his interest in this planning app. and explained that prior to his involvement with the PC, he had door-stopped residents to collect views and opinions on the planning app. which he forwarded to HDC.</p> <p>The PC discussed the additional parking of 4 spaces, however, the Clerk was requested to respond to HDC to say:</p> <ul style="list-style-type: none"> • The additional parking was recognised, however, this does not detract from the original concerns provided to HDC on 19th April 2016 <p>£3528.61 received for The Barn, Upton Lodge</p> <p>The Clerk confirmed that HDC became a CIL charging authority on 1st May 2012 and the decision date for Upton House Cottage and Spire View Cottage was 1st February 2012.</p>
18	To receive proposals from Cllrs on how to use the CIL grant	<p>The following proposals were put forward and would be discussed as agenda items at the next meeting:</p> <ul style="list-style-type: none"> • Village Pond • Sign Renovation • Cabinet for new defibrillator
19	<p>To note the comments from the Internal Auditor on the Audit Commission Annual Return and to sign where necessary</p> <p>a) Annual Governance Statement</p> <p>b) End of Year Accounting Statement</p>	<p>The Internal Auditor noted that the VAT had not been claimed back this year so the Clerk was unable to rectify the over claim from 2014/15. Clerk to action when it is possible. Bar this, no other actions needed to be taken - PC records are in order.</p> <p>Approved and signed.</p> <p>Approved and signed.</p>
20	Pension enrolment for the Clerk	It was noted that the Clerk's earnings did not reach the threshold where the PC were obliged to provide a

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		contributory pension scheme. The Clerk advised that she did not wish the PC to set up a non-contributory pension scheme. She suggested she bring the staging date, 1 st October 2017, forward and complete the necessary paperwork to complete this task.
21	Update on Superfast Broadband	It was noted that Superfast Broadband was available , however, some residents were having difficulty receiving it. This was an issue with the particular suppliers not updating their information regarding availability in Upton. RESOLVED
22	Update on pond maintenance, grass cutting	After a full discussion, it was, unanimously, agreed for the Clerk to request that Moore Brighter Garden Services only cut in front of the pond and not in front of the gardens at the back of the pond. The Clerk to give Sean Moore 1 month's notice of this change and to write to the two owners of the houses that back the pond to advise of the PC's decision. Sean Moore had agreed to reduce the charge for this service from £33.00 per cut to £25.00 per cut. RESOLVED.
23	Update on pond maintenance, grass cutting	The Clerk advised that she had not had a reply to her letter sent to CCC on 23 rd March 2016, or a response to her phone message. She suggested she write again, directly to the Rural Estate Team, Lorna Thompson and send the letter by recorded delivery. To be reported at the next meeting.
24	Funding and location of the new defibrillator cabinet	Cllr Burnett advised that he had not yet spoken to the Park owner. The Clerk offered to contact the Park owner to discuss the possibility of locating the cabinet on the Park. To be reported at the next meeting.
25	To discuss the village sign being restored	This had now become a proposal on agenda item 18 . It was noted that the sign was originally made by Glynn Mould. To be discussed at the next meeting.
26	Village furniture preservation treatment	Cllrs Akhurst and Gamwell to organise a working party to action this, making proper provision for health and safety of volunteers. Materials to be paid from the Village Maintenance budget. Receipts to be sent to the Clerk ahead of the next meeting.
27	To review the Transparency Code website status	The Clerk advised that the PC website met the Transparency Code requirements.
28	Items to be raised on the next agenda	Clerk's Appraisal feedback, Dispensation for Cllrs to discuss Glebe Farm, Risk Assessment review.
29	Items for 'Over the Garden Gate'	Tour of Cambridgeshire, CIL proposals for spending, A14 Cambridge to Huntingdon Scheme
30	To set a schedule of meetings for the coming financial year	5th September 2016, 5th December 2016
	Meeting closed	9.30pm

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