

# **Minutes of the Pidley-cum-Fenton Parish Council Meeting** **Wednesday 16<sup>th</sup> May 2018 at 7.30pm in The Village Hall, Pidley**

**Present:** Chairman Mr David Hopkins, Mr Robert Johnson, Ms Charlie Lowe, Mrs Christine Paynter, Mr Tim Ward, Mrs Tracey Davidson (clerk)

**Also present:** 10 x members of the public & Cllr Tavener

## **Open forum**

Mr David Hopkins welcomed all to the meeting and advised of how the meeting is to be held. A member of the public advised that the planning application 18/00867/FUL has not been advertised on a yellow notice and no neighbour letters had been received to date. He went onto advise he had no concerns with the proposal once Mr David Hopkins explained the application in detail.

Speeding on the High Street continues to be a problem and a member of the public is keen to pursue the possibility of a zebra crossing at the bus stops. Questions around extending the footpaths from the outskirts of the village were discussed and Mr David Hopkins suggested putting all ideas together at the APM.

A question around the planning application for Warboys treatment works was raised and Cllr Tavener advised the application had been put on hold for the time being. She will share details from the Landfill Action group with the clerk. See **appendix 1** for details.

The directional sign along the High Street is too low and a member of the public walked into it recently. The clerk has reported this to CCC Highways and it will be raised once the hedge is cut back so the sign can be read.

Thanks from the Chairman to the community plan team who helped with the recent village tidy up.

Meeting opened at 7.50pm.

13 **Election of Chairman** – Mr David Hopkins proposed Ms Charlie Lowe who accepted the proposal. This was seconded by Mr Tim Ward. *(Proposed Mr David Hopkins, seconded Mr Tim Ward. All agreed.)*

14 **Chairman to sign Declaration of Acceptance of Office** – Mrs Charlie Lowe signed the acceptance of office and then took the chair for the remainder of the meeting.

15 **Election of Vice Chairman** – Mr David Hopkins proposed Mr Tim Ward to be the Vice Chairman. *(Proposed Mr David Hopkins, seconded by Ms Charlie Lowe. All agreed.)*

16 **Election of Responsible Finance Officer** – Ms Charlie Lowe proposed the clerk Mrs Tracey Davidson to be the RFO for the year. *(Proposed Ms Charlie Lowe, seconded Mr David Hopkins. All agreed.)*

17 **Confirmation of Internal Auditor for FY2018/19** – it was agreed to use MJ Williamson for the coming years internal audit. *(Proposed Ms Charlie Lowe, seconded Mr David Hopkins. All agreed.)*

18 **Adoption of Code of Conduct** – this item was deferred until the next meeting due to the GDPR changes which need including.

19 **Adoption of Standing Orders** – the standing orders were formally adopted. *(Proposed Mr David Hopkins, seconded Mr Tim Ward. All agreed.)*

20 **Adoption of Financial Regulations** – the financial regulations were formally adopted. *(Proposed Mr David Hopkins, seconded Mr Tim Ward. All agreed.)*

21 **Adoption of Financial Risk Assessment** – the financial risk assessment was formally adopted. *(Proposed Mr David Hopkins, seconded Mr Tim Ward. All agreed.)*

22 **Adoption of Risk Management Policy** – the policy was formally adopted. *(Proposed Mr*

	<i>David Hopkins, seconded Mr Tim Ward. All agreed.)</i>	
23	<b>Adoption of Model Publication Scheme</b> – the scheme was formally adopted. <i>(Proposed Mr David Hopkins, seconded Mr Tim Ward. All agreed.)</i>	
24	<b>Adoption of Complaints Procedure</b> – the complaints procedure was formally adopted. <i>(Proposed Mr David Hopkins, seconded Mr Tim Ward. All agreed.)</i>	
25	<b>Adoption of Equal Opportunities Policy</b> – the equal opportunities policy was formally adopted. <i>(Proposed Mr David Hopkins, seconded Mr Tim Ward. All agreed.)</i>	
26	<b>Adoption of Information Protection Policy</b> – this new policy was formally adopted <i>(Proposed Mr David Hopkins, seconded Mr Tim Ward. All agreed.)</i>	
27	<b>Adoption of Information Security Incident Policy</b> – the clerk advised this new policy was to be implemented as a result of the GDPR <i>(Proposed Mr David Hopkins, seconded Mr Tim Ward. All agreed.)</i>	
28	<b>Adoption of Grievance Procedure</b> – the grievance policy was re-adopted. <i>(Proposed Mr David Hopkins, seconded Mr Tim Ward. All agreed.)</i>	
29	<b>Members to sign new Register of Members Interests</b> – all members signed the no changes to members interests.	
30	<b>Councillors to sign Declarations of acceptance of Office</b> – all members signed their declaration of acceptance of office.	
<b>End of Annual Meeting of the Parish Council. May meeting continues for the purpose of transacting the following business:</b>		
31	<b>Declarations of interest for items on the agenda</b> – None	
32	<b>Apologies for absence</b> – Cllr Criswell, Cllr Bull	
33	<b>Co-opt new member</b> – the committee welcomed Louise Clowery onto the committee and formally accepted her. <i>(Proposed Ms Charlie Lowe, seconded Mr Tim Ward. All agreed.)</i>	
34	<b>Minutes of the Parish Council Meeting 11<sup>th</sup> April 2018 to be approved and signed by the Chairman</b> – the Chair signed the minutes. <i>(Proposed Mrs Christine Paynter, seconded Mr Robert Johnson. All agreed.)</i>	
35	<b>Matters arising from previous minutes</b> – None.	
36	<b>County Council &amp; District Council reports</b> – Cllr Jill Tavener advised that HDC were having their first full committee meeting since the election on the 23 <sup>rd</sup> May, nothing to report to date.	
37	<b>Annual Return FY2017/18 – approve annual governance statement &amp; sign</b> – the clerk went through the audit report and no questions were raised. The Chair signed the governance statement which can be viewed on the website. <i>(Proposed Mr David Hopkins, seconded Mr Tim Ward. All agreed.)</i>	
38	<b>Annual Return FY2017/18 – approve accounts &amp; sign account statement</b> – the clerk went through the accounts in detail and no questions were raised. The Chair signed the account statement which can be viewed on the website. <i>(Proposed Mr David Hopkins, seconded Mr Tim Ward. All agreed.)</i>	
39	<b>FY2017/18 Accounts to end April 2018</b> – the clerk shared the accounts electronically for April. April income - £11928.44 April expenditure - £385.65 <i>(Proposed Mr Tim Ward, seconded Ms Charlie Lowe. All agreed.)</i>	
40	<b>Accounts for payment for April payments</b> – Ms Charlie Lowe & Mr Tim Ward signed the cheques. Full detail of all cheques signed can be found as <b>appendix 2</b> . <i>(Proposed Ms Charlie Lowe, seconded Mr Tim Ward. All agreed.)</i>	
41	<b>Insurance 2018/19</b> – the clerk shared the quotes received for the PC insurance for the coming year starting from 1 <sup>st</sup> June 2018. Zurich - £446.15 LTA(3yrs) £425.34 Norris & Fisher - £297.37 LTA(3yrs) £297.37 Cane & Company - £381.53 LTA (3yrs) £364.95	



	<ul style="list-style-type: none"> <li>• <b>Play park</b> – the ROSPA report had not been received ahead of this meeting, however, it has since been shared and the clerk is obtaining quotes for the repairs needed.</li> </ul>	Clerk
45	<p><b>Village Maintenance</b></p> <ul style="list-style-type: none"> <li>• <b>CCTV – phase 2 update</b> – the clerk advised that the work had been completed and the invoice received. The retrieval of the historic data for the Fen Road camera is not able to be obtained remotely due to the poor wifi. A quote to install a booster to improve this is £257.00 + VAT. A discussion around waiting until fibre is installed or to install the booster was had. It was agreed to install the booster. (<i>Proposed Ms Charlie Lowe, seconded Mr David Hopkins. All agreed.</i>)</li> <li>• <b>SID – share results</b> – no new data was available at the meeting. The SID is currently at the High Street and will remain for a further 2 weeks.</li> <li>• <b>LHI Update on costs</b> – the clerk was asked to obtain the breakdown for the Fenton LHI proposal so the PC can decide on what improvements they wish to make.</li> </ul> <p><b>Village gates - £3800</b>  <b>30mph signs - £1200</b>  <b>30mph roundel on carriageway - £350</b>  <b>Traffic management to install all of the above - £500</b>  <b>Design and management fees - £600</b>  <b>Risk contingency - £645</b>  <b>Total - £7095.</b></p> <p>It was agreed to discuss this further at the annual meeting.</p>	Clerk
46	<p><b>Correspondence received</b></p> <ul style="list-style-type: none"> <li>• <b>St Ives &amp; District Area Road Safety Committee</b> – the clerk shared correspondence from this group regarding support for improvements to the Wheatsheaf Junction. All agreed to support any proposed improvements. The clerk is to write to advise of this.</li> <li>• <b>CAPALC</b> – the clerk shared correspondence received regarding the annual membership costs. All agreed to continue with LCPAS for the coming year.</li> <li>• <b>Community Road Watch – report</b> – the clerk shared the report and it was discussed that a joint meeting with Warboy's PC to try and reduce the speed travelling from Warboy's into Fenton and vice versa.</li> <li>• <b>Clerks &amp; Councils Direct</b> – the clerk shared the monthly newsletter</li> </ul>	Clerk  Clerk
47	<p><b>Any other business –</b></p> <p>Mr Robert Johnson asked if the desks could be made into a square for the meeting so he can hear. A member of the public asked if a hearing loop was available and the clerk is to ask if the village hall have this facility.</p> <p>Ms Charlie Lowe advised there is a lot of mosquitos around the stream by Capricorn House. A further discussion around clearing of parish ditches took place. Mr David Hopkins advised that he had obtained quotes to clear the ditch along Drag Lane.</p> <p>A Bothwell Plant Hire - £1380 + VAT based on £150 + VAT per 20 tonne load  Spark contracting - £1250 + VAT based on £60 + VAT per 10 tonne load</p> <p>Mrs Christine Paynter asked when the ACRE report would be available to share. The clerk has shared it with the PC and had been advised that Cambs ACRE wanted to present it at a PC meeting before publishing. <i>Post meeting note: The clerk has had confirmation that Cambs ACRE will attend the PC meeting on 20<sup>th</sup> June to discuss the report and this can now be obtained on the website.</i></p>	Clerk  Clerk
<p><b>TO RESOLVE to exclude the press and the public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 in respect of the following items</b></p>		
48	<p><b>NJC Salary Changes &amp; Clerks salary</b> – the clerk left the meeting at this point and no notes were made.</p>	

Meeting closed 9.30pm

Next meeting: 20<sup>th</sup> June 2018





**Dates of Future Parish Council Meetings –2018**

Wednesday	11 <sup>th</sup> July	2018
Wednesday	8 <sup>th</sup> August	2018
Wednesday	12 <sup>th</sup> September	2018
Wednesday	10 <sup>th</sup> October	2018
Wednesday	14 <sup>th</sup> November	2018
Wednesday	12 <sup>th</sup> December	2018