

The Annual Parish Council Meeting of Kings Ripton was held on Tuesday 19 May 2015 at 6.30pm in Village Hall

**Present** Mrs R. Carey-Townsend, Chairman, Mrs Rebecca Rayner, Philip Rayner, Michael Krause, Paul Bassitt Parish Councillors.  
Robin Howe, District Councillor.  
Ms R Mimiene, Clerk.  
1 member of the public.

**01-05/15 To Receive Apologies and Reasons for Non Attendance**

The Clerk reported that County Councillor Michael Tew sent apologies for absence.

**02-05/15 Election of Chairman**

02-05/15.1 A secret ballot was taken - 3 votes for Ros Carey-Townsend. Mrs Ros Carey-Townsend elected as chair. The chairman signed the Declaration of Acceptance of Office form.

**03-05/15 Election of Vice Chairman**

A secret ballot was taken. Philip Rayner elected as Vice Chairman. The Vice Chairman completed the Declaration of Acceptance of office form.

**04-05/15 Chairman's Opening Remarks**

Chairman thanked everyone and expressed her joy in full council. It will now be possible to share jobs around the parish and be more effective in serving for the community of Kings Ripton.

**05-05/15 Declarations of Acceptance of Office**

All councilors completed their Declaration forms for the new term 2015-2019 and these were witnessed and passed to the Clerk.

*One member of the public joins the meeting.*

**06-05/15 Declaration of Interests for Members (Disclosable Pecuniary Interests)**

Register of Members Interests forms were signed by councillors and passed to the Clerk ready to be sent out to Monitoring Officer in Huntingdonshire District Council.

Councillors Mrs R. and P. Rayner declared a Pecuniary interest in Agenda Item 11-05/15.1 Notice Board, as well as Agenda Item 14-05/15.3 regarding 2 cheques received to two different companies (Kings Ripton farms Ltd and Glebe Farm Foods Ltd).

Councillor M Krause declared interest in Agenda Items:

- 16-05/15 regarding his tenancy agreement, Allotments and
- 14-05/15.7 being a Trustee for the Village Hall.

*Note since meeting: Declarations of Interests for Members forms have been sent to HDC.*

**07-05/15 To Accept Code of Conduct for Members**

Councillor M Krause proposed the acceptance of the Code of Conduct for Members. Councillor P. Bassitt seconded the proposal. All were in favour and it was RESOLVED to do so.

**Close of Meeting**

**08-05/15 Public Participation Session with respect to items on the Agenda and other matters of mutual interest.**

1 member of the public was present.

08-05/15.1 A parishioner expressed concerns regarding the traffic calming articles in Hunts Post. Some people outside of Kings Ripton complain that they have to speed as they are leaving the traffic calming, to get through the gap as quickly as they can before meeting oncoming vehicles. But residents of Kings Ripton think the traffic

calming is a success and it is working well. Traffic calming was installed for the benefit of the local people.

- 08-05/15.2 There is a tree by the telephone box the stem of which is overgrown with ivy. It obstructs the sight coming down or up the hill and can cause an accident. Therefore ivy needs trimming. Councillor R. Rayner will inspect the tree and arrange trimming as soon as possible.

Rebecca  
Rayner

### Re-opening of Meeting

#### 09-05/15 To Receive a District and County Council Reports

- 09-05/15.1 District Councillor R. Howe reported that Kings Ripton Community Led Plan (CLP) had their 1<sup>st</sup> team report - traffic calming measures were installed in March this year and the CLP team received good support from residents. But things are not going well for LCP now as they have not met for several months due to the departure of the project leader.

Many thanks to Carol Silverstone who has installed order into Council Procedures and systems of governance.

Welcome to two new councillors and a new Clerk.

The District Council wants to continue to improve the quality of life for the people of Huntingdonshire and work towards sustainable economic growth whilst providing value for money services.

- 09-05/15.2 County Council report was read out by the Chairman R. Carey-Townsend. County Councillor M. Tew reported that funding was difficult to find but they managed to patch some of the worst potholes which still need to be reported through the Cambridge County Council website. Speeding and parking is the main topic in all the villages at the police forums and needs continuous monitoring. There is a twitter page if people wish to contact their County Councillor, now a message can be left on twitter page: [miketew.blogspot.co.uk](https://miketew.blogspot.co.uk).

*Chairman suggested the twitter page information is passed to the next RAN (Ripton Area News) issue.*

Clerk

*Clerk comment: Full reports are attached to these minutes and will be available on the Parish Website. Please contact Clerk if you wish to read various reports as there is insufficient space to display them all on the Parish Notice Board.*

#### 10-05/15 To Receive and Approve the Minutes of the Meeting, 17 Mar 2015

Proposed by Councillor R. Carey-Townsend, seconded by Councillor P. Rayner and **RESOLVED** that the minutes be accepted and signed as a true record of the meeting.

Chairman signed the minutes.

*Minutes will go on NB (Notice Board) and Parish Website. Clerk to arrange.*

Clerk

#### 11-05/15 Matters arising from those minutes

- 11-05/15.1 Chairman agreed to purchase Notice Board for the amount of £149.00 including VAT and then reimburse the Council. Councillors P & R Rayner agreed to submit a quotation for installation of a new NB. Actions must be taken before the next meeting.

Chair

R&P  
Rayner

- 11-05/15.2 Risk management – carried forward, Councillor R. Rayner to carry out the risk management as soon as possible.

R.  
Rayner

- 11-05/15.3 Kings Ripton Community Led Plan was handed over to the Council. It is only in draft and someone needs to take it over. Chairman requested it to be an Agenda Item for the next meeting.

Clerk

### Close of meeting

- 11-05/15.4 District Councillor R. Howe offered his help over this subject. Parish Council needs to be more proactive and tell Planning Department what they think as Kings Ripton can benefit from RAF Wyton development. Parish Council needs to

All

Ramune Mimiene

Kings Ripton Parish Council

arrange a separate meeting to set a framework what to do next. Let council members have responsibilities. Split the plan into sections and find responsible person for each of it. Find another leader. If Parish Council makes an effort volunteers will appear to help in the next level. We need villagers' opinion and ideas. Clerk to arrange the meeting.

Clerk

**The Chairman re-opened the meeting.**

- 11-05/15.5 Inventory of historical documentation, Mrs S. Roberts – no news, still have not got it. Need the list of archived paperwork.

Mrs S.  
Roberts

*Note since meeting: Mrs S. Roberts is having a problem contacting the archivist. She now has a phone number so hopefully the situation will progress. There are about 4 or 5 boxes required to put the paperwork in and these boxes are provided by the archive library at £5 a time. Parish Council will have to pay as the archived material has to be stored in the correct boxes.*

**12-05/15 Clerk's Report**

- 12-05/15.1 New Clerk and RFO appointed as advertised and agreed by the Council on 27 Jan 15 in their closed meeting. Clerk starting from 1 May 2015. Contract of employment is signed by the Clerk and the Chairman.

- 12-05/15.2 Two Parish Councilor Vacancies filled at the election.

- 12-05/15.3 Noisy motorbike issue sorted, many thanks to District Councillor R. Howe.

- 12-05/15.4 Litter pick been carried by HDC twice in this time.

- 12-05/15.5 Suggestion to link current clerk's email address to the parish website: ongoing. Mrs Karen Martin is taking over as the volunteer and will be looking after the Parish Council website and updating it. Welcome to the team, Karen!

*Note since meeting: If Kings Ripton Parish Councillors have any information (in connection to the Parish) and they wish to share it with the parishioners, please pass the information to the Clerk. Clerk's suggestion: to have a website working group.*

**13-05/15 Notification on Planning Items**

- 13-05/15.1 15/00627/HHFUL Rear extension, conversion of loft space and new detached garage. 13 School Lane Kings Ripton Huntingdon PE28 2NL  
Parish Council Response: Recommend Approval to this Planning Application.

Proposed by Councillor P. Rayner, seconded by Councillor R. Carey-Townsend and it was **RESOLVED** to do so.

*Note since meeting: response was sent HDC and the receipt of it was acknowledged.*

- 13-05/15.2 Presentation on Community Consultation for proposed redevelopment of Wyton Airfield: Chairman attended the meeting on 24 Apr at Huntingdon Town Hall – There will be public meetings in the future.

### Close of Meeting

District Councillor R. Howe suggested Kings Ripton Parish Council writes to the Head of Planning and copies him. Public consultation is over but there is no harm in writing to HDC. It is important that Kings Ripton expresses ideas and concerns, need to be active. Flood issues, impact on the traffic, bad junction at the entrance into the village – why not to suggest to have a roundabout there? These can be our key points. All comments to the Clerk, please. Councillor R. Rayner will draft a formal letter in a week. Plans are going to be finalized by Nov 2015.

All

R.  
Rayner

### The chairman re-opened the meeting.

Proposed by Councillor P. Rayner, seconded by Councillor R. Carey-Townsend and it was **RESOLVED** to do so.

### 14-05/15 Finance

14-05/15.1	<u>Bank Balance (Treasurers Account) as at 21 Apr 2015:</u>	£4,890.40
14-05/15.2	<u>Note Income Received: Precept 2015/16</u>	£4,000.00
14-05/15.3	<u>Expenditure for approval 19 May 15:</u>	

Date	Cheque No.	Payee and Description	Amount
19.05.15	Cheque no 000491	CAPALC Membership 2015/16	£125.95
19.05.15	Cheque no 000492	Kings Ripton Farms Ltd (Allotments)	£199.20
19.05.15	Cheque no 000493	Clerks (C. Silverstone) Salary Mar & Apr 15	£579.64
19.05.15	Cheque no 000494	Expenses Mar –end of Apr 15 (C. Silverstone)	£6.36
19.05.15	Cheque no 000495	Glebe Farm Foods Limited (Lap top for Parish Clerk use)	£269.00
19.05.15	Cheque no 000496	New Clerk handover and expenses (R. Mimiene)	£67.30

Proposed by Councillor R Carey-Townsend, seconded by Councillor P. Rayner. all were in favour and it was **RESOLVED** that items listed in 14-05/15.3 are to be paid.

- 14-05/15.4 Internal Audit: To Receive and Approve Annual Return for the Financial Year Ended 31 Mar 2015 and Internal Auditor's report. Cashbook. Bank Reconciliation up to 31.03.15.

Annual Return presented to members in advance. Internal auditor's report received and presented to members too.

Motion to approve AR to be submitted, proposal to vote to approve subject to council ensuring that recommendations are being dealt with (items need checking – Agenda items till they are dealt with).

Clerk,  
All

Proposed by Councillor P. Rayner, seconded by Councillor R. Carey-Townsend. and **RESOLVED** to do so.

Chairman signed the Annual Return.

- 14-05/15.5 External Audit: Year Ended 31 Mar 2015  
AR has to be received by Littlejohns by 8 Jun 15.  
*Note since meeting: Annual Return is sent out to the external auditors.*

- 14-05/15.6 To consider a request for a grant for Ripton Area News. Parish Council budgeted £250. Official grant request is required.

Proposed by Councillor R. Carey-Townsend, seconded by Councillor R. Rayner. All were in favour and it was **RESOLVED** to do so.

14-05/15.7 Update on the grant request for the running cost of Kings Ripton Village Hall - Michael Krause is dealing with this item till Tony Jenkins is away. As current request marks significant increase (due to electrics certification and repairs) 3 quotations are requested by the Parish Council as per Kings Ripton Financial Regulations. Parish Council will consider the request after they received quotes. There is no doubt about yearly £700 grant. M. Krause

Proposed by Councillor P. Rayner, seconded by Councillor R. Rayner. All were in favour (except Councillor M. Krause who declared interest in the subject) and it was **RESOLVED** to wait till the 3 quotations are provided.

14-05/15.8 Update on Unity Trust - we are in the process of moving to Unity Trust – Account activated on 13.05.15 by Mrs C. Bilverstone. The process of transferring and closing Lloyds account is underway. Bank mandate to be signed. Previous Clerk's name needs to be removed from the account and the address of a new Clerk has to be updated on the form. Welcome letter from Unity Trust is passed to members. Unity Trust bank mandate is signed.

Proposed by Councillor R. Carey-Townsend, seconded by Councillor P. Rayner and it was **RESOLVED** to do so.

14-05/15.9 Quotations for Clerk's books (suggested by previous Clerk): Clerk

- Paul Claydon: Arnold Baker on Local Council Administration. 9<sup>th</sup> Edition (if SLCC member (Kings Ripton is not a member), £66+Delivery, otherwise £82.50+Delivery)
- NALC: Local Councils Explained (member £49.99, non-member £59.99)

Proposed by Councillor R. Rayner, seconded by Councillor P. Rayner. All were in favour and it was **RESOLVED** to do so.

14-05/15.10 Quotation for membership for SLCC (the Society for Local Council Clerks) £5 joining fee and £65 full year subscription Clerk

Proposed by Councillor R. Rayner, seconded by Councillor P. Rayner. All were in favour and it was **RESOLVED** to do so.

14-05/15.11 AmeyCespa Community Fund 2015 Challenge: grant possibilities (info with Village Hall committee), chairman passed details to Michael Krause who is on Village Committee.

15-05/15 **Secret Garden Party 23 – 27 July 2015 Consider the feedback re: Traffic management plan** – Company CTM are going out of their way to satisfy residents, the security and traffic management are well organized. Road is open for local access only. CTM are sorting out the noise monitors too. Noise levels are going to be kept down after 11pm as they are changing the music they are playing it is going to be less repetitive acoustics music and more harmonic music. The chairman expressed her concerns about the Wennington route, as this has to be managed quite strictly – it has been passed to Secret Garden Party. CTM are paying attention to peoples complaints. Secret Garden Party did breach the sound regulations last year. Copy of the document is available from the Clerk on the request.

*District Councillor R. Howe leaves the meeting.*

16-05/15 **Allotments – update on adoption of a model allotment tenancy agreement, cllr P. Rayner**

Councillor P. Rayner reviewed the model allotment tenancy agreement and proposed its adoption together with the rent increase to £12.00 from 1 Nov 2016 (one year notice has to be given to tenants from 1 Nov 2015), seconded by Councillor R. Rayner. All were in favour and it was **RESOLVED** to do so.

- 17-05/15**      **Members' Reports, round the table invitation to report**  
 17-05/15.1      Councillor R. Rayner reported that flood has been sorted. Drain was blocked at the end of School Lane and therefore flooded the Glebe House. All been done now and drain runs well.  
 17-05/15.2      Speedwatch investigation, Councillor R. Carey-Townsend - 2 speed watches are going on.
- 18-05/15**      **Correspondence**  
 18-05/15.1      Correspondence from a parishioner expressing concerns for littering; and regarding the terms of employment of the new clerk.  
 18-05/15.2      Bus way parking and schedule for guided bus.  
 18-05/15.3      Proposed 3rd revision of the Local validation List for applications for planning permission, CCC – comments requested by 27 May – No comments to make.  
 18-05/15.4      The Pensions Regulator contact details updated as requested.
- 19-05/15**      **New Transparency code for smaller authorities**  
 Kings Ripton Parish Council will become (after 2017) exempt from a routine external audit. Internal audit will continue to be necessary. There is a list of items to be published on compulsory website from Apr 2015.
- 20-05/15**      **Matters to be raised by members for the next agenda**  
 Redevelopment of Wyton airfield, response before July meeting.  
 Community Led Plan – arrange a meeting before the July meeting, choose the leader. Make it Agenda Item for July meeting.  
 Internal Auditor's Report- review, ensure that recommendations are being dealt with.  
 Banking – Unity Trust.  
 Risk Management, with view to adoption at the next meeting, Councillor R. Rayner.
- 21-05/15**      **Date of the next meeting: Tue 21 Jul 15, 7pm**

R.  
Rayner

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Chairman: Ros Carey-Townsend