

M1**MINUTES**

The ANNUAL Parish COUNCIL Meeting of Kings Ripton was held on Tuesday 22 May 2018 at 7.00pm in Village Hall

- Present P Rayner, Chairman, P Bassitt, Vice-Chairman, R Rayner, K Martin, D Sattelle Parish Councillors.
Ms R Mimiene, Clerk.
HDC Cllr for Kings Ripton Parish Dick Tulpin
27 members of the public.
- 220518/229** **To Receive Apologies and Reasons for Non Attendance**
220518/229.1 There were no apologies for absence.
- 220518/230** **To Elect a Chairman**
Nomination: PR
Proposal **Proposed by Cllr RR, seconded by Cllr Karen, all in favour and it was RESOLVED that Cllr PR is elected as Chairman. Carried**
- This item was brought forward on chairman's request.*
- 220518/231** **Elections Elections 3 May 2018 – Notice of Uncontested Elections 3 Nominations received, 3 members are duly elected – To Consider 2 Vacancies on the Council. Consider Co-option to fill the Vacancies**
3 nominations received. All 3 members presented themselves. Cllrs took a secret vote.
Nomination 1: P Bassitt
Proposal **Proposed by Cllr PR, seconded by Cllr RR, all in favour and it was RESOLVED that PB is co-opted to the Council. Carried**
Nomination 2: David Sattelle
Proposal **Proposed by Cllr KM, seconded by Cllr RR, all in favour and it was RESOLVED that DS is co-opted to the Council. Carried**
- 220518/232** **To Elect a Vice - Chairman**
Nomination: PB
Proposal **Proposed by Cllr PR, seconded by Cllr KM, all in favour and it was RESOLVED that Cllr PB is elected as Vice - Chairman. Carried**
Cllrs filled in the Declaration of Acceptance of Office forms and Register of Members' Interests forms. Clerk to pass to HDC within 28 days of the Election. Clerk
- 220518/233** **Declaration of Interests for Members (Disclosable Pecuniary Interests)**
220518/233.1 Cllrs PR and RR declared interest in Agenda Item 220518/238.
220518/233.2 Cllr DS declared interest in the payment to the VH which is under the Agenda item 220518/240.3: Expenditure.
220518/233.3 Cllr PB interest in Agenda item 220518/242.1: Parking.
- 220518/234** **To Receive Reports from District and County Councillors**
220518/234.1 New HDC Cllr for the village Dick Tulpin presented himself. He can be contacted by email richard@tuplr.plus.com
220518/234.2 HDC Cllr Simon Bywater sent apologies for absence. He can be contacted by email simon.bywater@huntingdonshire.gov.uk
220518/234.3 CCC Cllr S Criswell could not come today but he can be contacted on Steve.Criswell@huntingdonshiredc.org.uk
- Close of Meeting**
- 220518/235** **Public Participation Session with respect to items on the Agenda and other matters of mutual interest.**
220518/235.1 Village security is the Agenda item later on tonight. Andy Street was in contact with PC.
220518/235.2 Kings Ripton crossroad been fairly quiet recently, any accidents need to be reported.
220518/235.3 VH report presented to the public by Cllr D Sattelle, attached to these minutes.
- Re-opening of the Meeting**
- 220518/236** **To Receive and Approve the Minutes of Parish Council meeting 20 March 2018**
Proposal **Proposed by Cllr RR, seconded by Cllr PB, all in favour and it was RESOLVED that the minutes of PC Meeting 20 March 2018 to be accepted and signed as the true Carried**

record of the meeting.

Chairman signed the minutes.

220518/237

Matters Arising for those Minutes

220518/237.1

Defibrillator was deferred to the next meeting in Jul 18.

220518/237.2

Cllrs RR and PB will clean the signs after the Risk Assessment done in Mar 18. Action to Cllrs RR and PB.

RR, PB

220518/237.3

Allotments rent £12 pa. PC pay to maintain it. PC agreed to accept the people from Harford. It was noted that village residents come 1st but as there are no interested residents in Kings Ripton, PC previously agreed to rent the allotments to people outside of Kings Ripton.

220518/237.4

There was no notification from HDC re: the proposed use at RAF Wyton. PC did not receive a formal consultation from HDC. Clerk to check with Cllr S Criswell.

Clerk

220518/238

Notification on Planning Items

Proposal: Construction of a new crematorium with associated car parking, memorial gardens, access road, access and landscaping. Site Address: Land North Of Wyton Piggery Cottage Sawtry Way Wyton, Reference: 18/00700/FUL – *comments by 29 May 18 Cllr PR leaves the chair. Cllr PB chairs the meeting for this Agenda item.*

Discussion took place. A signed petition by 104 residents to be submitted HDC by the resident.

There were residents who did not approve to this planning application but also did not object to it either. There might be a need for a crematorium in the area.

There is no public transport to the site.

It is in the open countryside and it was felt that HDC are not in favour of development in the areas like this.

1 member of the public leaves the meeting

No one is in favour of two crematoriums.

If there is one crematorium, majority of the residents attending tonight would prefer HDC one.

It was noted that the traffic survey was concentrated on the wrong junction and Kings Ripton junction was not assessed for traffic survey. It was agreed to ask for one at Kings Ripton crossroad. Defer PC comments till that happens.

1 resident joins the meeting

Resident raised a question what is the real number of accidents at the crossroad and what is the criteria to minor or major accidents. Police could answer that.

Police records on accidents statistics are passed to the public on the request. The report seems to be incomplete. Seek a few years back report.

Member of the public agreed to document any incident seen on the crossroad.

Residents felt that there must be a better location for the crematorium than this site. There is a bigger catchment area between St Neots and St Ives than in Huntingdon.

Hours of operation need to be clarified.

The re-submitted planning application, 18/00700/FUL, from Dignity Plc. was debated at length at the Kings Ripton Parish Council meeting held 22nd May 2018. The parish council decided it could not objectively re-assess the proposal without the inclusion of specific traffic data relating to the junction at the junction of the B1090 and Ramsey Road, immediately south of Kings Ripton village.

Kings Ripton Parish Council agreed to request that a full traffic survey is conducted for Kings Ripton junction, as without this important information the council cannot make an objective decision or recommendation on the proposed application.

Proposal

Proposed by Cllr DS, seconded by Cllr KM, all in favour and it was RESOLVED that the traffic survey is to be requested.

Carried

One of the key concerns expressed in the original Kings Ripton Parish Council recommendation on the planning application, 17/00969/FUL, was related to increased traffic at the junction of the B1090 and Ramsey Road, immediately south of Kings Ripton village. These concerns have not been addressed within the re-submitted application. Therefore, Kings Ripton Parish Council request that a full traffic survey is conducted for the junction, as without this important information the council cannot make an objective decision or recommendation on the proposed application.

PC agreed to recommend refusal to the above planning consultation.

Proposal

Proposed by Cllr KM, seconded by Cllr DS, all in favour and it was RESOLVED that this planning consultation to be refused by PC.

Carried

HDC Cllr DT leaves the meeting

9 people leave the meeting

220518/239

Consultations

None received.

- 220518/240 Finance**
- 220518/240.1 To Approve Year End Accounts:
Bank Reconciliation, up to date cashbook
Proposed by Cllr PR, seconded by Cllr PB, all in favour and it was RESOLVED that Year End accounts are to be approved. Carried
Chairman signed to documents.
- 220518/240.1.1 To note the Certificate of Exemption for 2017/18 Financial Year
Noted and signed by the chairman.
- 220518/240.1.2 AGAR Section 1 – Annual Governance Statement 2017/18
Proposed by Cllr RR, seconded by Cllr PB, all in favour and it was RESOLVED that Annual Governance Statement 2017/18 is to be approved. Carried
- 220518/240.1.3 AGAR Section 2 – Accounting Statements 2017/18
Proposed by Cllr PR, seconded by Cllr RR, all in favour and it was RESOLVED that Accounting Statements 2017/18 are to be approved. Carried
- 220518/240.2 Bank Balance as at 31 Mar 18
Bank Balance £7,65398
Cashbook balance £7,309.32
It is due to unrepresented chqs for £344.66 as at 31 Mar 18
2 residents leave the meeting
- 220518/240.3 Due to the shortage of the signatories it was agreed to fill in the bank mandate for new Cllrs
Proposed by Cllr PR, seconded by Cllr RR, all in favour and it was RESOLVED that bank mandate is to be added to the Agenda. Carried
Mandate form signed by Cllrs PB and DS. One more form to be completed by Cllr K Martin at the next meeting as only two can sign one mandate at a time.
- Proposed by Cllr PR, seconded by Cllr RR, all in favour and it was RESOLVED that Cllrs PB, KM and DS are to become signatories. Cllr KM will sign the mandate at July PC.** Carried
- 220518/240.4 Expenditure for approval 22 May 18:

Date	Payee and Description	Amount
	<i>Electronic payments:</i>	
22.05.18	Village Hall: Hire for the 6 PC meetings in 2018/19 and Annual Contribution to VH costs 2018/19	£786.00
22.05.18	CAPALC membership renewal 2018/19 (does not include GDPR cover)	£133.57
22.05.18	R Mimiene, wages Apr 18	£109.80
22.05.18	HMRC Tax deductions from Clerk's wages Apr 18 for £27.40 & May 18 for £27.40	£54.80
22.05.18	Clerk expenses on running cost of PC Apr 18 for £18.10 & May 18 for £11.30	£29.40
22.05.18	R Mimiene wages May 18	£109.80
	Total May 18 expenditure:	£1,223.37

Proposed by Councillor KM, seconded by Councillor RR, all in favour and it was RESOLVED that items listed in 220518/240.4 are to be paid. Carried

220518/241 To Review and Approve New Model of Standing Orders (including the GDPR) issued by NALC in Apr 2018
Carried forward to the next meeting.

220518/242 Highways and Verges

220518/242.1 Parking issues on the pathway, outcome
PC to approach the residents re: parking on the verge under the trees. Cllr PB agreed to approach the residents. PB
If there are any issues, could residents let PC know.

220518/242.2 Outcome after site meeting re: Bridge issues - Local Highways Improvement (LHI) scheme for 2019/20.

No solution yet. PC considered options and took advice. Any ideas welcome. Parish chose not to have streetlights in the village. Some speed restrictions do require streetlighting. There are 2 in the village run by CCC. PC approached highways officer Brian Murdock, CCC have no finances and suggested PC applied for LHI scheme where PC puts 10%. Cllr KM expressed a wish to contact CCC highways officer. Houghton PC done loads work on foot bridges, seek advice. A14 community funding, PC could try that: Cambs Community foundation website to look at. Clerk to check. Clerk
7 members of the public leave the meeting

LHI is open, applications have to be submitted HDC by 31 Jul 18

220518/242.3

Re: grass cutting it was agreed that PC would pay the KR PCC to arrange the cutting of KR PC's grass. They would be contracting Ivor Handley. PC examined the 3 quotes and really it was the cheapest and best solution to our grass cutting requirements. This quote was very low compared to the other quotes of >£1k which PC cannot really afford.
How the PCC arrange with contractor is up to them and so long as it is good value for the PC to cut our grass and the allotments.
I hope this is clear. I'm happy to leave it as we discussed so far.
Chairman clarified this. Cllr PR will ask the PCC to give a note to confirm the offer.

220518/243

To discuss and consider GDPR (General Data Protection Regulation) – To approve documentation for the use of the new power. Personal Data Audit questionnaire carried

PC do not hold a database of contact details, apart from Councillors and suppliers. The correspondence PC have by post, phone or email, is always on specific issues, almost always the PC responding to queries and comments. We do not need permission to reply to an email question. We do need permission to keep lists of contact details and mail people.

It was announced that PC is exempt from having a DPO. Other GDPR obligations apply. PC discussed the GDPR requirements and agreed to approve the documents listed below.

Proposal

To approve Kings Ripton PC Social Media and Electronic Communication Policy

Proposed by Councillor PR, seconded by Councillor PB, all in favour and it was RESOLVED that Social Media and Electronic Communication Policy are approved.

Carried

Proposal

To Approve Kings Ripton Information & data protection Policy

Proposed by Councillor PR, seconded by Councillor PB, all in favour and it was RESOLVED that Information and Data Protection Policy are approved.

Carried

Proposal

To Approve List of Documents for Retention or Disposal issued by SLCC

Proposed by Councillor PR, seconded by Councillor PB, all in favour and it was RESOLVED that List of Documents for Retention or Disposal is approved.

Carried

Proposal

To Approve Subject Access Request Form for Kings Ripton PC

Proposed by Councillor PR, seconded by Councillor PB, all in favour and it was RESOLVED that Subject Access Request Form is approved.

Carried

Proposal

To Approve Consent Form

Proposed by Councillor PR, seconded by Councillor PB, all in favour and it was RESOLVED that Consent Form is approved.

Carried

Proposal

To Approve Privacy Notice for staff, councilors and Role Holders

Proposed by Councillor PR, seconded by Councillor PB, all in favour and it was RESOLVED that Privacy Notice for staff, councillors and Role Holders is approved.

Carried

Proposal

To Approve General Privacy Notice

Proposed by Councillor PR, seconded by Councillor PB, all in favour and it was RESOLVED that General privacy Notice is approved.

Carried

Proposal

To Approve Data Audit Schedule/Mapping for Kings Ripton PC

Proposed by Councillor PR, seconded by Councillor PB, all in favour and it was RESOLVED that Data Audit Schedule/Mapping is approved.

Carried

Note since meeting: Clerk sought approval for estimated 3 hours to sort out GDPR policies and other documents, update the PC website and meet with IT consultant (offered by Cllrs RR and PR free of charge) to make sure PC lap top meets the GDP requirements. Approval received by email.

Proposal

Proposed by Councillor RR, seconded by Councillor DS, all in favour and it was RESOLVED that the additional 3 hours to meet GDPR requirements, put various policies and meet with IT to be approved.

Carried

220518/244

Village Security

A lot of burglaries happened recently, i.e. break ins into the sheds. PC contacted police. PCSO for the area Andy Street submitted the report. Unfortunately, he could not come to the meeting tonight. Report issued by PCSO was read out by the Chairman.
Neighbourhood watch scheme run by CCC and Police - would be more appropriate to PC. Clerk to ask neighbourhood parishes as we are experiencing the crimes recently. Residents can set up their own Neighbourhood Watch. 1 resident agreed to do the research.
A resident agreed to start the village Facebook page.

220518/245

To note GPC (General Power of Competence) – Clerk was awarded in 2017

To use the power 'the number of members of the council that have been declared to be elected, whether at ordinary elections or at by-election, is equal to or greater than two-thirds of the total number of members of the council (i.e. approx. 67%). Thus with a total membership of 5, 4 must be elected. Kings Ripton does not qualify as we only have 3 elected councillors from the total membership of 5.

- 220518/246** **Correspondence**
Noted.
- 220518/247** **Members' Reports, round the table invitation to report**
Allotments cut – contractor to do strimming, chairman will approach him.
1 possible allotment tenant.
- 220518/248** **Matters to be raised by members for the next agenda**
220518/248.1 Telephone box – fix the bulb which is broken. Cllr RR will inspect. Approve the budget of around £80 to carry out the works. – RR, PB
- Proposal** **Proposed by Councillor RR, seconded by Councillor DS, all in favour and it was Carried**
RESOLVED that £80 to be approved to carry out the works to the Telephone box.
- 220518/248.2 Community Roadwatch results - Statistical data would be useful. Clerk to approach Clerk
Somersham PC and check with Insurers.
Note since meeting: Advice provided. Insurance cover received. PC to approve.
- 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.
- 220518/249 To note the National Payscales for 2018/19 – the hourly increase as stated by NALC, salary scales circulated to full PC prior to the meeting
- Proposal** **Proposed by Councillor PR, seconded by Councillor RR, all in favour and it was Carried**
RESOLVED that the national payscales to be accepted.
- 220518/250** **Date of the next meeting: Tue 17 Jul 18 at 7pm**

Meeting finished at 10.07pm

These minutes are considered draft until ratified at the Parish Council meeting

Date

Chairman: Philip Rayner