

## M2 MINUTES

The Parish COUNCIL Meeting of Kings Ripton was held on Tuesday 17 July 2018 at 7.00pm in Village Hall

- Present P Rayner, Chairman, P Bassitt, Vice-Chairman, K Martin, David Sattelle Parish Councillors.  
Ms R Mimiene, Clerk.  
HDC Cllr Dick Tulpin  
4 members of the public.
- 170718/251** **To Receive Apologies and Reasons for Non Attendance**  
170718/251.1 Clerk reported that Cllr R Rayner sent apologies for absence.
- 170718/252** **Declaration of Interests for Members (Disclosable Pecuniary Interests)**  
170718/252.1 Cllrs PR declared interest in Agenda Item Planning 170718/258: Non Disclosable Pecuniary Interest in No 1. 18/01043/HHFUL and Disclosable Pecuniary Interest in No 3. 18/00700/FUL.  
170718/252.2 Cllr PB declared interest in Agenda item Parking 170718/262.1.
- 170718/253** **To Receive Reports from District and County Councillors**  
170718/253.1 CC Cllr S Criswell sent apologies for absence and reported that he received correspondence from residents about the Crematorium planning application. As a result he had had several meetings/conversations with County Highways officers to express local concerns. This was followed by a joint meeting with planners at HDC, arranged by HDC Cllr Simon Bywater.  
170718/253.2 Dick HDC Cllr D Tulpin spoke re: Dignity planning application in Kings Ripton and Broughton. CCC Highways done traffic survey. It was pointed out at Development Management Panel meeting last night that traffic survey needed at the Kings Ripton crossroad at the top.  
Jubilee application is now moved into Kings Ripton parish.  
RAF Wyton Airfield application was approved subject to being a clear indication of the main routes for the transports. It was noted that A14 is their preferred route.
- Close of Meeting**
- 170718/254** **Public Participation Session with respect to items on the Agenda and other matters of mutual interest.**  
Wyton development will influence and affect Kings Ripton.
- Re-opening of the Meeting**
- 170718/255** **To Receive and Approve the Minutes of Annual Parish Council meeting 22 May 2018** **Carried**  
**Proposal Proposed by Cllr KM, seconded by Cllr DS, all in favour and it was RESOLVED that the minutes of Annual PC Meeting 22 May 2018 to be accepted and signed as the true record of the meeting.**  
*Chairman signed the minutes.*
- 170718/256** **Matters Arising for those Minutes**  
170718/256.1 Defibrillator deferred to the next meeting in Sep 18. A file consisting info on Community Heartbeat, guidelines/types of defibrillator provided to PC by Cllr KM. Agenda item for Sep 18. Cllr PR will read it first and then will circulate to other Cllrs. Check with Catworth PC who are installing the defibrillator into the Telephone box. Cllr KM will check with ambulance.  
170718/256.2 Cllrs RR and PB will go and clean the signs as per Risk Assessment. Do it for Sep PC.  
170718/256.3 Allotments – one request to rent a plot from Hartford, rent is £12 pa. Not taken.  
170718/256.4 Thank you expressed to Cllr PR re: grass cutting in the village including Allotments when the current contractor suddenly withdrew from grass cutting in the village.
- 170718/257** **Code of Conduct** **Carried**  
**Proposal Proposed by Cllr PR, seconded by Cllr KM, all in favour and it was RESOLVED that the Code of Conduct is reviewed and adopted.**  
*Cllr PB took over to chair the meeting*
- 170718/258** **Notification on Planning Items**

1) Proposal: Proposed family room extension, Site Address: 3 Glebe Cottage School Lane Kings Ripton, Reference: 18/01043/HHFUL, comments by 21 Jun 18  
*Recommend Approval: Parish Council can see no reason for rejection based on the PC planning guidelines. PC comments submitted HDC on 25 Jun 18*

**Proposal**

**Proposed by Cllr KM, seconded by Cllr PB, all in favour and it was RESOLVED that the above planning consultation is to be approved. Carried**

2) Proposal: Change of use of hard standing from an airfield to B8 vehicle storage with access improvements for a period of ten years and erection of car wash facility and security kiosk, RAF Wyton Airfield Sawtry Way Wyton. Kings Ripton PC was not consulted but as it's still showing as 'in progress' PC agreed to discuss it at July PC.

HDC Development Panel Meeting was last night, iwhen this planning consultation was approved subject to some conditions to be met re: traffic movements. Wyton PC had a presentation on their views.

3) Application No 18/00700/FUL – PC were invited to make representations at Development Management Committee. Cllrs PB, DS and KM went to Development panel meeting last night. Cllr PB presented the views of Kings Ripton.

It was notified that this planning consultation was deferred due to traffic assessment info required.

*Cllr PR is back to chair the meeting*

**170718/259**

**Consultations**

None received.

**170718/260**

**Finance**

AGAR parts submitted to External auditors as requested by email. Parts of AGAR are on PC website and NB.

170718/260.1

To Sign a Bank mandate form for Cllr K Martin to become a signatory

Regarding Cllrs PB and DS: Unity Trust confirmed on 18 Jun 18 that they have received PC Change of Signatory instruction for KINGS RIPTON PARISH COUNCIL.

A bank mandate is now signed by Cllr KM to become a signatory too.

170718/260.2

Clerk did seek additional 3 hours to complete the GDPR documents. PC approved, and agreed that it will be formally minuted at July PC. June 18 payroll includes the additional hours.

**Proposal**

**Proposed by Cllr PR, seconded by Cllr PB, all in favour and it was RESOLVED that additional 3 hours are approved. Carried**

170718/260.3

Bank balance as at 30 Jun 18, Cashbook, Bank Reconciliation, Income & Expenditure

Bank Balance £10,467.70

Cashbook balance £10,467.70

170718/260.4

To Note and Approve Internal Auditor report and take actions: Suggested Amendments to Financial Regulations – PC are happy the way their Financial Regulations are formed. PR, PR

**Proposal**

**Proposed by Cllr PR, seconded by Cllr PB, all in favour and it was RESOLVED that Financial Regulations stay as it is. Carried**

170718/260.5

Expenditure for approval 17 July 18:

Date	Payee and Description	Amount
	<i>Electronic payments:</i>	
17.07.18	SLCC membership renewal 2018/19. PC contribution of 7.78%. Total amount is £185.00 which is £14.39	£14.39
17.07.18	R Mimiene, wages Jun 18 (includes 3 additional hours agreed re: DGPR)	£142.76
17.07.18	HMRC Tax deductions from Clerk's wages Jun 18 for £35.60 & Jul 18 for £27.40	£63.00
17.07.18	Clerk expenses on running cost of PC Jun 18 £17.60 & Jul 18 £8.96 (including CAPALC conference and cartridge split according the hours contracted between all PCs)	£26.56
17.07.18	R Mimiene wages Jul 18	£109.80
17.07.18	HDC: Uncontested Election 3 May 18	£75.00
17.07.18	MiJan Ltd Internal audit for 2017/18	£62.70
	Total July 18 expenditure:	£494.21

**Proposal**

**Proposed by Councillor PR, seconded by Councillor KM, all in favour and it was RESOLVED that items listed in 170718/260.5 are to be paid. Carried**

DD are taken:

Zen Internet DD 16 Apr 18 £8.39

Zen Internet DD 14 Jun 18 71.86

170718/261	<p><b>To Review and Approve New Model of Standing Orders (including the GDPR) issued by NALC in Apr 2018</b> Defer to the next meeting. Sep PC Agenda.</p>	
170718/262	<p><b>Highways and Verges</b> No issues with footpaths at the moment. Grass is not growing at the moment. Verges are ok too now.</p>	
170718/262.1	<p>Parking issues on the pathway, outcome Very occasional now. Remove from the Agenda.</p>	
170718/162.2	<p>Outcome after site meeting re: Bridge issues (Ramsey Rd heading north, people do average 40/50 per mile over the bridge) – long term ambition to have a footbridge. PC options are to approach: Local Highways Improvement (LHI) scheme for 2019/20 application deadline is 31 July 2018 or A14 Community Fund, template application circulated to PC members. PC have to prove the direct connection to A14 to apply for this funding. Traffic can be diverted from A14 through the village which could be a link to the fund. It was noted that a footbridge was built in Houghton from the Mill. It was agreed it is worth checking who supplied and how much did it cost. Cllr KM agreed to approach ex Cllr Ros Carey-Townsend as her portfolio was highways, as she might be able to give the initial advice. Cllr DS is happy to attend the meeting with Highways officer re: prices and options. Also to consider future maintenance.</p>	KM DS
170718/163	<p><b>To further discuss and consider GDPR (General Data Protection Regulation), documents approved at the last meeting, review. Parish Council Lap Top security</b> House of Commons accepted a Government amendment to the Data Protection Bill which, once the Bill has been enacted, will exempt all town, parish and community councils from the requirement to appoint a Data Protection Officer. All other requirements of the GDPR will apply and will come into force on 25th May. Clerk met with PC IT specialist and reported back that lap top is now secure, PC has new windows. The IT man also checked the PC website and tidied it up. Thank you expressed to the IT specialist.</p>	
170718/264	<p><b>Speeding in the village: To review PC insurance – to consider adding SID insurance</b> Community Roadwatch. PC were discussing by email prior to the meeting and agreed to donate a £10 to Road Watch team. PC expressed thank you to Roadwatch team for providing the data. A summary report drawn from the 24/7 data collected from our Mick George-sponsored Armadillo Logger located at the bottom of the hill to monitor traffic over the bridge in both directions. There is no charge for this service as the team were helped by ex Cllr Ros Carey-Townsend. The report shows that 62% of downhill traffic needs moderating before someone - at the bottom of the hill or crossing the bridge - gets hurt. <i>1 member of the public leaves the meeting.</i> PC agreed to pay to additional £30 to ensure the SID equipment. When the Invoice received, PC agreed in principle to pay it.</p>	
Proposal	<p><b>Proposed by Cllr PR, seconded by Cllr PB, all in favour and it was RESOLVED that £10 donation/contribution is to be made to Mr David McCandless.</b></p>	Carried
170718/265	<p><b>Councillor and Clerk Training.</b> 1) <b>Outcome after Clerk’s training run by CAPALC on 29 Jun 18 ‘Share the Vision, Shape the Future Training Course’ – approved by PC by email.</b> 2) <b>Also note the Councillor training.</b> <u>Councillor Training</u> 12th September 2018 - Session 1 - 7pm 19th September 2018 - Session 2 - 7pm 26th September 2018 - Session 3 - 7pm Cllr KM is going on training £35 per session. Cllr DS would like to go on training too. PC agreed to approve the budget of £210 in total.</p>	
Proposal	<p><b>Proposed by Councillor PR, seconded by Councillor PB, all in favour and it was RESOLVED to approve 2 Councillors training.</b></p>	Carried
170718/266	<p><b>Allotments: Grass cutting</b> 1 interested person to rent a plot viewed the allotment but did not take it.</p>	

The current grass cutting contractor whom PC approved at the last meeting suddenly gave up grass cutting. Cllr PR cut the grass this time and there is no charge for that cut. Therefore, PC had to look for quotes again.  
PC is responsible for cutting the Village Green area and the Allotments.  
PC are looking for people who could do grass cutting in the village.  
PC had budgeted £200 for grass cutting. Some quotes obtained were £1,500 if done commercially. No PC resolution on this matter.  
Cllr PB will investigate the options. The job is seasonal 12/15 cuts per growing season, includes removing of the cuttings. If cut regularly could even be left on site.  
PC to check who does grass cutting in Abbots Ripton.

*1 member of the public re-joins the meeting*

3 quotes received for grass cutting at the PC allotments:

- 1) CGM
- 2) Luke Stokes Garden & Maintenance
- 3) Ashleigh Gordon

PC budget is very tight for this year. PC will need to reconsider budget for the grass cutting to accommodate the commercial rate.

It was agreed to award Ashleigh Gordon to cut the grass at the Allotments for £75.00 a cut, 2 cuts remaining for this grass cutting season.

Proposal

**Proposed by Councillor KM, seconded by Councillor PB, all in favour and it was RESOLVED to approve Ashleigh Gordon's quote for £75.00 a cut for the remaining 2 cuts for this grass cutting season.**

Carried

*Cllr DT leaves the meeting*

170718/267

#### **Village Security**

The PCSO PC had is now retired. A resident informed PC that she is doing a Neighbourhood Watch (NW). Needs to get registered and is looking for 2 more people either sides of the village. Some form of communication will need to be established. Cllr KM is happy to join and suggested to communicate via text messages or email. To call a meeting or walk around to meet people. Work in progress. Another volunteer joins from the audience. It was agreed that the residents purchases 2 signs at a price of £14 a sign. Stickers are free of charge. Would be good to have a PCSO as we had a lot of break ins.

Proposal

**Proposed by Councillor PR, seconded by Councillor PB, all in favour and it was RESOLVED to reimburse the volunteer on the purchase of the signs for the NW.**

Carried

170718/268

#### **Correspondence**

170718/268.1

No 7: Crematorium at the Jubilee park – radically different application from the one before. Comments have to be received by HDC by 3 Aug 18. As the scheduled PC meeting is only on 18 Sep 18, PC agreed to have an Extraordinary PC meeting on Tue 31 Jul 18 7pm at the VH.

It was considered for Cllrs PB, KM and DS to decide on this application with PB to lead an extraordinary meeting for planning because PR, RR would not be present voluntarily. Cllr PB was invited to arrange the timing for an extraordinary meeting with Cllr DS, KM.

Cllr PR said that sufficient time should be taken to consider the application without pressure and that direct neighbours should be consulted due to the large effect on their properties.'

Note: Cllrs PR and RR do not have financial interest in this "Jubilee Park" application by Huntingdon Town Council.

Cllr DS will check re: The Hall availability.

*Note since meeting: VH is free therefore the meeting is going ahead on Tue 31 Jul 18.*

170718/269

#### **Members' Reports, round the table invitation to report**

None.

170718/270

#### **Matters to be raised by members for the next agenda**

170718/270.1

Members are going to SGP meeting.

170718/270.2

Community Led Parish Plan was discussed by PC at length. Residents are welcome to make comments. Plan can be found on PC website. PC need people to participate.

170718/270.3

The issue was raised re: Traffic that comes down the School Lane. Residents need to name particular companies so that the offenders can be stopped.

#### **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**

170718/271 **instructed to withdraw, Public Bodies (Admission to Meetings) Act 1960.**  
To Review Clerk's contract. Annual Clerk's appraisal  
PC agreed to carry Clerk's appraisal on 18 Sep 18 at 6pm just before PC meeting. Carry this item forward.

**170718/272** **Date of the next meeting:** Extraordinary meeting set for 31 Jul 18 at 7pm. Scheduled PC meeting is on Tue 18 Sep 18 at 7pm.

*Meeting finished at 9.25pm*

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

\_\_\_\_\_  
Date

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Chairman: Philip Rayner