

### M3 MINUTES

The Parish COUNCIL Meeting of Kings Ripton was held on Monday 17 Sep 2019 at 7.00pm in Village Hall

- Present P Rayner, Chairman, Paul Bassitt, Vice–Chair, K Martin, R Rayner, Parish Councillors.  
Ms R Mimiene, Clerk.  
2 members of the public.  
HDC Cllr S Bywater
- 190917/414** **To Receive Apologies and Reasons for Non Attendance**  
190917/414.1 None.
- 190917/415** **To Consider co-option to fill 1 Councillor Vacancy**  
190917/415.1 Potential candidates approached. Carry forward to the next meeting. Vacancy stays open.
- 190917/416** **Declaration of Interests for Members (Disclosable Pecuniary Interests).  
Dispensations**  
A dispensation from Cllr PR received re: Grass cutting.  
**Proposed by Cllr PB, seconded by Cllr KM, all in favour and it was RESOLVED that the dispensation form approved.** Carried
- 190917/417** **To Receive Reports from District and County Councillors**  
Verbal report by HDC Cllr SB.  
HDC Cllr SB offered his help with the footbridge project.  
*HDC Cllr SB left the meeting*
- Close of Meeting**
- 190917/418** **Public Participation Session with respect to items on the Agenda and other matters of mutual interest.**  
Redirection sign to the Glebe Farm put by Cllr RR.  
The resident reported 2 accidents in the village since last PC meeting. Priority and not priority signs could be useful by the chicanes, as drivers often get confused. Cllr PR will approach Highways Officer. **PR**  
Suggested wooden gateways for the village. The resident was also asking why the road narrowing at the top of the village is only a narrowing and not a chicane with a 'give way' arrangement for incoming traffic, as is the case at the other end of the village. To change the road configuration would mean another LHI application, which PC should consider doing to prevent accidents there. Does anyone know why the road was narrowed rather than a chicane put in place?  
*Note since meeting: The road narrowing was suggested by the County Council. Whether the road was not wide enough for a full chicane it is not sure but it's what County Council advised. But then County Council put chicanes further down. It is noted that chicanes become very unpopular if there are too many of them and County Council wanted to focus the speed reduction in the centre of the village.*  
The resident provided a feedback re: Anglian Water and the issues he experienced as reported at the last meeting. Anglian Water at the end provided a good service but a lot of disruption been caused in the village. Resident suggested, would it be possible to claim any compensation from AW, that could go towards the village assets, like the Church? Cllr PR will approach AW. **PR**  
Grass cutting carried by HDC frustrates the resident.  
Local magazine issue brought up.  
Residents letters to be acknowledged. **Clerk**
- Re-opening of the Meeting**
- 190917/419** **To Receive and Approve the Minutes of the Annual Parish Council meeting 16 July 2019**  
**Proposed by Cllr PR, seconded by Cllr PB, all in favour and it was RESOLVED that the minutes of PC Meeting 16 July 2019 to be accepted and signed as the true record of the meeting with the above amendment.** Carried  
*Chairman signed the minutes.*
- 190917/420** **Matters Arising for those Minutes**  
190917/420.1 All matters covered under the Agenda.

**190917/421 To Review Councillor Responsibilities list**  
 190917/421.1 Carry forward to the next meeting.

**190917/422 Notification on Planning Items**  
 190917/422.1 Cllr KM attended the Marshal presentation. Verbal report by Cllr KM.  
 The meeting was interesting but still at the very early stages, fact finding to decide which location MADG want to choose for their new site. A decision on which is the preferred site is expected in 2020. MADG will only need part of the site at RAF Wyton.  
 MADG plan to relocate their global HQ by 2030, over a 2-3 year timescale, bringing 1500 skilled engineering jobs to the new site, most of which will be existing staff transferring. Aircraft taking off and landing is not likely to exceed 1 daily even with the planned 3x growth. The full length of the runway won't be needed to land the C130 Hercules, Airbus 340 and small business jets but they haven't decided yet if they'll maintain the full runway. The drawback of RAF Wyton for MADG is that they would likely have to operate the site as an airport. There will be noise from engine testing about 500 hours p.a. but they currently use an enclosure to mitigate the noise. They are also planning a paint shop facility for larger commercial jets but this will again be low volume of air traffic. A new entrance on the A141 would be needed and early studies show that road traffic generated is likely to be 'counter' the existing traffic.  
 Any comments will be welcomed and can be sent to [community@marshalladg.com](mailto:community@marshalladg.com)  
 PC thanked Cllr KM for attending the meeting and for the feedback provided tonight.

**190917/423 Finance**  
 190917/423.1 Bank balance as at 31 Aug 19, Cashbook, Bank Reconciliation, Income & Expenditure  
 Bank Reconciliation signed by the Chair. Clerk to prepare mandate to remove Cllr DS **Clerk**  
 190917/423.2 Funding Opportunities – Cllr KM is monitoring the options available. **KM**  
 190917/423.3 Start Considering Budget proposals for 2020/21 – Cllr KM will draft Budget proposals for the next Meeting. Things to take into a/c: Cost of the gateways (possibly apply for LHI) as raised by the resident today. Tree maintenance and grass cutting seem to be more expensive than previous years. IT expenditure to consider. Cllrs to feedback ideas to Cllr KM and the Clerk. **KM**  
 190917/423.4 To choose the best option for PC insurance cover which expires on 30 Sep 19 **All**

	Premium (inc IPT and commission)
<b>No LTU</b>	£185.64
<b>3 Year LTU</b>	£176.36

**Proposal Proposed by Councillor RR, seconded by Councillor PB, all in favour and it was Carried**  
**RESOLVED that 3 Year Option is chosen.**  
 Payment approved by PC.

190917/423.5 Expenditure for approval 17 Sep 19:

Date payment raised	Reference no./Date paid	Payee	Description	Receipts	Payments
<b>Sep 19</b>					
17/09/2019		Wages	Wages Aug 19		£134.76
17/09/2019		HMRC	Tax deductions Employee only Aug 19		£33.60
17/09/2019		Expenses	Expenses on running cost of PC Aug 19		£13.77
17/09/2019		Wages	Wages Sep 19		£134.56
17/09/2019		HMRC	Tax deductions Employee only Sep 19		£33.80
17/09/2019		Expenses	Expenses on running cost of PC Sep 19		£7.47
17/09/2019		Business Services at CAS Ltd	PC insurance Cover 1 Oct to 30 Sep 19		£176.36

**Proposal Proposed by Councillor KM, seconded by Councillor PR, all in favour and it was**  
**RESOLVED that items listed above including payment to Insurance Company for Carried**  
**£176.36 are to be paid.**

**190917/424 To Review Policy Documents:**  
 190917/424.1 Review Standing Orders (last reviewed Sep 2018)

<b>Proposal</b>	<b>Proposed by Councillor PR, seconded by Councillor KM, all in favour and it was RESOLVED that Standing Orders are approved.</b>	<b>Carried</b>
190917/424.2	To Review Financial procedures for 2019/20: Financial Regulations (last reviewed Mar 19) as the amendments from NALC were received. <b>The key legal changes to the new model Financial Regulations are:</b> 1. <i>Restriction added to Regulation 11.1.a.ii</i> <i>Clarifying disapplication of contract regulations to legal professionals limited to those acting in disputes only – not general legal work.</i> 1. <i>Update to limits under Public Contract Regulations – footnote to Regulation 11.1.b</i> 2. <i>Minor change to heading Regulation 12</i>	
<b>Proposal</b>	<b>Proposed by Councillor KM, seconded by Councillor RR, all in favour and it was RESOLVED that Financial Regulations are approved.</b>	<b>Carried</b>
190917/424.3	Review Risk Assessment (Finance) last reviewed Nov 2018 It was agreed to add: - Minimum of 3 Cllrs with active log in. Cllr PB is a signatory and will now seek internet banking access. - Regularly review DD – Zen Internet put that we review. - Delete ref to Finance working party, all Finance reports go to full PC - Deleting old users – mandate to sign	
<b>Proposal</b>	<b>Proposed by Councillor KM, seconded by Councillor PR, all in favour and it was RESOLVED that the Risk Assessment (Finance) is approved.</b>	<b>Carried</b>
190917/424.4	Review PC Assets List Add the defibrillator to the list. Leave just add -s on the end 'assets'	
<b>Proposal</b>	<b>Proposed by Councillor MK, seconded by Councillor RR, all in favour and it was RESOLVED that the updated Assets list is approved.</b>	<b>Carried</b>
190917/424.5	To review and Approve Risk Assessment – Cllr RR carried the Risk Assessment and presented the spreadsheet.	
<b>Proposal</b>	<b>Proposed by Councillor RR, seconded by Councillor PB, all in favour and it was RESOLVED that the Risk Assessment of the Village is approved.</b> <i>Note since meeting: Clerk reported on 26 Sep 19:</i> - <i>Mud collecting in corner of traffic calming + bollards;</i> - <i>Lots of leaves around bus stop/ bus shelter;</i> - <i>Untidy roads – need a sweep.</i>	<b>Carried</b>
190917/424.6	Review Dispensation Procedure and Complaint handling	
<b>Proposal</b>	<b>Proposed by Councillor PB, seconded by Councillor KM, all in favour and it was RESOLVED that the Dispensation Procedure and Complaint Handling is approved.</b>	<b>Carried</b>
190917/425	<b>Allotments:</b> 1) Tree Works Quotes approved for the price of £475.00 + VAT. Work agreed to be carried on Tue 1 Oct. Clerk to instruct the contractor. 2) To further Consider the future use and Maintenance of the site – Interest expressed in allotment but resident could attend the meeting tonight. PC will carry on maintaining.	Clerk All
<b>190917/426</b>	<b>Highways and Verges</b> 1) Footbridge over the Bury Brook – Cllr K Martin, verbal update. Forms and drawing sent Environmental Agency. Have not heard back yet. HDC Cllr SB offered help if needed. Cllr KM reported that the Bespoke Permit application forms submitted to the Environment Agency. The General Arrangement drawings were sent, pre-application advice requested. Need a confirmation of the fee for the permit. The costs of the full topographical survey and ecological walkover survey to be carried. The watercourse is well monitored by the EA as they have an automatic level monitor on site which should give them ample information about the water levels there.  2) Litter picking and Road sweeping, reported, outcome - Litter pick – Clerk requested HDC for the litter pick. PC agreed that yet another request to litter pick from Jubilee Park down Ramsey Rd and all way through the village is needed. - Road sweeping – Clerk to seek road sweeping again, especially bad by chicanes. <i>Note since meeting: Street Cleaning booked in for the village and a notification received from HDC department on 4 Oct 19. Email to chase</i> <a href="mailto:HDCStreetscene@huntingdonshire.gov.uk">HDCStreetscene@huntingdonshire.gov.uk</a>	<b>Clerk</b> <b>Clerk</b>

- 2) Drains along the Ramsey Road – seem to be ok now.
- 3) Grass cutting – crossroads done well but the verge not cut.

**190917/427 Speeding in the village**  
LHI application submitted. Awaiting the feedback.

**190917/428 GDP, outcome**  
Cllrs discussed the usage of the personal devices and personal email addresses for PC business. It was agreed to take all possible precautions and use password protected devices. It was agreed that the Clerk will upload any sensitive info onto Google Drive which is password protected to avoid circulation by email.

*It was noted that the former Clerk to the Council Mrs Palmer passed away.*

*2 Members of the public left the meeting*

**190917/429 Defibrillator for the village, outcome**  
Cllr KM reported that when installing the defibrillator the cabinet should be fitted at no more than 1.1m height to the base of the cabinet (no handle more than 1.3m from the ground) to ensure it is accessible. The Electrician will need to supply a fitting certificate and the cabinet will need to be hard wired not fitted to a plug. The Lottery Grant covered an amount of £150 for the electrician's cost and so PC should be able to just go ahead with the installation if the cost is under £200 (we won't need 3 quotes). As the funds are with the Parish Council the Electrician should invoice PC for the cost of installation. All  
PC agreed that once it is up and running the training will be arranged (1 x evening session). KM  
Leaflet drop and article into RAN.

**190917/430 Village Security**  
No issues raised.

**190917/431 Parish Council Website – Cllr PR will provide info for PCC section on PC website.** PR

**190917/432 Correspondence**  
Parish Training on 12 Mar 20 at Civic Suite, HDC at 6pm. Cllr KM will check her availability.

**190917/433 Members' Reports, round the table invitation to report**  
None.

**190917/434 Matters to be raised by members for the next agenda**  
As usual.

**190917/435 Date of the next meeting:** Tue 19 Nov 2019 at the Village Hall

*Meeting finished at 9.03pm*

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

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Date

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Chairman: Philip Rayner