

# KINGS RIPTON PARISH COUNCIL

CHAIRMAN: Philip Rayner

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Clerk to the Council: -  
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13 May 2020

Dear Member

You are hereby summoned to attend the **Parish Council Meeting** which will be held on **Tuesday 19 May 2020** at **7pm ON LINE MEETING ONLY**, to deal with the following business:

**Public and Press are invited to attend**

If public wishes to attend this meeting, please contact the Clerk providing your name, email address and contact number by emailing to [clerk.kingsripton.pc@gmail.com](mailto:clerk.kingsripton.pc@gmail.com)

Due to the Coronavirus the Government has issued the regulations that gives local authorities greater flexibility in the conduct of meetings, including allowing members to attend remotely, and for public and press access to those meetings.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on **4 April**. They apply to local authority meetings that are required to be held, or held, before 7 May 2021.

The Regulations were made by the Secretary of State for Housing, Communities and Local Government, in exercise of the powers conferred by section 78 of the Coronavirus Act 2020(1) and paragraph 36(1)(b) of Schedule 6 to the Police Reform and Social Responsibility Act 2011(2).

## NOTICE and AGENDA

**200519/1 Receive Apologies and Reasons for Non Attendance**

**200519 /2 Coronavirus:**

- 1) To formally approve The Emergency Arrangements adopted by Parish Council so that essential PC business could be Carried our during the lock down**
- 2) To make a decision re the Annual Parish Meeting / Assembly and Annual Parish Council meeting**

Key Information provided by CAPALC/NALC

- The Annual Parish Meeting (APM) has not been referred to in any of the recent legislation so there has been no definitive guidance.  
The APM is a meeting required by the Local Government Act 1972 so NALC believe that it counts as a local authority meeting for these purposes which means that it can be held remotely like any other local authority meeting. It clearly cannot be held physically in the current situation. NALC would suggest therefore that it is held either before or after another remote council meeting (which is often done with physical meetings anyway) but it can be held as a separate remote meeting. Which is suitable for a Parish Council will largely depend on how long the APM is likely to take.
- The Annual Parish Council Meeting – The requirement to hold the Annual Parish Council Meeting was removed. This means that Chair and Vic e Chair and all Committees/ Working Groups will carry on into the new Financial Year.

**200519/3 To Review PC Code of Conduct**

**200519/4 To Consider co-opting to fill 1 Councillor Vacancy**

**200519/5 Declarations of Interests for Members (Disclosable Pecuniary Interests). Dispensations**

**200519/6 To Receive District and County Councillors Reports**

***Close of Meeting***

**200519/7 Public Participation Session with respect to items on the Agenda and other matters of mutual interest.**

***Re-opening of Meeting***

**200519/8 To Receive and Approve Minutes of the Parish Council Meeting 3 March 2020**

**200519/9 Matters arising from those minutes**

**200519/10 Notification on Planning Items**

- 1) Replacement of 7 windows to the east elevation. Site Address: Walden Farm Ramsey Road Kings Ripton Reference: 20/00342/LBC – received 3 Apr 2020, comments till 26 Apr.
- 2) Received 3 Mar 2020 on the day of the PC Meeting: Proposed dwelling and car port Site Address: Bridge Cottages Ramsey Road Kings Ripton Reference: 20/00114/FUL – *extension requested till 19 May*
- 3) Outline planning application for demolition of a calf shed and other agricultural buildings, and construction of 1no. dwelling (all matters reserved except means of access) Site Address: Mayfield Heath Farm Sapley Road Kings Ripton Reference: 20/00670/OUT – *received on 13 May 20, comments by 2 Jun 20*

**200519/11 Finance**

- 1) Bank Balance, Cashbook, Bank Reconciliation 31 March 2020, Income & Expenditure
- 2) To Note Year End bank Reconciliation, Summary Receipts and Payments for 2019/20
- 3) PC falls into the Externa Audit category AGAR Part 2 – PC will need to declare Exempt
- 4) Funding Opportunities, Cllr K Martin
- 5) To review PC Assets List
- 6) Internal Audit (checklist now received) will be carried on-line and External Audit has now been extended  
Audit dates

Following NALC's engagement with government around local council audit timeframes final regulations are due to be made the week commencing 6 April which will extend the statutory audit deadlines for 2019/20. It is proposed that:

- The publication date for final, audited, accounts for local councils will move from 30 September to 30 November 2020
- To give local councils more flexibility, the requirement for the public inspection period to include the first 10 working days of July has been removed. Instead, local councils must commence the public inspection period on or before the first working day of September 2020

This means that draft accounts must be approved by 31 August 2020 at the latest or maybe approved earlier where possible.

Authorities must publish the dates of their public inspection period this year, and the government recommends that they provide public notice on their websites (where available) when the public inspection period would usually commence, explaining why they are departing from normal practice for 2020. We will provide updates for our members once these regulations have been made. The Joint Practitioners Action Group (JPAG) will also provide an addendum to the Practitioners Guide to layout fully for councils the new time frames that the government puts in place.

**7) Expenditure for approval 19 May 2020:**

Date payment raised	Reference no./Date paid	Payee	Description	Receipts	Payments	Cashbook Balance
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Apr 2020						£8,808.97
14 Apr 20	DD	Zen Internet	UK domain name 14Apr20to 13Apr21		£8.39	£8,800.58
14 Apr 20		Satelle DB + LM	?	£300.00		£9,100.58
21 Apr 20		HDC	Precept 2020.21	£5,913.00		£15,013.58
<b>May 2020</b>						
19 May 2020	200519	Wages	Wages Apr 2020 including PAYE		£168.36	£14,845.22
19 May 2020	200519	Expenses	Expenses on running cost of PC Apr & May 20		£15.00	£14,830.22
19 May 2020	200519	Wages	Wages May 2020 including PAYE		£168.36	£14,661.86
19 May 2020	200519	Clerks&Councils Direct	Membership		£12.00	£14,649.86
19 May 2020	200519	CAPALC	Membership incl DPO for £50		£207.73	£14,442.13
19 May 2020	200519	Kings Ripton Church	Grass cutting of Parish Green 2019, min 12 cuts		£600.00	£13,842.13
19 May 2020	200519	SLCC	Shared Memberships with all PCs SLCC £14.01 (total bill £336.00)		£14.01	£13,828.12
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Bank Reconciliation 1 Apr to 31 May 20 TO BE CARRIED			Total:	£6,213.00	£1,193.85	

### 8) Council Tax – Precept 2020/21

HDC confirmed details of the level of charge for the parish: -

Notified Precept of:	£5913
Tax Base for Area (Equated number of Band D Properties)	84
Band D Charge (to cover Local Council Precept)	£70.39

**200519/12 To review Standing Orders and approved the addition to the Standing orders re holding virtual meetings**

**200519/13 To Review Financial procedures for 2019/20: Financial Regulations**

**200519/14 To Review Risk Assessment (Finance)**

**200519/15 To review and Approve Risk Assessment – Village**

**200519/16 Review Dispensation Procedure and Complaint handling**

**200519/17 Allotments – area rented out to 1 tenant who agreed to maintain the site aswell**

**200519/18 We Out Here festival 20-23rd of August 2020, further update Highway Events Application received by PC - We Out Here Festival 20th - 23rd August 2020**

**200519/19 Highways and Verges**

1) Footbridge over the Bury Brook – Cllr K Martin **Kings Ripton Footbridge - Schedule 5 Notice due by 31-08-2020**. The footbridge project is awaiting an ecologist's report on the potential presence of water voles in the bank of the brook.

2) Litter picking and Road sweeping, reported, outcome

3) Drains along the Ramsey Road

4) Grass cutting in the Village/ Village Maintenance – A quote for the grass cutting received, circulated to PC in Apr 2020

5) Parking behind the top buildout

6) Side gates at pincer points/slow down areas to entrance/exits to village, Cllr R Rayner

Advice from Highways officer received: PC will need to apply through the LHI or PFHI schemes see links below:

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-the-local-highway/local-highway-improvement-funding>

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-the-local-highway/privately-funding-highway-improvements>

**200519/20 Speeding in the village**

1) LHI application, update by Cllr P Rayner

**200519/21 Defibrillator for the village**, update by Cllr K Martin

**200519/22 Village Security**

**200519/23 Parish Council Website**

**Website Accessibility**

The need to comply with the website contents and accessibility guidelines introduced in 2018 which come into force later this year, amongst a number of requirements they include the need for an Accessibility Statement.

For more information on Website Accessibility, Members can look at [www.gov.uk](http://www.gov.uk) link below as well as log on to NALC's website and download L09-18 -THE PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) (No. 2) ACCESSIBILITY REGULATIONS 2018 (updated August 2019)

<https://www.gov.uk/guidance/make-your-website-or-app-accessible-and-publish-an-accessibility-statement>

**200519/24 Correspondence**

**200519/25 Members' Reports, round the table invitation to report**

1) To pay respects for the member of the Community Malcolm Jones's passing, Cllr P Rayner

*This is only around the table invitation to report and so takes the form of an update only to members. No business is detailed therefore it would be unlawful for the council to make any decision under this item*

**200519/26 Matters to be raised by members for the next agenda.**

*Please, note that no decisions can lawfully be made under this item. Business must be specified therefore the Council cannot lawfully raise matters for decision.*

**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.**

**200519/27 Staffing Matter**

**200519/28 Date of the next Meeting:** To be confirmed



Signed (Clerk) Ramune Mimiene

Date: 13 May 2020