

**Earith Parish Council**  
**Minutes of the Annual Parish Council Meeting**  
**Held on Thursday 10<sup>th</sup> May 2018**

Present – Councillors

Mr John Fulcher (Chairman)

Mr Jeff Nicholls

Mr Allan Till

Mr Terry Rogers

Miss Ann Brennan (Vice Chairman)

Mr Keith Hudson

Mrs Marilyn Russell

Mr Alan Spackman

CC Mr Steve Criswell, DC Mr Jon Neish

2 members of the Ouse Washes Team

1 member of the public

Mandy Pink – Clerk

The Present Chairman opens the meeting and welcomes the Councillors, members of the public and then invites nominations for the new Chairman

**Item 22 Election of Chairman – The Vote takes place** - Nominations received for Mr John Fulcher to remain as Chairman

Proposed Mr Jeff Nicholls and seconded by Mr Terry Rogers. Resolved – All in Favour

*The New Chairman takes the Chair and signs their Acceptance of Office Form*

**Item 23 Apologies for absence** – None – There are currently 3 vacancies

**Item 24 Election of Vice Chairman – The Vote takes place** – Nominations received for Miss Ann Brennan to remain as Vice Chairman. Mrs Marilyn Russell expressed an interest in taking on the role but perhaps next year as she wanted to learn about the position first. Mr Allan Till proposed that Mrs Russell should be considered but no seconder came forward. Therefore, the decision was made for Miss Ann Brennan to remain as Vice Chairman for this year.

Proposed by Mrs Marilyn Russell and seconded by Mr Keith Hudson. Resolved – All in Favour

*Councillors to sign their Acceptance of Office Forms 2018*

**Open Meeting**

**Item 25 Open Forum** – Nicola Oldfield and Tim Honeywall gave a presentation concerning the river bank work currently anticipated along the Ouse Washes to raise the middle level barrier bank. Works will take approximately 4 years in total and a start date off 4<sup>th</sup> June is highlighted for the Earith end. The work involves clay extraction from various local quarries and will involve 2900 lorry movements over 20 weeks (30-40 per day). The Earith Parish Councillors and County Councillor Mr Steve Criswell made various comments concerning the extra traffic issues that this work will cause and expressed their dissatisfaction with the proposals. There is to be a drop-in event in the Village Hall on Wednesday 23<sup>rd</sup> May which will provide further information to Villagers. The Parish Council asked County Councillor Mr Criswell to check the planning applications that have been put forward and to push for the opening of the Earith Quarry and installation of a temporary bridge which will keep the lorry movements contained to journeys from the quarry to the river bank across country only and will not involve movements via the road system.

A village resident stated that the planning application involving the bungalow on Chapel Road had been updated and asked why this was not on the agenda for discussion and the Clerk stated that the Council had only been made aware of this on Wednesday and there was not enough time to include it on the May agenda, but it will be an agenda item in June. The resident also stated that dogs are being walked on the Recreation Ground even though this is a dog exclusion zone. District Councillor Mr Jon Neish will report this to the HDC dog warden.

**Item 26 Ecops Report** – The Clerk reported that vandals had broken into the Pavilion on the Rec and caused extensive damage. Earith Bridge was closed due to flooding and a report was made to the Police regarding heavy vehicles turning around due to incorrect signage. The Police checked that barriers and diversions were in place and confirmed that the signs were well placed and sufficient. Vandals had also pulled down an election poster from outside a house on the High Street.

**Item 27 County Council and District Council Reports** – CC Mr Steve Criswell reported that he would follow up the Ouse Washes item as requested. He reported that the cycleway is on track and that the bridge was now in place and Station corner was now finished. The LHI scheme will also be implemented shortly. Councillor Russell reported that the drain repairs scheduled for later this year needed to be made a priority for safety reasons and Councillor Criswell will investigate this. Councillors Spackman and Brennan reported that the road closure should have been opened quicker and they also stated that the signage was inaccurate, and this caused traffic problems. Councillor Spackman

also asked if the grass along the causeway would be reinstated and Councillor Criswell confirmed that it would.

Councillor Rogers reported that there was a problem with the drain grid opposite Hollidays Road in Bluntisham and that this should also be investigated.

A village resident also stated that lorries mount the pavement when they are turning at George Corner and this was resulting in damage to the tarmac. The Chapel Road street sign has also been destroyed due to large traffic backing into Chapel Road to turn around if there are obstructions at George Corner.

DC Mr Jon Neish reported that he had been elected to the Ward along with Mr Lewis Besley and that he was currently happy to take questions but at this point he was still learning. He thanked the villagers of Earith for voting for him.

**(Close open Meeting)**

**(Open closed section of Meeting)**

- Item 28 Code of Conduct – Dispensation received, and decisions granted** – none received. All Councillors completed their dispensation requests to enable financial discussions to take place within the Council. The dispensations will expire on the 30<sup>th</sup> April 2022 when the next election will take place.
- Item 29 Councillors declaration of interest** – The Chairman drew the Councillors attention to the legal requirement that all interests should be declared following the Code of Conduct Localism Act 2011 c7. s27(3)(b). - none received. All Councillors confirmed their register of interests' information and six Councillors logged no changes and two Councillors completed a change to their interests' forms.
- Item 30 To sign minutes of Parish Council meeting held on** – 5<sup>th</sup> April 2018  
Mr Jeff Nicholls proposed, and Mr Keith Hudson seconded that the minutes should be signed.  
Resolved - All in favour.
- Item 31 Matters arising** – None
- Item 32 Planning** – Application Reference 18/00708/HHFUL – Single storey flat roofed extension to side and rear forming a residential annex & kitchen/utility extension – 17 School Road, Earith  
The Councillors discussed this application in detail and commented that the development was large and would cause visibility issues. They were also concerned that the development had encroached onto District Council land and should be moved back to its original boundary. The development is not in keeping with the street scene. As the development is on the corner of School Road it would also cause line of site around a corner issues and this would impact on safety. Parking would be an issue as this is a congestion spot. The Council asked the District Councillor to call this application into the Planning department for consideration by the Planning Committee.  
Miss Ann Brennan proposed, and Mr Jeff Nicholls seconded that the application is rejected.  
Resolved - All in favour.
- Item 33 Chairman's Report** – The Chairman thanked the Councillors for committing to a further four years of service on the Council and thanked them for voting him in as Chairman. He confirmed that there are currently three vacancies. He reported that the Annual Parish Meeting was held on April the 23<sup>rd</sup> and at the meeting a resident queried why the Council accounts are not presented for viewing. The Clerk confirmed that the accounts can be presented for viewing but as they are not available until after they are signed off at the May Annual Parish Council meeting then the Annual Parish Meeting will need to be held in May. The Parish Council Accounts are compiled on a receipts and payments basis and as such record only payments made by the Council and monies received. The Council approve spend and budgets in November/December and these do not form part of the Annual Accounts. The Accounts will be available for public viewing from Monday the 4<sup>th</sup> June – Friday the 13<sup>th</sup> July prior to being audited. He also reported that the General Data Protection Regulations come into effect on the 25<sup>th</sup> May and the Clerk will provide a report later in the Meeting.
- Item 34 Annual Insurance Review** – The Clerk reported that the insurance value for the fidelity guarantee had been increased to £250,000 as suggested by the Internal Auditor. She had also restated the general risks section so that it reflected the Fixed Assets in detail. The insurance policy is subject to a long-term agreement and cannot be renewed with an alternative supplier until 2021.
- Item 35 Annual Return acceptance of section 1** – The Council reviewed each question and agreed with the governance statements.  
Mr Keith Hudson proposed, and Mrs Marilyn Russell seconded that Section 1 should be signed.  
Resolved – All in favour
- Item 36 Annual Return acceptance of Section 2** – The Council reviewed the annual return financial information and agreed that it was all correct.

Miss Ann Brennan proposed, and Mr Terry Rogers seconded that section 2 should be signed.  
Resolved – All in favour

- Item 37 GDPR report to be noted** – The Clerk reported that she had carried out an information audit and this had determined the legal basis for using personal data. Several policies will need to be adopted by the Council and the document retention policy must be reviewed. The Clerk had also completed the document list and informed the Council of items that had been disposed off and items that could not be located. The Clerk requested the Chairman to call an extra ordinary meeting so that the Councillors could discuss this all in full and The Clerk will propose some dates to the Councillors for the meeting to take place but suggested that it is after the 25<sup>th</sup> May as this is the date when the GDPR will be formally introduced by Government and any changes could be noted. At this stage the Clerk had used the toolkit on the Information Commissioners Website to determine the Councils GDPR status and this had reported as green which highlights that the Council is compliant.
- Item 38 Complaint investigation re Minnaars** – The Clerk reported her findings to the Council which highlighted the Parish Council meetings and information gathering meetings with the District Council planners and the application agent which had resulted in the decision as stated in the June 2017 Parish Council meeting to support the outline planning application for 101 High Street. Only the 11 items stated after the Public meeting in October 2016 were discussed. No additional items were introduced or discussed. The Clerk reminded the Council of the items that had been discussed and noted which items were agreed and which items needed further investigation at application detail stage and could not be determined at outline planning stage. All the items were listed in a letter dated 30<sup>th</sup> July 2017 sent to the District Council on the 4<sup>th</sup> August and which can be viewed on the District Council planning portal. A full report will be given to the complainant. The complainant is concerned with wording in a letter from the Council in October asking for updates which used the wording “detailed discussions” (this referred to all the discussions that have taken place since 2004) and “compromise reached” (this refers to the points as stated in the letter noted above)
- Item 39 River Slipway update to be noted** – The Clerk reported that the grant of £22,500 had been confirmed and that she had instructed the contractor to commence work on the 5<sup>th</sup> June. It has been agreed that if there is any under spend on the estimate given by the contractor then the grant can be used to cover the purchase of the bench, litter bin and signage and possibly CCTV at the Hall. It does not cover any memorial signs that the Council would like to be installed in this area and The Clerk will have this as an agenda item for discussion in June.
- Item 40 SLCC Annual Pay rise to be noted from 1<sup>st</sup> April 2018** - The Clerk tabled the suggested annual NALC pay rise to the Council of an hourly rate of £16.321 (raise of 32p) for the Clerk and £9.341 (raise of 47p) for the Cleaner/Caretaker.  
Miss Ann Brennan proposed, and Mr Terry Rogers seconded that the pay rise should be effective and should be back dated to the 1<sup>st</sup> April 2018.  
Resolved – All in favour
- Item 41 Code of Conduct acceptance and Harassment Policy forms to be returned** – The Clerk reminded the Councillors that they still needed to return these forms. – All Councillors completed and returned the Harassment Policy forms and Councillors, Spackman, Till and Russell are still to return their Code of Conduct acceptance forms.
- Item 42 Finance** – a) Payments to sign off  
b) Online Salary payments for May  
c) Chairman to sign bank statement

Payee	Description		£	Chq	Powers
Mrs K M Pink	Clerks Wages 42 hrs. @ £16.001	672.04			LGHA1989,s.7
	GDPR 30 Hours @ £16.001	480.03			LGHA 1989, s.7
	Clerks Expenses	25.00			LGA 1963, s.5
	Mobile Phone monthly rental not taxable	12.00			LGHA1989,s.7
	Total Less Tax		896.66	online	
Mrs C Shook	Caretaker hours 6.5hrs @ £8.873	57.67			LGA1972,s.133
xx	Booking Clerk 2.5hrs @ £8.873	22.18			LGHA 1989,s.7
	Total Less Tax		78.06	online	
Inland Revenue	PAYE April 2018		359.77	2999	LGA1972, s.112-119
Mr M S Pink	Parish Handyman		150.00	online	LGA1953,s.4
MSP Services	Grass Cutting		630.00	3000	OSA 1906, s.10
Earith Echo	Community Plan		455.00	3001	LGA 1972, s.133
Earith Echo	Issue 47 contribution		220.00	3002	LGA 1972, s.133

CCC	Street Lighting Oct 16 – Sept 17	457.15	3003	Parish Councils Act 1957, s.3
EON	Street Lighting Apr 17 – Mar 18	43.04	3004	Parish Councils Act 1957, s.3
Zurich Municipal	Annual Insurance Renewal	2090.26	3005	LGA 1972, s.111
Beach Electrical	Tree inspection report Pond	120.00	3006	OSA 1906, s.10
NI Arnautu	Stage 1 payment River Slip way	10000.00	3007	OSA 1906, 3.10
Wave Anglian Water	Village Hall sewerage cost up to Apr 17	78.12	3008	LGHA 1972, s.133
Shred Station	12 bags of confidential shredding	43.68	Dcard	LGA 1972, s.133
Omniscient Systems	2 x panic alarm as per lone working policy	13.97	Dcard	LGA 1972, s.133
Hunts DC	Commercial waste collection	19.50	DD	Litter Act 1983, ss.5,6
Microsoft	Office 365 monthly cost	5.99	DD	LGHA 1972, s.266
CNG	Village Hall Gas monthly charge	138.58	DD	LGHA 1972, s.133
Axis	Village Hall Electricity	27.21	DD	LGHA1972,s.133
<b>Total Spend for April 2018</b>		<b>£15,826.99</b>		

- a) Mr Keith Hudson proposed, and Mr Jeff Nicholls seconded that the payments should be signed off.  
Resolved – All in favour
- b) Online salary payments for May –Mr Jeff Nicholls proposed, and Mr Keith Hudson seconded that the payments should be made. Resolved – All in favour
- c) Chairman to sign the bank statement to confirm the online salary payments for April as above  
Mr Keith Hudson proposed, and Miss Ann Brennan seconded. Resolved – All in favour

**Item 43 Correspondence** – Ouse Valley Trust information leaflet, resident email re pedestrian users of the High Street, Road Safety Letter – Mr Jeff Nicholls gave an overview and asked for this to be an agenda item in June, Community initiative from village residents – The Clerk has received an email requesting attendance at the June meeting so that a village initiative can be discussed to help the elderly or needy. This will be an agenda item in June.

**Item 44 Items for future meetings** –Village Hall floor & chairs, Risk Assessment and Management Plan, Standing Orders, Financial Regulations including online payments, Trees and Hedges, Drainage, Roads and Pavements, Councillor Responsibilities, Parish Council Reps reports, Drainage Dyke near pond, Holiday Sport Provision from HDC, Neighbourhood Plan, Cycleway litter bins, Pub to be listed as a building of interest, Community Initiative, Internal Auditor Report, Road Safety request, planning application re Bungalow on Chapel Road, Diary of Policy review dates

**Mrs Mandy Pink – Clerk 07717 207 533**

**email: mpinkearithpc@aol.com**

**Meeting Dates**

**These minutes are unadopted**

**Thursday 7<sup>th</sup> June  
Thursday 5<sup>th</sup> July  
Thursday 2<sup>nd</sup> August  
Thursday 6<sup>th</sup> September  
Thursday 4<sup>th</sup> October  
Thursday 1<sup>st</sup> Nov  
Thursday 6<sup>th</sup> December**

**www.earithparishcouncil.org.uk**

**Date of Notice – 19<sup>th</sup> May 2018**