

# Earith Parish Council

## Minutes of the Parish Council Meeting

### Held on Thursday 7<sup>th</sup> June 2018

#### Present – Councillors

Mr John Fulcher (Chairman)

Mr Jeff Nicholls

Mr Allan Till

Mr Terry Rogers

Mrs Paula Brown (co-opted item 49)

Miss Ann Brennan (Vice Chairman)

Mr Keith Hudson

Mrs Marilyn Russell

Mr Alan Spackman

2 vacancies

DC Mr Jon Neish

Mr John Gough (Mick George Ltd)

5 members of the public

Mandy Pink – Clerk

**Item 45 Apologies for absence** – CC Mr Steve Criswell

#### **Open Meeting**

**Item 46 Open Forum** – Mr John Gough from Mick George Ltd gave a presentation concerning clay extraction works at Bridge Farm for flood embankment protection at the Ouse Washes.

Ex District Councillor Mr Mike Francis thanked the Council for their help and support whilst working with him during his term of office. The Chairman thanked Mr Francis on behalf of the Council.

**Item 47 Ecops Report** – The Clerk reported that parking control notices have been issued for cars parking on the double yellow lines at Vermuyden.

**Item 48 County Council and District Council Reports** – DC Mr Jon Neish reported that he had been placed on several committees within the District Council including Development Management Control. A 120 house development in Needingworth has been approved and a further 45 house application will be placed soon. The A14 improvements at Huntingdon bridge have been modified slightly. A resident asked Mr Neish if he knew anything about pollution control within the district and he said that he would find out what he could.

#### **(Close open Meeting)**

#### **(Open closed section of Meeting)**

**Item 49 Councillor Vacancy – Co-option of new Councillor** – Mrs Paula Brown applied for one of the vacant seats and gave a brief overview of her interest in the vacancy. She was asked to leave the room while the Council deliberated.

Mr Terry Rogers proposed, and Mr Jeff Nicholls seconded that Mrs Brown should be co-opted onto the Council.

Resolved – All in favour

Mrs Brown was asked to return to the room and to take a seat at the Council table. Acceptance of office forms, register of interest and dispensation form for financial matters along with other appropriate paperwork was completed and a full Councillor pack provided.

**Item 50 Code of Conduct – Dispensation received, and decisions granted** – none received.

**Item 51 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.

**Item 52 To sign minutes of Parish Council meeting held on – 10<sup>th</sup> May 2018**

Mr Keith Hudson proposed, and Mr Jeff Nicholls seconded that the minutes should be signed.

Resolved - All in favour.

**To sign minutes of the Annual Parish Meeting held on – 23<sup>rd</sup> April 2018**

Mr Jeff Nicholls proposed, and Miss Ann Brennan seconded that the minutes be signed.

Resolved – All in favour

**Item 53 Matters arising** – None

**Item 54 Planning** – Application Reference 18/00831/HHFUL – Driveway modifications – Spring Mill, 125 High Street, Earith - The Council commented that there used to be a gate in the area that was proposed for modification and as such this would not alter the street scene and would improve the family amenity but not harm the environment

Mr Terry Rogers proposed, and Mr Alan Spackman seconded that the application is approved.

Resolved - All in favour.

**Planning** – Application Reference 18/00447/FUL – The Bungalow Chapel Road – temporarily withdrawn at present

**Planning** – Application Reference 18/00872/FUL – Extension to cattle shed - OS6472 High Street  
The Council commented that this extension was for an existing building and as such would provide better amenity for the animals. It can be seen from the High Street but would not harm the environment or cause any issues for neighbours.

Miss Ann Brennan proposed, and Mr Keith Hudson seconded that the application is approved

Resolved – All in favour

- Item 55** **Chairman's Report** – The Chairman reported that the Community Initiative presentation that was on the agenda for discussion had been withdrawn as the resident was unable to find sufficient need within the village for this matter. Councillor Mrs Marilyn Russell expressed an interest in helping the resident to further this initiative if possible. The Clerk will contact the resident to ask for consent to pass on details. The Chairman also expressed the thanks of the Council for the team of volunteers who worked on the pond to remove the duckweed. Appropriate chemicals have now been introduced to the pond, but a further clearance was needed. The Clerk is looking into possible water features/pumps that can be used to help to aerate the water. An excellent effort was made by all concerned and the Parish Council are very appreciative of the time that was given to this project.  
The Chairman also reported that the river slipway project will commence on Monday the 11<sup>th</sup> June which will provide the village with a facility for accessing the river.
- Item 56** **Review of Earith Parish Council Risk Assessment and Management Plan 2018/2019** – The Clerk reported that the fidelity guarantee had been increased to £250,000 as suggested by the Internal Auditor. References to CAPALC had been removed as the Council are no longer members of this Association. Mr Terry Rogers proposed, and Mr Jeff Nicholls seconded that the amendments have been noted.  
Resolved – All in favour
- Item 57** **Review of Standing Orders** – The Clerk tabled the model standing orders from NALC and the Council reviewed them against the current Standing Orders and noted that they were not appropriate for Earith Parish Council and that they wished to stay with the current Standing Orders reviewed and updated on 12<sup>th</sup> May 2016 agenda item 39.  
Mr Jeff Nicholls proposed, and Mr Terry Rogers seconded that the model standing orders would not be accepted by Earith Parish Council  
Resolved – All in favour
- Item 58** **Review of Financial Regulations including adoption of Online Payments** – The Clerk advised that the Council should adopt the new model Financial Regulations and that they should include sections 17 and 18 from the old Financial Regulations with an adaption to state that all payments, if appropriate should be made online including PAYE and other statutory payments. The Internal Auditor pointed out (during his review) that authorisation procedures for online payments should be as the bank mandate and the mandate for Earith Parish Council states that if online payments are to be made then the number of signatories stated on the mandate will no longer be required therefore the same online payment administration process will be followed as stated in section 18 of the Financial Regulations which the Council have been maintaining when paying salaries. This will mean that the Council are only exposed to the risk of miss appropriation by using one online administrator as opposed to the potential risk of three online administrators.  
Mr Keith Hudson proposed, and Mr Alan Spackman seconded that the model Financial Regulations with sections added by the Council should be adopted and that online payments should commence from 1<sup>st</sup> July 2018.  
Resolved – All in favour
- Item 59** **Internal Auditor Report** – The Clerk stated that the Internal Auditor had marked all sections of the report with a grade 1 which gave a level of assurance high (29 sections) other items had a grade 2 which gave a level of assurance of substantial (6 sections). Items to note are
- 1 - That the Fidelity Guarantee should be raised, and this has been actioned.
  - 2 - It is good practice for the Chairman to sign off the budget which will be actioned in November
  - 3 – It is good practice for the Chairman to sign the bank reconciliations at both the Finance meeting and Council meeting and that it should be filed with the minutes each quarter. To be an ongoing action point.
  - 4 - Three points were raised concerning the fact that budgets should be amended if projects overrun the allocated spend. The budgets are reviewed at each Finance Meeting, but amendments will be officially

made and noted when needed as an ongoing action point. All expenditure is agreed by the Council before purchases are made.

The Council noted all points raised and thanked the Clerk for her hard work and effort during the year.

- Item 60 Councillor responsibilities to be decided** – All Councillor responsibilities are to remain the same with the addition of Councillors Brennan and Russell to the Village Hall, Councillor Rogers is to be the Tree Warden and Councillor Till is to be the Ouse Valley Way representative. Health and Safety assessments will remain with the Chairman and Clerk.
- Item 61 Trees and hedges to report for action to be taken and updates on visits already made – request re hedge at Pond** – The Clerk has received a telephone call from a resident who lives near the pond for a request to plant a thicker piece of hedge along the back fence of the Pond as the fence is lower here and youths have tried to gain entry to the property. The Council discussed this and as it will take many years for a new piece of hedge to establish itself and there is already a piece of hedge in situ it would be quicker and more secure for the homeowner if they raised their fence in this area. The Clerk will report back to the homeowner.  
Reports made concerning 14 School Road – Overgrowing bush onto pavement, 27 Chapel road – Overgrowing bush onto pavement, 23/25 Chapel Road – Overgrowing Lilac Tree, 35 High Street, River View Cottage – Overhanging vegetation, 102 Greenfields – Overhanging bush onto pavement  
The trees at the junction to School Road and Greenfields need attention.  
The trees outside 19 Greenfields are hazardous. The Clerk will contact HDC concerning these trees.  
Overhanging vegetation at the Edwards Walk pathway. Clerk to contact Luminus  
Allotment front hedge and some overhanging branches on right hand drive will be maintained by Mr Alan Spackman
- Item 62 Roads, drains and pavements** – The pavement surface from the shop to the sluice is damaged and the Clerk will report this to CCC.
- Item 63 Community Initiative** – Item cancelled as per Chairman's report
- Item 64 River Slipway decision to fund memorial and CCTV** – Further to the report given in May the Clerk would like the Council to consider funding the memorial feature and CCTV at the Village Hall and the Recreation Field. The grant will cover a total spend of £22,500 and will cover 2 out of 3 CCTV cameras at the Hall. Can the Council cover the third camera at the Hall and at the Rec and the Memorial? Costs for the memorial are £754 and for CCTV at the Recreation Field at £1335 plus a potential spend of an extra £300 if access points are needed along with a possible £300 for the third camera at the Hall.  
The spend already allocated for the bench and bin of £1573.20 will be covered by the grant along with costs of £160 for CCTV and Slipway signage.  
Mr Terry Rogers proposed, and Mr Jeff Nicholls seconded that the memorial, third CCTV camera at the Hall and CCTV at the Recreation field should be funded by the Council even if the costs for the Slipway project exceed the grant fund of £22,500.
- Item 65 Road Safety request re support for Wheatsheaf Corner** - The Clerk received written correspondence from the Road Safety Group for support for an initiative that they are proposing to push the County Council for Traffic Lights at Wheatsheaf Corner in St Ives.  
Mr Jeff Nicholls proposed, and Mr Keith Hudson seconded that support should be given and the Clerk is to contact the Road Safety Group.  
Resolved – All in favour
- Item 66 CAPALC subscription renewal to be discussed** – The Clerk tabled the renewal information for CAPALC to the Council and the renewal cost is £377.66. The Council discussed this association and decided that as they had not renewed last year and didn't have any reason to contact CAPALC so far this year that the renewal should not be made.  
Miss Ann Brennan proposed, and Mr Jeff Nicholls seconded that the Council should not renew the subscription for membership of CAPALC  
Resolved – All in favour
- Item 67 Code of Conduct acceptance forms to be returned** – The Clerk reminded the Councillors that they still needed to return these forms. Councillors Till and Russell are still to return their Code of Conduct acceptance forms. The Clerk is to resend them.
- Item 68 GDPR meeting to be noted for Monday 11<sup>th</sup> June 2018** – noted by the Council.

- Item 69 Finance** – a) Payments to sign off  
 b) Online Salary payments for June  
 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
	Clerks Expenses	25.00			LGA 1963, s.5
	Mobile Phone monthly rental not taxable	12.00			LGHA1989,s.7
	Total Less Tax		569.64	online	
Mrs C Shook	Caretaker hours 5.5hrs @ £8.873	48.80			LGA1972,s.133
xx	Booking Clerk 2.5hrs @ £8.873	22.18			LGHA 1989,s.7
	Total Less Tax		70.58	online	
Inland Revenue	PAYE May 2018		139.80	3009	LGA1972, s.112-119
Mr M S Pink	Parish Handyman		150.00	online	LGA1953,s.4
MSP Services	Grass Cutting		450.00	3010	OSA 1906, s.10
Ms Hazel Lambert	Pond Maintenance		10.00	3011	PHA 1936, s.260
Ms Hazel Lambert	Pond Maintenance		15.00	3012	PHA 1936, s.260
David Ogilvie Eng.	Bench and Bin WW1 memorial		1573.20	3013	OSA 1906, s.10
Earith Timber Products	Repair to Pond Fence		125.00	3014	OSA 1906 ss.9 & 10
MiJan Ltd	Internal Auditor Charge		60.00	3015	A&AR 2003 SI2003/533 reg 9
Hunts DC	Election cost 2018		165.00	3016	Representation of the people act 1953
Bradshaws	Duck Weed Control 13 litres		259.87	Dcard	PHA 1936, s.260
Currys PC world	Kettle for V Hall		5.49	Dcard	LGHA 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		19.30	DD	LGHA 1972, s.133
Axis	Village Hall Electricity		32.60	DD	LGHA1972,s.133
	<b>Total Spend for May 2018</b>		<b>£3,690.97</b>		

- a) Mr Ann Brennan proposed, and Mr Keith Hudson seconded that the payments should be signed off.  
 Resolved – All in favour
- b) Online salary payments for June –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 May as above  
 Mr Keith Hudson proposed, and Mr Jeff Nicholls seconded. Resolved – All in favour

**Item 71 Correspondence** – none

**Item 72 Items for future meetings** –Village Hall floor & chairs, 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, Neighbourhood Planning, Diary of Policy review dates, Odd Job allocation procedure

Mrs Mandy Pink – Clerk 07717 207 533  
 These minutes are unadopted

email: mpinkearithpc@aol.com

**Meeting Dates**  
 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](http://www.earithparishcouncil.org.uk)

Date of Notice – 16<sup>th</sup> June 2018