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|  | **Minutes of the Parish Council meeting held on Wednesday 23rd May 2018 at 7.30pm at Horningsea Village Hall** | **Action** |
|  | **Present**: Cllrs. Margaret Starkie, Robert Balm, Jessica Kitt, Michael Gingell, Tessa Pleasants  The meeting was declared quorate. |  |
|  | **Open Forum:**  2 new residents of the village attended and raised concerns about speeding cars. They were assured that the parish council take this very seriously and have recently installed another Vehicle Activated sign but have limited options for speed calming measures in the village and the police no longer have adequate resources to tackle the problem. |  |
| 1/18-19 | **Apologies for absence**  Andy Greed |  |
| 2/18-19 | **To receive declarations of interest**  None |  |
| 3/18-19 | **Election of Chairman**  Cllr Margaret Starkie was elected as chairman for the year 18-19. Proposed by RB, seconded by TP. |  |
| 4/18-19 | **To approve the minutes of the meeting 28th March meeting**  The minutes were approved and signed by the chair. |  |
| 5/18-19 | **Matters arising from the meeting 28th March 18**  Clerk appraisal to be scheduled for June/July  MS and JK to work together re letter to residents re parking on the High Street  Regarding the work needed to the cemetery gate it was agreed to proceed with the quote put forward by the clerk at the last meeting. Clerk to arrange. |  |
| 6/18-19 | **Election of Vice-chairman**  Cllr Robert Balm was elected as Vice-chairman for the year 18-19. Proposed by TP, seconded by JK. |  |
| 7/18-19 | **Appointing of Responsible Financial officer**  The clerk was appointed as responsible financial officer for the year 18-19. |  |
| 8/18-19 | **Acceptance of Office forms**  All councilors present completed and signed acceptance of office forms and these were witnessed and countersigned by the clerk. |  |
| 9/18-19 | **District Councillor report**  Following the election on 5th May we now have 3 district councilors- Claire Daunton, Graham Cone and John Williams. No reports given as council only reconvened today at SCDC. |  |
| 10/18-19 | **County councilor report**  Appended to these minutes |  |
| 11/18-19 | **Internal auditors report 17-18**  Internal auditors report had been circulated previous to the meeting. The auditor raised 2 points which were that Acceptance of Office forms had not been completed in a timely manner and that risk assessment is too heavily reliant on insurance cover. Clerk to review. |  |
| 12/18-19 | **Parish council exemption from external audit**  Due to the council’s income and expenditure both being less than £25,000 for the year 17-18 we are able to declare ourselves exempt from external audit. This was agreed and the exemption form was signed by the Chairman. |  |
| 13/18-19 | **Annual Governance statement 17-18**  All statements on the Annual Governance statement were read out by the chair and it was agreed to indicate a ‘yes’ to all. The annual governance statement was then signed by the Chairman and responsible financial officer. |  |
| 14/18-19 | **Accounting statement 17-18**  The accounts of the year 2017-18 were approved and signed by the chairman and responsible financial officer. |  |
| 15/18-19 | **Planning application Audley Cottage, High Street, Horningsea, Cambridge, Cambridgeshire, CB25 9JG Ref: S/1543/18/FL**  Application approved with no comments as it is in line with conservation policy. Proposed by MS, seconded by TP |  |
| 16/18-19 | **Parish Plan**  The council has done all work needed from their end and has sent this to Richard Pleasants some time ago. TP to discuss with Richard how we will take this forward. |  |
| 17/18-19 | **Update to local plan**  The local plan is still with the inspector. It is not likely there will be any further modifications. SCDC have been granted a 5 year land supply. |  |
| 18/18-19 | **Finance**   1. Payments since last meeting   Safetytec Ltd-Defibrillator cabinet-£461.25- 722   1. The following payments were approved and signed by Cllr Balm and Cllr Pleasants 2. Capalc Membership- £178.90- 725 3. H Livermore- Expenses-£119.09-724 4. CGM-Grass cutting-£182.40-723 5. M Starkie-Expenses-£41.55-726 6. J Kitt-reimbursement for Voucher-£20-727 7. Budget update-18-19   Spending is in line with budget   1. Bank reconciliation   Circulated before the meeting, Signed by the chair. |  |
| 19/18-19 | **Clerks report**  Nothing to add from the clerk that has not already been discussed. |  |
| 20/18-19 | **Correspondence received-**   1. Open letter to CCC- summary of March public meeting about the planned Cambridge incinerator 2. Urban and Civic re outline application 3. Chair of HMGT email re Insurance | Noted  Noted  Noted |
| 21/18-19 | **Clerk Pay scale 18-19**  Clerk presented new pay scales from NALC for 18-19 to the council, which gives the clerk a 2% pay rise. This was agreed by the council**.** |  |
| 22/18-19 | **Policies relating to GDPR**  The clerk has put together 5 new policies and a Privacy notice for adoption. These use a template from SLCC and in following these policies this will go a long way to complying with GDPR. These will be added to the council’s website. It was agreed to adopt the following policies and these were signed by the chairman:  Social Media and website policy  Information security incident policy  Privacy notice  Document retention and disposal policy  Removable media policy  Information data protection policy |  |
| 23/18-19 | **Defibrillator update and CPR training/ proposal to make a donation to SCC Cambridge for provision of CPR training.**  The defibrillator and defibrillator cabinet are now in the possession of the clerk. It was decided that as the books would need to be removed the phone box was not an ideal place to site the defibrillator. The clerk will discuss the possibility of the bus stop with the electrician.  Cambridge Sea Cadets will be providing CPR training on the 27th June in the hall for any residents who wish to attend. It was agreed to give a £50 donation to the sea cadets for their time. |  |
| 24/18-19 | **Councillor declarations of interest**  All councillors present completed SCDC register of interest forms. Clerk to send to SCDC. TP and MG to send forms to SCDC themselves. |  |
| 25/18-19 | **Training - financial planning**  Financial planning training was completed by councilors present. |  |
| 26/18-19 | **Laney Meadow access**  Residents are still in discussion with land registry and solicitors. This is taking time as is of a complicated nature and Carter Jonas have granted extended time for facts to be established. |  |
| 27/18-19 | **New Policing Model Cambridgeshire**  Circulated prior to the meeting |  |
| 22/18-19 | **To accept matters for the next agenda**  Presentation by Urban and Civic  Update on encryption of laptop and new website  New standing orders |  |

**Appendix 1**

**County Councillor Update**

**Location of the new County Council Headquarters.**

**Alconbury, just north of Huntingdon, has been chosen as the preferred site officers and members have been authorised to take necessary steps to buy the site. Some of us would have preferred the Northstowe option, or indeed renting a building in Cambridge, since it is the current transport hub.**

**Specific concerns were expressed about the Transport Assessment which underpins the decision, being flawed, that it is wrong time to invest in a new building, when Cambridgeshire and Peterborough may transform into Unitary Authority(ies) before very long. We were concerned about access for existing staff (by car, in the absence of rail or good bus services) and implications for jobs.**

**We were assured that the Register Office (Births Marriages and Deaths) will retain a presence in Cambridge , the historic site on which Shire Hall stands will be protected and that the Archives are in the process of moving to Ely.**

**New Committee Memberships were agreed – I continue to sit on Planning (Minerals and Waste), Joint Development Control Committee (looks at developments on the City boundary), Children and Young People’s Committee and the Corporate Parenting Sub-Committee (we have around 730 Looked after Children in the County). I was appointed to the Board of the Conservators of the Cam.**

**Nominations from the County Council were made to the Greater Cambridge Partnership (GCP) Executive Board and Joint Assembly, as well as to the Cambridgeshire and Peterborough Combined Authority, its Audit and Governance Committee and its Overview and Scrutiny Committee. The Combined Authority is seeking consent from constituent councils to levy a Business Rates Supplement and to transfer the Adult Education Budget to the Combined Authority.**

**The Council has called for a review of Home to School transport funding, which currently costs the Cambridgeshire around £8 million/year at £114 per head, compared to just £15 per head in an urban area like Luton. Government eligibility for home to school transport has been undermined by government funding reducing and the council’s refusal to make gradual increases in Council Tax over the years. The Council is seeking a review of funding under the #Fairdeal4Cambs campaign.**

**Around the parishes: I continue to assist Milton Parish Council in discussions with the County Council about the ownership of land beside the A10.**

**The Conservators of the Cam are responsible for management of the river from the Mill to Bottisham Lock. I have met with the new River Manager, Tom Larnach and we hope to meet officers from the SCDC and City Single Shared Waste Service to discuss formalisation of arrangements for litter picking on the Cam towpath. I have recently been appointed to the Board of the Conservators of the Cam.**

**My requests to the Local Highway Officer for cutting of overgrown verges and footpaths in Landbeach, Waterbeach and Horningsea have had mixed success. Visibility is much improved by grass cutting at Waterbeach station car park entrance and along the B1047 (but they have missed the southbound approach to the 30mph sign at Horningsea). Grass cutting along ‘The Backstiles’ footpath in Waterbeach has made access a little easier but I think the parish council may need to ask the landowner to trim back the hedge beside the path. I sent our thanks to Nicola Burdon for responding quickly. She forwarded them to the Highway Depot Manager and the crews. Horningsea PC have asked for trees to be cut back along the B1047 between Clayhithe and Waterbeach but I suspect I will be told it is a landowner responsibility. I note that the verges have not yet been cut opposite Bollywood Spice junction, so I hope that major roads will be done soon.**