

MINUTES OF MEETING HELD ON Wednesday 13th June 2018

Present

Cllr Neil Farbon
Cllr Terry Huggins
Cllr Andrew Pendered
Cllr Alistair Marr
Cllr Shirley Firth
Cllr Tony Reynolds

DCCllr Graham Bull until 19:40
CCllr Jill Taverner

Sarah Mizuro, Clerk

	Action
1. Apologies and reasons for absence – Cllr Notman, CCllr Steve Criswell – Unanimous vote to accept apologies.	None
2. Declarations of Interest – None.	None
3. Public Forum – DCCllr Bull had nothing specific to Woodhurst to report but spoke about the progress with the local plan and said the inspector is opening enquires in July with greater detail being looked at in September. Cllr Farbon asked CCllr Taverner about the biomass development near Warboys, she responded that the deadline for comments had now past and she was waiting for a planning meeting to include the District and Parish Council representatives.	None
4. Minutes - The minutes of the Annual General Meeting were read and signed. Also alternation on the minutes from 14 th March were read and signed.	None
5. Finance –A report was presented and the bank statement checked and signed. Cheques were signed by Cllr Farbon and Cllr Marr. Payments issued: J J Garden Maintenance £310.50 Cllr N. Farbon Printing Costs £47.00 Cambridgeshire County Council Streetlighting Energy £307.58 Cllr A. Notman Hi Vis Vests £42.50 Cllr Pendered enquired if monies from the sale of the brushcutter have been transferred by Natural Woodhurst, he was informed that Cllr Notman was chasing this. The Clerk informed the Councillors that the account balance was currently more than three times the precept. Cllr Reynolds asked if the Parish Council would be exempt from the digital VAT returns starting in 2019. Clerk to look into this.	SM
6. Review of Standing Orders, Regulations, Policies and Asset Register – Cllr Farbon has updated the standing orders including a diversity and equality policy. These were formally adopted, Cllr Farbon proposed, Cllr Marr seconded.	None
7. Health & Safety – Nothing to report.	

<p>8. GDPR – Councillor consent forms agreeing for the Parish Council to hold their personnel data were signed and will be held by the clerk. Public consent forms will also be available. Cllr Farbon suggested that although it is not a requirement for a Parish Council to have a Data Protection Officer for £25.00 a year CAPALC will be the Council representative. It was agreed the Cllr Farbon would look into this. A first copy of the GDPR policy has been sent to all Councillors by Cllr Farbon and this will be reviewed at the next meeting. The clerk enquired about storage of old planning applications, it was suggested at the last meeting that this may no longer be necessary. Cllr Pendered said that as all information was already kept at the County Council offices then there was probably no need for the Parish Council to also keep a copy. Cllr Firth questioned the historical use for them. It was suggested that the clerk brings all paperwork to the next meeting and it would be decided how to destroy them. CCllr Notman has looked at prices for a laptop to be provided to the clerk for Parish Council records, he has a quote for £250.00 and £107.00 for software licence. Unanimous vote to go ahead with this purchase.</p>	<p>NF / SM / AN</p>
<p>9. Streetlighting – The repair and ongoing maintenance contract was discussed with Cllr Farbon informing the meeting that a cable has blown leading to the streetlight and this has caused problems with the bulb. Cllr Farbon has sent numerous emails asking for details and as yet received no reply. Cllr Marr commented that he believed there may be some discount offered for entering a contract for several years.</p>	<p>NF</p>
<p>10. Public Rights of Way – Cllr Farbon commented that Butt Lane still required cutting. Contractors had trimmed down to the gate by the stables but no further. Cllr Farbon will email Rights of Way Officer and request a site meeting to discuss ongoing maintenance.</p>	<p>NF</p>
<p>11. Planning Applications – There have been two information only applications, one regarding an amendment to Bulls Farm Barns and a right of way. The other was a tree application for Little Chapel.</p>	<p>None</p>
<p>12. Maintenance – Cllr Marr brought up the issue of the reeds at the pond obscuring vision around the bend at the pond. Cllr Farbon to contact the owners. Cllr Farbon and Cllr Marr mentioned the need for the phone box to be cleaned, J. Jeakins will be approached for a price to do this. The benches have been given a undercoat, gloss coat to be completed when dry.</p>	<p>NF None</p>
<p>13. Village Enhancement - This item to become LHI bid.</p>	<p>None</p>
<p>14. Village Hall – carried forward to next meeting.</p>	<p>None</p>
<p>15. Village Website – carried forward to next meeting.</p>	<p>None</p>
<p>16. Traffic Calming – The deadline for a LHI bid is November, Cllr farbon has submitted figures collected by Roadwatch as proof of the current problem. He suggested that a survey is put together for the parishioners to enable them to submit an opinion. This would also explain the traffic calming methods and options available to the village and those which are not suitable. Suggestions were made by Councillors regarding the content and layout of the survey. Cllr Notman is looking at how this will be distributed. 150 copies would be needed for one per house. Cllr Notman to set up a specific email address for any comments regarding this. Plan to complete this by the end of July.</p>	<p>AN/ NF</p>
<p>17. Clerk Appraisal / Training / Pay Review – Cllr Farbon to complete an updated job description. From the appraisal held several action points were made including more detail to be given to the clerk for requested agenda points, Clerk to continue to look into training opportunities. Cllr Farbon to calculate any pay review required by next meeting.</p>	<p>SM/ NF SM</p>
<p>18. Meeting Dates 2019 – Clerk to circulate proposed meeting dates for 2019 to Councillors.</p>	<p></p>

19. Correspondence – An email has been received inviting Councillors to attend Armed Forces Day in St. Ives on 30th June. All Councillors unable to attend.
The District Council has requested updated details of Councillors. Cllr Farbon to reply.

NF

20. Items for the next meeting – Village Hall, Village Website, GDPR, Streetlighting, LHI Bid.

SM

There being no further business the meeting closed at 20:35.

The Next meeting will be held on Wednesday 11th July 2018.