

MINUTES OF MEETING HELD ON Monday 16th July 2018

Present

Cllr Neil Farbon
 Cllr Andy Notman
 Cllr Shirley Firth
 Cllr Tony Reynolds

CCllr Steve Criswell until 20:05

Sarah Mizuro Clerk, 1 member of the public

	Action
21. Apologies and reasons for absence – Cllr Huggins, Cllr Pendered, Cllr Marr, DCllr Bull, DCllr Tavener – Unanimous vote to accept apologies.	None
22. Declarations of Interest – None.	None
23. Public Forum – No comments made.	None
24. Minutes - The minutes of the last meeting were read and signed.	None
25. Finance –A report was presented and the bank statements checked and signed. Payments agreed: J J Garden Maintenance - £306.00 Cllr A .Notman – PC and software £377.97 Cllr N. Farbon Printing Costs £74.00 Cambridgeshire County Council Streetlighting Energy £307.58 The external audit was discussed and it was agreed that the clerk would ask for an extension until the next meeting in September as the deadline for submission will have passed. The VAT return for 2016 has been completed - clerk to chase response from HMRC. Unity Trust Bank procedures were discussed. It was agreed that Cllr Notman would ensure all Councillors were set up to authorise payments and the clerk would ensure the email reminder was sent to Councillors when setting up any payments. Cllr Farbon suggested that £5000.00 was moved into the new account with the remainder being transferred in September, this would give time for any outstanding cheques to be cleared while the funds were still in the Barclays account. Cllr Notman proposed and Cllr Reynolds seconded. The only standing order is payment to the clerk and it was agreed that Cllr Farbon would contact Barclays to cancel this, when this was done the clerk would set up a standing order from the new account. Cllr Notman had previously circulated the new banking policy and presented this to the meeting. This was adopted with Cllr Notman proposing and Cllr Farbon seconding. Cllr Notman to chase the brushcutter payment from Natural Woodhurst.	NF / AN / SM
26. Health & Safety – Nothing to report.	
27. GDPR – Cllr Farbon presented a proposed GDPR policy as previously circulated. This was adopted unanimously. Cllr Farbon informed that meeting that he was still awaiting a reply from CAPALC regarding the appointment of a Data Protection Officer. Cllr Farbon also suggested that a register is written and this is to be prepared for the next meeting. Historical planning documents were handed to Cllr Farbon by the clerk who has enquired about the correct procedure to destroy them. The clerk was given a laptop to be used for all Parish Council work.	NF
28. Streetlighting – The broken light at West End has now been repaired and Cllr Farbon is still awaiting a quote for a maintenance contract.	NF

<p>29. Public Rights of Way – Butt Lane has now been cut. No other issues</p>	None
<p>30. Planning Applications – There are no new planning applications. Cllr Farbon commented that the planning portal page for the recent RAF Wyton application now included a more detailed Environmental Impact Assessment dealing with visibility of stored vehicles in particular from surrounding areas including Woodhurst.</p>	
<p>31. Maintenance – Two benches have now been repaired and painted.</p>	None
<p>32. Traffic Calming / LHI / Traffic Survey – CCllr Criswell informed the meeting that the deadline for the initial phase of the LHI application process is the end of July. If successful through this stage, CCC Highways then work with Parishes to assess the options applied for through to the next deadline in November with final decisions taken in January 2019 – part of the CCC assessment may include a period of traffic monitoring by CCC.</p> <p>Cllr Farbon presented and summarised the Parish Survey results already circulated including the additional comments and suggestions – the survey return rate was 25%. The comments included installation of mirrors for some residents but it was agreed that this is down to individual householders who would need to apply for the necessary permission from Balfour Beatty for example if using streetlight posts. Another comment for a concealed entrance sign on the post opposite St. John’s Close was viewed as worthy of inclusion.</p> <p>Cllr Reynolds suggested inclusion of a 40mph buffer zone before entry into the 30mph zone like has recently been installed at Pidley.</p> <p>Cllr Notman suggested inclusion of a 20mph zone for South Street.</p> <p>The inclusion of a Mobile Speed Indicator Device was discussed which not only just shows drivers their speed but also records traffic volume data. The movement of the device and re-charging / replacement of batteries can be contracted out to Dave McCandless of Roadwatch.</p> <p>The replacement of safety bollards was also discussed as this had been provisionally agreed at previous meetings.</p> <p>It was agreed to submit an LHI application based on the three main options of a 40mph buffer zone, 20mph limit for South Street and purchase of a Mobile Speed Indicator Device as well as a sign for St. John’s Close and if possible to include replacement of the safety bollards around the village.</p> <p>Cllr Farbon informed the meeting that the Parish Council would be required to fund a minimum of 10% of the LHI bid with CCC contributing a maximum of £10,000. In the budget for 2018, a figure of £3,000 had been included for a possible LHI bid. It was then unanimously agreed after a proposal by Cllr Notman and seconding by Cllr Reynolds to increase this figure to £5,000. Cllr Farbon and Cllr Notman to complete and submitted the relevant LHI form.</p>	NF /AN
<p>33. Village Hall – Nothing to report.</p>	None
<p>34. Village Website – carried forward to next meeting.</p>	None
<p>35. Clerk Appraisal / Training / Pay Review – Cllr Farbon gave the clerk dates for CAPALC training sessions in September and is still waiting for information on the pay review from CAPALC.</p>	NF
<p>36. Harvest Traffic Letter – Cllr Farbon to send out letters to local farmers asking them to remind their drivers to be careful and within the speed limit when driving through the village.</p>	NF
<p>37. Meeting Dates 2019 – 2019 meeting dates agreed by Councillors.</p>	None
<p>38. Correspondence – An advert has been received from Pidley Mountain Resure Team and this has been put on the Facebook page, a letter was sent to Mr. and Mrs. Mayall regarding visibility around the</p>	

pond, this has now been dealt with and Cllr Farbon will send a letter thanking them.

NF

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

There being no further business the meeting closed at 20:55

The Next meeting will be held on Wednesday 12th September 2018.