

MINUTES OF MEETING HELD ON Wednesday 10th October 2018

Present

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

Sarah Mizuro, Clerk
One member of the public

	Action
58. Apologies and reasons for absence – Cllr Marr, Cllr Huggins, Cllr Pendered, CCllr Steve Criswell, CCllr Jill Taverner – Unanimous vote to accept apologies.	None
59. Declarations of Interest – None.	None
60. Public Forum – A member of the public enquired about the lack of attendance by Cllr Huggins. Cllr Farbon explained that he was in hospital which was an acceptable reason for not attending the meeting.	None
61. Minutes -.The minutes of the last meeting were agreed and signed.	None
62. Finance –A report was presented and the bank statements checked and signed. All items for the external audit have been processed and sent to the External Auditors. Vat return no reply received. Natural Woodhurst payment has been received. Payments agreed: 7. CAPALC Data Protection Officer £35.00 8. Parish Clerk payment Standing Order £181.44 9. Parish Clerk Adjustment June to September £74.72 10. J.J. Garden Maintenance £112.50 A reserve of £5000.00 was allocated for the LHI bid contribution. A payments record was discussed and agreed, to be used for all payments made electronically. The need for accounting software was discussed as recommended by the internal audit. It was agreed that this should include facilities for PAYE and digital tax returns. It was decided to trial Xero Cllr Notman proposed and Cllr Firth seconded. Clerk to organise.	SM
63. Unity Trust Bank - Cllr Notman informed the meeting that he had contacted Unity Trust Bank regarding setting up two additional savings accounts. It was agreed that Cllr Notman should proceed with this.	AN
64. Health & Safety – Nothing to report.	None
65. GDPR – Cllr Farbon has received confirmation from CAPALC regarding the appointment of CAPALC as the Parish Council’s Data Protection Officer as previously agreed. Cllr Farbon to analyse any specific rules and requirements from CAPALC in connection with this appointment. There followed a discussion on whether it may be necessary to add GDPR Data Protection wording onto the Council email addresses and the retention of third party email addresses. Historical planning items still being looked through. Items to be discussed again at the next meeting.	NF
66. Streetlighting – The quote from Balfour Beatty has been accepted and a letter of confirmation has been sent to them as previously agreed.	None

<p>67. Public Rights of Way – No issues.</p>	None
<p>68. Planning Applications – 18/01981/FUL Margent Farm, Oldhurst Road, Pidley The application was discussed and passed by the Council with no adverse effect on the village and with the building satisfying an agricultural need.</p>	SM
<p>69. Maintenance – Ridges Pond, Cllr Farbon proposed that overgrowth and reed growth at Ridges Pond should be thinned out whilst access is easy given the pond has currently dried out. JJ Garden Maintenance are happy to carry out the work required. Church Lane, there is still an issue with overhanging branches and leaf fall on Church Lane, though some leaf fall has been cleared by neighbouring house owners. The fig tree near the Church Street end is the main source of the problem. Cllr Farbon to write to owners concerning this.</p>	NF
<p>70. Traffic Calming/ LHI Bid -.The initial application has been submitted but as yet no response has been received from Cambs County Council. The next phase is due to be completed in November, Cllr Farbon to chase.</p>	NF
<p>71. Village Hall – Nothing to report.</p>	None
<p>72. Internal Audit Items – The list recommendations raised in the internal audit were discussed again. Most have already been introduced. Cllr Farbon to organise a Risk Assessment of Asset Register items and a Contract Review with JJ Garden Maintenance.</p>	NF
<p>73. Winter Litter Pick – Cllr Farbon informed the meeting that this was cancelled as the County Council had already completed.</p>	None
<p>74. Precept / Budget 2019 – This was discussed and amendments made to include bank charges and accounting software. Form to be completed at the next meeting.</p>	All
<p>75. Insurance – The insurance renewal notice has been received and payment was agreed. Cllr Farbon to review asset register and insured items.</p>	NF
<p>76. Newsletter– Items for the next newsletter were discussed and it was agreed to include points on the Wearsheaf Crossroads meeting, LHI bid, Stronger for Longer, Age UK, maintenance and Townlands.</p>	NF
<p>77. Wearsheaf Crossroads – Cllr Farbon attended the St. Ives Road Safety Committee meeting about the Wearsheaf Crossroads. This was well attended with representatives from local Parish Councils and ENVAR. All agreed a roundabout would be the best solution but no funding is currently available. Minutes of the meeting to be obtained.</p>	None
<p>78. Clerk – Salary increase and hours confirmation to be produced as an addendum to contract.</p>	NF
<p>79. Correspondence – See correspondence log.</p>	
<p>80. Items for the next meeting – GDPR, LHI Bid, Accounting Software, Precept 2019.</p>	

There being no further business the meeting closed at 20:50

The Next meeting will be held on Wednesday 14th November 2018.