MINUTES OF MEETING HELD ON Wednesday 12th September 2018

Present

Cllr Neil Farbon Cllr Alistair Marr Cllr Shirley Firth Cllr Andy Notman DCCIIr Graham Bull until 19:50

Sarah Mizuro, Clerk	
	Action
39. Apologies and reasons for absence — Cllr Reynolds, Cllr Huggins, Cllr Pendered, CCllr Steve Criswell, CCllr Jill Taverner — Unanimous vote to accept apologies.	None
40. Declarations of Interest- None.	None
41. Public Forum— DCCIIr Bull informed the meeting that the District budget process had started and that the examination of the local plan was also underway. Local developers are submitting applications. There are a number of temporary mobile home sites appearing due to the need of A14 construction workers. These are being tolerating as they are temporary and there is also a local economy benefit. A announcement has been made regarding the Oxford to Milton Keynes section of the Oxford to Cambridge arc, with more announcements expected on housing numbers, railway and road routes. The developers at Wyton are still pressing for approval, with the key factor being construction of a third river crossing. Cllr Firth commented on the likely traffic impact this would have on the village and Cllr Farbon commented that due to housing and geographical issue the siting of a third river crossing would be a difficult process. DCCIIr Bull asked the Councilors if they had any comments on the Cambridge Peterborough combined authority. All Councilors confirmed that they not heard a great deal about this and that all information available was only relevant to other areas.	None
42. Minutes The minutes of the last meeting were agreed and signed.	None
43. Finance –A report was presented and the bank statement checked and signed. Payments agreed: Data Protection Direct Debit £40.00 Parish Clerk payment Standing Order £162.76 Parish Clerk outstanding August payment £162.76	
Balfour Beatty £189.26 J.J. Garden Maintenance £275.00 The Annual return was approved, agreed and signed. Clerk to post to external auditors. The Councillors discussed the internal audit produced and gave thanks to Kristi Johnson for her help with this. Her invoice for £250.00 was approved and will be paid between meetings. The recommendations made within the audit were discussed. Monthly bank reconciliation and statement signing are already in place. A payment schedule is to be completed and approved at each meeting. A statement of reserves is to be produced showing £5000 allocated to speed control in the village. A full annual statement is to be included in the AGM agenda each year. PAYE is to be introduced and	SM SM
accounting software to enable this was discussed, this is to be investigated and discussed further at the next meeting. A risk assessment for the fixed assets is to be complete. These recommendations were adopted unanimously. The bank accounts were discussed and it was agreed that this should be carried forward to the next meeting for a fuller discussion.	All

44. Health & Safety – Clir Notman expressed concern regarding the condition of the pavement and kerbs at the edge of the pond. Clir Notman to report this to the Highways Department. AN Clir Notman also told the meeting that the Fig tree overhanging Church Passage was again shedding fruit which caused the pavement to be slippery. Clir Farbon to write to the owners. 45. GDPR – Clir Farbon has contacted CAPALC regarding appointing a Data Protection Officer through them and as yet has received no reply. The historical planning documents have been looked through and nothing found that needs to be retained. This will be discussed further at the next meeting. 46. Streetlighting – Clir Farbon circulated a quote from Balfour Beatty for a streetlight maintenance contract. This includes various items such as testing and cleaning at a cost of £432.00 per year based on a 3 year contract. This was agreed unanimously with Clir Farbon proposing and Clir Notman seconding. Clir Farbon to proceed with quote. 47. Public Rights of Way – No issues. 48. Planning Applications – TPO 019/99 5 Harradine Close – this was discussed and form completed saying Council was happy with opinion of tree surgeon. Clerk to send form. DD – fell plum tree – 2 St. John's Close – For information only. 49. Maintenance – Nothing to report. 50. Traffic Calming/ LHI Bid – The initial application has been submitted on the basis agreed at the last meeting. A decision will be made in September for the next section of the application to be made in November. 51. Village Hall – Nothing to report. 52. Harvest – Clir Pendered has emailed prior to the meeting regarding comments from a parishioner regarding the mees left behind by bales transported through the village. Clir Farbon agreed to contact the farmer regarding this and Clir Notman commented that the road had been swept by the highways department. 53. Clerk Training / Pay Review – Training to be looked into for next year. Pay upgrade was agreed in line with recommendations. 54. Winter Litter Pick		
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There being no further business the meeting closed at 21:00

The Next meeting will be held on Wednesday 10th October 2018.