

Minutes of the Annual General Meeting of the Parish Council
Held on Wednesday 15th May 2019 at 7.30pm in the Village Hall

Present Cllr Andy Notman - Chairman
 Cllr Alistair Marr
 Cllr Andrew Pendered
 Cllr Shirley Firth
 Cllr Tony Reynolds
 Cllr Martin Jones

Sarah Mizuro - Clerk

2 members of the public were present

1	Election of Chairman and to receive the Chairman's Declaration of Acceptance of Office - Councillor Andy Notman was unanimously elected Chairman, proposed by Cllr Marr, seconded by Cllr Firth.	Action None
2	Election of Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office – Councillor Marr was unanimously elected as Vice Chairman, proposed by Cllr Notman, seconded by Cllr Firth.	None
3	Election of Councillors to Other Duties – Duties were divided as follows: Cllr Martin Jones PCC Cllr Andy Notman Village Hall, Website and Health & Safety. All Councillors Planning It was decided that a tree warden was not necessary.	None
4	Councillor's to sign their "Acceptance of Office Return" & "Financial Declaration" - Documents completed.	None
5	Apologies and reasons for Absence – None	None
6	Members declaration of Interest for items on the Agenda – none received	None
7	The meeting was closed for members of the public to raise questions. A parishioner stated that a letter had been send to the Director of Highways following the latest accident at the Wheatsheaf Road entrance to the village and requested that any relevant information regard the accident was passed on. The letter was discussed further under item 14.	None
8	To approve and adopt the Standing Orders – Readopted with ongoing review.	All
9	To approve and adopt the Financial regulations – Readopted with ongoing review	All
10	To review the Council Policies: <ul style="list-style-type: none"> • Code of conduct • Complaints procedure • Data Protection • Freedom of Information • Health and Safety • Management of records 	

	<ul style="list-style-type: none"> • Social Media <p>These are currently under review.</p> <p>Council meeting.</p>	All
11	<p>To discuss Co Option of Councillor – Cllr Notman informed the meeting that no application for the Councillor vacancy had been received. The vacancy notice will be updated and displayed on the noticeboard and the website.</p>	AN / SM
12	<p>Phone Box / Defibrillator – Cllr Notman reminded the Councillors of the donation of £308.74 agreed at the March meeting to purchase the defibrillator. This will be funded under section 137 from surplus funds as this expenditure had not been foreseen when the budget was set. The remaining cost of approximately £200.00 for an electrician to install the defibrillator into the phone box will also come from surplus funds. This was proposed by Cllr Notman and Seconded by Cllr Pendered.</p> <p>The on going costs were discussed including the need for the Parish Council to insure the defibrillator. Signage for the phone box would cost £80.00. Cllr Pendered asked if the defibrillator could be used by anyone and Cllr Notman explained that once a 999 call was made the operators would talk through the procedure needed. Cllr Notman to organise.</p>	AN
13	<p>Bus Shelter – Cllr Notman to include a survey in the newsletter asking parishioners their opinion on the future of the bus shelter. Options included will be, leave as it is, replace with a modern structure, change decoration, remove completely, replace with something else. Cllr Marr to look at the repairs to existing drainpipe.</p>	AN /AM
14	<p>Highways / LHI / Recent Accidents – The letter sent by a parishioner to the Highways Department was read and discussed. The meeting was informed that the accidents had damaged the lamppost, fencing, a garage and two oil tanks. This had caused approximately 700 litres of oil to leak, the possible environmental damage caused by this is being investigated. Cllr Notman and Cllr Jones met with a representative of the Highways Department to discuss the incident and any possible way to avoid reoccurrence. The white lines around the bend and the pond are to be repainted to ensure they can be clearly seen. Cllr Notman confirmed that the bollards on this corner, while looking old do reflect in headlights. The rejection of the recent LHI bid was discussed and Cllr Notman informed the meeting and parishioners present that a bid can be made once a year by any independent group within the village. Cllr Notman suggested that another traffic survey was carried out to update data already obtained. Cllr Notman reminded the Councillors that there were still 30mph sign stickers available for wheelie bins and suggested that they distributed them collectively. An email has been received from the St Ives Safety Committee updating the Parish Council on the Wheatsheaf junction position, this will be included in the newsletter.</p>	All
15	<p>Planning Workshop – Cllr Notman attended a recent planning workshop which included information on tree applications and biodiversity. A map of all trees in the village with tree preservation orders has been distributed. Cllr Notman informed the meeting the while the Parish Council were not required to comment on tree applications it was within their remit to do so if it was felt necessary. The workshop section on biodiversity included information about the requirement for new building projects to have an overall net gain with regards to natural habitats. A guide for owners of listed buildings was also shown to the meeting, this can be obtained on the HDC website https://www.huntingdonshire.gov.uk/media/2538/listed-buildings-advice-guidance-notes.pdf.</p> <p>Cllr Notman and Cllr Firth attended the Wyton Hill Gardens meeting. Developers are working on a planning application for 650 houses at the far side of the Wyton airfield, with two entrances onto the A141. The majority of houses will be social housing or retirement homes with little being for sale on the open market. No improvements to the infrastructure of the A141 or local amenities are planned. A parishioner enquired if any contamination at Wyton from the</p>	

	past aircraft landing there had been looked at. Cllr Notman stated that he could not confirm this either way.	None
16	Maintenance – Drain Grips – Cllr Notman stated that the drain grips in South Street require cleaning. Cllr Notman to contact J J Garden Maintenance.	AN
17	Health & Safety – Nothing to discuss.	None
18	Finance – Financial report, bank reconciliation and statements were discussed and signed. Payments agreed – Eon £34.35 (phone box energy), J J Garden Maintenance £127.50, Balfour Beatty £ 349.42 (Vat for lamppost repair). A letter was signed asking Unity Trust Bank to change the names on the savings account to make their purpose clearer for clerk and councillors. Vat claim to be made for laptop purchase as soon as possible. Last Vat refund to be checked. Cllr Notman suggested that a budgetary report was included in the financial report at all meetings. Clerk to bring a draft to the next meeting for discussion.	ALL
19	Items arising from the Annual Parish Meeting – None.	None
20	Items for next meeting – Traffic Calming, Budget report, meeting dates, phone box defibrillator.	

The meeting closed at 20:55.

The next meeting will be held on Tuesday 11th June 2019