

ABBOTS RIPTON PARISH COUNCIL

Parish Clerk/Responsible Financial Officer – Mrs Angela Papworth
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A Meeting of Abbots Ripton Parish Council was held on Tuesday 16th January 2018 at 7.15pm at the Village Hall.

Present: Cllr G Richardson (Chair), Cllr D Brennan, Cllr C Miller, Cllr S Brown, Cllr J Leaver (Vice Chair), Cllr J Hemsley, Cllr Howe (District Cllr) Angela Papworth –Clerk and Responsible Financial Officer to Abbots Ripton Parish Council.

18th January 2018

Minutes

01/01/18 To receive and approve apologies for absence.
No Apologies were received.

02/01/18 To receive declarations of interest.
Cllr Richardson -Matters pertaining to the cricket club
Cllr Brennan- Matters pertaining to the church

03/01/18 Public Participation.
No Members of the public were present.

04/01/18 To receive and approve the minutes of the Parish Council Meeting held on 12th December 2017.
The Clerk advised she had omitted to report in the minutes Cllr Hemsley's declaration of interest re Unit 6 Hill Farm, Wennington planning application, and omitted to record Cllr Leavers attendance at the Woodwalton Network Rail meeting on the 27th November 2017. Cllr Richardson proposed to approve the minutes with the above amendments and all were in favour and it was **Resolved** to approve the minutes with the above amendments.

05/01/18 Matters arising or carried forward from the previous meeting.
The Clerk advised Cllrs that a letter to Lord de Ramsey requesting a new footpath, (to be incorporated in the girl guiding hut refurbishment) would be drafted and sent to him before the next council meeting in February.
The Clerk advised Cllrs that she had contacted the Woodwalton Clerk to arrange a joint village meeting with Network Rail team for a question and answer session. The Clerk confirmed that she was waiting for the Woodwalton Clerk to reply.
Cllr Hemsley updated Cllrs on the GDPR advising them that there was nothing concrete to report and that the Parish Council should not panic. He advised that the Parish Council need a policy of retention document and an audit tick list to show that the Parish Council, its Officers and Clerk are compliant.
Cllr Howe advised Cllrs that Capalc issued a report stating that Parish and Town Clerks should not be the audit officer and that they were working on appointing external data officers to audit all Councils. Cllr Howe also advised that there is conflicting information and guidelines should be issued to all Councils collectively.
Cllr Hemsley asked the Clerk to add a GDPR update to Februarys meeting Agenda.

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The Clerk advised Cllrs that the PC01 street light repair had been reported again and Balfour Beatty had booked the works in as urgent. They confirmed it was normal procedure to pay for the works in advance, however; so as not to delay the works they confirmed that the Parish Council could pay on invoice once the works had been completed.

The Clerk confirmed the quotation for the works was £1,346.68 + vat and asked Cllrs for their approval to pay the invoice as soon as she received it on completion of works.

Cllr Richardson advised Cllrs that he had looked at the maintenance contract and confirmed that works to this extent was not included in the contract.

Cllr Richardson proposed that the invoice should be paid on completion of works, Cllr Leaver seconded the proposal, and all were in favour.

It was **Resolved** that the Clerk should pay the invoice on satisfactory completion of works.

06/01/18

Reports from County and District Councillors.

Cllr Howe reported that he no longer attends HDC Cabinet or Combined Authority meetings as he will stand down as a District Councillor in May

The proposed net revenue is £17.2 million which has decreased from around £23m in 2013/14. The out turn for 2017 is likely to be £17.9m and the budget gap at the end of the MTF5 period will be £0.9m, although the aim is to balance the books by the end of the 5-year period.

Council tax will rise by 2% in 2018/19 which will add £2.7m to revenue over the 5-year plan period.

Cllr Howe advised that the average wage increase in Huntingdonshire was 4.2% last year however Council staff will be affected as the budget has allowed less than a 2% pay increase. He advised that the strategy of investing in commercial property in Huntingdonshire and elsewhere has brought in a yield in of c6%. The income has come from a basket of commercial investments in Huntingdonshire and other areas but a change to the commercial strategy will be to work in partnership to buy sites in Hunts to build more Affordable Houses which will benefit the local villages in the area.

Cllr Howe advised he is chairing the commissioning board for the regeneration of Cambridgeshire's market towns. St Neots is the first to have a Masterplan developed and c£6m has already been allocated by the Combined Authority for projects which improve the town centre economy.

Cllr Leaver asked if Affordable Housing sites have been identified. Cllr Howe confirmed 200 sites have been submitted by landowners and developers following the Call for Sites exercise attached to the Local Plan work but only 20 of those will be listed in the submitted Plan, Cllr Hemsley asked how they are making a yield of 6% on commercial property. Cllr Howe advised that Hunts DC have owned commercial properties in Huntingdon for years and have a mixture of retail and commercial investments in the East Anglian region.

07/01/18

Financial Officers Report to include checking and approval of bank statements

(1) Financial Statement

Members had before them a budgetary control statement for the Revenue (Precept) Account as at 11th January 2018 showing expenditure of £11,770.49 and income of £8,505.13 (includes a full year's precept income) compared with budgets, along with a bank reconciliation statement and a summary statement of reserves and funds balances.

The Clerk explained to Members how the new budget control spreadsheet worked and its benefits. The financial information on the spreadsheet showed income and expenditure to

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date against each budget, a bank reconciliation statement and copy statements showing balances brought forward from 2016/17 to date.

It was **Resolved** that the Financial Officers report was approved. Cllr Leaver proposed it should be included in the minutes that Members were very thankful for all the hard work the Clerk had put into this report. All were in Favour.

08/01/18 To approve accounts for payment

Lawn in Order	Jubilee Gardens Maintenance	22.50
Cambridgeshire Acre	Annual Membership renewal	55.50
Doddington PC	Members training course x 2	90.00
LCR	Subscription renewal	17.00
Clerk	Nov /Dec Payroll	357.90
Beam	Oct17 Grass Cutting service	152.00
St Andrews Church	Duplicate Chq re grant for church yard maintenance	750.00
HMRC	Payroll	69.00
Total		1513.90

Cllr Richardson proposed that authorisation of all the above payments were made. Cllr Leaver seconded, all were in favour and it was **Resolved** that payments would be made.

09/01/18 2018/19 Final Precept Budget Report

Members had before them a final precept report highlighting the following: -

[1] Purposes of Report

[a] Highlight variations in the current year (2017/2018).

[b] Note the base Budget for 2018/2019.

[c] Note the Precept for 2018/2019.

The precept is the amount levied on Huntingdonshire District Council to be recovered from Council Tax payers in Abbots Ripton & Wennington to cover the Parish Council's net general expenses as shown in the General Fund Budget. The Parish Council's Precept is included in Council Tax bills along with the County Council and Police Authority Precepts, and District Council charges.

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[2] Variations 2017/2018

Additional Costs not included in the 2017/2018 budget

[a]	Salaries & Employers costs (increased work load additional hours)	1,000
[b]	Grant to St Andrews Church re maintenance of the churchyard.	750
[c]	Parish Plan associated works	575
[d]	Members Training	90
	Total Additional Costs	2,415

Savings in 2017/18 are as follows: -

[b] Jubilee gardens grass cutting service	-400
Total Savings in Year	-400

[c] Net Expenditure Total 2017/18 2015

Original Budget	7,235
Probable out turn	9,250

Members were advised that the uncommitted balance in the General Revenue Fund at the 31st March 2018 is likely to be in the region of £31,000 which is considered more than adequate for current financial commitments of the Council.

[3] Budget 2018/19

Appendix A showed detailed figures for the original budget 2017/18 and Budget 2018/19, summarised as follows: -

	£
Original Budget 2017/18	7,235
Proposed Budget 2018/19	15,240
Difference	8,005

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The main variations are as follows: -	£
<u>Increased / Additional spending</u>	
[a] Pay – National living wage increase, annual increments & inflation	900
[b] Alconbury Development Costs	500
[c] Admin General Inflation and price adjustments	855
[d] Parish Plan Associated works	1,000
[e] Officers & Members travel & training	750
[f] LHI Scheme & Highways Maintenance	3,000
[g] Elections	1,000
Net Additional Expenditure Total	8,005

The Budget reflects items [a] Staff salaries increase due to additional hours anticipated through increased workload and annual increments, [b] Alconbury Development costs. [c] Admin & general inflation and small additional increases in various budgets. [d] Parish Plan associated works [e] Officers and Members travel & training budget has been increased to cover training for the new Councillors and Clerk. [f] The LHI and Highways works budget has been increased due to the County Council having ever decreasing funds in their budget and putting more responsibility onto the Parish Council. [g] An Elections budget required for the 2018 elections. [l] The spending powers relevant to the detailed budgets are attached.

[4] Precept 2018/19

On this basis the recommended funding of the 2018/19 budget is as follows: -

	£
Proposed Budget	15,240
From Balances (includes rounding)	-6,240
Net Precept 2018/19	9,000

The recommended approved Precept of £9,000 is £500 more than last year's Budget (an increase of just 5.88% on 2017/18 Precept figures). The LHI Scheme, Staff Salaries, Alconbury Development costs and Parish Plan associated works has added to the increase in the 2018/19 Precept figure. The Budget for 2018/19 also includes Election costs for 2018 & Members & staff training costs. However; by taking £6,240 from the general fund balances it is possible to keep the % increase down. The uncommitted general fund balances will still be considered adequate.

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The effect of the Net Precept (i.e. the figure recovered through Council Tax) is as follows: -

	Net Precept	Tax Base	Band D Effect
2018/19	£9,000	133(to be approved by CCC)	£67.66

The comparison of Nett precept (i.e. the figure recovered through council tax) is as follows: -

	Net Precept	%	Tax Base	Band D Effect	%
2018/19	£9,000		133	67.66	
2017/18	£8,500		133	63.90	
Increase	£ 500	5.88	0	£3.76	5.88%

[5] Fund Balances

It is appropriate as part of the budget preparation exercise to remind Members of the forecast balances at the 31st March 2018 on the Council's other reserves and funds: -

	£
Solar Fund Village Hall Refurb	20,000
Solar Fund School	700

It was **Resolved** that: -

- [i] Probable savings & Additional expenditure in 2017/18 be noted;
- [ii] A Net Budget for 2018/19 of £15,240 be noted & approved;
- [iii] A Precept of £9,000 for 2018/19 be noted as approved at December 2017 meeting;
- [iv] Estimated Reserves and fund balances at the 31st March 2019 be noted.

10/01/18 **Bank Mandate change of signatories (update)**

The Clerk advised Members that all new signatories on the account have been to the Bank to be verified. The Clerk confirmed she had not received any confirmation that the Bank had completed the changes to the mandate and proposed that she and Cllr Richardson should go to the Bank to make enquires.

Cllr Richardson advised he would go the Bank asap to see if the relevant changes had been completed.

11/01/18 **General Data Protection Regulation update to include compliant Website & .gov Email addresses.**

The Clerk advised Members that she had applied for an application form for the transparency code government grant. If successful, the grant would be used to update the website & obtain .gov email addresses for the Clerk and the PC Members. This will fall under the new GDPR. The Clerk confirmed that she had received a quotation from a company who is working closely with all Councils to upgrade and design websites to meet the compliancy regulations. The Clerk confirmed that the Website is ok it just needed some time spent on it to tidy and bring it up to date which is something the Clerk has not had time to do. The Clerk also proposed adding links into the Website i.e. Planning department.

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Cllr Brennan advised he would look at updating the website and adding the links. Cllrs Brown & Hemsley advised the Clerk they would look at the procedure of getting .gov email addresses set up which would leave the Clerk free to apply for the transparency code grant.

12/01/18

Planning Application Update.

Planning Applications received: -

17/02622/HHFUL 1 Home Farm Close, Abbots Ripton- Orangery Extension within a conservation area. (Parish Council decision-support).

Cllr Richardson advised Cllr Howe that he had received correspondence from Hunts Planning back in Aug /Sept 2017 stating they had advised the resident at Moat Lane to submit a planning application for the doggie day care business, although Hunts Planning had no objections to the business being run there. Cllr Richardson sent an email in Oct 2017 to Planning stating that the PC objected to the business being run there due to the vast quantities of traffic going down the road. Cllr Richardson expected planning to enforce a retrospective planning application but confirmed he has heard nothing back from them. He advised that Enforcement Officers had spoken to residents previously advising them that if they didn't submit a planning application they would take legal action. This was never followed up.

Cllr Hemsley advised Members that it was affecting residents lives as it is unmanaged has an unknown limit and no control. Cllr Howe advised Members he would look into the licensing situation and let the Clerk know.

13/01/18

Local Highway Improvement (LHI) Initiative Update

Cllr Richardson advised Members that he had spoken to a County Council Highways Officer & a Surveyor about the B1090 improvement railway side road subsidence works. The Surveyor advised Cllr Richardson that the works haven't been started yet as County Council haven't acquired the land from Network Rail. An optimistic start date of early to late Feb has been proposed but nothing will happen until the land has been transferred to the County Council. Highways wish to put crash barriers up, but the Network Rail land needs to be licensed for them to do that. New signs are up, however, Cllrs are worried that accidents will happen as the road is getting worse. Cllr Hemsley advised that safety is the most important factor however, the works should have been done years ago and the cost implications of leaving the road to get worse will now be astronomical as the bank is slipping. Cllrs agreed, and they hoped the experts know what they are doing. At this stage the PC needs to know start and finish dates of the project. Cllr Leaver told Members its not good enough and that the PC should not accept the delay in starting the works as it raises many road safety concerns. He suggested that Cllr Richardson should write to the PC's Member of Parliament outlining Members concerns and required action to avoid accidents snowballing out of control. Cllr Richardson advised Members that he would write to the MP accordingly.

The Clerk advised Members that an appointment has been made for Wednesday 17th Jan at 4.00pm to make a case to the Highways panel for the proposed LHI Scheme.

Cllr Brown & Cllr Leaver will be attending the meeting to present the case.

Cllrs confirmed they are not happy with Highways proposals but agreed it is a start in reducing speeding vehicles coming into and around the village.

Cllr Leaver advised he had been to Somersham & Pidley to look at the speed activated signs and confirmed that motorists did infact slow down when approaching them. Cllr Brown

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confirmed a speeding check report showed 20% of motorists were exceeding the speed limit in a one-hour period.

He also mentioned the proposal showed concerns that the width of the verge was not adequate and advised Members that he had looked at this and disagreed with the comment and would be questioning the panel at the meeting.

Cllrs Leaver & Brown will be updating the PC at the next meeting.

14/01/18

Network Rail Four Tracking Project Update

<https://www.networkrail.co.uk/running-the-railway/our-routes/line-and-em/east-coast-mainline-route-upgrade/huntingdon-to-woodwalton/>

Members were advised that the above link is direct to information and updates of the Four Tracking project.

Members had before them a letter from Network Rail outlining answers to concerns that were raised at Abbots Ripton meeting on the 30th October and the Woodwalton meeting on the 29th November 2017.

They confirmed the best route option for the removal of spoil would be to go under the bridge and exit into Clay Lane in a northerly direction.

They have informed their Principal Contractor (Morgan Sindall) of this route. Their access plan is currently in draft and they are considering how they could incorporate this change.

Members asked them if they would consider a goodwill gesture for the disruption and inconvenience caused to residents. Their response was to provide volunteers to support local initiatives and would need more information on what was needed.

Woodwalton residents raised concerns about works being conducted on the railway. They advised that these works are not directly related to this project and any complaints would need to be raised with the community relations team.

Cllr Howe advised Members that Woodwalton were pushing for continuation fences on the embankment (Woodwalton side) and a sound mitigation system.

The Clerk once again confirmed that she would arrange a joint meeting with Abbots Ripton PC, Woodwalton PC & Network Rail for a Question & Answer session.

15/01/18

Police Matters: To receive an update.

The Clerk advised Members that she had forwarded all Police matters to them prior to the meeting. Members were concerned about recent break ins and oil theft from garages and out-buildings. Members stated that residents need to be informed of these break ins and should be advised to step up their security around their property. Cllr Richardson advised he would put a piece in the Ripton area news making residents aware of the break ins.

16/01/18

Alconbury Plans Update

Cllr Leaver advised Members that he had nothing to report other than there is lots of activity & building going on with 60% of the first phase of house building which have been completed by the Contractors.

17/01/18

Health and Safety: To receive an update

Cllr Hemsley advised Members he had a quick look round in between Christmas and New Year and found nothing to report.

18/01/18

Neighbourhood Forum/Joint Local Committee Update

Cllr Richardson advised Members there was nothing to report.

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19/01/18

Parish Plan

The Clerk reminded Members that at last month's meeting they discussed options for making residents aware of the PC, its Members and what it stands for. In the Parish Plan P.71 the residents have stated the PC needs a better Website. It also recommends Cllrs should hold a Parish Council Surgery (Q &A session). These two proposed actions are items 15&16 on the Parish Plan to do list. Cllr Richardson proposed holding a PC surgery at the beginning of a monthly Council meeting. Cllr Brennan suggested incorporating a PC Surgery with the PC joint Woodwalton /Network Rail Q&A meeting in February (Date to be confirmed). All were in favour of this and the Clerk agreed to set up a date with the Clerk of Woodwalton & Network Rail. As soon as a date is set the Clerk will put a notice on the Website & Noticeboards. Members were concerned about letting residents know who had no access to the website. The Clerk suggested a door to door knocking service and the Ripton Area News magazine. All were in favour.

20/01/18

Correspondence and Communications.

List of correspondence received circulated to all Councillors prior to meeting

20/11/17	Timetable of Proceedings for Elections on 3 rd May 2018
5/01/18	Innovate & Cultivate Grant Fund
09/01/18	Huntingdonshire Local Plan submission
23/01/18	Littljohn External Auditors web training 23/01/18

21/01/18

To receive verbal reports from Parish Councillors on matters arising (any other business)

Cllr Leaver asked Cllr Brennan if the St Andrews PCC have tried to claim mineral rights to land they own around the village. He advised Members that other PCCS had made claims of 800,000 acres to the land registry for mineral rights on land they owned. Cllr Brennan advise Members that he wasn't sure and would look into it.

22/01/18

Proposed dates for Parish Council meetings: Abbots Ripton Village Hall,

27th Feb 10th Apr 29th May 17th Jul 28th Aug 9th Oct 20th Nov

Cllr Brown advised Members that he was unable to attend the meeting on 29th May. He proposed to change the date to the 22nd May. All were in favour.

23/01/18

Items for next agenda

GDPR update

LHI Scheme Update

Network Rail

The date of the next meeting is confirmed as the 27th February 2018.

MEETING CLOSED 9.30