

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 27th February 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 Howe (District Cllr) Angela Papworth –Clerk and Responsible Financial Officer to Abbots Ripton Parish Council.

17th March 2018

Minutes

- 01/02/18 To receive and approve apologies for absence.**
Apologies were received from Cllr Hemsley & Cllr Rogers (County Cllr).
- 02/02/18 To receive declarations of interest.**
Cllr Richardson -Matters pertaining to the cricket club
Cllr Brennan- Matters pertaining to the church
Cllr Miller – Matters pertaining to the Estate
- 03/02/18 Public Participation.**
No Members of the public were present.
- 04/02/18 To receive and approve the minutes with amendments of the Parish Council Meeting held on 12th December 2017 & minutes of the Parish Council meeting held on the 16th January 2018.**
Cllr Richardson proposed to approve the minutes with amendments as advised in the January minutes, all were in favour and it was **Resolved** to approve the minutes with the said amendments.
- 05/02/18 Matters arising or carried forward from the previous meeting.**

The Clerk advised Members that Balfour Beatty had confirmed the works to the PC01 street light was booked in for 28th February.
Cllrs Richardson & Leaver advised they would check the works have been completed and report back to the Clerk accordingly.
- 06/02/18 Reports from County and District Councillors.**
Cllr Rogers sent a County Council report with Cllr Richardson advising Members that the County Council were in discussions to externally contract out the Cleaning & Catering department. It is an on-going issue and the decision may affect the schools. Cllr Rogers advised he will keep Members informed of any updates/decisions.
Cllr Howe advised Members that he is not in mainstream Council anymore therefore has nothing to report as a District Councillor.

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At the last meeting Cllr Howe advised Members he would investigate the Moat Lane Doggie Day Care Enforcement Order regarding lack of planning permission/license to run the business from the property. He advised Members that he has spoken to the Enforcement Officer who confirmed they did not carry the order out as they had not received a complaint since October 2017, therefore did not deem it sufficiently important to issue an order. They have so many orders to issue that this was not a priority due to the lack of complaints. Cllr Howe asked Members if it is still an issue. Cllr Richardson advised it is a big issue as it has created more traffic on the road. Moat Lane is not adequate to take additional traffic and will need repair in the not too distance future. Ultimately Highways will not have the budget to do any repairs and the road will become dangerous for the residents to drive down. The Parish Councils need support from Planning to stop residents from setting up businesses just like this without any permissions. In a small community like Abbots Ripton if one resident gets away with something like this then others will try and follow. If Planning and the Enforcement departments do not support the Parish Councils, then their hands are tied. Cllr Howe advised Members that like the Secret Garden Party if there are minimal official complaints there is no case.

Cllr Brennan advised Members that residents in Moat Lane he had spoken to had not made any complaints of their own as they understood the matter was being dealt with through the planning department.

Cllr Howe advised Members that the District Council Planning Enforcement Department thinks the problem has gone away due to lack of official complaints. To get this back on track further complaints would be required and residents would need to email and officially complain themselves.

Cllr Brennan will advise the residents in Moat Lane that should they have an objection they wish to raise then they should raise this officially with the Planning Enforcement Department personally.

07/02/18

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 28th February 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 income/ expenditure showing is last month's figures due to up to date bank statements not being received from the Bank. The Clerk advised Members that she has been in contact with the bank who have confirmed that the correspondence address had not been updated when the new mandate was completed. The Bank admitted it was their fault and have now changed the address to the new Clerks address as per the mandate. They have also confirmed that the missing statements would have been sent back to the branch. The Clerk requested duplicate statements to be ordered and sent to her asap.

(2)

On Line Banking

The Clerk advised Members that the on-line banking facility operate a view only service where statements and balances can be printed off showing the up to date transactions on the accounts. The Clerk recommended the Parish Council should sign up to this service as it will give up to date balances/ transactions at the click of a button saving the Clerk time and enabling the Clerk to give real time information to Members as and when required.

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The Clerk once again advised Members that paying expenses by cheque is becoming more and more difficult and that they should consider Bacs payments. Members were concerned as the signing mandate is any three to sign and the bank does not offer that service on a Bacs payment system. The Bank offer a system whereby three can sign off a Bacs payment however there is a charge for this and Members and the Clerk did not want to start paying for Banking services if they could avoid it.

Cllr Howe advised Members that many of the Parish & Town Councils use Unity Trust. They offer a service whereby a schedule of payments list that is approved at the monthly council meetings can then be signed off and sent to them who will process all payments on the approved schedule.

Cllrs agreed that this method would be acceptable and asked the Clerk to find out more information.

It was **Resolved** that the Financial Officers report was approved, and All were in Favour.

08/02/18 To approve accounts for payment

| | | |
|--------------|--|--------|
| Clerk | Payroll January2018 | 499.22 |
| HMRC | Payroll January 2018 | 114.60 |
| A Papworth | Reimbursement payment for Zen Internet annual renewal re website and domain name | 80.24 |
| A Papworth | Reimbursement for 2 nd class stamps | 3.36 |
| | | |
| Total | | 697.42 |

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.

09/02/18 Elections

The Clerk advised Members that she had received the Elections Nomination Packs for the Town & Parish Elections to be held on Thursday 3rd May 2018.

She advised that Nomination Papers must be delivered to the Returning Officer on any day following the publication of the Notice of Election, Monday 19th March but no later than 4pm on Friday 6th April 2018.

It was **Resolved** that Members noted the report.

10/02/18 Grass Cutting Maintenance Contract

Cllr Richardson advised Members that tenders would be going out for the annual grass cutting contract at Jubilee Gardens in the next couple of weeks. The Clerk confirmed that she would be sending out the tender letters for the contract to start with a first cut in April and that the successful tenderer would be consulted after Members approval at the 11th Aprils council meeting.

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- 11/02/18** **General Data Protection Regulation update to include compliant Website & .gov Email addresses.**
The Clerk advised Members that Capalc and SLCC were waiting for final updates from the Government. Cllr Brown advised Members that he had looked into the .gov emails for Members and confirmed that they didn't meet the criteria and that Members could continue using their own emails until further notice.
The Clerk advised she would check this once she received the final agreed regulations.
- 12/02/18** **Planning Application Update.**
Planning Applications received: -
The Clerk advised Members that she had received no planning applications since the last meeting.
- 13/02/18** **Local Highway Improvement (LHI) Initiative Update**
Cllrs Leaver & Brown advised Members that they attended the meeting on Wednesday 17th Jan to present the case to the Highways panel for the proposed LHI Scheme. They advised Members that they felt the meeting went well and hoped it would be successful.
The Clerk advised she would let Members know any updates as soon as she received them.
- 14/02/18** **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.
The Clerk advised Members that she had been in contact with Network Rail and The Woodwalton Clerk with regards to arranging a meeting and Q&A session.
The Woodwalton Clerk and Network Rail agreed to a date in April to be confirmed by the Abbots Ripton Clerk and Parish Councillors.
Members agreed that the Parish Council meeting which was booked for the 10th April at the Abbots Ripton Village Hall could be moved to the 11th April and the Network Rail meeting could be held on the 10th April instead.
The Clerk confirmed she would arrange the meeting for this date with the Woodwalton Clerk and Network Rail.
- 15/02/18** **Police Matters: To receive an update.**
The Clerk advised Members that she had forwarded all Police matters to them prior to the meeting.
- 16/02/18** **Alconbury Plans Update**
Cllr Leaver advised Members of the following updates which he had also emailed to them prior to the meeting.
Ermine Street calming works will be starting soon start date to be confirmed.
Magpas the potential new tenants are happy to do presentations about their plans for relocation to the site.
Urban & Civic
Updates were given on the various applications and developments across Phase 1 including upcoming applications for Parcels 5 and 6 as well as the southern access and potentially the rail station.
The Magpas proposal was introduced and the fact that this was to be presented to the Stukeleys (other Parishes welcome to attend).

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There was an abridged version of the Community Facilities presentation about future buildings and facilities coming forward. There was a consultation on site on Wed 7th Feb at 7pm as part of the regular Residents Forum, Stukeleys residents were invited to attend, and others were also welcome to attend if they felt it would be beneficial. A copy of the updated presentation given to this group will be circulated to the JPCLG.

HDC Update

The progress of the Local Plan was updated, and the ambition was to submit it in March.

Parishes shared reactions, including Alconbury concerns over a number of new small parcels of land that have been identified in and around the village.

Parishes Update

It was noted that a couple of the parishes had been approached by the agent for an application to store 7,500 cars at RAF Wyton, this to be submitted shortly. It was confirmed that this will need a transport assessment and that this will need to reflect cumulative impacts.

Abbots Ripton PC asked for some clarifications on the timing of public road improvements under section 106 improvements. *U&C/DLA advised they will provide a separate note in response.*

Abbots Ripton also advised that there were some issues of delivery vans going up Rectory Lane and requested if a sign similar to that on Clay Lane could be erected.

U&C said they would consider this request.

All Parishes were keen to see a final set of drawings for the Ermine Street Improvements. *U&C advised they would circulate.*

It was noted that the Parishes were keen to see what might emerge for Grange Farm. Urban & Civic are considering the implications of the local plan, across the whole site, including Grange Farm and are very keen to engage with the Parishes and in particular the Stukeleys at the right time.

Abbots Ripton advised that there are due to be works to the B1090 Sawtry turnoff to repair the road and that from mid Feb for approx. 3 months there will be no access into the village from the north.

17/02/18

Health and Safety: To receive an update

Cllr Richardson advised Members that there was nothing to report.

18/02/18

Neighbourhood Forum/Joint Local Committee Update

Cllr Richardson advised Members that he would speak to Cllr Rogers regarding dates for the next meetings.

19/01/18

Parish Plan

The Clerk advise Members that items are being looked at on the Parish Plan and that it is a working progress. The Local Highways scheme is being considered and comes under speeding concerns of the Parish Plan and if successful will be another item dealt with on the Parish Plan.

20/02/18

Correspondence and Communications.

The Clerk advised Members that all correspondence received is circulated to all Councillors prior to meeting.

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21/02/18 **To receive verbal reports from Parish Councillors on matters arising (any other business)**
Cllr Miller advised Members that a resident had requested up to date contact details of all Members of the Parish Council. He also stated that it would be a good idea for Members to have each other's contact details and for them to be put on the website.
The clerk confirmed she would produce a spreadsheet with all Members contact details on and would also update the website accordingly.
Cllrs Brown & Miller advised Members that the new councillors workshop they attended in January and February was very informative and useful to them.

22/01/18 **Proposed dates for Parish Council meetings: Ab bots Ripton Village Hall,**
11th Apr 22nd 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.
The Clerk advised she would amend the Village Hall booking accordingly.

23/01/18 **Items for next agenda**
GDPR update
LHI Scheme Update
Network Rail

The date of the next meeting is confirmed as the 11th April 2018.

MEETING CLOSED 9.30