

ABBOTS RIPTON PARISH COUNCIL

Parish Clerk/Responsible Financial Officer – Mrs Angela Papworth
Telephone: 01733 203246. Mob 07850749647
E-mail: ABBOTSRIPTONCLERK@GMAIL.COM

A Meeting of Abbots Ripton Parish Council was held on Wednesday 11th April 2018 at 7.15pm at the Shoot Room Abbots Ripton Estate

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

11th April 2018

Minutes

- 01/04/18 To receive and approve apologies for absence.**
Apologies were received from Cllr Brennan, Cllr Howe (District Cllr) and Cllr Rogers (County Cllr).
- 02/04/18 To receive declarations of interest.**
Cllr Richardson -Matters pertaining to the cricket club
Cllr Miller – Matters pertaining to the Estate
- 03/04/18 Public Participation.**
No Members of the public were present
- 04/04/18 To receive and approve the minutes of the Parish Council Meeting held on 27th February 2018**
Cllr Richardson proposed to approve the minutes Cllr Leaver seconded, all were in favour and it was **Resolved** to approve the minutes.
- 05/04/18 Matters arising or carried forward from the previous meeting.**
Light PC01
Cllr Leaver had been approached by a resident advising him that the PC01 light was still not working. The Clerk advised Members that PC01 light bracket and pole had been replaced but the electricity supply connection works had not been carried out. Balfour Beatty advised the Clerk that it takes 6-8 weeks from the date the new bracket and pole are installed for the electricity supply to become live. Balfour Beatty confirmed the works have been ordered but hadn't got a date for completion. The Clerk advised Members she would continue to chase for a date and asked Balfour Beatty to Fastrack it if possible.
Councillors Contact List & Cllrs Email address
At the previous meeting Cllr Miller had suggested that a Councillors contact list should be produced and circulated to all PC Councillors and put on the website for public view. At tonight's meeting The Clerk issued Members with a spreadsheet with all their contact details on.
Cllr Brown advised Members that he had set up a Cllr e-mail address for PC purposes as he wanted to keep Parish Council business separate to his personal e-mails. The Clerk suggested that it would be a good idea for all the Cllrs to set up a Cllr e-mail address as it would comply to the new General Data Protection Regulations (GDPR).
Cllr Leaver confirmed he too had set up a separate Cllr email address and proposed that all Cllrs should do so. Cllr Brown seconded, and All were in Favour.

ABBOTS RIPTON PARISH COUNCIL

Provision of a footpath

The Clerk had previously sent a letter to Lord De Ramsey asking him to consider providing a footpath to the local amenities within the village in respect of a planning application. Cllr Miller advised Members that Lord De Ramsey has proposed to provide a footpath on the west side of the highway from the junction to the village pub. The PC were very pleased at this proposal as it would benefit the houses nearby and give good access to the site and village.

Cllr Miller confirmed he would advise Lord De Ramsey accordingly.

06/04/18

Reports from County and District Councillors.

The Clerk advised there were no reports received.

Cllr Howe advised Members at the last meeting that he was standing down as District Cllr. Cllr Richardson proposed that a letter should be sent to Cllr Howe from the Parish Council expressing their utmost thanks for the invaluable help and support he had given them over the years. Cllr Brown suggested that the letter should be sent from the Chairman on behalf of the PC. The Clerk advised she would draft a letter and forward to Cllr Richardson for approval. All were in Favour.

07/04/18

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 31st March 2018 showing expenditure of £12,656.91 and income of £9,637.68 (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.

(2) On Line Banking

The Clerk advised Members that she had looked into the Unity Trust Bank on the recommendation of Cllr Howe. She confirmed that the Unity Trust is used by many Town & Parish Councils and it is a safe and cost-effective way for a council to run their finances.

She confirmed It can be set up on a triple Authority basis whereby the Financial Officer/Clerk would be the administrator of the accounts. She would have the power to set up payments and view the accounts and statements. Two Councillors would then be set up as payment authorisers who would then separately access the account to authorise any payments that have been approved by the Parish Council at the monthly meeting. All other Councillors can have a view only access to the account too.

There is a monthly fee of £6.00 for the current account, however a savings account can be set up to run alongside the current account which would gain a small amount interest. The Clerk advised Members that although there is a monthly fee it would be cost effective to have an account with Unity Trust as the Clerk would spend less time in processing payments and it would be more transparent to Councillors as they can log on at any time to look at the accounts. Cheque books are becoming a thing of the past and have a risk factor of getting lost in the post/ the payee losing them or delay paying the cheques into the bank.

The Clerk advised Members that on-line banking with the security that Unity Trust offers covers all aspects of the Financial Regulations and the cost is minimal compared to the Clerks time spent on writing cheques posting them and the added risk of the cheques being lost etc. On this basis the Clerk recommended that the Parish Council approve the opening of a bank account with Unity Trust on a triple authority mandate.

ABBOTS RIPTON PARISH COUNCIL

Cllr Richardson asked the Clerk if more than two authorising signatories could be on the account and was there a time limit from the payments being set up to them being authorised. The Clerk advised Members that she would check on both and let them know.

Cllr Richardson agreed that the Unity Trust Bank was the way forward and was cost effective and safe, and proposed that an account should be opened. Cllr Leaver seconded, and All were in Favour and it was **Resolved** that a new Bank account should be opened for Abbots Ripton Parish Council under Unity Trust Bank.

(3) Precept Tax Base Update

The Clerk advised Members that when the Precept Budget was set in January, Huntingdon DC had not confirmed the Tax Base figure for 2018/19. The 2017/18 tax base figures of 133 was used to calculate figures. Huntingdon DC have now confirmed the Tax base figure for the Council Tax Precept 2018/19 is 130. This has a Band D annual charge of 69.23. The increase from last year is £5.33 (8.34%) per household.

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

08/04/18 To approve accounts for payment

Clerk	Payroll February, March 2018	312.77
HMRC	Payroll February, March 2018	61.76
Clerk	Reimbursement payment re laptop repair and annual anti-virus package	95.00
Beam	Grass verge Cutting AR & Wennington April 18	152.00
Total		621.53

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.

09/04/18 Elections

The Clerk advised Members that Hunts DC had issued a Notice of Uncontested Election and that all present Cllrs remained. She confirmed that all Members will need to complete a Declaration of Acceptance of Office and Register of Members Interests at the beginning of the May meeting.

A Statement of Persons Nominated for the Election of District Councillors has also been issued. Both Notices will be put on the villages noticeboards and the Abbots Ripton PC website. Cllr Leaver reminded Members that a Nil expenses form needed to be completed by each Member and returned to Hunts DC. The Clerk advised she would obtain the forms and circulate accordingly.

ABBOTS RIPTON PARISH COUNCIL

10/04/18

Grass Cutting Maintenance Contract

Cllr Richardson declared an interest in this therefore had no part in the discussion or decision.

The Clerk advised Members that invitations had been sent out to two contractors for the Jubilee Gardens grass cutting annual contract for 2018/19. One contractor had included a price for leaf collection in their tender. Members agreed that the leaf collection price should be taken out to give a like for like tender. Tender prices came in at £874.50 and £660.00. Cllr Leaver proposed that the cheaper tender should be accepted as it would give best value. Cllr Brown seconded the proposal, and All were in favour.

It was **RESOLVED** that the Grass cutting annual contract for the Jubilee Gardens was approved for Caddy Services to carry the work out for the year 2018/19. The contract would be reviewed at the end of March 2019.

Whilst on the subject of grass cutting Cllr Miller reminded Members that the Parish Council had previously contributed to the grass cutting of the estate footpath verge. Cllr Richardson confirmed that years before Cambs CC contributed to this and when they stopped contributing the Parish Council agreed to continue with the contribution. Cllr Leaver proposed that as the public use this footpath the Parish Council should continue to contribute. Cllr Brown seconded, and All were in favour to contribute the same amount as last year i.e. £300.00.

It was **RESOLVED** that Abbots Ripton Parish Council would contribute £300 towards the Estates grass cutting footpath verge.

11/04/18

General Data Protection Regulation update

The Clerk advised Members that she had received more information on the new GDPR and was now starting to work through the checklist. She advised Cllrs of the Retention & Disposal policy and confirmed that she was adapting this policy for approval at May's meeting. As previously minuted (05/04/18) Cllrs approved to set up Cllr email addresses for PC business only. The Clerk advised that this is positive move towards being compliant under the new GDPR. The Clerk also reminded Members that Cllr Brennan was helping her to sort the website out and that this is working progress.

Cllr Brown asked the Clerk to continue to update Members on any new changes under the new GDPR.

12/04/18

Planning Application Update.

Planning Applications received: -

The Clerk advised that no planning applications had been received other than a Tree Preservation Order no L/TPO/2018/007-Home Farm Station Rd Abbots Ripton.

Cllr Richardson expressed his concerns that when some trees develop they can become dangerous to the public i.e. overhanging branches etc. He proposed that the Clerk send a comment to Hunts Arboriculture Dept stating that any tree with a TPO on them that becomes a H&S issue should have an instant response from Hunts DC to be dealt with immediately.

All were in favour.

The Clerk confirmed she would comment accordingly.

13/04/18

Parish Council Policies

Cllr Leaver had previously requested the Clerk to advise Members of all Policies that the PC hold and any other policies that they should have in place. The Clerk advised Members of the policies that other Town & Parish Council's hold but some of these policies would not be relevant to Abbots Ripton, however the policies file does need to be updated.

ABBOTS RIPTON PARISH COUNCIL

Cllr Brown suggested that the Clerk should send Members a full list of all the policies for their information and that the policy update should go on the Agenda for the meeting after May's meeting. Cllr Leaver suggested that a policy file should be updated and completed before this time next year. The Clerk confirmed she would send the relevant list over to Members and start to review the policies that AR Parish currently hold.

14/04/18

Local Highway Improvement (LHI) Initiative Update

The Clerk advised Members that Highways had confirmed Abbots Ripton PC had been successful in their LHI application. Cllr Brown asked if there was a programme of works. The Clerk advised that Highways will contact her to advise the next stage of the scheme and warned Members that this can be a lengthy process.

Cllr Richardson reminded Members that they had previously agreed to have three flashing signs around the village as they didn't feel that one was enough. The Clerk advised Members that only one MVAS will be provided in the LHI approved scheme. Cllr Richardson also voiced his concerns about the length of time the LHI approved works would take if it was done as one phase and would the Highways department be prepared to put the MVAS sign up first. He also advised Members that he had heard of fixed solar panel signs which could then be put on any post without worrying about an electricity supply.

The Clerk confirmed she would contact Highways regarding the above programme of works and would also look into costs of the static and solar flashing road signs.

15/04/18

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 and Residents of Abbots Ripton and Woodwalton attended a meeting on the 10th April at Abbots Ripton Village Hall. Network Rail updated all present on the project and held a question & answer session. Network Rail confirmed they would send out the minutes of the meeting to the Clerk for information. The Clerk advised she would add this to the next meeting's agenda.

16/04/18

Police Matters: To receive an update.

Cllrs received all correspondence prior to the meeting. The Clerk was concerned about making residents aware of the crime updates. Cllr Brown suggested that all police & fraud alerts that are sent to the Clerk should be put on the website with a link. The Clerk advised she would look into this.

17/04/18

Alconbury Plans Update

Cllr Lever advised Members that 101 houses are now completed & sold.

Urban & Civic will start work early Sept on Parcel 4 site which is the land that had the American brown buildings on. They will be putting Civic Living properties on that site.

Urban & Civic have brought land that St Johns College owned which will give them southern access to the site between the railway and Audi garage, the Grange Farm land potentially has 1500 houses going on that site making 6500 in total.

There are no updates on RAF Alconbury it is still being discussed. Urban & Civic are looking to put 1500 houses there.

Works will start next year on Parcel 5 & 6 adjacent to the cricket pitch putting 189 & 186 properties respectfully. The properties will include some flats and 46 affordable housing units.

Magpas have purchased 2 acres of land where they will put ambulances and helicopters on.

ABBOTS RIPTON PARISH COUNCIL

Network Rail had a meeting to discuss the proposed station. Holmes England (Department of Environment and the Mayor of Cambridge are pressuring them into completing the station before the end of the summer 2021.

Network Rail will hopefully get the application in by the end of 2018, however this station will not be possible without the 4th line project being completed.

The Secondary school will open in Sept 2022 and the special needs school in 2020.

Urban & Civic have invited the Parish Councillors to a tour of the site. Cllrs said they would be interested in going on a site visit in the summer.

The next meeting is 10th July.

18/04/18 Health and Safety: To receive an update

Cllr Richardson advised Members there is nothing to report.

19/04/18 Neighbourhood Forum/Joint Local Committee Update

Cllr Richardson advised Members that he attended a meeting on the 14th March where Graham Bull the Leader of Hunts D C and a member of the joint authority was speaker.

He spoke about the objectives of the joint authority i.e. good jobs within easy reach of home, having a thriving community, creating a work force for the modern world, environmental sustainability and to become the UK capital of innovation and productivity.

The government has given the authority 170 million of which 100million is for social housing.

It has not yet been decided how this will be spent however, 5.5 million has been allocated to look into and develop a masterplan for the regeneration of the 10 market towns with St Neots being the selected town.

After Mr Bull had left the meeting further discussion arose around the regeneration of Ramsey.

It was agreed that more housing is required but they are unsure of what kind of town they wish to be, i.e. a dormitory town or a relatively self-sufficient town, but whichever it is transport links would need to be improved.

The meeting decided that for this to progress it was an essential fact that they had to operate as a group to be heard, and there may be serious implications for the surrounding parishes, but Ramsey needed to decide what it wanted to be first.

It was suggested that the two County Councillors arrange the next meeting for a date in May.

20/04/18 Parish Plan

The Clerk advised Members that the list is constantly being looked at and work is being carried out indirectly. i.e. the LHI scheme will cover speeding and additional speeding flashing signs will also tick the box for the speeding issues. The Clerk advised it is a working progress.

21/04/18 Correspondence and Communications.

List of correspondence received has been circulated to all Councillors prior to meeting.

ABBOTS RIPTON PARISH COUNCIL

22/04/18

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

Cllr Richardson advised Members he had received a letter from Freddie Fellowes advising him that a trade Expo and festival company would like to hire part of their site for the weekend 31st August/1st Sept. In his letter He advised that under the terms of the license he holds he is supposed to notify local liaison groups 6 months prior to the event. He respectfully requested that the PC would consider waiving the 6 months notification period in view of the reduced size nature and hours of the event.

Members all agreed that they had no objections to the 6 months notification period being waived, however, in the interest of the Parishioners they suggested that Cllr Richardson should request a meeting with Freddie to discuss details of the event, sound levels, siting of the stage etc.

Cllr Richardson confirmed he would contact Freddie to arrange a meeting with P C Councillors to discuss.

23/04/18

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

22nd May (PC & Annual Parish meeting), 17th Jul 28th Aug 9th Oct 20th Nov

24/04/18

Items for next agenda

Policies update

Trade Expo & Festival Event.

CLOSE OF MEETING 9.45