

Abbots Ripton Parish Council Annual General Meeting

Parish Clerk/Responsible Financial Officer – Mrs Angela Papworth
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A Meeting of Abbots Ripton Parish Council was held on Tuesday 22nd May 2018 at 7.15pm at the Abbots Ripton Village Hall

Present: Cllr G Richardson (Chair), Cllr C Miller, Cllr S Brown, Cllr J Leaver (Vice Chair), Cllr D Brennan Cllr J Hemsley.

Newly elected District Cllr Richard Tuplin joined the meeting late due to another Parish meeting being the same evening.

Angela Papworth –Clerk and Responsible Financial Officer to Abbots Ripton Parish Council.

Minutes

01/05/18 Election of Chairman

Cllr Joh Leaver proposed Cllr Geoff Richardson to be elected as Chairman & Cllr David Brennan Seconded the proposal. **All** were in favour.

Cllr Geoff Richardson accepted the proposals.

It was **RESOLVED** that Cllr Geoff Richardson was voted and accepted the office of Chairman for Abbots Ripton for another term.

02/05/18 Chairman's Declaration of Acceptance of Office

Cllr Geoff Richardson accepted and signed the Declaration of Acceptance of office of Chairman for Abbots Ripton Parish Council.

03/05/18 Members Declaration of Office

The Clerk advised Members that the Election of Cllrs for Abbots Ripton Parish Council was uncontested. All Cllrs accepted to continue the office of Councillor to Abbots Ripton Parish Council.

It was **RESOLVED** that all Cllrs continue in office and signed the Declaration of Acceptance accordingly.

04/05/18 Election of Vice Chairman

Cllr John Hemsley proposed Cllr John Leaver for the office of Deputy Chairman to Abbots Ripton Parish Council, Cllr Geoff Richardson Seconded. Cllr John Leaver accepted the office of Vice Chairman and signed the Declaration of Acceptance.

It was **RESOLVED** that Cllr John Leaver was voted and accepted the office of Vice Chairman for Abbots Ripton Parish Council for another term.

05/05/18 Registering of Members Interest & Declaration of Interest & Dispensations to Speak and Vote on Declarable Pecuniary Interest Items

Cllr Hemsley advised he would need to complete another Register of Members Interest.

Other Members confirmed that nothing had changed since they signed their last Register of Parish Members Financial and Other Interests form.

06/05/18 To Accept Apologies for Absence

Apologies were received from Cllr Rogers (County Cllr) & Cllr Bywater (District Cllr)

07/05/18 Appointments to Outside Bodies

As Parish Council representatives the following Cllrs have been appointed to the following: -

Cllr Brennan as a committee member of the Village Hall.

Cllr Leaver as a representative of the Alconbury Weald.

Cllr Miller as a representative for Drainage matters in the village.

Cllr Hemsley Village H&S Representative of assets held by the PC. i.e. lampposts, bins, benches, noticeboards, verges & Jubilee Gardens.

Gavin Smith (Head Gardener for the Estate) Tree warden

Cllr Richardson advised that the PC need to establish which trees belong to them and then a tree survey needs to be carried out. The Clerk advised that tree surveys need to be carried out for insurance purposes.

Cllr Richardson & Cllr Miller advised they would do an infantry and risk assessment of the trees in the village and the trees round the pond in Wennington & the Wennington Rd to establish which trees belong to the PC and then to assess if those trees need maintenance work on them.

08/05/18 Open Forum: Members of the Public may speak for a total of 15 minutes

No members of the public were present.

09/05/18 Minutes of the Previous Meetings

Cllr Richardson Proposed & All were in favour and It was **RESOLVED** that the minutes of the previous full council meeting held on the 11th April 2018 were noted and approved.

10/05/18 Matters Arising from the Minutes

The Clerk advised there were no matters arising.

11/05/18 Accounts for Payment

Members noted and approved the following payments on account: -

Clerk	Payroll April 2018	470.25
HMRC	Payroll April 2018	109.60
Capalc	Annual Membership Renewal	166.30
Nalc	Annual Subscription Renewal	17.00
IFO	Annual License Renewal	40.00
Cambs Countryside Watch	Annual Renewal Subscription	52.00
BEAM	Grass cutting up to 05/05/18	152.00
Balfour Beatty	Repair Works to Pole PC01	1616.02
Total		2,623.17

12/05/18 Approval of Annual Governance Statement (Section 1 of the Annual Governance & Accountability Return 2017/18 PART 2) otherwise known as AGAR 2017/18 Part 2.

The Annual Governance Statement sets out the assurances that Members are required to attest to in Section 1 of the Annual Governance & Accountability Return 2017/18 (otherwise known as the AGAR), together with qualification of each section to enable

the Council to provide the required assurance over the signatures of the Chairperson and the Clerk.

This was considered and approved in advance of the Accounting Statements- Section 2 of the AGAR.

It was **RESOLVED** that: -

The Annual Governance Statement as detailed was considered and approved by the Members for signature by the Chairman and the Clerk prior to the approval of the accounting statements.

13/05/18 Approval of the Accounting Statements (Section 2 of the AGAR 2017/18 Part 2) & End of year accounts to include Certificate of Exemption & Bank Reconciliation for 2017/18

The purpose of this report was to recommend approval of the Accounting Statements - Section 2 of the Annual Governance & Accountability Return for 2017/18 (otherwise known as the AGAR 2017/18), to deal with the content of the Annual Return for the year to the 31st March 2018 and to certify The Certificate of Exemption which was due to be submitted to the External Auditors (Littlejohn) as soon as possible after Council approval and certification.

The Accounting Statements (Section 2 of the AGAR) was to be considered and approved after the approval of The Annual Governance Statement (Section 1 of the AGAR).

It was **RESOLVED** that: -

[i] The detailed accounts and analyses for 2017/18, as submitted, was approved.

[ii] The Accounting Statements Section 2 of the AGAR was certified by the Financial Officer and endorsed by the Chairman on approval after the approval of the Annual Governance Statement Section 1 of the AGAR.

[iii] The Exempt Certificate was approved by Council and certified by the Financial Officer and the Chairman.

The Clerk confirmed that the approved end of year documents would be sent to the internal auditor for him to carry out his audit checks and report. The completed report will be added to the next agenda for approval by Council.

14/05/18 Parish Council Policies

The Clerk advised Members that under the new GDPR all Local Authorities have had to justify why where and how they hold and use personal data. They have also had to review their policies to ensure they cover and fall within the new GDPR remit. The Clerk showed Members a template of a Privacy Policy that was recommended by the SLCC (Society of Local Council Clerks) and was being used by many Town & Parish Councils. Cllr Brown expressed his concern at the in-depth way the policy was written. The Clerk explained that the Policy was written to cover all aspects of privacy and how we deal with it. Cllr Brennan proposed a simplified version of the policy should be written in the form of a Matrix which would suit the PC. This would then run alongside the original full Privacy Policy stating that "this is the only data we keep, and this is how and why we keep it"

Cllr Hemsley proposed that the PC should adopt the original policy with the simplified Matrix running alongside it. Cllr Brennan advised he would write the Matrix for the PC. It was **RESOLVED** that the policy be adopted by the PC with the simplified Matrix running alongside it.

15/05/18 Planning
Planning Applications received

The Clerk advised there were no planning applications received since the last meeting.

16/05/18 Alconbury Plans

Cllr Leaver advised there was nothing to report other than the date of the next meeting which is the 10th July 2018.

17/05/18 Police Matters

The Clerk advised Members that they had received all correspondence prior to the meeting. Members proposed that a link to the police website should be added to the website. Cllr Brennan advised he would do this.

18/05/18 Health & Safety: To receive an update

Cllr Hemsley advised Members that he had nothing to report

19/05/18 Trade Expo & Festival Event

Cllrs Hemsley & Miller registered an interest in this therefore did not participate in the discussion.

Cllr Richardson confirmed that a meeting had not yet taken place with the landowner & the PC. The landowner is in fact a 3rd party in this event. Members proposed that a meeting should be arranged to discuss the expected volume of traffic in & out of the village each day of the event as 3000 to 5000 visitors are expected to go through the gates. Kings Ripton PC had confirmed that they had no objections to the event taking place. Abbots Ripton PC Members confirmed that they had no objections, however; they wanted to understand the style of the event and the impact it would have on the village, so they could relay it back to any concerned Parishioners. Members advised that traffic movements were a major concern of the PC and wanted the landowner's opinion and advice. Cllr Richardson advised Members he would contact the landowner to arrange a meeting asap.

20/05/18 Correspondence & Communications

A list of correspondence received was circulated to all Members prior to the meeting. The Clerk advised Members that she had received confirmation from Cambs CC that the village maintenance Grass Cutting Grant contribution remained unchanged at 1,123.96 and that she would be invoicing Cambs CC accordingly.

Cambridgeshire & Peterborough Minerals & Waste Local Plan Preliminary Draft Consultation 16 May-26 June 2018.

Cllr Leaver advised he would look at the policy and advise of any observations.

The Clerk advised that a person had repeatedly requested information from the PC about a former parishioner. He wanted the PC to provide this information from the Full Electoral Roll which the PC do not hold. Cllr Richardson was advised by HDC legal advisor that as we don't hold the Full Electoral Roll we could not give this information. Cllr Richardson advised the person of this and he continued to persist with the enquiry threatening to take the PC to the ICO. Cllr Richardson advised the person that they should go direct to HDC for this information. This has now turned into a complaint to the ICO against Abbots Ripton PC. Cllr Richardson advised Members that we cannot be held responsible for giving this information as we do not hold it. He advised that he would email the Legal advisor at HDC for further advice.

21/05/18 A.O.B

The Clerk advised Members that Highways had confirmed the date of the submission deadline for the 2018/19 LHI scheme is 31st July 2018.

She asked Members if they had any ideas what scheme that they wanted to apply for.

Cllr Hemsley proposed an MVAS with poles in Wennington.

Members agreed this was a good idea and asked the Clerk to add this to the next meeting's agenda.

22/05/18 Dates for 2018/19 meetings: 17th July 28th August 9th October 20th Nov,

The next full council meeting will be held on 17th July 2018 at 7.17pm in the village hall.

23/05/18 Items for next Agenda

Proposed scheme for the LHI 2018/19

Meeting Closed 21.15