

# 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 7<sup>th</sup> May 2019 at 7.30pm at the Abbots Ripton Village Hall**

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

### Minutes

**01/05/19 Election of Chairman**

Cllr Leaver proposed Cllr Richardson, Cllr Miller Seconded and **All** were in favour of Cllr Richardson to accept the position of Chairman of Abbots Ripton PC. Cllr Richardson accepted and thanked Members accordingly.

**02/05/19 Chairman's Declaration of Acceptance of Office**

Cllr Richardson signed his Declaration of Acceptance of Office

**03/05/19 Election of Vice Chairman**

Cllr Richardson proposed Cllr Leaver to stand for Vice Chairman, Cllr Brennan seconded and **ALL** were favour. Cllr Leaver accepted and signed his Declaration of Acceptance of Office.

**04/05/19 Members Declaration of Office**

Cllrs Miller & Brennan signed their Members Declaration of office. Cllrs Hemsley & Brown will sign their Declaration before the start of the next council meeting.

**05/05/19 Registering of Members Interest & Declaration of Interest & Dispensations to Speak and Vote on Declarable Pecuniary Interest Items**

Members present at the meeting advised the Clerk that they had no changes to their previous register.

Cllr Richardson -Matters pertaining to the cricket club

Cllr Miller – Matters pertaining to the Estate

Cllr Leaver-Matters pertaining to the village hall

**06/05/19 To Accept Apologies for Absence**

Apologies were received from Cllr Hemsley, Cllr Brown, Cllr Tuplin (District)& Cllr Bywater (County)

**07/05/19 Appointments to Outside Bodies**

Cllr Richardson-Neighbourhood Forum,  
Cllr Hemsley-Health & Safety,  
Cllr Miller-Floods,  
Cllr Leaver-Alconbury Liaison,  
Cllr Brennan-Village Hall,  
Gavin Smith-Tree Officer

**08/05/19 Open Forum: Members of the Public may speak for a total of 15 minutes**  
None

**09/05/19 To receive and approve the minutes of the Previous meeting held on the 9<sup>th</sup> April 2019**

Cllr Richardson proposed to approve the minutes Cllr Miller seconded,  
All were in favour and it was **RESOLVED** to approve the minutes.

**10/05/19 Matters Arising from the Minutes**

**Grange Farm Event-** Cllrs Richardson & Leaver advised Members that they attended the meeting held on the 17<sup>th</sup> April. 22 people attended the meeting and this was the first time that the PC had received an invite, Cllr Leaver thanked the Chair at the meeting for the PC's invite.

At the meeting Cllrs voiced their concerns regarding the protection of the residents and their homes during the event. Cllr Richardson advised Members that the event organiser had assured them that security would be in and around the village 24/7. Cllrs also voiced their concerns regarding parking at the event as they had been advised that parking would cost £20 per day. Cllrs advised that people wouldn't want to pay that and would dump their cars in the village. Cllrs also raised litter picking issues.

Cllr Richardson suggested that the PC should send an email to the organisers to see what preventative steps would be taken to stop cars being dumped in the village.

**Village Phone Box Ownership**

Cllr Miller presented a letter from the Abbots Ripton Estate confirming that the Lord had no objections to the village phone box housing a defibrillator. The Clerk advised Members that she would send the letter to BT so they could start the adoption process. The Clerk advised she would update Members of progress at the next meeting.

**11/05/19 Village Hall Refurb**

The new Chairman of the village hall committee advised Members that the committee would like to formerly withdraw their solar farm grant funding application for the village hall refurb. He confirmed they cannot raise enough funds for the proposed project. He also confirmed that the committee hadn't spoken to the Landlord regarding a new proposed scheme.

Cllr Richardson advised Members that the original grant application was a joint application with the Cricket Club. He advised that the Cricket club would be withdrawing their application if the village hall didn't give them more availability on a Saturday than they get at the moment. The village hall Chairman advised Members that the committee could not commit to any more Saturdays at the moment.

Cllr Richardson advised that if the village hall & cricket club withdraw their application then a new tender process would need to be carried out. This would mean that any organisations in the village could apply.

Cllr Richardson advised Members that there are two issues:

The village hall Landlord had not been updated by the village hall committee. The PC would need to start the whole grant process again. They would need to invite new applications accordingly.

Before this could happen the PC would require an official letter from the village hall committee and the cricket club advising the PC they are withdrawing their original grant application.

**12/05/19 HMRC, Licenses & Subscriptions to be paid by variable Direct Debit**

The Clerk asked Members to agree to approve payments by variable Direct Debit to HMRC Payroll and the annual subscription to ICO as per the Financial Regulations.

All were in Favour and it was **Resolved** that any future payments would be made by variable Direct Debit to HMRC & ICO.

**13/05/19 Clerks Wages approval of National Payrise**

Cllr Richardson advised Members that the Clerk has never received a national Payrise, holiday pay or annual personal development review Payrise since she had started working for the PC. Under the Local Government staff contract working terms and conditions it is mandatory that all Members of paid staff receive holiday pay and the national Payrise along with an annual PDR. Cllr Richardson advised Members that he was more than happy with the work and commitment the Clerk has given to the PC and its Members. He proposed that Members should approve the Clerks new PayScale in accordance with the LG Annex 1 PayScale LC1 SCP 17 for Apr 2019. He also proposed that the Clerk should receive 12 months pro rata holiday back pay for 2017/18 to be paid at the rate for Apr 2018.

All were in favour and it was **Resolved** that the Clerk's new PayScale should commence from 1<sup>st</sup> April 2019, the holiday back pay for 2017/18 be paid at the Apr 2018 rate and going forward the holiday pay should be claimed pro rata monthly.

**14/05/19 Accounts for Payment**

Parish Clerk/Financial Officer	Apr 2019 Payroll	778.37
HMRC	Apr 2019 Payroll	180.40
Capalc	Affiliation	184.94
ICO	Annual registration fee	40.00
Cambs CC	Street Lighting Oct2017/Sept18	494.88
Beam	Village grass cutting service 2 <sup>nd</sup> /3 <sup>rd</sup> cut 2019/20	304.00

Parish Clerk	Reim Bullguard protection license computer	37.46
<b>Total</b>		2,020.05

**15/05/19 Approval of Annual Governance Statement (Section 1 of the Annual Governance & Accountability Return 2018/19 PART 2) otherwise known as AGAR 2018/19 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 2018/19 (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.

**16/05/19 Approval of the Accounting Statements (Section 2 of the AGAR 2018/19 part 2) & End of year accounts to include Bank Reconciliation for 2018/19**

The purpose of this report was to recommend approval of the Accounting Statements -Section 2 of the Annual Governance & Accountability Return for 2018/19 (otherwise known as the AGAR 2018/19) & to deal with the content of the Annual Return for the year to the 31<sup>st</sup> March 2019

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 2018/19, 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.

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.

**17/05/19 Planning**

**Planning Applications received: -**

Planning Application Ref No: 18/01577/REM, Land West of the East Coast Mainline Railway & North of Spittals Way, Submission of reserved matters additional information

**PC Comments: No Objections**

Planning Application Ref No :19/00785/HHFUL, 2 Rectory Farm Close, Two Storey Rear Extension & Garage conversion

**PC Comments: Object**

**18/05/19 Correspondence & Communications**

List of correspondence received circulated to all Members prior to the meeting

**19/05/19 A.O. B**

None

**20/05/19 Dates for 2019 meetings: 16th July, 27th August, 8th October, 19th November**

An additional meeting date for the 18<sup>th</sup> June 2019 was agreed by Members as business needed to be discussed and approved before the next scheduled meeting on July 16<sup>th</sup> 2019.

**21/05/19 Items for next Agenda**

Internal Auditors report

Footpath/Cycle access Alconbury Weald /Clay lane

Village Hall update

Meeting Closed 8.35pm