

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 26th February 2019 at 7.15pm at the Abbots Ripton Village Hall

**Present: Cllr G Richardson (Chair), Cllr J Leaver (Vice Chair), Cllr S Brown, Cllr Miller, Cllr J Hemsley, Cllr S Bywater (County & District) Cllr R Tuplin (District) Cllr T Rogers (County)
Angela Papworth –Clerk and Responsible Financial Officer to Abbots Ripton Parish Council.**

27/02/19

Minutes

- 01/02/19 To receive and approve apologies for absence.**
Apologies were received from Cllr D Brennan
- 02/02/19 To receive declarations of interest.**
Cllr Richardson -Matters pertaining to the cricket club
Cllr C Miller -Matters pertaining to the Estate
Cllr J Hemsley-Matters pertaining to the Event at Grange Farm
- 03/02/19 Public Participation.**
No Members of the public were present.
- 04/02/19 To receive and approve the minutes of the previous meeting held on the 15th January 2019**
Cllr Richardson proposed to approve the minutes Cllr Leaver seconded,
ALL were in favour and it was **Resolved** to approve the minutes.
- 05/02/19 Matters arising or carried forward from the previous meeting.**
P.C. Owned Tree & Cambs CC owned Trees
Cllr Richardson advised Members that he had spoken to Mr Murdoch the Local Highways Officer at Cambs County Council who confirmed that Highways will deal with the road closure and will carry out the work on the County owned 3 diseased trees and the PC owned tree at the same time. Mr Murdoch also advised that he would liaise with the Conservationist Officer and would keep us in touch of progress.
Adopt the BT phone boxes in Wennington & Abbots Ripton villages.
The Clerk advised Members that she had looked into the procedure for adopting the said phone boxes. She advised that an online form needed to be completed which requires the numbers and details of where the phone box is situated. Cllr Hemsley had the Wennington phone box number and Cllr Richardson advised he would get the Abbots Ripton number and forward to the Clerk.
The Clerk advised Members that she would complete the relevant forms once she had the phone box number details.
C119 Road Repair
The Clerk advised Members that she would be reporting the C119 repair fault again this week.

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Village Hall refurb update

Members were advised that the village hall committee had not given any updates on progress regarding the refurbishment project. The Clerk advised Members that she would contact the Chair of the committee requesting an update and would advise Members at the next council meeting accordingly.

06/02/19

Reports from County and District Councillors.

Cllr Bywater advised Members that there will be an increase of 2.6% for 2019/20 district council tax. Cllr Bywater advised Members that One Leisure are having to be subsidised as it is underperforming and the council are looking at better ways to run the service going forward.

Cllr Bywater advised Members that he has spoken to the chairman of licensing with regards to the up and coming Event at Grange Farm. Cllrs voiced their concerns that residents need to know details of the event and how it will be managed as it will have a big impact on the surrounding villages. Cllr Bywater advised Members that 7500 people are expected to attend over the period of the 5-day event. Cllr Richardson proposed a joint meeting with other Parish Councils, the licensing department, County Councillors, the event organisers and any residents that wish to attend. Residents and Parish Councillors are concerned regarding traffic movements, security and all these issues would need to be addressed. Cllr Bywater advised Members he would arrange a meeting and would advise accordingly.

Cllr Tuplin advised Members that the proposed crematorium plans on land near Jubilee Park have been approved, however the Dignity proposed plans have been refused. Dignity are now appealing.

Cllr Rogers advised Members that the Commerce & Investment Committee have invested in student accommodation which will bring in a yield in of between 6-6.5%.

The committee are also looking at generating money for the council by buying a cinema & sports complex and building a care home working along side the NHS to facilitate bed blocking and reduce costs to the NHS.

Cllr Rogers advised Members that he is in the process of organising the next Neighbourhood meeting and will advise the PC of the date.

07/02/19

Final Precept Budget 2019/20 Report & Budget overview for 2018/19

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

[1] Purposes of Report

The main purposes of this report are to: -

- [a]** Highlight variations in the current year (2018/19).
- [b]** Note the base Budget for 2019/20
- [c]** Note the Precept for 2019/20

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 2018/19

	Additional
Costs not included in the 2018/19 budget	
[a] New Laptop cost over budget	130
[b] PCO1 Street light Fault Repair	1,347
Total Additional Costs	1,477

Savings in 2018/19 are as follows: -

[a] Jubilee gardens grass cutting service	-560
[b] Members Travel & Training	-500
[c] Ripton New Voluntary Grant	-250
[d] Village grass cutting services	-440
[e] External Audit	-130
[f] small underspent budgets various	-210

Total Savings in Year -2,090

Net Expenditure Total 2018/19 -613

Original Budget	15,240
Probable out turn	14,627

The uncommitted balance in the General Revenue Fund at the 31st March 2019 is likely to be in the region of £27,000 which is considered more than adequate for current financial commitments of the Council.

[3] Budget 2019/20

Appendix A shows detailed figures for the original budget 2018/19 and Budget 2019/20, summarised as follows: -

	£
Original Budget 2018/19	15,240
Proposed Budget 2019/20	17,495
Difference	2,255

The main variations are as follows: -

	£
<u>Increased / Additional spending</u>	
[a] Pay – National living wage increase, annual increments & inflation	600
[b] Network Rail Admin Costs	500
[c] Admin General Inflation and price adjustments	-445
[d] External Internal Audit	-100
[e] LHI Scheme & Highways Maintenance	500
[f] Tree Works	2,000
[g] Street Lighting & Maintenance	700
[h] Alconbury Development Costs	-500
[i] Parish Plan Associated Works	-1,000
Net Additional Expenditure Total	2,255

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The Budget reflects items [a] Staff salaries increase due to additional hours anticipated through increased workload and annual increments, [b] Network Rail additional admin costs. [c] Savings on admin, general inflation and small additional increases in various budgets. [d] External & Internal Audit savings [e] 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. [f] Tree works budget. [g] Street Lighting & maintenance [h] Alconbury development costs savings [i] Savings on Parish Plan associated works.

[4] Precept 2019/20

On this basis the recommended funding of the 2019/20 budget is as follows: -

	£
Proposed Budget	17,495
From Balances (includes rounding)	-8,495
Net Precept 2019/20	9,000

The recommended approved Precept of £9,000 remains the same as last year's Budget. The LHI Scheme, Staff Salaries, increased street lighting maintenance budget, a new Tree Works and Network Rail budget has added to the increase in the 2019/20 budget. However; by transferring £8,495 from the general fund balances & reducing budgets it has been possible to keep the Precept budget the same. The uncommitted general fund balances will still be considered adequate.

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

	Net Precept	Tax Base	Band D Effect
2019/20	£9,000	136	£66.18

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

	Net Precept	%	Tax Base	Band D Effect	%
2019/20	£9,000		136	66.18	
2018/19	£9,000		133	67.66	
Outcome	£ 0	0	-3	-£1.48	-2.19%

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[5] Fund Balances

It is appropriate as part of the budget preparation exercise to remind Members of the forecast balances at the 31st March 2019 on the Council's other reserves and funds: -

	£
Solar Fund Village Hall Refurb	20,000
LHI Highways	5,000
Alconbury Developments admin & associated works	500
Parish Plan associated works	1,000
Elections	1,000

It was **RESOLVED** that:

- [i] Probable savings & Additional expenditure in 2018/19 be noted;
- [ii] A Net Budget for 2019/20 of £17,495 be noted as approved at the council meeting held on the 20/11/18 (Min 11/11/18)
- [iii] A Precept of £9,000 for 2019/20 be noted as approved at the council meeting held on the 20/11/18 (Min 11/11/18)
- [iv] Estimated Reserves and fund balances at the 31st March 2019 be noted. New holding accounts for LHI Highways, Alconbury Developments, Parish Plan & Elections be noted as approved at the council meeting held on the 20/11/18 (Min 11/11/18).

08/02/19 Draft Financial Regulations Update for Approval

The Financial Officer advised Members that as part of the Financial Review the Financial Regulations are required to be reviewed from time to time. The current Financial Regulations were approved at the full council meeting held on 24th March 2016.

Members had before them a draft Financial Regulations with amendments specific to Abbots Ripton PC. These updated regulations were drafted adopting Capalc/Nalc's most recently updated Financial Regulations (England updated version May 2016).

It was **RESOLVED** that the new updated Financial Regulations 2019 be noted and approved and **All** were in favour.

09/02/19 Financial Review

Members were advised that the purpose of this report is to review the Council's financial activities, as required to be undertaken annually under the Financial Regulations Clause 1.5, prior to approving the Annual Governance Statement and in preparation for the 2018/19 audit.

Financial Regulations

As part of the Financial Review & the Councils Standing Orders, the Financial Regulations are required to be reviewed from time to time and when necessary. The current Financial Regulations for the Council were approved at the full council meeting held on 24th March 2016 adopting Capalc/Nalc's most recently updated financial regulations (England updated version May 2016).

These Financial Regulations have been reviewed and updated with amendments and were approved by Members at this full council meeting held tonight 26th February 2019. (Min 09/02/19).

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Insurances

Members were reminded that the Financial Officer obtained a best value quotation from Zurich Municipal. The insurance runs from 1st October 2018-30th September 2019. Payment of £238.87 was approved by Members at the full council meeting held on the 9th October 2018. (Min 08/10/18). Members had before them the detailed terms for renewal from the 1st October 2018 for information to be noted.

Internal Controls

Members were advised as part of the Financial Review the Internal Controls are reviewed and approved every year before approval of the Annual Governance Statement. Members' were reminded of the Council's Financial Regulations & Standing Orders and its contents therein.

Internal Audit

Members were advised that under current regulations, an annual review of effectiveness of internal audit is no longer required. It is, however, still necessary to re-appoint an Internal Auditor annually. The current Auditor, Brian Cox & Co, have confirmed they would be willing to carry out the internal audit for 2018/19 for a fee of £70.00.

Members approved re-engagement of Brian Cox & Co to carry out the 2018/19 audit for a fee of £70.00. **All** were in favour.

It was **RESOLVED** that the Financial Review report be noted and approved.

10/02/19 Financial Officers Report to include checking and approval of bank statements

Members had before them a budgetary control statement for the Revenue (Precept) Account as at 24th February 2019 showing expenditure of £9,749.27 and income of £10,492.22 (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. Members checked, approved and signed off statements and balances to date. It was **Resolved** that the Financial Officers report was approved, and **All** were in Favour.

11/02/19 To approve accounts for payment:

Parish Clerk/Financial Officer	Jan/Feb2019 Payroll	352.25
HMRC	Jan/Feb 2019 Payroll	80.36
STARS	Solar Grant	700.00
Zen Internet	Website & domain name annual renewal (this cancels out the previous payment of £8.39)	80.24
Cambridgeshire Acre	Annual Membership renewal	57.00
Total		1,269.85

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.

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12/02/19 Planning Application Update.

Planning Applications received: -

19/00149/HHFUL Dropped Kerb, crossover, driveway with turning space-
1 Audley Cottage, Station Rd, Abbots Ripton
PC comments- No objections

18/02223/REM Application for approval of appearance, layout landscaping and scale- in respect of 189 homes, pocket park, associated highways landscaping and ancillary works-Parcel 5 Senliz Road Alconbury Weald
PC comments- No objections

19/00136/HHFUL Revised Fenestration and Loft Conversion- 4 Dove House Wood, Abbots Ripton
PC comments- No objections

For planning application searches please click and control the following link below: -

<https://publicaccess.huntingdonshire.gov.uk/online-applications/>

13/02/19 Local Highway Improvement (LHI) Initiative Update 2018/19

Cllr Richardson advised Members that he spoke to the Local Highways Officer today who has confirmed that all the approved works will be carried out at the same time. The Highways Officer advised the notices have been done and they have received no objections to the works. They have no timescale or dates for when the work will commence and they will keep us updated on progress.

14/02/19 Local Highway Improvement (LHI) Initiative Update 2019/20

The Clerk advised Members that the LHI panel were meeting on the 12th March at the H & C Committee meeting where they would be discussing and approving the LHI applications. Following this meeting the PC will be contacted by a member of the Highways team to confirm if the PC's bid has been successful.

15/02/19 Defibrillator in village

Cllr Richardson advised Members that the Defibrillator in the village pub is a Hunts 1st responder. This means that a Hunts 1st trained personnel member has to operate it; therefore, a number needs to be dialled to request assistance. Cllr Richardson advised Members that the council had spent so much time investigating the best type of defibrillator to get and had exhausted all options. He proposed that the best way forward was to buy one. Members agreed with Cllr Richardson and it was **RESOLVED** that the PC should buy a defibrillator and that the Clerk should get final quotes and advise Members at the next meeting.

16/02/19 Traffic & Highways Issues

Cllr Richardson advised Members that parents parking their cars outside the School has caused the road verge to drop. Cllr Richardson went on to say that a resident had fallen onto the road and it is unsatisfactory and a big H&S issue and the school should be doing something about it. Cllr Brown proposed that Cllr Richardson should have a meeting with the school to see how this issue can be policed. Cllr Leaver suggested applying for a 20-mile zone

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near the school as many schools have this put in place already. He advised Members that it would be worth asking the school if they would support this proposal. **All** were in favour. Cllr Richardson agreed to talk to the school to discuss options and see what their thoughts were on the problem.

17/02/19 Police Matters; To receive an update

The Clerk advised that Members had received all correspondence as it was received. Cllr Leaver advised Members that Kimbolton PC had contracted a private security firm to police their village.

18/02/19 Alconbury Plans Update

Cllr Leaver advised Members that at the meeting held on 22nd January it was reported that Cambs CC offices were now set up for hot desking, there are no dates yet for the guided bus service and 178 houses are now occupied. There was no news on the railway station, Urban & Civic are frustrated as there is no money coming through at the moment and they are 2 years behind. On May 21st there will be a training workshop for the unemployed & ex-forces.

It was reported that a health facility is required at Alconbury Weald and they are looking to take some of the green space areas.

Rebecca Britton of U&C wants to arrange a meeting in Mar/Apr at the country park and engage the PC and the community to talk about the park as it is adjacent to the Abbots Ripton village area. They want to build a good relationship with the residents and the PC. Members suggested combining the meeting with Railtrack at the village hall. Cllr Hemsley suggested a tour of the location to show the community the site etc. Cllrs Brown & Leaver agreed a tour would be a good idea. Cllr Leaver advised Members that he would suggest the tour to Rebecca at the next meeting to be held on the 19th March 2019.

19/02/19 Health & Safety: To receive an update

Cllr Hemsley advised Members there is nothing to report other than everything is looking good including the pond.

20/02/19 Neighbourhood Forum/Joint Local Committee Update

Cllr Rogers advised Members that he is in the process of organising the next Neighbourhood meeting and will advise the PC of the date.

21/02/19 Grass Cutting Contract Jubilee Gardens

The Clerk advised Members that she was in the process of obtaining quotations for the grass cutting services and would advise Members as soon as she has received them.

22/02/19 Correspondence & Communications

All correspondence received has been circulated to Members prior to the meeting.

The Clerk advised Members that she had received an email and renewal contract letter from Balfour Beatty for the street lighting maintenance contract. She advised Members that she needed their approval to go ahead and sign the renewal contract and to send Balfour Beatty a list of the lights so they could update their records. Cllr Richardson gave the Clerk the list of lights for the maintenance contract and **ALL** were in favour.

23/02/19 To receive verbal reports from Parish Councillors on matters arising (AOB)

Cllr Brown advised Members that He and Cllr Brennan had revamped the PC's website. He said it is a working progress but is looking much better with added links and an information page.

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The Clerk asked Members if they would agree to her doing the Cilca (Certificate in Local Council Administration) course in the autumn. She advised Members that it would benefit the PC and herself by enhancing her knowledge on all Clerk PC duties helping her to become more aware of the law and procedures for local councils to include managing the council's activities, its finances, working with the planning system and community engagement. The qualification is an important feature of the Local Council Award Scheme for accreditation at the Quality and Quality Gold levels. Cllr Richardson proposed to approve and **ALL** were in favour.

24/02/19 **Proposed 2019 dates for Parish Council meetings: Abbots Ripton Village Hall,**

9th April, 28th May, 16th July, 27th August, 8th October, 19th November

25/02/19 **Items for next agenda**

Defibrillator

Grass cutting Contract

CLOSE OF MEETING 21.00