

**MINUTES OF A MEETING OF ELTISLEY PARISH COUNCIL HELD ON  
TUESDAY 10<sup>th</sup> MAY 2016 AT 7.40 PM AT THE CADE**

**PRESENT:**

Cllr R Pinner (Chairman)  
Cllr S Childerley  
Cllr M Cropley  
Cllr A Weldon  
Cllr J Herring (to item 13)  
Cllr M Loynes  
Miss J Bowd (Parish Clerk)

**IN ATTENDANCE:**

No members of public

**1. Election of Chairman**

1.1 To elect a Chairman for 2015/16

Resolved: That Cllr R Pinner be elected as Chairman

All in favour (prop Cllr Childerley, 2nd Cllr Weldon)

1.2 To receive Chairman's Declaration of Acceptance of Office

The declaration of office was duly signed and accepted.

**2. Apologies.**

To receive and accept Apologies for Absence.

Cllr J Pettifor  
County Councillor M Smith

**3. Declarations of Interest.**

To receive Declarations of Interest – Personal and/or prejudicial and the nature of those interests relating to items on the agenda.

Cllrs Pinner, Cropley, Weldon all declared an interest in the Allotments for The Labouring Poor.

Cllr Pinner Community speed watch

Cllrs Pettifor, Herring & Weldon declared an interest in The Cade

**4. Minutes.**

To confirm the Minutes of the Meeting held on 8<sup>th</sup> March 2016.

**Resolved:** That the minutes be signed as a true and correct record.

All in favour (prop Cllr Weldon 2<sup>nd</sup> Cllr Herring)

**5. To elect a Vice Chairman**

Resolved: That in his absence Cllr Pettifor be elected as Vice Chairman

All in favour (prop Cllr Weldon, 2nd Cllr Loynes)

**6. Parish Council Committees**

5.1 To elect members to the Parish Council Committees 2016/17.

**Resolved:** That the representatives remain as 2015/16

All in favour

## **7. Parish Council Representatives on Outside Bodies.**

7.1 To nominate Parish Council Representatives to outside bodies for 2016/17

**Resolved:** That the representatives remain as 2015/16

All in favour

## **8. Public Forum**

To allow any member of the public to address the council. Time Allowed 10 minutes

None

## **9. District and County Councillor Reports**

To receive verbal reports from district and county councillor  
County Councillor M Smith sent her apologies.

District Councillor Loynes referred those present back to his report made at the APM earlier.

## **10. Matters arising from previous meeting**

### (i) Cross Path

Cllr Pinner confirmed he had met with the new highways officer and that the bollards will be put on the programme of works for reinstatement. Many potholes in the village were also marked for repair.

Bedford Timber had agreed to repair the damage caused to The Green on 12<sup>th</sup> may 2016.

Cllr Pinner had given Mr Topham contact details for Ms J Fletcher at SCDC to discuss the ongoing matter of affordable housing for the village.

The Clerk was asked to write to Mr R Rogers to thank him for his continued support in hosting the Council website.

## **11. Clerks Report**

To receive written report.

Meeting Dates: –

12<sup>th</sup> July 2016 – Full Council

Items to report.

- Mobile speed signs added to insurance policy 17/3/16 additional premium £12.95 to be paid on renewal of policy in October to save £25 admin fee.
- Awards for All have signed off the grant for the mobile speed camera as complete. 12/4/16
- Clerk will be on leave 23<sup>rd</sup>-31<sup>st</sup> May 2016

## **12. Finance and Risk**

12.1 To approve the following accounts for payment:

- (i) EON £11-21
- (ii) Grounds by Rounds £240.00
- (iii) Holywell-cum-Needlingworth PC office rent £200
- (iv) Playsafe Ltd £92-40
- (v) Miss J Bowd salary April £206.70, May £217.50
- (vi) HMRC April £51.60 May £51.60
- (vii) Tower Mint Ltd £247-80
- (viii) CAPALC Subscription £181.05

(viii) Miss J Bowd mileage April £29-60

**Resolved:** That with the addition of payments to Mijan Ltd (internal audit) £50 and Mr P Rounds £240 (April grass cut) the accounts for payment be approved  
All in favour (prop Cllr Weldon 2nd Cllr Cropley)

12.2 To note the bank reconciliation as at 31<sup>st</sup> March 2016

**Noted**

12.3 To review the risk assessment and management for 2016.

Clerk commented that although an offsite back up of the computer records is taken that it should be added to the risk assessment.

Cllr Weldon asked if the newly installed defibrillator should be added. As this is located at The Cade a discussion took place as to whether the weekly checks should be the responsibility of the Cade management. Cllr Herring will discuss with management committee and report back.

Cllr Cropley asked that the Clerk check what is held at CCC Archives.

**Resolved:** That the offsite checks be added to the assessment.

All in favour (prop Cllr Weldon 2<sup>nd</sup> Cllr Herring)

12.4 To note the play area inspection report 4<sup>th</sup> April 2016 and agree any actions  
Cllr Pinner asked the clerk to get prices for new seat, to be on agenda for July meeting.

Cllr Herring asked that the village working party remove the last stepping post identified as a trap hazard.

Cllr Weldon will arrange for Mr Bevan to look at the chain links on the wobble board.

Clerk to go back to providers of new play equipment regarding the issue identified with the swing chain.

Cllr Herring to ask Mrs Booth to forward completed weekly check lists to the Clerk.

Clerk to write to Mrs Booth to thank her for her help.

**Noted**

12.5 To approve the increase in annual office rent as advised in letter dated 26<sup>th</sup> April 2016

**Resolved:** That the annual rent be increased to £825

All in favour (prop Cllr Weldon 2<sup>nd</sup> Cllr Cropley)

12.6 To consider request for contribution towards cost of Insurance, The Cade.  
Cllr Pinner considered that as the Parish Council are responsible for the building

then it was reasonable to pay towards the fabric of the building.

Clerk asked why the cost of the insurance had increased by such a large amount. Cllr Herring will take both matters away and report back to Council.

**Resolved:** That in principle the Council cover the cost of insuring the fabric of the building

All in favour (prop Cllr Weldon 2<sup>nd</sup> Cllr Herring)

### 13. End of Year Accounts

13.1 To approve accounts for the Year ending 31<sup>st</sup> March 2016

**Resolved:** That the accounts be approved.

All in favour (prop Cllr Cropley, 2<sup>nd</sup> Cllr Weldon)

13.2 To complete and approve Annual Governance Statement for year ending 31<sup>st</sup> March 2016.

Clerk read out each statement individually and a 'yes' response from Council recorded for each.

**Resolved:** That the Annual Governance Statement for year ending 31<sup>s</sup> March 2016 be approved.  
All in favour (prop Cllr Weldon, 2<sup>nd</sup> Cllr Childerley)

13.3 To approve Statement of Accounts on Annual Return for year ending 2016

**Resolved:** That the statement of accounts be approved.  
All in favour (prop Cllr Cropley 2<sup>nd</sup> Cllr Weldon)

13.4 To approve text for Annual Return.

**Resolved:** That the text for Annual Return be approved.  
All in favour (prop Cllr Cropley 2<sup>nd</sup> Cllr Weldon)

#### **14. Eltisley village institute**

(i) To approve the amended trust deed for submission to the charities commission

Cllr Cropley stated that there were still errors in the amended document.

Clause 28 had been deleted in full as opposed to subsection 4 only.

Grammar and spelling mistakes need correcting throughout the document.

Clause 7(2) should read 'their powers at properly convened meetings.'

Clause 14 'Councillor' needs adding.

Clause 19(2) requires word 'personal' adding.

Clause 27(a) delete 's'

Space for 7<sup>th</sup> signature needs adding at the end of the document

Cllr Cropley also noted that when EVGT was set up legal advice was taken before signing.

**Resolved:** That the document be amended as noted and brought to next meeting  
All in favour (prop Cllr Weldon 2<sup>nd</sup> Cllr Cropley)

#### **15.Planning**

15.1 To consider the following applications received:-

(i) Application ref: S/0667/16/FL Office Extension - reduction of existing polytunnel to accommodate required floor space for offices.

North East Farm Cambridge Road Eltisley

Mr George Topham, G.W.Topham & Son

**Resolved:** That the application be approved

All in favour (prop Cllr Weldon 2<sup>nd</sup> Cllr Weldon)

15.2 To note the following applications that have been approved:

(i) Application ref: S/3238/15/FL Twin span steel frame grain storage building with covered loading area.

Grain Store, North East farm, Cambridge Road, Eltisley, St Neots,

Cambridgeshire,

PE19 6TR

Mr George Topham, G.W.Topham & Son

**Noted**

15.3 To note the following applications that have been refused:

(i) Application ref: S/0230/16/LB Rear extension, internal and external alterations  
12, Caxton End, Eltisley, St Neots, Cambridgeshire, PE19 6TJ

Mr D Stephenson

**Noted**

(ii) Application Ref: S/2697/15/OL Erection of 6 dwellings ( all matters reserved)

West Farm, Potton End Eltisley

Mr & Mrs Kamper

**Noted**

15.4 To note the amended Scheme of Delegation SCDC  
**Noted**

### **18. Allotments for the Labouring Poor**

To consider any matters relating to the Allotments and agree any actions.  
Cllr Cropley confirmed that the annual rents have been received.  
Some N.A.A. fees still to be paid.  
Cllr Pinner commented that the first plot on the right is in poor condition.  
Clerk to write and remind tenant of the terms of the agreement.  
Clerk confirmed the finances as at 31/03/16.

Bal as at 31/3/15	£666
Receipts	£173
Payments	<u>£613</u>
BALANCE	£225

Cllr Pinner also noted the large amount of wire and rubbish accumulating on the site. Cllr Cropley agreed that a skip would be required. Cllrs Cropley and Pinner to organise.

### **20. Correspondence.**

To receive correspondence and agree any actions:-

(i) Letter from MAGPAS dated 11<sup>th</sup> March 2016

**Noted- item to go on next agenda for EVGT.**

### **21. Items to report**

- Cllr Pinner – latest working party was well supported with 10 volunteers, ditch work carried out.  
Request from resident for bouncy castle outside of The Cade and also fete committee for use of The green to be dealt with by Clerk and Chairman unless any members had comments to make.  
Police panel – hoping for better relations with NHW teams. Co-ordinator will have direct links with a Sargent, and a meeting to be arranged for September.  
Posters showing policing teams also to be produced for display around the village.  
Grass cutting contract up for tender early 2017. Clerk to put on September agenda.  
Request received from PCC for Council to assist with cost of a booklet for each household commemorating the Queen's 90<sup>th</sup> birthday. Cost would be £100.  
Agreed in principle but to go on agenda for EVGT.
- Cllr Loynes – reported that there are reductions in council tax available for residents who have had their homes modified for disability issues.  
Applications to be made to D Barrett at SCDC.  
Cllr Loynes to write an article for the 6 village newsletter covering this information.

Being no further business meeting closed 9.07 pm

Signed:  
Chairman:  
Date: