

# **DRAFT – Subject to approval at meeting 25 June 2018**

## **SHUDY CAMPS PARISH COUNCIL**

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD AT ST MARY'S CHURCH, SHUDY CAMPS AT 7.30PM ON TUESDAY 15 MAY 2018

Present: Councillors John Haine, Paul Malins and Anita Kiddy.

In attendance: Andrew Webb (Parish Clerk designate). Members of the public- 0

### 1. ELECTION OF CHAIR AND VICE-CHAIR

REPORTED: by Councillor Haine, a nomination from Councillor Kiddy, seconded by Councillor Malins, that Councillor Haine be elected Chair.

The newly elected Chair and Councillors present signed Declarations of Acceptance of Office, as appropriate, witnessed by the Proper Officer.

**Councillor Haine, having been duly elected, took the Chair.**

RESOLVED:

- (a) that the appointment of a Vice-Chair be considered at the next meeting.
- (b) that Councillor Elliott be authorised to submit and sign his Declaration of Acceptance of Office, witnessed by the Proper Officer at the earliest opportunity.

### 2. APOLOGIES FOR ABSENCE

Apologies were received from Councillor-designate Elliott.

### 3. DECLARATIONS OF INTEREST

No declarations of interest were made to the meeting.

### 4. OPEN FORUM FOR PUBLIC DISCUSSION

No matters were raised or discussed in open forum.

### 5. CO-OPTION OF COUNCILLOR

**RESOLVED: that the co-option of a member to fill the vacancy on the Council be considered at the next meeting, with particular consideration be given to nominations from Nosterfield End.**

### 6. MINUTES OF THE MEETING OF THE PARISH COUNCIL .

**RESOLVED: that the Minutes of the last regular meeting held on 8 January 2018 and the additional meetings held on 23 January, 23 March and 3 April 2018 be approved as true and correct records of those meetings**

REPORTED: by the Clerk, that in future minutes of meetings would be submitted to the next immediately following meeting of the Council for approval.

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### **7. FINANCE AND ANNUAL AUDIT 2017-18**

#### **RECEIVED:**

- (a) for review and approval
  - (i) the Annual Governance Statement for 2017-18;
  - (ii) the Accounting Statements for 2017-18 signed by the Responsible Financial Officer;
  
- (b) for noting
  - (i) the Internal Auditor's Report for 2017-18;
  - (iii) the Bank Reconciliation, Explanation of Variances and confirmation of the dates of the period for the exercise of public rights.

Councillors considered firstly the findings of the review of the effectiveness of the Council's system of internal control as set out in the Annual Governance Statement and the Internal Auditor's report, then the Annual Accounting Statements.

#### **RESOLVED:**

- (a) to approve and authorise the Chair to sign the Annual Governance Statement for 2017-18 for submission to the External Auditor;**
- (b) to note the Internal Auditor's Report, indicating that in all significant respects, the control objectives for the Council had been achieved during the Financial Year ended 31 March 2018 to a standard adequate to meet the needs of the authority;**
- (c) to approve and authorise the Chair to sign the Accounting Statements for 2017-18 for submission to the External Auditor;**
- (d) to note and endorse the Bank Reconciliation for the Financial Year ending 31 March 2018 for submission to the External Auditor;**
- (e) to note and endorse the Explanation of Variances for submission to the External Auditor;**
- (f) to note the confirmation of the dates of the period for the exercise of public rights.**

### **8. FINANCIAL ACCOUNTS**

NOTED: the current balances of £14,011.96 in the General Account, £8,794.35 in the S106 Account and £713.02 in the Social Club Account.

#### **RESOLVED:**

- (a) that the Clerk establish what time limit applied to the expenditure of funds in the S106 account and report the position to the next meeting;**
- (b) that the Clerk investigate the possibility of opening interest-bearing accounts with Lloyds;**
- (c) to note the following payments had been made following due approval and authorisation:**
  - final payment to outgoing Clerk , including back pay owed **£921.26**
  - first payment to incoming Clerk **£420.82**
  - payments to HMRC in respect of Clerks' salaries **£1080.67**
  - 2017 Affiliation Fee to CAPALC/NALC **£164.64**
  - Payments to CAPALC for Clerk's training and GDPR **£290.00**

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- (d) that the following payments be approved and made following due authorisation:

• Internal Audit Fee for 2017-18	£120.00
• 2018 Affiliation Fee to CAPALC/NALC	£172.23
• Cambs CC Streetlighting 1.10.16-30.9.17	£391.66
• Footpath Strimmer Annual Service	£118.98
• Footpath Mower- Fuel	£13.59
• Expenditure on dedicated computing equipment, software and security arising from GDPR (see Minute <>below)	up to £1200

### 9. PLANNING ISSUES

#### Carter's Farm Barns- S/4479/17/FL

RECEIVED: an evaluation by Councillors Malins and Kiddy of the latest documents placed on the SCDC Planning Portal in response to the comments previously submitted by the Council. The Council had been invited to comment on these by 16 May.

**RESOLVED: that the response to the latest documents should:-**

- (a) express the Council's disappointment that the documents (the plan of the car port and ecology report) again added additional material to the application without addressing the key concerns previously expressed by the Parish Council, namely:
  - (i) the negative impact on the neighbouring properties and the landscape of the addition height and overall size of the remaining barn conversion on the site;
  - (ii) issues relating to the continued non-removal of the spoil heap on the site (notwithstanding the undertaking to remove it by 30.4.18) i.e.:
    - the adverse impact of erosion of the spoil in times of rainfall on the neighbouring properties and on the roadway drainage in Main Street,
    - the continued failure to analyse the contents of the spoil for contamination;
    - the separate, though related issue of the raising of the overall height of the site by 1 metre arising from the spreading rather than removal of the spoil;
- (b) convey the Council's additional concern that the ecology report on the site failed to take account of the ecological impact of the potential contamination of the spoil;
- (c) add these comments to its previously submitted objections to the application and confirm that all its previous objections to the application still stood; and that additionally, with regard to section on Removal of Arisings, there was evidence that some of the spoil had been spread in the adjacent paddock to the east of the site;
- (d) reiterate its request that the application be considered by the full SCDC Planning Committee.

#### Mill Green Barns

NOTED: that retrospective planning permission for the pond had been granted with the comments made by the Council having been incorporated into the conditions.

### 10. GENERAL DATA REGULATION UPDATE

RECEIVED: the report of the Parish Clerk and Chair on work undertaken in preparation for the implementation of the GDPR from 25 May following the meeting of the Council on 23 March.

**RESOLVED:**

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- (a) that those for whom the Council held and controlled personal data be informed in the terms required by the GDPR, by the means usually employed to contact them, of the use the Council made of their data, the legal basis on which it was held, and other legal requirements;**
- (b) that the Chair be authorised to pursue with the Council’s web provider:-**
  - (i) the implementation of greater security for the website through establishing HTTPS access,**
  - (ii) the provision of secure web-based Council e-mail addresses for all members to use for Council business.**

### **11. STANDING ORDERS FOR 2018-19**

RECEIVED: draft Standing Orders for the Council based on a model provided by the Association of Local Councils.

**RESOLVED: that the Standing Orders be adopted, subject to any revisions being reported to and approved at the next meeting.**

### **12. FINANCIAL REGULATIONS FOR 2018-19**

RECEIVED: draft Financial Regulations for the Council based on a model provided by the ALC.

**RESOLVED: that the Financial Regulations be adopted, subject to any revisions being reported to and approved at the next meeting.**

### **13. UPDATE ON MVA ACTIVATED SIGNS AND SPEED INDICATOR DEVICES**

REPORTED: that the Memorandum of Understanding between the County Council and participating Parish Councils had been signed.

RESOLVED: that the signs be located in Carsey Hill between the Main Street and Parkway junctions facing traffic approaching from Mill Green and in Nosterfield End facing traffic approaching from Haverhill.

### **14. A1307**

NOTED: that the next meeting of the Cambridge South East Transport Study (formerly A1307) Local Liaison Forum Meeting had been rescheduled from 22 May to 6 June.

RESOLVED: that every effort be made for a representative of the Council to attend the meeting.

### **15. NEXT MEETING**

RESOLVED: that the next meeting be arranged by the Clerk for late August/early September.

The meeting closed at 9.30pm