

SHUDY CAMPS PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON THURSDAY 23rd JULY 2022 AT 7.30PM IN ST MARY'S CHURCH, CHURCH ROAD, SHUDY CAMPS.

Present : Councillors Anita Kiddy (Chairman), Justin Plumb, Simon Powell

In attendance: Jackie Dockerill (Parish Clerk)

Members of the public: 3

1. ELECTION OF CHAIR AND VICE CHAIR

Position of Chair of Shudy Camps Parish Council : Anita Kiddy was proposed by Justin Plumb and seconded by Simon Powell

Position of Vice Chair of Shudy Camps Parish Council : Paul Malins proposed by Anita Kiddy and seconded by Simon Powell

These positions will be held until the next Annual Meeting of the Parish Council.

Declaration of Acceptance of Office Forms signed by AK, JP, SP at the meeting. PM and SK to sign after the meetings as not present. **Action Clerk**

2. OPEN FORUM

Nothing raised in the open forum

3. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Henry Batchelor, Councillor John Batchelor, Councillor Paul Malins and Councillor Sharon Kell

4. MINUTES OF THE MEETING HELD ON 3rd MARCH 2022

RESOLVED: that the Minutes of the meeting held on Thursday 3rd MARCH 2022 approved as a correct record.

5. MATTERS ARISING ON THE MINUTES

Maintenance of Defibrillator

The clerk had contacted Glebe House to see if they could nominate a guardian, a response was received in May asking for more information on the machine and what was involved. The clerk responded on 6th May 2022 but no further correspondence received to date, the clerk will contact Glebe House again to see if there is any more news. **ACTION Clerk**

The clerk has also looked into companies which carry out maintenance on these units, which may be considered as another option in the future

Jubilee Celebrations

The parish council made a donation of £150 from the Social Club Bank Account, the proceeds from the event have yet to be finalised and also how this will be distributed.

6. ANNUAL MEETING OF THE PARISH 2022

It was agreed the Annual Meeting of the Parish for 2022 would be carried forward to 2023, as the 2022 meeting could not be held in the timeframe required as the parish had no elected council.

7. DECLARATIONS OF INTEREST

REPORTED: None

8. DISTRICT AND COUNTY COUNCILLORS' REPORTS

RECEIVED: March 2022, April 2022, May 2022 and June 2022 (previously circulated to Councillors)

There was no further comment as neither John Batchelor or Henry Batchelor were present at the meeting

9. FINANCIAL ACCOUNTS

i) 21/22 Annual Governance and Accounting Review

NOTED: the previously circulated AGAR Form 2 required for Parish Councils with gross income or expenditure less than £25,000 claiming exemption from a limited Assurance Review by the external auditor

RESOLVED

- to approve the Chair and Responsible Financial Officer signing the Certificate of Exemption, page 3 of AGAR Form 2
- to receive and note the completed Internal Audit Report, page 4 - AGAR Form 2
- to approve the Chair and Clerk signing the Annual Governance Statement, page 5 - AGAR Form 2
- to approve the Chair and RFO signing the Accounting Statements, page 6 – AGAR Form 2
- to note the previously circulated Analysis of Variances, Bank reconciliation

REPORTED : The Certificate of Exemption (page 3) will be sent to the External auditor by the deadline 010722. The Notice of Public Rights (27th June to 5th Aug) and notes, AGAR page 3-6, Bank Reconciliation and Analysis of Variances will be publicised on the website in accordance with the regulations.

ACTION CLERK

ii) REPORTED: that the balance of £9090.84 in the Treasurer's Account at 31st May 2022.

REPORTED: Following expenses have been made since the last meeting

| | |
|---|--------|
| Clerk Wages (Jan – Mar) due 31/3/22 | 749.43 |
| Red Shoes – Payroll Services for Jan to Mar | 43.20 |
| CAPALC Affiliation Fees 22/23 | 214.33 |
| Jubilee Party donation (Social Bank Account) 11/05/22 | 150.00 |

REPORTED: Following expenses was approved for payment

Payments/Receipts for authorisation at this meeting

| | | |
|---|---------|---------|
| HMRC VAT refund for Year 21 22: 17/05/22 | Receipt | 217.61 |
| SSE Energy Refund 22/04/22 | Receipt | 7.44 |
| Precept received from SCDC 21/4/22 | Receipt | 3900.00 |
| SSE Energy Bill DD 11/03/22 | Payment | 26.26 |
| Gog Magog Mowers – Service | | 131.10 |
| SCDC Dog Bin Emptying 22/23 | | 374.40 |
| Bitesize - Understanding Elections and the Clerk's Role | | 30.00 |
| Clerk April 22 to June 22 Salary | | 749.43 |
| Clerk Mileage Claim 166 miles | | 74.70 |
| SCDC Election Cost 5 seats | | 75.00 |

ACTION Clerk

REPORTED : the balances of £8 in the Social Club Account and £8794.35 in the s106 account on 31st May2022

- iii) REPORTED : Pay rise approved for Clerk, Increase @ 1.73 % and back dated to 01/04/22

ACTION Clerk

- iv) REPORTED : It was agreed a gift would be purchased for John Haine for his contribution to the Parish Council over a number of years, as both a councillor and chairman

ACTION Clerk / AK

10. STANDING ORDERS AND CODE OF CONDUCT AND FINANCIAL REGULATIONS

RESOLVED: that the previously circulated and updated Standing Orders and Code of Conduct and Financial Regulations for the Council be adopted and reviewed at the 2023 Annual Meeting of the Parish Council.

11. PLANNING MATTERS

- (i) 21/02235/FUL – The Oaks – replacement of existing dwelling with 2 bungalows – applied for 14/05/2021

Reported : this application has been refused

- (ii) 22/01430/S73 : Mill Green Meadow, Mill Green, S73 to vary condition 2 (approved drawings) of S/4498/19/FL (proposed replacement dwelling) to allow for an alternative design

Reported : the deadline has passed for this application and the parish council was unable to make any comments as there was no elected council at the time.

12. HIGHWAYS AND RELATED MATTERS

- i) Nosterfield End – selling phone box

AK recapped the history surrounding the phonebox and the current erosion around the base, also confirming the phonebox is the property of the Parish Council on Highways land and they are liable for any incidents that may occur.

The Nosterfield End residents have approached the parish council and expressed their wishes to keep the phonebox in Nosterfield End. JB and BG have been looking into the relocation of the phonebox and attended the meeting and reported their findings. Local land owner Tim Searle is quite happy for the phonebox to be moved into his land which is close to its current location and it will be placed on a newly constructed concrete base. The issues which have been highlighted are insurance, as it would not be covered by the parish council's insurance if it is on private land. The local residence have expressed interest to form a group to purchase / take ownership of the phonebox, it was suggested that it may house a Defibrillator in the future. JB and BG will look into insurance and drawing up an agreement if it is located on the private land, so carried forward to the next meeting

ii) Mobile Speed sign purchase

John Haine came to the meeting and gave the council an update. John has formed a group of local volunteers who are the Shudy Camps speed watch team and have attended a training session, so they can use a SID (Speed Indicator Device) which has been given to the parish council to use by the Police Speed Watch team. This means people caught speeding will be recorded and registration details are forwarded to the police and a letter will be sent to the driver to inform them of the speeding offence. The group aims to use the device regularly at different locations in the parish. Also now we have a Speedwatch team we are eligible to display 'Speedwatch active in this area' signs on the speed limit signs coming into the gress, these will need to be ordered through Highways JH has also been in conversation with Castle Camps Parish Council and there might be an interest to make a joint purchase for a new MVAS camera between the 2 parish councils, as the current MVAS is shared between 7 other parishes and Shudy Camps has the use of it 2 weeks in every 8 weeks and also it's software is very old and only JH is able to download data. So the clerk will liaise with Cindy from CCPC and Rachel who has been researching the devices to see if this is a viable option or possibly buy 2 camera one for each council and get a discount. It was also noted that the grass verges are very overgrown and difficult to see some road signs, the parish council will notify the Highways Department

ACTION Clerk

iii) Jubilee Green

- James Gordan formerly of the parish council was dealing with the application and had got reasonable way through the process, we just now need to supply evidence that the area has been used for 'lawful sports and past times' for the last twenty years. 4 local residents were identified at the last meeting who could confirm the above statement and JG was going to draw up a document for people to sign and confirm its use over the last 20 years. SP has volunteered to continue the application and the clerk will contact JG to initiate the transfer from JG to SP

ACTION Clerk

iv) Village Sign – Signs of wear

- Mr Hughes is going to carry out the repair this summer when the conditions were more favourable and PM liaising with him, so the item was carried forward to the next meeting, when PM could update us on the status of the repair

v) LHI Outcome

REPORTED : The results from the LHI were made public in May and unfortunately the parish council were not successful in its application to purchase a new MVAS, so the council is looking at options to purchase a device without funding, also discussed in point 12 ii)

vi) Road Closure @ Mill Green 18/7/22 to 22/7/22

REPORTED : SCPC has been notified of the being road being closed in Mill Green from 18/7/22 and 22/7/22 for work on the telecoms infrastructure and a diversion will be set up.

13. **NEW COUNCILLORS ADMIN**

i) IT Admin (Handover from JH to SP)

REPORTED : All the IT admin has been handed over to SP, who is happy to manage it going forward, the clerk will also forward the Google Docs link which is used to store PC documents

ACTION Clerk

ii) Email Addresses

REPORTED : All new parish councillor email address have been successful set up and SP to delete those no longer needed and look into reducing the storage size.

iii) Website (revise with new photo and bio)

REPORTED : The councillor section on the Shudy Camps Parish Council website needs to be updated with the new councillors and remove the previous councillors. JP, SP and SK to forward a personal bio and photo to Clerk / Chair who forward to Jon who manages the website

ACTION Clerk/Chair

iv) Banking

REPORTED : The bank mandate is in the process of being updated with the new councillors and removing the previous councillors, the mandate was signed by AK, Clerk, SP and JP at the meeting, SK to done after the meeting

ACTION Clerk

v) Training

REPORTED : Councillor training is available via zoom on Sat 9th July and Sat 23rd July (9.00 – 15.30) if the new councillors feel this would be of benefit.

vi) Holidays

REPORTED : It was asked if the councillors have any holiday during the year, that they could make the clerk and chair aware, if any urgent issues arise during these periods.

14. **FIBRE UPDATE**

- John Haine has been in touch with Graeme Gibson in Castle Camps who is their BB champion and had an initial meeting with him and we agreed to share information and coordinate any activities that would help to encourage fibre deployment.
- Current Situation

As a result of “Project Gigabit”, the Camps are not in what is termed an “intervention area” that would attract subsidy – this is because there are at least 2 providers, in addition to Openreach, that have indicated that they will commercially deploy here. These are County Broadband (whom we know about), and Gigaclear. Given this subsidy will not be available and it’s unlikely that we will be able to run another Openreach Community Fibre Partnership so get it.

It is possible for people who want broadband to register their interest on both County’s and Gigaclear’s websites – the more people who do this the higher the priority we might get.

I have not seen any sign of Gigaclear deploying locally but County are in Helions and places East and South of here. Speaking to the sales director at County they will want to start talking to the community round the end of this year and deploy in 2023.

15. DATE OF NEXT MEETING

- Thursday 21st July 2022 7.30 pm

16. MEETING ATTENDED/FORTHCOMING AND TRAINING ATTENDED

Joint Parish meeting - Planning Thurs 23/6/22 7pm at Balsham– no one was able to attend as same date as SCPC meeting

There being no further business, the meeting concluded at 9.07 pm