

Minutes of the Annual Meeting of Old Hurst Parish Council
held in The Church of St. Peter on Wednesday 16th May 2018.

Councillors present: Mr. G. Bull, Mrs. C. Bussetil, Mrs. J. Mackenzie & Mrs. L. Sawyer (Chairman).

Also present: County Cllr. S. Criswell, Mrs D Benham (Parish Clerk) and 7 parishioners.

Public participation - Parishioners present were interested in the arrangements for the St. Ives Festival of Motorcycles and the letter regarding Wheatsheaf junction.

1. **Apologies for absence:** Cllr. E. Taylor (work commitment). District Cllr. J. Tavener (attending another meeting).

2. **Result of the Parish Council elections and election of Chairman and Vice-Chairman:**

There were 5 nominations for the 7 seats available. The election was therefore uncontested and the two remaining vacancies can be filled by co-option. A formal vote of thanks was given to Mrs. Pearce for her many years of service as a Parish Councillor.

Cllr. Bussetil proposed Cllr. Sawyer for Chairman. Seconded by Cllr. Mackenzie and unanimously agreed. There being no other nominations, Cllr. Sawyer was duly elected Chairman and signed an Acceptance of Office form witnessed by the Clerk. Cllr. Bull proposed Cllr. Mackenzie for Vice-Chairman. Seconded by Cllr. Bussetil and unanimously agreed. There being no other nominations, Cllr. Mackenzie was duly elected Vice-Chairman. All councillors completed Acceptance of Office forms witnessed by the Clerk.

3. **Declarations of interest:** None received.

4. **To adopt Model Standing Orders 2018 produced by NALC:** A copy had been sent to all councillors on 15th May 2018. Cllr. Bull proposed that Old Hurst Parish Council adopt the Standing Orders as circulated by the Clerk. Seconded by Cllr. Mackenzie and unanimously agreed.

5. **To review Financial Regulations:** Councillors agreed that no amendments were required.

6. **To review Parish Council insurance:** The Clerk confirmed that the new bus shelter had been added to the insurance cover.

7. **Minutes of the previous meetings held on 21st March 2018 and 25th April 2018:**

Unanimously approved and signed by the Chairman.

8. **Matters arising from the minutes:**

a) Roads and footpaths – Graham Burt (Highways) will be dealing with implementing our Local Highways Initiative Scheme and will keep the Clerk updated on progress. Cllr. Bussetil has asked the Clerk to contact Stagecoach to see if the bus stop signs can be replaced. The Clerk had advised Cllr. Bussetil to contact the owners and/or the Tree officer at HDC regarding her concerns about the oak trees on Warboys Road. UK Power Networks consider that the trees on Ramsey Road and St. Ives Road are not enough of a problem yet for them to take action to cut them back.

b) Speedwatch – Mrs. Edwards advised that Speedwatch was back up and running and would be carrying out speed checks in the coming months.

c) General Data Protection Regulations - CAPALC have confirmed that they will be offering a shared Data Protection Officer Scheme that all Parish Councils can subscribe to. The Charge for Old Hurst Parish Council will be £25 per annum. The Clerk is looking at what needs to be done to comply with the new regulations.

9. St. Ives Festival of Motorcycles 2018.

The Clerk had been copied in to an email from the organiser of this event, which said that the event will no longer be held in St. Ives and would be relocating to Church Farm (Johnson's). Martin Ellwood, (Event Liaison Manager at HDC) and the Clerk, have been pressing for details, including Traffic Management plans, but as yet, the organiser has not responded. The event is due to take place on Sunday 1st July from 10am till 4pm and is expected to attract upwards of 3000 people, mainly bikers, plus performers. There is also expected to be live music and trade stalls. Councillors agreed that the Clerk should write to Mr. Johnson to ask for information.

10. To discuss a letter received from the St. Ives Area Road Safety Committee regarding Wheatsheaf junction on the B1040 west of Bluntisham.

The letter asked for support to install traffic lights or a roundabout at the crossroads, which is a well-known accident spot. County Cllr. Criswell advised that the junction was 49th on the list of road safety accident spots and that the police would not support a lower speed limit. Cllr. Criswell advised that it would be very unlikely to get any funding to install either of the measures suggested, which would both be extremely expensive. Councillors agreed that despite this, they would like the Clerk to send a letter of support to the Road Safety Committee.

11. Finance.

a) Result of the internal audit.

Completed on 16/4/18 by Brian Cox & Co. with no issues raised.

b) To approve and sign the accounts for year ending 31st March 2018.

A copy of the accounts, receipts and payments and bank reconciliation had been sent to all councillors on 19/4/18. Cllr. Bussetil proposed that Old Hurst Parish Council accept the accounts. Seconded by Cllr. Mackenzie and unanimously agreed. Chairman and Clerk signed the accounts.

c) To complete and sign the Certificate of Exemption and the Annual Governance Statement and Accounting Statement on the Annual Return for 2017/18.

Copies of these documents had been sent to councillors on 19/4/18. Cllr Bussetil proposed that the Chairman and Clerk should sign the Certificate of Exemption. Seconded by Cllr. Mackenzie and unanimously agreed. Chairman and Clerk signed the Certificate.

Cllr. Mackenzie proposed that having considered the findings of the internal review, Old Hurst Parish Council approve the Annual Governance Statement (section 1). Seconded by Cllr. Bussetil and unanimously agreed. Chairman and Clerk signed the Annual Governance Statement.

Cllr. Mackenzie proposed that having considered the Accounting Statement (section 2) prepared by the Clerk, that Old Hurst Parish Council approve the Accounting Statement (section 2).

Seconded by Cllr. Bussetil and unanimously agreed. Chairman and Clerk signed the Accounting Statement.

d) Payment of outstanding debts.

Cllr. Mackenzie proposed retrospective approval of payments (1) to (10). Seconded by Cllr. Bussetil and unanimously agreed.

(1) Cq. No. 000554 - £165.36, Mrs. D. Benham, wages and expenses for March.

(2) Cq. No. 000555 - £23.60, HMRC, PAYE/NI for March.

(3) Cq. No. 000556 - £60.00, SR Howell & Co., payroll services 1/10/17 – 31/3/18.

- (4) Cq. No. 000557 - £568.66, E-ON, electricity for Parish Council owned street lights.
- (5) Cq. No. 000558 – £72.00, Brian Cox & Co., internal audit fee.
- (6) Cq. No. 000559 – £111.90, Mrs. D. Benham, wages and expenses for April.
- (7) Cq. No. 000560 – £23.40, HMRC, PAYE/NI for April.
- (8) Cq. No. 000561 - £160.50, CAPALC annual affiliation fee.
- (9) Cq. No. 000562 – £300.00, A. Abbs, village grass cutting x 2 instalments.
- (10) Cq. No. 000563 - £68.36, K & M Lighting, quarterly maintenance of street lights.

e) Current position.
A copy of the receipts and payments and bank reconciliation was passed to all councillors. Cllr. Bull checked the bank statement against the bank reconciliation.

f) Annual Risk Assessment.
The Clerk had completed an Annual Risk Assessment on 15/5/18. A copy will be attached to the minutes.

g) National pay award for Local Authority employees.
The Clerk’s salary increases to £119.80 per month with effect from 1st April 2018 and to £123.50 with effect from 1st April 2019. A letter has been sent by the Chairman to SR Howell & Co. asking for the payroll to be updated.

12. Police matters.

The police crime report for February showed no reported crimes and for March, one incident of anti-social behaviour near to the A141 just outside of the village

13. Correspondence.

- a) Email from a resident wishing to organise a litter pick – directed to HDC for loan of equipment and collection of filled bags.
- b) GDPR toolkit sent to all councillors on 5/4/18
- c) Formal notice of submission of the Local Plan to 2036.
- d) CAPALC GDPR update.
- e) LHI scheme application process for 2019/20. Councillors suggested an application for improved 30 mph signage, especially on Ramsey Road, and extra warning signage at the bend by the Stag and Hounds. To be discussed at the next meeting.

14. Reports from Councillors.

Clerk to report potholes in the side of the carriageway on the Old Hurst to Woodhurst road. County Cllr. Criswell advised that following boundary changes, his 14 years of service as District Councillor to Old Hurst had come to an end. Cllr. Criswell remains Old Hurst’s County Councillor and is Chairman of the Communities and Partnership Committee and is developing work streams with the Combined Authority. County Cllr. Criswell advised that the roads were in a pretty bad state after a bad winter and that it had been difficult to make permanent repairs. Now the weather was improving, a big program of repairs had been started.

15. Date of the next meeting: Wednesday 18th July 2018 in St. Peter’s Church, starting at 7.30pm.

Signed.....

Date.....