

HAIL WESTON PARISH COUNCIL

MINUTES OF THE GENERAL PARISH MEETING OF THE PARISH COUNCIL HELD ON 17th APRIL 2018 IN HAIL WESTON VILLAGE HALL AT 7.30pm

PRESENT:

T Baker (TB)
J Gooch (JG)
J Sugars (JS)
P Mailer (PM)
R Rowley Smith (RRS)

IN ATTENDANCE:

The parish meeting commenced at 7.30pm. There were 3 members of the public who attended the meeting. The village had a power cut from 7.20pm – 8.40pm and so meeting was held in poor light.

ACTION

- 180417-1 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**
Received from M Lobo (ML) who had prior to the meeting indicated he would be absent due to work commitments and P Wilkie who was absent due to personal commitments. CCC Cllr. Ian Gardener and HDC Cllr. Jonathan Gray also prior to the meeting apologised for absence.
- 180417- 2 TO RECEIVE ANY DECLARATIONS OF INTERESTS FROM MEMBERS** None
- 180417- 3 TO APPROVE and SIGN the MINUTES** It was proposed by JG, seconded by RRS and RESOLVED by unanimous vote that the minutes were a true record and TB duly signed minutes from the meeting held on 20th of February 2018.
- 180417- 4 OPEN FORUM and TO RECEIVE COUNCILLOR REPORTS**
None.
- 180417- 5 FINANCE**
- a. It was proposed by JG, seconded by TB and RESOLVED by unanimous vote to Approve account balances for year end 31st March 2018, and bank reconciliation. Account balances: Business Money Manager £37,831, Community a/c £1,360 and Community a/c £0.91. TOTAL £39,192.
 - b. It was proposed by JG, seconded by RRS and RESOLVED by unanimous vote to Approve payments on finance report dated April 2018: -
CCC Street lighting (1/10/16-30/9/17) - £161.75 (BACS)
Parish Assembly £23.92
Stinky Ink £10.68
J Abell Wages £444.99 (April)
Acorn Skip £384
Ridgeons Limestone product £131.28
Hunts Forum £50 (BACS)

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ACTION

- T & S Gardening £450 (BACS)
- c. To Approve Section One of the Annual Governance & Accountability Return 2017/18. Following discussion, It was proposed by PM, seconded by JG and RESOLVED by unanimous vote to Approve Section One the Chairman & RFO duly signed.
 - d. To Approve Section Two of the Annual Governance & Accountability Return 2017/18 following discussion It was proposed by TB, seconded by JG and RESOLVED by unanimous vote to Approve Section Two. Clerk to update next Agendas incorporating finance strategy. The Chairman & RFO duly signed Section Two of the Annual Governance & Accountability Return. Clerk concluded that Internal Audit had been successfully completed and Clerk would prepare documentation for External Audit PKF Littlejohn LLP.
 - e. Clerk performance review and reward -Clerk left the meeting at 7.45pm and returned at 7.50pm

180417- 6 TO DISCUSS PLANNING APPLICATION: -

- a. **APPLICATION REF. 18/02700/HHFUL** Single storey rear extension and garage conversion into annexe with new pitched roof 9 High Street Hail Weston St Neots PE19 5JW It was proposed by RRS, seconded by PM and RESOLVED by unanimous vote to Approve the proposal, Clerk to notify HDC that all material adopted considerations had been met and no residential objections had been received prior to or at the PC meeting.

Clerk

- #### 180417- 7 TO APPOINT DATA PROTECTION OFFICER (DPO), DISCUSS GDPR and ADOPT POLICIES
- Following discussion HWPC carried item of appointing DPO until conclusion of trial had been reached regarding smaller Councils and appointing a DPO. Clerk circulated draft policies taken as template from Society of Local Council Clerks before the meeting. Item was carried following JS suggesting the policies could be enhanced further. JS to suggest amendments & circulate before next meeting. Clerk reminded that GDPR live on 25/5/18 and where HWPC didn't have a policy as suggested by SLCC the procedure to adopt policies on 15th of May, would be best practise, suggesting that further amendments could be achieved once adopted. Clerk outlined some of progress made in relation to Audit control of HWPC data using template issued at last GDPR training meeting.

180417- 8 TO DISCUSS ITEMS REQUIRING ACTION RESULTING FROM CIRCULATION OF COUNCILLOR REPORTS PRIOR TO THE PARISH MEETING

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ACTION

B645 resident email received 17.4.18
JG to forward open spaces report. **JG** to identify actions following circulation of RoSPA report & playing field enhancements.
RRS prepare handover of her responsibilities.
JS circulated report regarding playing field outlining progress made by Community Payback Team.

Clerk

JG
RRS

180417- 9 TO CONSIDER GENERAL CORRESPONDENCE RECEIVED and ANY OTHER ACTIONS

CCC: 27/2/18 Karen Lunn - B645 update response.
04/04/18 & 09/04/18 Michael Richards street lighting invoice had been re-issued following incorrect data presented as identified by Clerk.

RESIDENTS: 21/2/18 Cllr. Letter received from Cllr. Wilkie outlining intention not to stand again.

25/02/18 Pound Close re. Playing field

26/02/18 B645

01/03/18 offer of taking photos of roads with 40mph

05/03/18 gates Ford End - vandalism reported to CCC & Police

20/03/18 Parish Assembly resident questions specifically for PC:

B645 traffic, village speed limits/vehicles parked specifically highway mirror Cllr. RRS updated current policy, Community Plan, Time bank. Clerk to carry to next Agenda.

Clerk

01/04/18 Trees - Clerk to carry to next Agenda

HDC: 01/03/18 Review of Development Management Committee

01/03/18 Changes to the Councils Scheme of Delegation (Ward Cllr. Can advise DMC)

14/03/18 CIL submit proposals for the provision improvement replacement and operation community projects that support growth

08/04/18 Lisa Jabonska- Notice of uncontested Election Hail Weston & Statement of Persons Nominated DC resulting in seven seats taken in Hail Weston PC. RRS & PW would be stepping away. Clerk published document,

09/04/18 Formal Notice of Submission of the Local Plan to 2036 will be available for you to view and comment between the following dates: Start date: 09/04/18 12:00 End date: 31/03/20 12:00

PWLB: 06/03/18 PWLB loan 496448 – cash figure (early redemption) item carried.

Clerk

DULOE PC: 06/03/18 Mobile speed signs

NALC: 22/03/18 Online survey

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ACTION

SLCC: 20/03/18 GDPR update & **29/03/18** Awaiting DPO instructions Data Audit & Privacy Notices Policies

CAMBS. ACRE: 19/04/18 St Ives Corn Exchange 10-2pm Volunteer Forum Clerk attending.

Clerk

AGAR: 28/3/18 External Instructions

GREEN HEDGES: 25/02/18 Update

ST NICOLAS CHURCH RESTORATION GROUP: 31/03/18 & /05/04/18 Planning Application 17/02698/FUL status awaiting HDC comment.

JS/Clerk

COMMUNITY PAY BACK: 02/04/18 Confirmation of attendance

PCSO: Next Quarter Priorities 03/04/18

INTERNAL AUDITOR: 05/04/18

JG

RoSPA: Play inspection: 09/04/18

Clerk highlighted planning applications that were 'in progress' on HDC portal as: - 44 High Street, 64 high Street & extension to St Nicolas Church. Amendment received regard to 29 High St.

180417- 10 MATTERS TO BE RAISED BY MEMBERS FOR THE NEXT GENERAL MEETING AGENDA GDPR, Financial Strategy and Parish Assembly.

TB thanked all Councillors over the last year for their service and commitment to Hail Weston Parish Council.

TB closed the meeting at 8.30pm.