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**Minutes of the Bluntisham Parish Council Meeting
Wednesday 3rd May 2017 at 8.00pm in The Village Hall, Mill Lane,
Bluntisham**

Present: Chairman: Mr Mark Berg, Mrs Kathy Searle, Mr Frank Hudson, Mrs Cynthia Curtis, Mr Martin Crowhurst, Mrs Philippa Hope & Mrs Tracey Davidson (Clerk)

Also present: 3 x members of the public & Cllr Carter & Cllr Criswell

	<p>Open forum Mrs Sue Everest reported scrambler bikes using the Ouse Valley Way footpath. It was advised to report any incidents to the police. Mrs Everest raised concern for a local homeless man, who has been seen in the village. Mrs Philippa Hope advised on speaking to him he was harmless. Mrs Joan Gutteridge expressed concern with item 37 being discussed in an open meeting. Mr Mark Berg advised that the PC will be voting on options shared prior to the meeting and Mrs Philippa Hope advised for transparency the PC are to minute the costs needed to improve the security. The Meeting opened at 8.05pm</p>	
1	<p>Election of Chairman – Mr Mark Berg was proposed by Mrs Philippa Hope and agreed to stand as Chairman. (<i>Proposed Mrs Philippa Hope, seconded Mr Martin Crowhurst. All agreed.</i>)</p>	
2	<p>Chairman to sign Declaration of Acceptance of Office – Mr Mark Berg signed the declaration of acceptance of office and continued to Chair the meeting.</p>	
3	<p>Annual report from the Chairman – the chairman agreed to share this prior to the APM on the 16th May.</p>	
4	<p>Election of Vice Chairman – Mr Gary James was proposed by Mr Martin Crowhurst and agreed to stand as Vice Chairman. (<i>Proposed Mr Martin Crowhurst, seconded Mrs Philippa Hope. All agreed.</i>)</p>	
5	<p>Election of Responsible Finance Officer – the clerk was elected as RFO. (<i>Proposed Mr Martin Crowhurst, seconded Mrs Cynthia Curtis. All agreed.</i>)</p>	
6	<p>Election of Committees & Representatives – Finance Committee – Mrs Philippa Hope, Mrs Cynthia Curtis, Mr Mark Berg, Mr Rob Gore, Mr Gary James (TBC). Village Hall Management Committee – Mrs Kathy Searle, Mrs Cynthia Curtis, Mr Martin Crowhurst, Mr Mark Berg, Mr Roly Searle, Mrs Joan Gutteridge, Mr Gary James (TBC) Footpaths committee – Mr Frank Hudson, Mr Roger Steel, Mrs Cynthia Curtis Allotment Committee – Mr Frank Hudson, Mr Roger Steel Planning Committee – this item is to be confirmed at the next meeting following a change to process for the PC. Mrs Kathy Searle, Mrs Cynthia Curtis, Mr Martin Crowhurst, Mr Mark Berg, Mr Gary James (TBC) Cllr Mike Francis/Cllr Robin Carter Tree & Hedges – Mr Frank Hudson, Mr Roger Steel Feoffees representative – Mr Frank Hudson, Mrs Philippa Hope Highways, Hanson, Road Safety, HCV & ENVAR – Mrs Margaret Lumb It was agreed to confirm any changes to these committees at the next meeting when the full council is in attendance.</p>	
7	<p>Election of Village Charities Representative – Mr Mike Bateman, Mrs Jane Godfrey, Mrs Sue Everest</p>	

8	Confirmation of Internal Auditor for FY2017/18 – Mr Michael Williamson was confirmed as internal auditor. <i>(Proposed Mrs Philippa Hope, seconded Mr Martin Crowhurst. All agreed)</i> The clerk advised of a price increase of £25 for this audit in order to carry out a full audit of the village hall.	
9	Adoption of Code of Conduct – the PC re-adopted this policy. <i>(Proposed Mrs Kathy Searle, seconded Mr Frank Hudson. All agreed.)</i>	
10	Adoption of standing orders – the PC re-adopted these standing orders. <i>(Proposed Mrs Philippa Hope, seconded Mrs Cynthia Curtis. All agreed.)</i>	
11	Adoption of Financial Regulations – NALC 2017 – the clerk shared amendments to the financial regulations which include detail around internet payments. It was agreed for the finance committee to amend their terms of reference to include new recommendations. <i>(Proposed Mrs Philippa Hope, seconded Mrs Cynthia Curtis. All agreed.)</i>	Finance committee
12	Adoption of Financial risk Assessment – the PC re-adopted this risk assessment. <i>(Proposed Mr Frank Hudson, seconded Mr Martin Crowhurst. All agreed.)</i>	
13	Adoption of Risk Management Policy – the PC re-adopted this policy. <i>(Proposed Mr Martin Crowhurst, seconded Mr Frank Hudson. All agreed.)</i>	
14	Adoption of Model Publication Scheme – the PC re-adopted this publication scheme. <i>(Proposed Mrs Kathy Searle, seconded Mrs Philippa Hope. All agreed.)</i>	
15	Adoption of Complaints procedure – the PC re-adopted this procedure. <i>(Proposed Mr Martin Crowhurst, seconded Mrs Cynthia Curtis. All agreed.)</i>	
16	Adoption of Equal Opportunities Policy – the PC re-adopted this policy. <i>(Proposed Mrs Philippa Hope, seconded Mrs Cynthia Curtis. All agreed.)</i>	
17	Adoption of Data Protection Policy – the PC re-adopted this policy. <i>(Proposed Mr Frank Hudson, seconded Mr Martin Crowhurst. All agreed.)</i>	
18	Annual Meeting Walk – declaration of ownership and reaffirmation of intention of Parish Council to forbid vehicular crossing of the Meeting Walk footpath – the PC re-adopted this. <i>(Proposed Mrs Philippa Hope, seconded Mr Frank Hudson. All agreed.)</i>	
19	Members to sign new Register of Members interest – all councillors present signed the register. The clerk is to ensure documents are given to those councillors not present asap.	Clerk
20	Councillors to sign Declarations of Acceptance of Office - all councillors present signed the register. The clerk is to ensure documents are given to those councillors not present asap.	Clerk
End of Annual Meeting of the Parish Council. May meeting continues for the purpose of transacting the following business:-		
21	Dispensation Forms received & decisions given - None	
22	Declarations of interest for items on the agenda – Mrs Philippa Hope item 31	
23	Apologies for absence – Mr Ian Shepherd, Mr Alan Moules, Mr Rob Gore, Mr Roger Steel, Mr Gary James, Cllr Mike Francis.	
24	Minutes of the Parish Council meeting dated 5th April to be approved and signed by the chairman – The chairman signed the minutes. <i>(Proposed Mr Martin Crowhurst, seconded Mrs Kathy Searle. All agreed.)</i>	
25	Matters arising from previous minutes – None.	
26	Approve the Annual Governance Statement – Annual return – the clerk shared the completed return. <i>(Proposed Mr Martin Crowhurst, seconded Mrs Cynthia Curtis. All agreed.)</i>	
27	Chairman to sign the Annual return – the chairman and the RFO signed the annual return.	
28	Approve the Accounting statement – Annual return – the clerk discussed the statement and highlighted the reasons for the increase in the income and expenditure due to the grants received in the year and the new play park equipment purchased. <i>(Proposed Mrs Kathy Searle, seconded Mr Frank Hudson. All agreed.)</i>	
29	Chairman to sign the annual return – the chairman and the RFO signed the annual	

	return.	
30	<p>FY2017/18 Accounts to end April 2017 – Mrs Philippa Hope questioned minor expenditure and the RFO explained the reasons. The village hall maintenance expenditure includes the decorating, repairs to hall lights and fire system which included hire of scissor lift.</p> <p>Expenditure for April 17 - £5,895.94 Income for April 17 - £49,187.60 (includes first precept payment) <i>(Proposed Mrs Philippa Hope, seconded Mrs Cynthia Curtis. All agreed.)</i></p>	
31	<p>Accounts for payment for April payments</p> <ul style="list-style-type: none"> • BACS run 28.417 Mr Rob Gore and Mrs Cynthia Curtis authorised this BACS run which was a total of £5,147.66 <i>(Proposed Mrs Cynthia Curtis, seconded Mr Martin Crowhurst. All agreed.)</i> 	
32	Authorise any purchase orders for April – there were no orders to authorise.	
33	<p>County Council & District Council reports</p> <p>Cllr Robin Carter advised very little going on at HDC. The recent planning application for McDonalds, Costa coffee & an other along Harrison Way was supported despite ongoing traffic congestion along Harrison Way and A1123. Cllr Carter advised the county council are looking at options for improving this stretch of road within St Ives. Another finger island is to be installed close to the Tesco one to stop traffic turning right. Mrs Philippa Hope raised concern with the increase in traffic along this road and stressed this should be a consideration for all planning applications in this area. Mr Mark Berg asked when the verges would be cut, Cllr Carter advised he would ask HDC, however CCC are responsible for a large number of verges in the district. The first weed spray took place on Monday 1st May with a subsequent 2 sprays to take place later. Any problems please report to Mr Neil Sloper at HDC.</p> <p>Mrs Joan Gutteridge thanked the HDC grass cutters who did the cutting along St Mary's Close recently as it was the best cut yet.</p> <p>Cllr Steve Criswell proud to represent PC and hopes to continue to do so following the elections. He confirmed that he posted a newsletter to every property in Bluntisham. Mr Mark Berg asked if there was any further update on the footpath. Cllr Criswell advised the new stretch to Earith had to be completed in this financial year and he hopes the whole path will be finished in the same timescale.</p>	
34	<p>Community Speedwatch - Mr Martin Crowhurst has met with Adam Renwick from cambs police. He confirmed that he has 7 volunteers and 4 are attending a training session on 4th May. Following the training session the traffic management team will advise of the safest places to carry out speedwatch. Suggested areas include: Wood End, Station Road, Rectory Road, Hollidays Road, Colne Road. Mr Martin Crowhurst thanked all those who volunteered to date and is hopeful more will come forward when the monitoring starts.</p>	
35	Open Morning – feedback to include 5 year plan – this item was deferred to allow the full council to contribute.	Clerk
36	<p>Insurance – agree new policy – the clerk obtained 3 quotes for the PC insurance which is due from 1st June 2017.</p> <p>Zurich - £3182.74 Norris & Fisher - £2591.23 Aon - £2362.56</p> <p>The clerk did stress that these quotes were obtained prior to the break in and premiums may go up once this question is amended. 3 & 5 year options were given however the PC agreed to go with a 1 year policy until the improvements to the security of the village hall are in place and then discounts may well be offered in future years.</p> <p>It was agreed to go with Aon for the PC insurance for 2017-18. <i>(Proposed Mr Martin Crowhurst, seconded Mrs Cynthia Curtis. All agreed.)</i></p>	Clerk

37	<p>Village Hall security – Mrs Philippa Hope shared an options document via email and the PC voted on the following improvements to be made: CCTV internal improvements – Option 1 cost £1075.00 CCTV external improvements – Option 2 cost £1250.00 Alarm improvements – Defer until full costs Field Store – Option 3 cost £2760.00 The clerk is to process the orders for the work to commence asap. The total cost for the improvements is to be funded from the existing budget and allocated reserves along with additional fundraising. <i>(Proposed Mrs Philippa Hope, seconded Mrs Cynthia Curtis. All agreed.)</i></p>	Clerk
38	CAPALC – membership – this item was deferred until the next meeting.	Clerk
39	100 club - this item was deferred to allow the full council to contribute.	Clerk
40	Ouse Valley Way – monthly monitoring the clerk asked for a volunteer to carry out the monthly audit check and report any faults along the route. Cllr Carter volunteered to do this and the clerk is to share the check sheet.	Clerk/C llr Carter
41	<p>Planning:</p> <ul style="list-style-type: none"> Suggest separate planning committee – Mr Mark Berg advised that currently a lot of planning falls onto one councillor, which is unfair. He suggested the PC have a stand alone planning committee which will be responsible for all planning applications, have their own terms of reference, and will provide an auditable account of actions for all planning applications within the parish to ensure a fair and consistent approach is given to all planning. It was suggested that the district councillors are part of this committee along with a minimum of 5 parish councillors. The recommendation for a separate Planning Committee <i>(Proposed Mr Frank Hudson, seconded Mr Martin Crowhurst. All agreed.)</i> The clerk is to draw up a suggested terms of reference for the Planning Committee and share prior to the next meeting for a formal decision and committee to be drawn up. 	Clerk
42	<p>Village Maintenance:</p> <ul style="list-style-type: none"> Trees – identify any potential problems ahead of site visit from HDC 25.5.17 and raise with the clerk. Village hall front garden – Mrs Philippa Hope suggested this bed be cleared totally and make low maintenance with benches and weed membrane to reduce the ongoing maintenance, to encourage smokers to smoke in this area away from the entrance to the village hall. The clerk is to obtain quotes to clear the area including skip hire, gravel 20 ton & membrane & benches for the next meeting. Mrs Cynthia Curtis advised Mrs Jane Godfrey offered to help with weeding and maintenance. It was suggested she starts with the beds to the entrance of the car park in Mill Lane. Land registry update – the clerk updated the PC following further correspondence from the land registry. Mr Mark Berg advised the PC have done all they can to try and register the hedge and as this area is not owned by anyone, no permission can be sought or granted for any changes to be made. No further action to be taken. Village walkabout – Thursday 1st June meet at the village hall at 7pm. 	Clerk All
43	<p>Committee updates:</p> <ul style="list-style-type: none"> HMC meeting – the minutes from the last meeting held on 10th April were shared and the clerk advised the quiz night still has a few tables left, Mrs Kathy Searle is available to help and Mr Mark Berg is to sell raffle tickets. The next pop up night will be the 20th September and Mr Mark Berg advised the attendees of these pop up nights preferred Bluntisham as a venue. Finance meeting – the next meeting is to be held on Monday 12th June. <i>Post</i> 	

	<p><i>meeting note – this date clashes with the next HMC meeting. Suggest finance meeting to be Monday 19th June.</i></p> <ul style="list-style-type: none"> • Allotments committee – Mr Frank Hudson advised plots 21a & b and 24a & b have not done any work on their plots. The clerk is to write to them to advise of the allotment agreement and that 80% of the plot is to be worked within 4 months. <i>(Proposed Mr Frank Hudson, seconded Mr Martin Crowhurst. All agreed.)</i> 	Clerk
44	<p>Items for consideration (for information only)</p> <p>Mr Martin Crowhurst suggested all councillors have name badges to wear at any open day.</p> <p>Mrs Cynthia Curtis advised she is unable to attend the archive session on Saturday 20th May.</p>	

Meeting closed 21.45pm Next meeting: Wednesday 7th June 2017

Future Meeting dates

Wednesday	5 th July	2017
Wednesday	2 nd August	2017
Wednesday	6 th September	2017
Wednesday	4 th October	2017
Wednesday	1 st November	2017
Wednesday	6 th December	2017