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**Minutes of the Bluntisham Parish Council Meeting
Wednesday 2nd May 2018 at 8.00pm in The Village Hall, Mill Lane,
Bluntisham**

Present: Chairman Mr Mark Berg, Mr Gary James, Mr Frank Hudson, Mrs Cynthia Curtis, Mr Martin Crowhurst, Mrs Kathy Searle, Mr Rob Gore & Mrs Tracey Davidson (Clerk)

Also present: 1 x member of the public & Cllr Criswell

	Open forum The Chairman welcomed everyone to the meeting and opened the forum. One resident thanked the PC for all their hard work over the past year. Meeting opened at 8.04pm	
1	Election of Chairman – Mr Mark Berg was proposed by Mr Rob Gore and agreed to stand as Chairman. (<i>Proposed Mr Rob Gore, seconded Mr Martin Crowhurst. All agreed</i>)	
2	Chairman to sign Declaration of acceptance of Office – Mr Mark Berg signed the declaration of acceptance of office and continued to Chair the meeting.	
3	Annual report from the Chairman -the chairman read out his annual report which can be found as <i>appendix 1</i>	
4	Election of Vice Chairman – Mr Gary James was proposed by Mr Rob Gore and agreed to stand as Vice Chairman. (<i>Proposed Mr Rob Gore, seconded Mrs Kathy Searle. All agreed.</i>)	
5	Election of Responsible Finance Officer – the clerk was elected as RFO. (<i>Proposed Mr Rob Gore, seconded Mr Martin Crowhurst. All agreed.</i>)	
6	Election of Committees & Representatives Finance – Mrs Philippa Hope, Mr Rob Gore, Mr Mark Berg, Mrs Cynthia Curtis. HMC – Mr Mark Berg, Mr Roly Searle, Mr Gary James, Mrs Kathy Searle, Mrs Cynthia Curtis, Mr Martin Crowhurst. Footpaths & Allotments – Mr Frank Hudson Planning Officers – Mrs Kathy Searle, Mrs Cynthia Curtis, Mrs Philippa Hope, Mr Martin Crowhurst, Mr Gary James, Mr Frank Hudson. Tree Warden – Mr Frank Hudson, Mrs Kathy Searle Feoffees representative – Mr Frank Hudson Highway, Hanson, road safety, HCV, ENVAR – Mrs Margaret Lumb	
7	Election of Village Charities representative – Mrs Sue Everest, Mrs Jane Godfrey, Mr Mike Bateman (advised moving)	
8	Confirmation of Internal Auditor for FY2018/19 – the PC proposed to appoint Michael Williamson as internal auditor for 2018/19. (<i>Proposed Mr Frank Hudson, seconded Mr Gary James. All agreed</i>)	
9	Adoption of Code of Conduct – the PC re-adopted this policy. (<i>Proposed Mr Martin Crowhurst, seconded Mr Gary James. All agreed.</i>)	
10	Adoption of Standing Orders – the PC re- adopted this policy with amendments. (<i>Proposed Mr Martin Crowhurst, seconded Mr Frank Hudson. All agreed.</i>)	
11	Adoption of Financial Regulations – NALC 2017 the PC re-adopted these regulations. (<i>Proposed Mr Rob Gore, seconded Mrs Cynthia Curtis. All agreed</i>)	
12	Adoption of Financial Risk Assessment – the PC re-adopted this Risk assessment with minor amendments (<i>Proposed Mr Rob Gore, seconded Mrs Cynthia Curtis. All agreed</i>)	

13	Adoption of Risk Management Policy – the PC re-adopted this policy. (<i>Proposed Mr Rob Gore, seconded Mrs Cynthia Curtis. All agreed</i>)	
14	Adoption of Model Publication Scheme – the PC re-adopted this policy. (<i>Proposed Mr Rob Gore, seconded Mr Martin Crowhurst. All agreed.</i>)	
15	Adoption of Complaints Procedure – the PC re-adopted this policy. (<i>Proposed Mrs Cynthia Curtis, seconded Mr Frank Hudson. All agreed</i>)	
16	Adoption of Equal Opportunities Policy – the PC re-adopted this policy. (<i>Proposed Mrs Cynthia Curtis, seconded Mrs Kathy Searle. All agreed</i>)	
17	Adoption of Information security Incident Policy – the PC adopted this new policy in line with the GDPR guidelines. (<i>Proposed Mr Martin Crowhurst, seconded Mrs Kathy Searle. All agreed</i>)	
18	Adoption of Information Protection Policy - the PC adopted this new policy in line with the GDPR guidelines. (<i>Proposed Mr Gary James, seconded Mrs Cynthia Curtis. All agreed</i>)	
19	Adoption of filming at meetings policy - the PC adopted this new policy in line with the GDPR guidelines. (<i>Proposed Mr Rob Gore, seconded Mr Gary James. All agreed</i>)	
20	Adoption of Social Media Policy - the PC adopted this new policy in line with the GDPR guidelines. (<i>Proposed Mr Martin Crowhurst, seconded Mr Rob Gore. All agreed</i>)	
21	Adoption of Volunteers Policy – the PC re-adopted this policy. (<i>Proposed Mr Frank Hudson, seconded Mr Gary James. All agreed</i>)	
22	Adoption of Computer & Telephone misuse policy - the PC adopted this new policy in line with the GDPR guidelines. (<i>Proposed Mr Frank Hudson, seconded Mrs Cynthia Curtis. All agreed</i>)	
23	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 Mr Frank Hudson, seconded Mr Martin Crowhurst. All agreed</i>)	
24	Members to sign no changes register of members interests – all councillors present signed the no changes register. The clerk is to ensure that those councillors not present sign asap.	Clerk
25	Councillors to sign Declarations of acceptance of Office – all councillors present signed the declarations of acceptance of office. The clerk is to ensure that those councillors not present sign asap.	Clerk
	End of Annual Meeting of the Parish Council. May meeting continues for the purpose of transacting the following business:	
26	Dispensation Forms received & decisions given - None	
27	Declarations of interest for items on the agenda –Mrs Kathy Searle & Mr Frank Hudson pecuniary interest item 29 - 18/00716/HHFUL 24 Hollidays Road.	
28	Apologies for absence – Mrs Philippa Hope, Cllr Francis, Cllr Carter	
29	<p>Planning:</p> <ul style="list-style-type: none"> • 18/00759/TREE – Tree works – 11 Laxton Grange, Bluntisham. A site visit was carried out by Mrs Kathy Searle & Mr Frank Hudson. The applicant is happy to do the work recommended by HDC Tree Officer which the PC have no objections to. It was voted to APPROVE the application. (<i>Proposed Mr Frank Hudson, seconded Mrs Kathy Searle. All agreed</i>) • 18/00716/HHFUL – single storey rear extension. 24 Holliday’s Road, Bluntisham. A site visit was carried out by Mr Martin Crowhurst on 28th April. He advised that no neighbours object to the demolition of the existing extension and to replace with a single storey with loft space made available by the addition of a pitch roof. The PC voted to APPROVE the application. (<i>Proposed Mr Martin Crowhurst, seconded Mr Gary James. All agreed.</i>) • Rose Homes – open space provision. The clerk shared the correspondence received from Rose Homes and HDC regarding the open space provision for the 	

	<p>site in Wood End. The PC discussed the provision and the potential for increasing Meridian Wood to make a new footpath joining the wood to Nobles Lane footpath. Also to continue to pursue the 30mph speed limit to the edge of the site with a 40mph buffer from the water tower. It was agreed to try and have a road narrowing point at the crossing point similar to one at Somersham that doesn't require street light to make it safer to cross and slow the traffic down entering the village. The clerk is to speak with HDC and Rose Homes.</p>	Clerk
30	<p>Minutes of the Parish Council meeting dated 9th April to be approved and signed by the Chairman – The minutes were signed by the Chairman. (<i>Proposed Mr Martin Crowhurst, seconded Mrs Cynthia Curtis. All agreed.</i>)</p>	
31	<p>Matters arising from previous minutes not on the agenda – None.</p>	
32	<p>County Council & District Council reports Cllr Criswell asked about the previous minutes and the report of white lines on Wood End. The clerk advised it was the centre white lines which have worn away from the corner just past the High Street junction. She advised CCC had reported the work would not be carried out as they were not deemed as necessary. Cllr Criswell advised the cyclepath from Bluntisham to Needingworth is reaching the final phase. The bridge will be delivered in sections from 9th May and this section should be complete by the end of the month. By the middle of the month work should start on the Rectory Road section and work continues on the Earith section. The clerk asked if white indicators would be painted to identify the cycle/pedestrian areas of the path. Cllr Criswell is to check. A speed check was carried out in Wood End on 1st May following several complaints of speeding. Another check will be carried out soon.</p>	Cllr Criswell
33	<p>Data Protection update – the clerk advised of the work carried out so far. This includes an update to relevant policies, VH Hire form, Email contacts, inventory of personal data captured. The Chairman signed the new privacy notice which is to be published on the website. The clerk advised the next stage is to start destroying documents and will be using a shredding company to undertake this work.</p>	Clerk
34	<p>Doctors Surgery – the clerk advised the doctors grant has been reduced by £250 per calendar month dated back to 1st January 2018. The PC discussed the importance of retaining the service but also ensuring value for money for the village. It was agreed to review the lease with the doctors by 20th July which is 3 months notice as per the lease.</p>	Clerk
35	<p>Insurance PC & VH – the clerk obtained quotes for the coming year. Zurich - £2459.40 1yr or £2248.64 3yr Norris & Fisher - £3731.38 1yr No 3yr option Cane & Company - £3099.15 1yr No 3yr option It was agreed to use Zurich for a 3 year period. (<i>Proposed Mr Martin Crowhurst, seconded Mrs Cynthia Curtis. All agreed.</i>)</p>	
36	<p>AGAR – Approve Annual Governance Statement 2017/18 – The PC approved the Annual Governance Statement 2017/18 and the Chairman signed the AGAR. (<i>Proposed Mr Rob Gore, seconded Mrs Kathy Searle. All agreed.</i>)</p>	
37	<p>AGAR – Approve Accounting Statement 2017/18 – The PC approved the Accounting Statement 2017/18 and the Chairman signed the AGAR. (<i>Proposed Mr Rob Gore, seconded Mrs Kathy Searle. All agreed.</i>)</p>	
38	<p>FY2017/18 Accounts to end April 2018 – The clerk went through the first months' accounts and no concerns were raised. Income April - £48,903.20 Expenditure April - £4968.40 (<i>Proposed Mr Frank Hudson, seconded Mr Martin Crowhurst. All agreed.</i>)</p>	
39	<p>Accounts for payment for April</p> <ul style="list-style-type: none"> • BACS run 27th April- £3579.29 authorised by Mr Rob Gore & Mr Martin 	

	Crowhurst (Proposed Mr Martin Crowhurst, seconded Mr Mark Berg. All agreed.)	
40	<p>Village Maintenance:</p> <ul style="list-style-type: none"> • Holiday’s Road footpath – Mr Mark Berg shared a full ecologists report from Patrick Howard in relation to the potential for newts in the pond. The ecologist advised that “if” any newts were present they would only be in the pond and not around the surrounding area therefore it was ok to cut back the overhanging vegetation. He offered to be on site when the works are carried out to supervise. The clerk will contact HDC and schedule the work. <i>Post meeting note: Due to the timing of nesting season this work will be carried out in September.</i> • Meeting Walk Bollard – it was agreed to go ahead and install bollards to prevent any vehicle crossing on this part of the footpath. The clerk has contacted Cllr Criswell to inform him of the suggested location of the bollards, which will be sited not on the footpath but the adjacent grass areas which are unadopted. (Proposed Mr Rob Gore, seconded Mr Frank Hudson. All agreed.) • LHI 2018/19 decision – the clerk shared prices for mobile SID’s which all provide a similar result. Swarco - £2730 + VAT – 1yr warranty Morelock - £2600 + VAT – 1yr warranty ElanCity - £1970 + VAT – 2yr warranty The clerk advised that the reason the ElanCity option is so much cheaper is they only make one product, therefore can produce much cheaper. It was agreed that Mr Mark Berg will try and negotiate with Morelock for a more competitive rate, if not the clerk is to source one unit from ElanCity. (Proposed Mr Gary James, seconded Mr Martin Crowhurst. All agreed.) • Weed spraying - pitches. The clerk advised it’s the time of year to spray the pitches and has had a quote from UK Amenity which is the same price as previous years - £675 + VAT for the 5 hectares. She has tried to obtain other quotes but companies are reluctant to come out for a one off job. It was agreed that unless the clerk can find a cheaper quote to go with UK Amenity for a further year. (Proposed Mr Rob Gore, seconded Mr Frank Hudson. All agreed.) 	<p>Clerk</p> <p>Clerk</p> <p>Clerk/Mark Berg</p> <p>Clerk</p>
41	<p>Committee updates:</p> <ul style="list-style-type: none"> • Allotment – Mr Frank Hudson advised that plots 21b & 28b haven’t been touched as yet and the clerk is to contact to check all is ok. Problems with gaining access to switch on the water due to parked cars was a problem. The clerk is to see if AW will move the location of the stop cock so it is closer to the allotments and cars can’t park on top of it. • Finance Committee – Mr Rob Gore advised that the committee have agreed to critically review budgets sooner in the year to reallocate any potential savings to ensure they are allocated and spent within the financial year. • HMC Committee – Mr Gary James advised he is happy to promote the ukulele event scheduled for 10th November 2018 and money raised from ticket sales is to be split between Magpas and BPC. • Updates from Mrs M Lumb – the clerk shared correspondence from St Ives & District Road Safety Committee regarding improvements to the Wheatsheaf junction and BPC agreed to support any recommendation. The clerk is to write on behalf of BPC confirming this. 	<p>Clerk</p> <p>Gary James</p> <p>Clerk</p>
42	<p>Correspondence received:</p> <ul style="list-style-type: none"> • 3C’s – 100 year celebrations – Mr Gary James advised he was happy to get involved with this on behalf of BPC. The clerk is to check the date of the meeting and confirm asap. <i>Post meeting note: initial meeting was held on 1st May.</i> • Mrs Cynthia Curtis asked if Mr Mark Berg had any luck obtaining any concrete 	

	<p>rings to be used as planters outside the village hall. The clerk is to check if Mick George sells these.</p> <ul style="list-style-type: none"> • Mr Frank Hudson thanked Mr Mark Day and Mr Bob Zitkins for their help with trimming the trees within the Community Orchard. The remaining branches are due to be shredded and the mulch placed around the trees, this work is to be completed asap. • Mr Gary James asked if the clerk could obtain some tarmac to repair the pot hole leading up to the village hall car park. • Mrs Kathy Searle advised that a Notice 13 had been advertised in relation to Barleycroft. Any complaints of unlawfulness are to be passed onto HDC Enforcement who are dealing with the site. • Mrs Kathy Searle advised of overhanging branches along Meeting Walk. These will be cut back asap. • The clerk advised the strimmer is leaking petrol and is unsafe to use. Permission to purchase a similar petrol strimmer from screwfix at a cost of £199.99 was granted. <i>(Proposed Mr Frank Hudson, seconded Mr Gary James. All agreed.)</i> 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
43	<p>Items for consideration (for information only) Meeting closed 10.15pm Next meeting Wednesday 6th June</p>	

Bluntisham 100 club draw took place:

1st place wins £50 – 22 Jane Godfrey

2nd place wins £20 – 35 Geoff Mullee

3rd place wins £10 – 2 Simon Budd

A few numbers remain if anyone is interested in joining the 100 club please contact Cynthia Curtis - blunticyn@gmail.com

Future Meeting dates

Wednesday	4 th July	2018
Wednesday	1 st August	2018
Wednesday	5 th September	2018
Wednesday	3 rd October	2018
Wednesday	7 th November	2018
Wednesday	5 th December	2018