Minutes of the Annual General Meeting of Wimblington Parish Council held on Tuesday 8th May 2018 in the small room of the Parish Hall, Addison Road Wimblington at 7.00 pm.

Present M T Davis (Chairman), Mrs P Amos (Clerk), Cllr Clarke; Cllr Rose; Cllr Dent; Cllr Hennen; Cllr Wright; Cllr Crawford; Cllr Knowles;
Mrs M Moutlon; Mrs P Hart; Mrs J Harding;

Number	Title		Action
0074/18	**Election of chairman and vice-chairman**	The election took place for chairman: Cllr Maureen Davis was unopposed. Proposed: Cllr Knowles; Seconded: Cllr Crawford M Davis was elected as chairman unanimously The election took place for vice-chairman: Cllr Rose was unopposed Proposed: Cllr Clarke; Seconded: Cllr Dent. Cllr Rose was elected as vice-chairman unanimously.	
0075/18	**Apologies for Absence**	PCSO Carol Holloway; Cllr Gowing	
0076/18	**Absentees**	None	
0077/18	**Chairs Additional items**	The chairman explained that the Fun day working group had requested a larger water boiler and as this would be needed for July, it would need to be ordered now. After discussion resolved to purchase from amazon for £68.99 Proposed: Cllr Wright; Seconded: Cllr Crawford MVAS – Cllr Davis explained that the MVAS needs to be moved approx. every 2 weeks. The cost would be £20.00 per MVAS per move (this would include 2 MVAS when the second arrives). Should we decide to only move it once a month this would cost minimum £260.00 per year, or maximum of £520.00 for moving every 2 weeks. After discussion resolved to agree the payment of expenses to C Kendall to move when needed but not to exceed £520.00 p.a. Proposed: Cllr Rose; Seconded: Cllr Wright.	
0078/18	**Co-option**	Mrs Judith Harding had given a presentation at a previous meeting on 9th January. After discussion resolved to co-opt Mrs Harding to the vacant Councillor position. Proposed: Cllr Dent; Seconded: Cllr Rose. All in favour by vote of hands	
0079/18	**Declarations of interest**	Cllr Knowles declared re Planning application No FYR/18/0415/F	
0080/18	**Public participation**	None	
0081/18	**Contact roles**	Councillor contact roles were agreed as: Pauline Crawford - Church John Clarke - Ransonmoor Windmill Panel, Website, Finance Committee Chris Hennen Hook Maureen Davis - Finance Committee; Burnthouse Windmill Panel, Street lighting Julie Dent - Parkfield; WMPF, Cemetery Tony Knowles- Finance Committee Joanne Rose- Parish Hall, Flag Marshall, Neighbourhood Watch and Speed Watch, Fun Day, Christmas Lights Liz Wright - Parish Paths, Allotments Judith Harding - Stonea	
0082/18	**Confirmation of minutes**	RESOLVED – that the minutes of meeting held on 11th April 2018 were correctly recorded and that they be signed as being a true record. Proposed: Cllr Rose; Seconded: Cllr Dent. All in favour.	
0083/18	**Crime report**	Not received	
0084/18	**Fenland District council**	Report by Cllr M Davis: Cllr Davis reported that at the moment most of her District Councillor work is general administration, with nothing specifically relevant to Wimblington. She had though reported to FDC that some of the areas where they undertake grass cutting, were in need of attention.	
0085/18	**Cambridgeshire County Council**	Cllr. Gowing was not able to attend.	
0086/18	**Other Matters**	a) Data Protection Officer – the clerk reported that CAPALC had now made an offer to all member Councils to provide a DPA for the fee of (graded to expenditure) £50.00 per annum. After discussion, resolved to arrange with CAPALC. Proposed: Cllr Crawford; Seconded: Cllr Clarke. b) GDPR – the Chairman proposed that a specific working group be formed to deal with the many issues which need to be addressed. After discussion resolved to create working group of Cllr Davis; Cllr Clarke, and the clerk. Proposed: Cllr Knowles; Seconded: Cllr Hennen.	PA PA MD

		c) PSPO – e-mail forwarded to Cllrs 20.2.18 The clerk explained that FDC can create a public space prevention order, which are used to 'apply restrictions to land to tackle anti-social behaviour'. For this to happen we would have to 'decide if there is an actual need based on evidence that imposing restrictions would in fact benefit the enjoyment for the majority'. After discussion resolved to: investigate creation for WMPF; Eaton estate green; Cemetery; Honeymead play area – clerk to ask for stipulations, particularly: would we waiving any rights re WMPF? c) e-mail from Mrs. Carlin forwarded to Cllrs on 16.3.18 – Intervention against dog fouling collaboration – after discussion, resolved not to join in collaboration, in line with FDC. Proposed: Cllr Harding; Seconded: Cllr Wright, after show of hands unanimous vote. d) Thomas Eaton raffle prize – the clerk had received a flier for the school's Summer Fayre had spoken to the Chair and asked whether the PC could offer a raffle prize. After discussion resolved not to give a raffle prize but to give £100.00 donation towards the new library. Proposed: Cllr Davis; Seconded: Cllr Knowles. e) employee's salaries – the clerk told the meeting that new Government laws had increased the minimum wage to £7.83 per hour, which was the rate for the booking clerk and cleaner shown in payments below. This pay award from 1.4.18. The clerk's salary, to stay in line with the advertised 2 years pay scales from the SLCC/NALC should increase from £11.41 per hour to £ 11.643 as from 1.4.18, probably going up to £11.88 as from 1.4.19 (to be confirmed by SLCC/NALC) at the current spine rate of 24. The spine rate number will change as from 1.4.19 to spine rate 15. This would increase the clerk's salary by £11.70 per month less deductions, to £605.28 from £593.58 per month. In addition, the clerks pension would increase by £14.19 per month to £212.45 from £198.26. Home working allowance to remain the same at £500.00 p.a. The clerk left the meeting for discussion. After discussion resolved to approve increase in hours to 15 and pay increase as above by 2%. This will increase clerks pay to £9081.54 p.a. from £7122.96. Employer pension contributions will rise to £265.63 per month. Proposed: Cllr Knowles; Seconded: Cllr Crawford. f) donation to Wood Green After discussion resolved to make a donation of £50.00 Proposed: Cllr Wright; Seconded: Cllr Dent	PA PA PA PA

0087/18	**Payments**	The members to consider the following: accounts for payment: a)	

Payments		NET	VAT	£
Booking clerk	Booking clerk duties			94.05
Inland revenue	Booking clerk tax			23.40
Cleaner	Hall cleaning			156.60
Clerk	Clerk duties incl. expenses			623.24
Inland revenue	Clerk tax			133.60
LGSS	Pension			307.25
FDC	Hall bins			125.42
FDC	Church bins			125.42
Zurich insurance	Yearly insurance fee			2852.20
Playsafety Ltd	Rospa report	150.50	30.10	180.60
FDC	Replace street light Chapel Ln.	150.00	30.00	180.00
Jez'o	Deposit for fun day	577.50	115.50	693.00
L Johnson	Gardening			60.00
Jays cleaning	Hall windows			21.50
British Gas	Boiler call out	95.00	19.00	114.00
CAPALC	Annual membership fee			452.73
Reads Groundworks	Hall drainage	1675.00	335.00	2010.00
March meats	Bacon buttie morning			75.00
Sales Direct online	Water boiler urn for hall	57.49	11.50	68.99
Event insurance	Fun day insurance			210.00
Yu energy	Hall gas	105.48	5.27	110.75
A&C Howson	Weedkiller	31.65	6.33	37.98
I Cooper	Internal audit			275.00
Joker entert'ment	Fun day clowns	940.00	188.00	1128.00
L Johnson	Gardening at hall & Cemetery			60.00
Zurich	Speedwatch 50/50			56.00
Reads groundworks	Rest of inv phase 1 hall drains	444.17	88.83	533.00

		= Previously approved by Chairman or at previous meeting = Invoices received after agenda had been advertised All payments to be made - Proposed: Cllr ; Seconded: Cllr ; all in favour. The annual governance statement: b) Annual Governance Statement – was read out to the meeting by the Chairman - internal control: resolved to tick 'yes' to sections 1-8 Section 9 is N/A. *Internal audit was read to the meeting and approved.* Proposed: Cllr Rose Seconded: Cllr Dent. The Annual Governance Statement was signed and dated by the clerk and the Chairman. c) Annual Accounts –(i) consider the Accounting Statements by the members meeting as a whole: All Councillors had received by e-mail a copy of the accounts on 7.5.18 read out by chairman. Proposed: Cllr Wright; Seconded: Cllr Dent. (ii) approve the Accounting Statements by resolution – resolved to approve the Accounting statement. Proposed: Cllr Clarke Seconded: Cllr Wright. All in favour. (iii) ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given – Completed as above. d) Risk Management & health & Safety – To review Standing Orders, Financial Regulations, Cemetery Fees and other Council documents. The clerk reported that there were several significant increases to Fenland District Council cemetery fees. Grants of exclusive rights had increased for a burial plot by £50.00 and for a cremated remains plot by £25.00. Interment fees were the most drastically increased, being now £815.00 from £620.00 for a burial plot with just a £5.00 increase from £215.00 to £220.00 for a cremated remains plot . After discussion, it was resolved to keep fees as those of FDC. Proposed: Cllr Knowles. Seconded: Cllr Clarke Standing Orders & Financial Regulations – review to take place at the June meeting	
0088/18	**Risk Management and Health & Safety**	a) To review policies/procedures – Cllr Clarke to report: Further to minute 0056/17 Cllr Clarke reported that the new Privacy Policy and e-mail policy which was forwarded to Councillors on24.4.18 Resolved to approve both. Proposed: Cllr Rose; Seconded: Cllr Dent	

0089/18	**Planning**	**Planning:** The clerk reported that the following planning applications had been received for comment; After discussion it was resolved to: F/2004/17/CW, Plasgran Manea Rd. Partial demolition of existing maintenance shed and erection of detached finished goods building and extension to existing granulation building to create storage canopy, both for storage of processed material awaiting collection together with retention of side walls to covered finished goods store canopy, roof extension on storage and compounding building, acoustic barriers on front and side of separation and compounding building, concrete storage bunkers, extended concrete hard standing to rear of open yard, increase in water reservoir size and capacity and use of outdoor bailing machine in yard – *no objections* F/YR17/1168/F, Data shredders Land North Of 20 Eastwood Industrial Estate Eastwood End, change of use from agricultural field to B8 (Storage & Distribution) to create lorry, trailer and mobile shredding machine storage, siting of weighbridge and erection of 2.0-metre-high fencing and gates – *Object – highways; noise; effect on wildlife/change of use from agricultural. Disruption to right of way, needs new service road.* F/YR18/0347/F Lyons Farm Reservoirs Wimblington Road Manea, Siting of a temporary caravan for residential purposes to provide 24hr site security (retrospective) – F/YR18/0385/O; Land North Of 3A - 9 Bridge Lane. Erection of up to 7 x dwellings involving the demolition of an existing commercial building (Outline application with all matters reserved) – *no objections* F/YR18/0415/F: Land South Of 24 Addison Road - Erection of a 3-storey 5/6-bed dwelling with detached workplace - *Object on grounds of excess noise, access, change of use of land. Loss of wildlife habitat. Workshop/facilities too large for a one-man business. Losing green space. Still within conservation. Out of character.*	PA MD

0090/18	**Highway matters/Street lighting/ Transport**	a) Street lights reported issues: none reported. Cllr Davis read out a letter from FDC regarding date for decision re lights maintenance put off until 25th May. Electrical Testing letter advised June 6th date for their start of work in Doddington, Wimblington to follow. Form to be completed by WPC, still to come from Electrical Testing/Cambs.CC. b) Footpaths and highways issues: none reported. Cllr Davis has chased CCC to complete the repair of potholes within the village. Cllr Rose reported that the barrier at the top of King St has still not be repaired MTD to chase. Bridge Lane to Hassocks way now overgrown but cannot be cut at the moment until birds have finished nesting. This has been logged with FDC. The clerk reported that the Pastros software would not run on the Parish council's PC as the Norton security package removed it saying it was not safe, on at least 5 occasions. To date Swarco cannot come up with a solution. Cllr Rose has been told that Pastros is only supposed to be used on a tablet and continue to chase Swarco for resolution – clerk to look into purchase of tablet. Proposed: Cllr Clarke; Seconded: Cllr Dent	MD PA
0091/18	**War Memorial playing field**	Further to minute 0072/17: a) ROSPA report – the clerk had forwarded the report to Cllrs on 16.4.18. 3 minor works rated as 'low' risk' were reported, 1 bolt missing; gate a little low; small repair to rubber mat needed. The bolt had already been replaced and a quote to address the other 2 items had been requested. After discussion clerk to present quote at next meeting. b) WMPF – Cllr Dent reported that all is well apart from only partial grass cut – clerk to report c) quotation re pavilion – the clerk reported that a quotation from Colin Harnes had been received for repairs to the pavilion. This was for replacing all facia, repairing all brick and plasterwork and installing new guttering to both buildings at a cost of £1630.00 incl. After discussion resolved to approve. Proposed: Cllr Hennen; Seconded: Cllr Dent. Clerk to speak to Reads for drains work at pavilion. .	PA PA PA
0092/18	**Parkfield**	Parkfield – a) Cllr Dent reported that business was steady. The introduction of food is proving to be popular and breakfast is now available on Saturday mornings.	
0093/18	**New Cemetery/ Churchyard**	Further to minute 0061/17: a) Cemetery. Nothing new to report. Clerk and MD to check fencing b) St Peters Church – nothing to report	PA MD
0094/18	**Parish Hall**	a) FDC lease – The chairman explained that the lease had now been received and after discussion with the Solicitor, the Parish Council need to appoint 2 members as signatories, by resolution. After discussion it was resolved to appoint Cllr Maureen Davis and Cllr Joanne Rose. Proposed: Cllr Clarke; Seconded: Cllr Dent. b) second quote for ceiling to be sought	PA
0095/18	**Allotments**	Cllr Wright had nothing to report	
0096/18	**Fun Day/Christmas Lights**	a) Fun Day: Cllr Rose reported that Fun day insurance has been found and is within the payments above. Almost 20 stalls have already been booked. Clowns etc also booked. A grant has been applied for from Fisher Parkinson towards the cost of the Fun day. b) Christmas Lights: The recent Bacon Buttie morning raise just over £800.00. Royal wedding lunch will be on 19th May. The local sky diving centre have donated a photograph of the village for the village calendar. More photos are being taken, the calendar will cost £6 pre-ordered £8 otherwise.	
0097/18	**Correspondence**	PCSO has written to Cllr Davis asking for WPC to remove the yellow road lines on March Rd. opposite Knowles yard, to facilitate resident parking. PCSO Holloway suggested funding by LHI bid. After discussion resolved not to use LHI bid for this.	
0098/18	**Date of next meeting**	Next meeting: Tuesday 12th June 2018. Meeting closed at: 21.15	