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**Minutes of the Bluntisham Parish Council AGM
Wednesday 1st May 2019 at 8.00pm in The Village Hall, Mill Lane,
Bluntisham**

Present: Chairman Mr Mark Berg, Mr Rob Gore, Mr Frank Hudson, Mrs Philippa Hope, Mrs Cynthia Curtis, Mrs Jayne Smith, & Mrs Tracey Davidson (Clerk)

Also present: 3 x member of the public & Cllr Jon Neish & Cllr Steve Criswell

	Open forum The Chairman opened the meeting and welcomed the public. No items were raised. Meeting opened at 8.01pm	
1	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 Frank Hudson. 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 – click here for a copy of the chairman’s report.	
4	Election of Vice Chairman – Mr Gary James was proposed by Mr Frank Hudson who had agreed ahead of the meeting to stand as Vice Chair. <i>(Proposed Mr Frank Hudson, seconded Mrs Cynthia Curtis. All agreed.)</i>	
5	Election of Responsible Finance Officer – the clerk was elected as RFO. <i>(Proposed Mr Frank Hudson, seconded Mrs Cynthia Curtis. All agreed.)</i>	
6	Election of Committees & Representative 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, Mrs Jayne Smith. Footpaths & Allotments – Mr Frank Hudson, Mr Roger Steel Planning Officers – Mrs Kathy Searle, Mrs Cynthia Curtis, Mrs Philippa Hope, Mrs Jayne Smith, Mr Gary James, Mr Frank Hudson. Tree Warden – Mr Frank Hudson, Mr Roger Steel Feoffees representative – Mr Frank Hudson Highway, Hanson, road safety, HCV, ENVAR – Mrs Margaret Lumb. Mrs Philippa Hope asked to be included as an ENVAR representative. <i>(Proposed Mr Rob Gore, seconded Mrs Cynthia Curtis. All agreed.)</i>	
7	Election of village charities representative – Mrs Sue Everest & Mrs Jane Godfrey agreed to continue as charities representatives. <i>(Proposed Mr Rob Gore, seconded Mrs Cynthia Curtis. All agreed.)</i>	
8	Confirmation of Internal Auditor for FY2019/20 - the PC proposed to appoint Michael Williamson as internal auditor for 2019/20. <i>(Proposed Mr Rob Gore, seconded Mrs Cynthia Curtis. All agreed.)</i>	
9	Adoption of Code of Conduct – the PC readopted this policy. <i>(Proposed Mr Rob Gore, seconded Mrs Cynthia Curtis. All agreed.)</i>	
10	Adoption of Standing orders – the PC readopted this policy. <i>(Proposed Mr Rob Gore, seconded Mrs Cynthia Curtis. All agreed.)</i>	
11	Adoption of Financial Regulations – the PC readopted this policy. <i>(Proposed Mr Rob Gore, seconded Mrs Cynthia Curtis. All agreed.)</i>	

12	Adoption of Financial Risk Assessment - the PC readopted this policy. (<i>Proposed Mr Rob Gore, seconded Mrs Cynthia Curtis. All agreed.</i>)	
13	Adoption of Risk Management Policy - the PC readopted this policy. (<i>Proposed Mr Rob Gore, seconded Mrs Cynthia Curtis. All agreed.</i>)	
14	Adoption of Model Publication Scheme - the PC readopted this policy. (<i>Proposed Mr Rob Gore, seconded Mrs Cynthia Curtis. All agreed.</i>)	
15	Adoption of Complaints Procedure - the PC readopted this policy. (<i>Proposed Mr Rob Gore, seconded Mrs Cynthia Curtis. All agreed.</i>)	
16	Adoption of Equal Opportunities Policy - the PC readopted this policy. (<i>Proposed Mr Rob Gore, seconded Mrs Cynthia Curtis. All agreed.</i>)	
17	Adoption of Information security Incident Policy - the PC readopted this policy. (<i>Proposed Mr Rob Gore, seconded Mrs Cynthia Curtis. All agreed.</i>)	
18	Adoption of Information Protection Policy - the PC readopted this policy. (<i>Proposed Mr Rob Gore, seconded Mrs Cynthia Curtis. All agreed.</i>)	
19	Adoption of Filming at Meetings Policy - the PC readopted this policy. (<i>Proposed Mr Rob Gore, seconded Mrs Cynthia Curtis. All agreed.</i>)	
20	Adoption of Social Media Policy - the PC readopted this policy. (<i>Proposed Mr Rob Gore, seconded Mrs Cynthia Curtis. All agreed.</i>)	
21	Adoption of Volunteers Policy - the PC readopted this policy. (<i>Proposed Mr Rob Gore, seconded Mrs Cynthia Curtis. All agreed.</i>)	
22	Adoption of Computer & Telephone misuse Policy - the PC readopted this policy. (<i>Proposed Mr Rob Gore, 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 footpaths. The PC readopted this. (<i>Proposed Mrs Philippa Hope, seconded Mrs Cynthia Curtis. All agreed.</i>)	
24	Members to sign new 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 and decisions given - None	
27	Declarations of interest for items on the agenda – Mrs Philippa Hope pecuniary interest item 37 BACS run 26 th April.	
28	Apologies for absence – Mr Gary James, Mrs Kathy Searle. No contact from Cllr Besley.	
29	Co-opt new member(s) – It was agreed to co-opt Mr Roger Steel onto the council following the recent resignation of Mr Martin Crowhurst. The clerk is to ensure Mr Steel signs the declaration of acceptance of office and members interests. (<i>Proposed Mrs Cynthia Curtis, seconded Mr Rob Gore. All agreed.</i>)	Clerk
30	Planning: <ul style="list-style-type: none"> • Mr Mark Berg attended DMC on 15th April to represent the PC with application 19/00313/PIP. The DMC approved the application with tilted balance despite the PC’s objections. • Enforcement Update 17/00158/ENBOC – Station Road. No update provided 18/00171/ENBDOM – The Witches Twist Chicken Farm. No update provided 18/00255/ENCARA – Sunrise Meadows – No update provided. It was agreed to get advice from LCPAS regarding potential legal action to the lack of action taken by HDC Enforcement despite regular correspondence requesting updates from the clerk. The clerk is to share cases with Cllr Jon Neish to try and get some answers ahead of the next PC meeting.	Clerk

	<ul style="list-style-type: none"> • Street name suggestions – Rose Homes – suggestions included Meridian Close, Victoria Way and other plum streets. It was agreed to suggest Meridian Close. <i>(Proposed Mr Frank Hudson, seconded Mrs Philippa Hope. All agreed.)</i> • Landscape Plan – Rose Homes – the PC reviewed the plan and found it difficult to understand what was being planted. It was agreed the clerk is to speak with Rose Homes and ask for an updated plan once the residents of 52 Wood End are happy with the plan. Fencing is to be erected to properties 11 – 17 to ensure protection of the existing hedgerow bordering Meridian Wood is retained. It was agreed for the clerk to take some photographs of the hedge ahead of the development to ensure the hedge remains protected in the future and that no incursion can be made from the properties to Meridian Wood. • Cambridgeshire & Peterborough Minerals & Waste Local Plan Further Draft consultation - Mrs Philippa Hope raised concern with the traffic survey dated 2006 and the routing on local roads. It was recommended the PC comment as follows: Have the environmental issues been considered based on the traffic survey being so out of date? The PC would like to see enforcement for routing using local roads. • Mrs Philippa Hope confirmed she had read the slides from the recent planning training held at HDC. 	Clerk
		Clerk
		Clerk
31	Minutes of the Parish Council meeting dated 10th April to be approved and signed by the Chairman – The minutes were signed by the Chairman. <i>(Proposed Mr Frank Hudson, seconded Mrs Jayne Smith. All agreed.)</i>	
32	Matters arising from previous minutes not on the agenda – None	
33	<p>County Council & District Council reports:</p> <p>Cllr Criswell advised the planning application for the new road using the old railway line in Somersham for Mick George lorries has been approved by HDC. Fewer large vehicles will be travelling through Bluntisham & Colne.</p> <p>Cllr Neish congratulated Mr Mark Berg on his re-election as Chairman. HDC have now received the report from the planning inspectorate on the examination of the Huntingdonshire Local Plan and it is hoped the plan is formally adopted at the next full council meeting to be held on 15th May 2019. Once adopted the plan will be used by planning officers and DMC with immediate effect.</p> <p>The clerk is to speak with HDC Planning about the decision notice for application 17/01015/OUT and the S106 in light of the local Plan and application 17/00906/OUT. The clerk has not heard from Cllr Besley.</p>	Clerk
34	Heritage Project Update – Mrs Philippa Hope advised the initial meeting was well attended and applications for initial start up funds have been submitted. Bluntisham 100 club has donated £300 and the Saywell charity has also been approached. An application to the National Lottery Heritage Grant has been started and will be submitted asap. The next step is to set up a website and to send out leaflets asking for information to all households. It was agreed that the clerk could manage the accounts for this project within the PC budget. The PC agreed spending of amounts up to £25 could be made without prior approval of the PC, within budget, any amounts higher need to be approved by the PC. No payments beyond the total of earmarked/donated funds will be sanctioned. Mrs Philippa Hope asked for the domain expenditure including storage and flyer to be approved. Domain cost £80 & flyer approx. £70. This was approved. <i>(Proposed Mr Rob Gore, seconded Mrs Cynthia Curtis. All agreed.)</i>	
35	Pension update – re-enrolment legal duties. The clerk advised the PC needs to re-enrol within the pension scheme as it has been 3 years since the initial start up. All agreed the NEST scheme works well and approved the continuation of the scheme with the existing pension rates. <i>(Proposed Mrs Philippa Hope, seconded Mrs Cynthia Curtis. All agreed.)</i>	
36	FY2019/20 Accounts to end April 2019 – The clerk shared the accounts for the month. The clerk advised the large gas bill is due to reissue of one bill and Feb & March bills, an apology has been received from ESPO following	

	<p>the clerks complaint. The clerk is to amend the accounts and budget to include the heritage project income and expenditure and also the village hall energy improvements. The clerk is to remind the football and cricket clubs of the weekly grass cutting and if additional cuts are required these will be invoiced. Income April - £50604.80 Expenditure April - £5369.23 Bank Balance: £72059.04 (Proposed Mrs Philippa Hope, seconded Mrs Cynthia Curtis. All agreed.)</p>	Clerk
37	<p>Accounts for payment for April</p> <ul style="list-style-type: none"> BACS run 26th April- £3766.82 authorised by Mrs Kathy Searle & Mrs Cynthia Curtis (Proposed Mr Frank Hudson seconded Mrs Jayne Smith. All agreed.) 	
38	<p>Village Maintenance & events:</p> <ul style="list-style-type: none"> Beer Festival – the clerk shared correspondence received from the committee and the PC were asked for a financial commitment. The PC agreed that in order to commit financially more detail was required. The clerk is to advise that a copy of the business /financial plan is required before a decision can be reached. The PC agreed to include this as part of the extraordinary meeting on 15th May if this information is received by 10th May. Weed Spraying – it was agreed to go ahead and spray the pitches to keep the weeds out. (Proposed Mr Rob Gore, seconded Mrs Cynthia Curtis. All agreed.) Bus shelter repairs – the clerk advised that she has only received one quote to date, but further quotes are outstanding. It was agreed the work needs to be done asap so if the other quotes are no lower to go ahead. The work includes a fire retardant material which is thicker than the existing plasterboard and for the whole ceiling to be done. Quote 1 - £450.00. (Proposed Mr Rob Gore, seconded Mr Frank Hudson. All agreed.) Village hall LED lighting – the clerk shared 4 quotes received for replacing the lights in the village hall with LED units. To include a dimmer function in the main hall and the existing sensors in the toilets and changing rooms and emergency lighting. GEWISS - £7771 LCS Energy - £7111 – no emergency lights 3EUK - £6088 GGLS - £7087 - no guarantee detail provided It was agreed the clerk is to go back to GEWISS and 3EUK for further details to ensure both quotes are equal and to report back to the next meeting for a decision. The clerk is to update the accounts to include this expenditure as approved by the finance committee and ratified at the full meeting on 3rd April 2019. SID update – the clerk is to move the SID next week and will upload the data at this time. Meridian Wood – the clerk shared correspondence from the woodland trust asking if the PC would take the responsibility back for this site. The clerk asked if support would be given if the PC had a problem/query which was confirmed. Based on this detail and the current volunteer(s) agreement to continue to maintain the wood the PC voted to take the responsibility back. A suggestion to offer other groups in the village the opportunity to maintain the area was made. (Proposed Mrs Philippa Hope, seconded Mrs Cynthia Curtis. All agreed.) A14 Legacy fund – the clerk advised of the procedure for applying for this one off donation following attendance at a meeting with Pam Hobson, Stakeholder Director, A14 Integrated Delivery Team. Up to three village improvement items are to be submitted, however, it is likely that only one will be funded. The PC suggested resurfacing of the village hall carpark to include lines, improvements to the dog walk (village mile) surface, improvements to the existing footpath along Holliday’s Road. It 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>was agreed the car park is to the priority as this is a large sum of money which the PC is unlikely to receive again. It will provide a benefit to all hall users including those using the play park and will increase the parking allocation. The clerk is to complete the application form and submit along with the allocated quotes. (<i>Proposed Mr Frank Hudson, seconded Mrs Cynthia Curtis. All agreed.</i>)</p> <ul style="list-style-type: none"> LHI 2019/20 – the clerk advised that the project engineer allocated to this project is Jo Challis who is currently on long term sick leave but the work is to be carried out in line with the housing development so is unlikely to start until next year. 	
39	<p>Committee updates:</p> <ul style="list-style-type: none"> Allotment – Mr Frank Hudson advised that plots 21b, 25a & b & 28b have not been worked on. The clerk is to contact plot holders to remind of their responsibilities. Reports from Mrs Margaret Lumb. Nothing to report. 	Clerk
40	<p>Correspondence received</p> <ul style="list-style-type: none"> CAPALC – membership fees. The clerk advised the annual membership costs for this year are £459.93. The PC voted to REJECT joining. (<i>Proposed Mr Rob Gore, seconded Mrs Philippa Hope. All agreed.</i>) 	
41	<p>Items for consideration (for information only)</p> <p>The clerk advised that following the annual inspection of the parish assets the middle bench on the Mill Lane side of the cricket pitch is damaged and needs urgent removal. It was agreed this needs to be removed asap. The clerk suggested a replacement bench and it was suggested the bench which has been privately funded in memory of Joan Gutteridge be placed in this location.</p> <p>Mr Frank Hudson advised he had received complaints about parking on Wood End. The clerk advised that all reports need to be made to the police directly.</p> <p>Meeting closed 10.30pm Next meeting Wednesday 15th May 2019.</p>	Clerk

Bluntisham 100 club draw took place:

1st place wins £50 – 75 Jackie Sibson

2nd place wins £20 – 88 Terry Diamond

3rd place wins £10 – 5 Robin Carter

A few numbers remain if anyone is interested in joining the 100 club please contact

Cynthia Curtis – BPC.cynthiacurtis@gmail.com

Future Meeting dates

Wednesday	5 th June	2019
Wednesday	3 rd July	2019
Wednesday	7 th August	2019
Wednesday	4 th September	2019
Wednesday	2 nd October	2019
Wednesday	6 th November	2019
Wednesday	4 th December	2019