MINUTES OF A MEETING OF PEAKIRK PARISH COUNCIL HELD ON MONDAY 21ST MAY 2018 IN THE VILLAGE HALL, STARTING AT 7.30PM

Present: Cllrs Henry Clark, Gary Wright, Emma Crowson, Sally Jackson, Roy Pettitt and Greg Prior.

Also in attendance: Angela Hankins (Clerk) and 3 residents.

1. Cllr Henry Clerk was elected unanimously as Chairman.

2. The Chairman signed a Declaration of Acceptance of Office of Chairman.

3 Apologies received from Cllr David Fovargue.

4. No declarations of interest were recorded.

5. Cllr Sally Jackson was elected unanimously as Vice-Chair.

6. Cllrs Roy Pettitt and David Fovargue were appointed to serve on the planning working group.

7. Representatives were appointed to/for the under-mentioned as follows:

 (a) Media/ Publicity – Emma Crowson

 (b) CAPALC - Henry Clark

 (c) Peterborough Parish Liaison Committee – Henry Clark

 (d)) Planning Users Forum – Roy Pettitt

 (e) Northern Footpath Forum – Sally Jackson, with Henry Clark as deputy

 (f) Village Hall Committee – Roy Pettitt, with David Fovargue as deputy

8. It was agreed that dates and times of ordinary meetings for the period

January 2019– December 2019 should continue with the 3rd Monday as present. The date for the Annual Parish Meeting was approved for Tuesday 14th May at 7.15pm.

***Clerk to confirm dates with Village Hall Booking Secretary.***

9. Members considered previous policy decisions and procedures in relation to:

 (a) Charitable donations - reaffirmed

 (b) Planning applications - reaffirmed

(c) Purchase/laying of poppy wreath - an amendment was agreed as “the laying of a poppy wreath on the Village Monument will be continued each year, a new wreath being purchased if necessary using the Chairman’s Allowance.”

 (d) Complaints procedure - reaffirmed

 (e) Communications policy - reaffirmed

 (f) Terms of reference for representation on outside bodies - reaffirmed

 (g) Sustainable procurement policy - reaffirmed

 (h) Grievance and disciplinary procedure - reaffirmed

It was agreed to include on future lists the Planning pre-application discussion / meeting policy agreed on 17 July 2017.

10. Public question time: Rebecca Neaverson, representing Newborough Young Farmers spoke of a traffic incident occurring during the recent Tractor Road Run.

 HC requested that information be provided to residents prior to the event.

11. The minutes of the previous meeting dated 16th April 2018 were approved as a true record.

12. Correspondence:

 12.1 Members noted 17th September as the date agreed for the attendance of the local MP.

 ***Clerk to check whether village hall could be available from 7.00pm and advise MP accordingly.***

12.2 Members were advised of a letter from the City Council relating to the review of guidance and procedures relating to assets of community value.

 The Clerk queried whether a fresh application was to be made.

 ***Councillors Crowson and Clerk to explore situation and guidance available from CAMRA and report to next meeting.***

 ***In relation to the application for listing of the allotments as an asset of community value Cllr Crowson to obtain more information and liaise with the Clerk.***

12.3 The Clerk advised of an anonymous and abusive e-mail received.

13. Planning: It was noted that application 18/00636/CTR for re-pollarding of a Crack Willow at 9 Thorney Road was permitted. No other applications had been received.

14. Finance:

14.1 The budget review to 30 April 2108 was noted.

14.2 Approval given for reimbursement to Mr D Hankins in the sum of £6.69 for refreshments for Annual Parish Meeting.

14.3 Members approved payment of salary and expenses for April to Mrs A Hankins.

14.4 Approval given for payment to HMRC for PAYE.

14.5 Approval given for payment to CAPALC for affiliation for period 1.4.18 to 30.6.2019 in the sum of £195.

14.6 Members agreed payment of membership fee of £36 to CPRE for annual subscription due 04/06/2018.

14.7 Approval given to payment of invoice to Mr Harding in the sum of £270 for grass-cutting for March/April.

14.8 Members approved renewal of insurance with Inspire on a 3-year Long Term Agreement , the annual premium being £410.95.

14.9 Members approved the appointment of Mr Rod Gall as internal auditor for a further year.

14.10 Members considered the system of internal control and agreed it to be effective.

14.11 Approval was given to the Annual Governance Statement.

 ***Clerk to consider the risk register previously used.***

Members approved the Asset and Property Register.

14.12 Members considered and resolved to approve the Accounting Statements.

14.13 The Certificate of Exemption from a limited assurance review was certified.

15. Maintenance:

15.1 The Clerk advised that there was no progress to report in relation to the graffiti on the bridge.

 ***Clerk to chase Cllrs Holdich/ Hiller.***

15.2 Cllr Pettitt reported that various pot-holes around the village had been identified and reported to the City Council several weeks ago. Some are still out-standing.

 ***Cllr Pettitt to send reminder . Other councillors to submit reports on-line.***

 ***Clerk to contact Lee Moore in relation to annual walk-about – Cllrs Pettitt and Wright to attend.***

15.3 It was noted that the Jubilee Oak plaque is with Mr Harding for repair.

 ***Cllr Pettitt to advise Clerk if still unrepaired in 3 weeks.***

15.4 Cllr Pettitt reported that he had received a request for the Holly Tree on the Village Green at the corner of Chestnut Close/ Deeping Road to be remove on the grounds that it detracts from the Holm Oak and is leaning. Members felt that there would be no reason to remove the tree as long as it is not a danger.

 ***Clerk to contact John Wilcockson and request that an opinion is sought as part of the tree-survey.***

16. Traffic management / road safety:

16.1 Cllr Wright provided an update from the working group. Data gathering continues with speed checks having been undertaken on St Pegas Road and Meadow Road. Most motorists were travelling at a reasonable speed, but with spikes of excessive speed. A further update will be provided to the next meeting, with 500-1,000 readings needed to be statistically viable.

16.2 Members noted concerns raised by Cllr Prior in relation to agricultural vehicles using Rectory Lane, where cars are already parking partly on the pavement.

 ***Clerk to contact the Diocese of Peterborough, the landowners, to make them aware of the problem.***

16.3 The Clerk advised of ongoing correspondence with Carter Jonas, the managing agents of the Glebe Field adjacent to Deeping Road, in relation to the escape of horses onto the road.

17. Cllr Jackson advised that the defibrillator is fully active and checked regularly but the VETS telephone scheme remains unviable due to many people having call-answering systems. She is still researching possible alternatives. A further training session, which could be widened out to include general first aid to be organised.

 ***Clerk to check money remaining in budget and advise Cllr Jackson.***

18. Cllr Wright advised that the Peakirk Emergency Plan was almost complete.

 ***Cllr Wright to circulate draft to members this week for comment, adoption of the plan to be put on the agenda of the next meeting.***

19. Cllr Jackson advised that terms of reference and a time-table have been agreed for the St Pega Project which remains work in progress.

20. Cllr Clark reported on behalf of the Northern Footpath Forum. The main focus remains the bridge over the Welland – 2 remaining hurdles are flood consent from the Environment Agency and a right of way established over the river. Deeping St James Parsih Council are dealing with both issues.

21. Cllr Clark advised that as a responsible authority the parish council has to comply with GDPR. The council need s to assess what is collected, why, how and how long for. It was agreed that this exercise would be started using the NALC toolkit. The requirement to have a Data Protection Officer has been removed from Parish Councils following a motion in Parliament, but is awaiting Royal Assent.

22. Cllr Clark confirmed that £805.84 had been received from the Transparency Fund toward setting up a new web-site. Part of the grant will pay for Microsoft Office if needed.

 ***Cllr Clark to contact Visition ITC for an up-dated quote.***

23. Terms for the re-appointment of Angela Hankins as the Clerk were agreed with the salary at SCP 32 effective from 1st May.

24. Councillors reports:

 Cllr Prior advised that he had undertaken weed control in front of the yew hedge at the Village Green.

 The disease seen on some yew trees within the village is Leaf-Scale insect from which the trees should recover, not the deadly yew disease originally thought.

25. The date of the next meeting was noted as Monday 18th June for which apologies were given by both the Clerk and Cllr Clark. It was agreed that Cllr Jackson will chair the meeting and Cllr Crowson will take the minutes.

 There being no further business the meeting closed at 9.30pm.