

Wyton on the Hill Parish Council

Parish Clerk – Ms Nykki Webber, 2 Anderson Drive, St Ives, Cambs. PE27 6AF
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The Annual General Meeting of Wyton on the Hill Parish Council was held on Tuesday 15 May 2018 at 7.00pm at Wyton on the Hill County Primary School

Present: Councillor Susan Brown (Chairperson), Councillor Graham Cunnick, Councillor Nikita Hirst, Councillor R. Howe (Chairman from 02-05/18), Councillor Ken Sabir, Councillor Samantha Sharp..

In Attendance: Mrs. C. Bilverstone (Interim Clerk), Councillor Dew (District Councillor), Councillor Robin Howe, Councillor David Keane (District Councillor), Ms. N. Webber (Clerk) and ten members of the public.

MINUTES

- 01-05/18 To elect the chairman of the council and to receive the chairman's declaration of acceptance of office.**
Councillor Howe opened the meeting and invited nominations for the chairman of the council. Councillor Howe nominated Councillor Brown. There being no further nominations, Councillor Sabir seconded the proposal. All were in favour and it was **resolved** to appoint Councillor Brown as chairman of Wyton on the Hill Parish Council.
Councillor Brown signed the chairman's declaration of office. She thanked Councillor Howe who had been elected in his role as district councillor to this parish council in March to maintain a quorum. His support whilst this council has undergone a difficult period has been much appreciated.
- 02-05/18 To elect the vice chairman and to receive the vice chairman's declaration of acceptance of office.**
Councillor Brown invited nominations for the vice chairman of the council. Councillor Brown nominated Councillor Sabir. There being no further nominations, Councillor Sharp seconded the proposal. All were in favour and it was **resolved** to appoint Councillor Sabir as vice chairman of Wyton on the Hill Parish Council.
- 03-05/18 Following the election on 03 May, to receive the declaration of acceptance of office and declaration of disclosable pecuniary interests from all councillors.**
All councillors signed the forms and handed them back to the parish clerk for registration with the district council.
- 04-05/18 To receive and approve apologies for absence.** There were no apologies for absence
- 05-05/18 To receive declarations of interest.**
Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Wyton on the Hill Parish Council Code of Conduct for Members and by the Localism Act 2011. There were no declarations of interest.
- 06-05/18 To receive an update regarding the recruitment of a parish clerk & responsible financial officer (ref. 133-03/18.6) and to welcome Ms Nicola (Nykki) Webber as Clerk and Responsible Financial Officer to Wyton on the Hill Parish Council.**
Three applicants attended interview with Councillor Brown, Councillor Howe and Mrs Bilverstone on 02 May. All three applicants were of a high standard but Ms Nykki Webber presented a CV outlining an impressive administrative and marketing background together with energy and enthusiasm to make a difference to this parish. Ms. Webber does not have a local council background but she will work alongside Mrs Bilverstone for one month; she will start training for the Certificate in Local Council Administration on 16 May; and attend the internal audit on 18 May.
- 06-05/18.1 To confirm the new business address and contact details for Wyton on the Hill Parish Council.**

The business address will be: 2 Anderson Drive, St Ives, Cambs. PE27 6AF. Email: pc.wytononthehill.com
Telephone: 07444 773281 The website will be updated accordingly and shared with the council.

07-05/18 Adoption of policy documents.

- 07-05/18.1 To consider the adoption of Standing Orders (revised 2018 to reflect changes in legislation since 2013).
As the Standing Orders had not been read by the councillors the Council decided to defer this to the next meeting in June.
- 07-05/18.2 To review consider re-adoption of Financial Regulations and The Code of Conduct
As above, this item was deferred to the next meeting.

With reference to 132-03/18 The following policy documents will be prepared and considered for adoption in the near future:

Governance: Media Policy, Complaints Procedure, Equal Opportunities and Social Inclusion Policy, Management of Records Policy

Freedom of Information & Data Protection: Freedom of Information Publication Scheme (The parish council is waiting for further guidance from CAPALC regarding compliance with the General Data Protection Regulation which will take effect from 25 May 2018).

Health & Safety & Risk Management: Health & Safety Advice and Policy, Risk Management Procedures, Risk Management Policy

Community: Community Engagement Action Plan and Policy, Grant Awarding Policy, Volunteer Policy

Parish Council Personnel: Training and Development Statement of Intent, Disciplinary & Grievance Procedure

Parish Assets: Schedule of Assets and Investments, Biodiversity Statement)

08-05/18 To receive and approve the minutes of the parish council meeting held on 10 April 2018.

The minutes of the meeting of Wyton on the Hill Parish Council held on 10 April 2018 had been circulated in advance following their informal approval by the chairman. Councillor Sabir proposed acceptance of the minutes. Councillor Cunnick seconded the proposal. All who had been present at the meeting were in favour and it was **resolved** to do so. Councillor Howe (the chairman of that meeting) signed the minutes.

09-05/18 Matters arising or carried forward from the previous meeting.

- 09-05/18.1 To receive an update regarding the transfer of the parish council's banking arrangements from Barclays Bank PLC to with Unity Trust Bank PLC (ref. 133-03/18.4).
Unity Trust Bank has confirmed that the application was received on 13 April. The bank has apologised for the delay in opening the new accounts. Another form has been sent to be filled in. It is hoped that this will be accomplished with the minimum of delay and the accounts should be operational by the time of the next meeting.
- 09-05/18.2 To receive an update on the Sawtry Way speed restriction project and the unlit traffic islands (ref. Feb. 2018).
Councillor Cunnick will confirm that the next step regarding the Sawtry way speed reduction and the traffic island initiatives would be to gather support and approval from all communities and businesses affected by excessive speeding (including Pinehill Park, RAF Wyton and companies along Sawtry way). David McCandless, Community Roadwatch has offered to write to local businesses on the parish council's behalf and suggested that support is sought from the community via a newsletter. Councillor Brown has conducted a survey via Facebook. Councillor Brown proposed a leaflet drop around the parish. Councillor Hirst offered to help on a small working party. Councillor Brown proposed that the council agrees to spend approximately £50 on the printing of leaflets cost, Councillor Cunnick seconded the proposal. All were in favour and it was **resolved** that Councillor Brown should prepare a leaflet. Further decisions need to be agreed to take this forward.
- 09-05/18.3 To review quotations for a new three year contract for the maintenance of the estate entrance.
1 quotation has been received by Councillor Sabir from the current contractor In accordance with the parish council's standing orders and financial regulations, it was agreed that another 2 quotes are to be requested.

10-05/18 Public participation.

To allow up to 10 minutes (2 minutes per person) for any members of the public and councillors declaring the existence and nature of a prejudicial interest to address the meeting in relation to the business on this agenda.

A member of the public expressed concern about the school children being picked up from a very narrow path on Churchill Avenue and asked if it would be possible for an alternative area to be used. A suggestion of

Dorchester Way near the roundabout was made and agreed upon as this area has a more space for the children to stand and is safer. **Action** – a letter is to be written to Dews coaches asking if this is possible. Councillor Doug Dew and Councillor David Keane introduced themselves as members of the District Council. A member of the public mentioned the potholes on the estate and that some of the footpaths are breaking up. Potholes in privately owned areas have been reported to Prime.

11-05/18 To receive an update from the Estate Caretaker.

Mr Savage reported that the estate is in good order and he has fixed the gate at the entrance to the public right of way on Churchill Avenue. He has a bungee rope for the bin and will soon purchasing his uniform and boots (please see item 14-05/18.5). The cost of this will be on the next month's agenda.

12-05/18 Notification of planning items (none at the time of publication of the agenda).

13-05/18 Finance

13-05/18.1 To approve accounts for payment: 15 May 2018.

Date	Ref. No.	Payee	Description	Amount
15.05.18	SO	Mr A. Savage	Salary: Estate Caretaker (April 2018)	192.00
15.05.18	100032	HMRC	PAYE (month 1)	48.00
15.05.18	SO	Enviroplantcare	Maintenance of estate entrance (April 2018)	110.00
15.05.18	100033	Upwood and the Raveleys Parish Council	Parish Clerk/RFO Services. 49 hours, April 2018	£923.58
15.05.18	100034	Mrs C. Bilverstone	Postage, **stationery, telephone expenses	11.38
15.05.18	100035	CAPALC	Affiliation Fee	337.75
15.05.18	100036	Michael Tew	*Servicing of parish council laptop & upgrade of RAM	35.00

*Mrs Bilverstone, interim clerk arranged for the parish council's laptop to be serviced and upgraded prior to handover to the new clerk as it was not fit for purpose.

There is an error on Mrs Bilverstone's expense form. £3.49 has been added in error as a contribution towards printer ink. As the agenda had been published and the cheque written prior to identifying the error, the council was asked to approve this as an advanced contribution towards printer ink for May 2018. Councillor Cunnick proposed acceptance of the payments. Councillor Sharp seconded the proposal. All were in favour and it was **resolved** to do so.

13-05/18.2 To note income received: 15 May 2018:

24.04.18	BACS	Huntingdonshire District Council	Precept	20,000
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13-05/18.3 To consider changes to the Unity Trust Bank mandate to confirm three signatories; to ensure that all councillors have access to view the accounts; to change the administrator and to update the parish council's contact details.

The initial application to Unity Trust Bank lists two signatories (minute ref. 147-04/18.1)councillors agreed that it would be prudent to add a third signatory. This was proposed to be the Vice Chairman, Councillor Sabir. All were in favour and it was **resolved** to do so. All councillors will be registered for viewing access to the accounts.

13-05/18.4 To authorise bank reconciliations dated 31 March 2018 (ref. 151-04/18.1) and 24 April 2018.

Councillor Brown proposed that the council authorises the bank reconciliations dated 31 March and 24 April. Councillor Sabir seconded the proposal. All were in favour and it was **resolved** to do so. The chairman signed the bank reconciliations and they were countersigned by councillor Sabir.

13-05/18.5 To review the Annual Governance and Accountability Return 2017/2018 and to consider approval of the Annual Governance Statement 2017/2018.

Mrs Bilverstone, interim Parish Clerk and Responsible Financial Officer, has completed the Annual Governance Statement to confirm that all areas of the parish council's financial management have been

poorly managed during the financial year 2017/2018. She has provided explanations to the external auditor for each of the eight internal control statements and signed the Annual Governance Statement 2017/2018 to this effect. Councillor Cunnick proposed that the parish council approve the Annual Governance Statement. Councillor Sharp seconded the proposal. All were in favour and it was **resolved** to do so. The chairman signed the statement.

13-05/18.6 To consider approval of the Accounting Statements 2017/2018.

Mrs Silverstone, interim parish clerk has signed the Accounting Statements 2017/2018 to “certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly presents receipts and payments as the case may be”. Councillor Cunnick proposed that the parish council approves the Accounting Statements 2017/2018. Councillor Sharp seconded the proposal. All were in favour and it was **resolved** to do so.

14-05/18 Personnel Matters

14-05/18.1 To receive an update from Mrs Silverstone (interim clerk).

Minute reference 132-03/18 details a lengthy list of observations and recommendations regarding the governance and financial management of Wyton on the Hill Parish Council. Steps have been taken to resolve these issues over the last two months and the recruitment of a new Parish Clerk and Responsible Financial Officer together with new councillors has laid the foundations for future success. It is essential that staff are employed under sound terms and conditions; that they are provided with the tools necessary for the job; and that they have access to training. It is also essential that councillors have access to training and all of these items are detailed for approval in the following agenda items.

There is one further issue pertaining to personnel which must now be made public. Investigation into parish council documents has revealed that staff salaries have been paid gross of tax and national insurance since 2010. Tax and National Insurance payments have been made to HMRC but these payments have been made as additional payments by Wyton on the Hill Parish Council. In total since 2010, the parish council has effectively “lost” £12,159.03 and employees have effectively taken this home as an inflated salary.

Mrs Silverstone, Councillor Brown and Mr Ian Dewar, CEO, CAPALC have met with Mr Savage, Estate Caretaker. He has never been provided with payslips but has received an occasional P60. Mr Savage has been reassured that this is an administrative matter and that he cannot be held responsible. He has been informed that tax will be deducted from his salary from now on and this is reflected in item 13-05/18.1. He has been reassured that the council is advised to take no action to recover the losses incurred through mismanagement of his employment. It has become apparent that Mr Savage is responsible for taking waste to the recycling centre but that mileage (a non-taxable payment) was built into his salary. The council is therefore advised in future to reimburse mileage as a non-taxable payment on production of expense forms. Significant effort has been made to contact the previous clerk but this has not been successful. This matter will be carried forward by CAPALC, and potentially by a higher authority on the parish council’s behalf.

Mrs Silverstone is confident that all areas of the parish council’s previous mismanagement have been identified and made public; and that relevant changes have either been made or plans are in place for their resolution.

14-05/18.2 To acknowledge terms and conditions (to include a salary based on NJC spine point 27 for 30 hours per month; payment of a £10 per month working from home allowance; and a mileage rate of 45p per mile for all travel away from the clerk’s home address or from Wyton on the Hill) and to sign a contract of employment with Ms Nicola Webber as recommended by Councillor Brown, Councillor Howe and Mrs Silverstone (minute ref. 147-04/18.2). All in favour and it was **resolved** to do so.

14-05/18.3 To acknowledge the purchase of a printer/scanner (as per the minutes of the meeting held in November 2017). All in favour and it was **resolved** to do so.

14-05/18.4 To support the professional development of Ms. Webber in terms of funding training for the Certificate of Local Council Administration (CiLCA) starting on 16 May; covering the cost of membership of The Society of Local Council Clerks at £115; covering the cost of two essential publications “Arnold Baker on Local Council Administration” 10th Edition at £73.60 and “Local Councils Explained” at £14.99 + £5 postage & packing. Councillor Sharp proposed that the council authorises these expenses, Councillor Cunnick seconded the proposal. All were in favour and it was **resolved** to do so.

14-05/18.5 To consider the terms and conditions of employment of the Estate Caretaker: to approve the purchase of a first aid kit (as per the terms of his contract); to consider the provision of corporate workwear and protective boots and clothing. To consider reimbursement of mileage expenses at 45p per mile (a non-taxable

allowance) to be claimed via an expenses form. Councillor Cunnick proposed acceptance, Councillor Sharp seconded the proposal. All were in favour and it was **resolved** to do so.

14-05/18.6 To acknowledge receipt and to approve implementation of the National Joint Council for Local Government Services pay scales for all staff for 2018/2019 (back pay for the month of April for Mrs Bilverstone at £15.90 and the transfer to the closest pay scale (spine point 20 for the Estate Caretaker with effect from 01 May). Councillor Sharp proposed acceptance, Councillor Cunnick seconded the proposal. All were in favour and it was **resolved** to do so.

14-05/18.7 To put plans in place to ensure that all staff are given the opportunity to join and contribute to a pension scheme (a legal requirement). Councillor Sabir proposed acceptance, Councillor Sharp seconded the proposal. All were in favour and it was **resolved** to do so

14-05/18.8 To confirm arrangements for councillor training for all members and chairmanship training for those aspiring to this role.

Councillor Brown will attend training on June 30th 2018, Councillor Sharp will attend later in the year. Councillor Sabir is to attend Chairmanship training as well.

15-05/18 General Data Protection Regulation (GDPR)

15-05/18.1 To receive an update from CAPALC regarding implementation of the GDPR.

It was announced on 11 May that the House of Commons has accepted a Government amendment to the Data Protection Bill which, once the Bill has been enacted, will exempt all town, parish and community councils from the requirement to appoint a Data Protection Officer. All other requirements of the GDPR will apply and will come into force on 25th May.

The clerk is assured that further details of the county-wide service will be announced in May. The parish council holds and processes very little personal data and the meantime, it continues to operate under a “common-sense” approach.

16-05/18 Correspondence and Communications

16-05/18.1 Further correspondence regarding the gate at the entrance to the public right of way on Churchill Avenue

16-05/18.2 Public consultation for new homes on land north of Houghton Road, St Ives – invitation to a stakeholder preview session on Wednesday 23rd May 2018 between 2pm – 3pm at St Ives Corn Exchange, The Pavement, The Old Riverport, St Ives, PE27 5AD. A public exhibition will follow on the same day, at the same venue, between 3pm – 7:30pm.

17-04/18 To receive verbal reports from Parish Councillors on matters arising.

No decisions can be made under this item. There were no further matters arising.

18-05/18 Matters for future consideration. No decisions can be made under this item.

The parish council has two vacancies and these have been advertised on the noticeboards, on the website and on the parish council’s Facebook page. The parish council would wish to fill these vacancies by co-option at the next meeting.

19-05/18 Date of next meeting: 12 June 2018.

Close of meeting: 8.21pm