

Wyton on the Hill Parish Council

Parish Clerk (Relief): Mrs Carol Bilverstone. Kilimanjaro, 9 Meadow Road, Upwood, Huntingdon, Cambs. PE26 2QJ
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A meeting of Wyton on the Hill Parish Council was held on Tuesday 10 April 2017 at 7.00pm at The Royal British Legion Building, Cornwall Road, Wyton on the Hill, PE28 2ED.

Present: Councillors S. Brown, G. Cunnick, District Councillor R. Howe (Chairman), K. Sabir (from item 145-04/18.1)

In Attendance: Mrs. C. Bilverstone (Clerk) and 6 members of the public.

Minutes

143-04/18 To receive and approve apologies for absence. There were no apologies for absence.

144-04/18 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.

145-04/18.1 To consider the co-option of parish councillors (five vacancies).

The parish council received one application for co-option from Mr Ken Sabir. As the election for Wyton on the Hill Parish Council is uncontested Mr Sabir will be elected to the parish council on 03 May but Councillor Brown proposed that Mr Sabir be co-opted to enable him to participate as a councillor at this meeting. Councillor Cunnick seconded the proposal. All were in favour and it was **resolved** to do so. He signed a declaration of acceptance of office and this was countersigned by the clerk. He was asked to complete Huntingdonshire District Council's Register of Members' Interests after the meeting. The parish council was pleased to welcome Councillor Sabir and looks forward to welcoming Ms Nikita Hirst and Ms Samantha Abbiss as elected members at the next meeting. The chairman reminded members that he will retire as district councillor at the time of the election and therefore he will be unable to retain his position with Wyton on the Hill Parish Council. The parish council therefore has two vacancies which may be filled by co-option. Parishioners are invited to contact the clerk for further information.

146-04/18 To receive and approve the minutes of the parish council meeting held on 13 March 2018.

The minutes of the meeting of Wyton on the Hill Parish Council held on 13 March 2018 had been circulated in advance following their informal approval by the chairman. Councillor Cunnick proposed that the minutes be approved. Councillor Brown seconded the proposal. All who had been present at the meeting were in favour and it was **resolved** to do so. The chairman signed the minutes.

147-04/18 Matters arising or carried forward from the previous meeting.

147-04/18.1 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).

The clerk has completed application forms to open one current and one deposit account with Unity Trust Bank. These are sector specific accounts requiring triple authority signing for all transactions other than internal transfers between those accounts (which may be made by the administrator (the Clerk/RFO)). There is a monthly charge of £6, payable quarterly for the current account. The deposit account currently offers 0.2% interest. Councillor Brown and Councillor Cunnick (the two signatories) signed a letter of application and the account application submission form. £500 is required to open each account (see item 151-04/18.1) and the clerk will forward a working balance of £10,000 when the accounts are open. Unity Trust Bank require a copy of the parish council's Standing Orders and the approved minutes of the last meeting. The clerk will forward the relevant documentation.

Unity Trust Bank will coordinate the transfer of standing orders from Barclays Bank. The balance will be transferred via a cheque payment and this account will need to be closed manually when the Unity Trust accounts are active and when all outstanding payments have cleared the Barclays account. It is hoped this

may be achieved at the next meeting. When the accounts are open all councillors will be afforded online "viewing access".

- 147-04/18.2 To receive an update from the working party appointed to coordinate the evaluation, advertising and appointment of a Parish Clerk/Responsible Financial Officer (ref. 133-03/18.6).
The clerk had circulated a draft job description, person specification and advertisement. She has also shared projected salary calculations and drafted a contract of employment. The clerk proposed that the position be advertised with immediate effect with a view to having a new Clerk/RFO in place at the beginning of May alongside the new council, and in time for the Annual Parish Council Meeting and the Annual Parish Meetings on 15 May. It would also enable him/her to work alongside Mrs Bilverstone through the internal audit process. Mrs Bilverstone suggested that she should work with the new Clerk/RFO during the month of May to facilitate an effective handover.
Councillor Brown was reassured that the parish council would still be able to call on Mrs Bilverstone and Councillor Howe if necessary in the coming months.
Councillors agreed unanimously to advertise the position for 30 hours a month (but this would be subject to review) at National Joint Council Salary Scale 2, Spine Point 26-39 to be determined at interview. Interviews will be held on Wednesday 02 May at Wyton on the Hill. Councillor Brown agreed to coordinate a meeting room. Interviews will be conducted by Mrs Bilverstone, Councillor Brown and Councillor Howe.
Clerk's note: the position was advertised with CAPALC and SLCC on 11 April 2018. It was also posted on the parish council's website and will also be available on the parish noticeboard and Facebook page. The closing date for applications is 26 April.
- 147-04/18.3 To acknowledge receipt of a copy of the signed Service Level Agreement dated 2017/2018 between Wyton on the Hill Parish Council and Airplay for Youth Support Services at RAF Wyton Youth Club.
The clerk has been provided with a copy of the Service Level Agreement signed by a representative of Airplay Youth Support Services. It seems that the agreement was never formally signed by the parish council but the clerk has attached a series of mails to the document which confirm the parish council's agreement to enter into this contract.
- 147-04/18.4 To address concerns regarding the use of the estate as a practice route by driving schools (ref. 136-03/18).
No information has been received since the last meeting so the matter is closed until further notice.
- 147-04/18.5 To consider options for renewal of the contract for the maintenance of the estate entrance (ref. 132-03/18).
A contract for the maintenance of the estate entrance exists but this is effective from 04 August 2015 for six months with an extension of twelve months upon completion of the initial period dependent on compliance with the contract and the schedule. This effectively expired in February 2017. There is no written evidence of tendering for this work and no evidence of a current contract. Councillor Sabir offered to invite the existing contractor and two others to tender for a new three year contract and quotations will be considered at the next meeting. Councillors agreed unanimously and it was **resolved** to do so.
- 147-04/18.6 To receive an update on the Sawtry Way speed restriction project and the unlit traffic islands (ref. Feb. 2018).
Councillor Cunnick informed members that Wyton on the Hill Parish Council has taken advice from Mr David McCandless, Community Road Watch on road safety matters. The chairman closed the meeting to allow Mr McCandless to speak. Mr McCandless advised that the best course of action to would be to prepare a bid to Cambridgeshire County Council's Local Highway Initiative (LHI) for traffic calming measures on Sawtry Way. He suggested that such a project would cost approximately £5,000. An LHI bid would require a financial commitment from the parish council with the balance covered by the county council. Mr McCandless informed the council of the need to gather data to support such an initiative. Councillor Howe referred members to the planning application, item 150-04/18.1 where a significant amount of traffic data is published on Huntingdonshire District Council's Planning Portal in support of this application (please see: <https://publicaccess.huntingdonshire.gov.uk/online-applications/applicationDetails.do?keyVal=P4TAYEIKKA500&activeTab=summary>). The chairman thanked Mr McCandless; asked him to keep the parish council informed; and closed the meeting.
The Chairman offered to address the ongoing matter of the unlit traffic island with County Councillor Fuller. Councillor Cunnick expressed concern for a raised manhole cover which is believed to be the responsibility of Cambridgeshire County Council. He offered to address this concern with Cambridgeshire County Council in the first instance and if this is unsuccessful then he will approach the Ministry of Defence.
- 148-04/18 To receive an update from the Estate Caretaker.**
Mr Savage reported that the estate is in good order. The new waste bin by the gate is well used and all bins are emptied twice weekly. The chairman thanked Mr Savage for his commitment to the parish.

149-04/18 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 that the grass at the end of Durham Way had been cut whilst waterlogged and the area has therefore been churned up. Also on Durham Way flooded car parks are causing damage to wooden fences and residents are concerned for water ingress into their homes. He suggested that the drains need to be pumped. The clerk agreed to confirm ownership and responsibility for this area and to address these concerns with the relevant agency.

Clerk's note: the area concerned is the responsibility of Luminus. The association had already received complaints about the flooding and Dalrod has been contracted to clear the drains. Luminus will arrange for an officer to inspect the grassed area.

150-04/18 Notification of planning items.

150-04/18.1 18/00437/FUL | Change of use of hard standing from an airfield to B8 vehicle storage with access improvements for a period of ten years and erection of car wash facility and security kiosk | RAF Wyton Airfield, Sawtry Way, Wyton.

Plans have been submitted further to the presentation at the last meeting (item 136-03/18).

Councillors considered the plans and noted that such a development would offer no benefit to Wyton on the Hill residents. It would however exacerbate congestion problems on the A141 and this would be further compounded by a similar development in Warboys. On this basis Councillor Brown proposed that the parish council opposes this application. Councillor Cunnick seconded the proposal. All were in favour and it was **resolved** to do so.

151-04/18 Finance

151-04/18.1 To approve accounts for payment: 10 April 2018.

Date	Ref. No.	Payee	Description	Amount
12.04.18	SO	Mr A. Savage	Salary: Estate Caretaker (March 2018)	240.00
10.04.18	100027	HMRC	PAYE (month 12)	48.00
12.04.18	SO	Enviroplantcare	Maintenance of estate entrance (March 2018)	110.00
10.04.18	100028	Wyton on the Hill Parish Council	Transfer from Barclays to Unity Trust Bank. Opening of Current + Deposit Accounts	1000.00
10.04.18	100029	Wyton on the Hill Parish Council	Transfer from Barclays to Unity Trust Bank. Working balance prior to closure of Barclays account	10000.00
10.04.18	100030	Upwood and the Raveleys Parish Council	Parish Clerk/RFO Services. 62 hours, March 2018	1168.61
10.04.18	100031	Mrs C. Silverstone	Travel, postage, stationery	72.84

Councillor Brown proposed that the accounts be approved for payment. Councillor Cunnick seconded the proposal. All were in favour and it was **resolved** to do so. Councillor Brown and Councillor Cunnick signed the cheques and initialled each of the invoices.

The clerk noted that the bank reconciliation for 31 March (end of the financial year) will be presented at the next meeting (she had been unable to obtain a bank statement).

151-04/18.2 To note income received: 10 April 2018: No income had been received.

152-04/18 General Data Protection Regulation (GDPR)

152-04/18.1 To receive an update from the Society of Local Council Clerks outlining the steps that must be taken prior to 25 May 2018 regarding Data Audit, Privacy Notices and Policies.

The clerk informed councillors that templates were published by SLCC on 29 March to assist parish councils to comply with the GDPR. The clerk confirmed that she has reviewed the information provided and confirmed that this parish council would need to prepare and adopt 12 new policies or procedures at the next meeting in order to be compliant by 25 May. A decision has yet to be made regarding whether or not the parish clerk may be the designated Data Protection Officer or whether this service will need to be sourced from outside

the organisation. The clerk suggested that this initiative is likely to bring small parish councils to a standstill over the next few weeks. The chairman added that it was unreasonable to expect the clerk to prepare 12 new policies and procedures prior to the next meeting and he proposed that no action be taken at this time regardless of the law. He asked that further support be sought of Cambridgeshire and Peterborough Association of Local Councils (CAPALC) with a request for a simple policy template which would be accessible and manageable by small parish councils with limited time and resources. All were in favour and it was **resolved** to do so. The clerk will approach CAPALC for assistance and continue to operate using a common-sense approach to data management. This matter will be carried forward to the next meeting.

153-04/18 Correspondence and Communications

- 153-04/18.1 Correspondence from a parishioner regarding the absence of highway gritting on the estate. This was a verbal exchange but as no further clarification has been provided there is little the parish council can do and the matter is therefore closed until further notice.
- 153-04/18.2 Correspondence regarding the gate and the waste bin at the entrance to the public right of way on Church Hill Avenue.
A letter of complaint was sent by a parishioner to Shailesh Vara MP regarding the entrance to the public right of way. The parish council has written to Mr Vara to appraise him of the significant efforts made by the parish council to eliminate noise from both the gate and the bin; and to accommodate the wishes of the residents.

154-04/18 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.
No decisions can be made under this item. There were no further matters arising.

155-04/18 Matters for future consideration. *No decisions can be made under this item.* There were no further matters for consideration.

156-04/18 Date of next meeting: 15 May 2018.
The Annual Parish Council Meeting will be held at 7:00pm followed by the Annual Parish Meeting at 8:30pm

Close of meeting: 8:30pm