

## Kings Ripton Parish Council

Parish Clerk (Relief) – Mrs Carol Bilverstone. Kilimanjaro, 9 Meadow Road, Upwood, Huntingdon, Cambs. PE26 2QJ  
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**A Meeting of Kings Ripton Parish Council was held on Tuesday 27 January 2015 at 7.00pm at Kings Ripton Village Hall.**

**Present:** Councillors M. Podbury, P. Rayner, R. Carey-Townsend (Chairman)

**In Attendance:** Mrs. C. Bilverstone (Clerk) and 1 member of the public.

### Minutes

**41-01/15 To receive and approve apologies for absence.**

District Councillor Howe: Attendance required at another meeting.

County Councillor Tew: Medical.

Councillor R. Rayner was not in attendance. An apology was received by text message to another councillor during the meeting. No reason was given.

**42-01/15 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 Kings Ripton Parish Council Code of Conduct for Members and by the Localism Act 2011.

Councillor P. Rayner: Payment to Kings Ripton Farms (cheque no. 000479) & the proposed re-development of RAF Wyton.

**43-01/15 To receive and approve the minutes of the Parish Council meeting held on 25 November 2014.**

Copies of the minutes of the meeting of Kings Ripton Parish Council held on 25 November 2014 had been circulated in advance following their informal approval by the chairman. Councillor Podbury proposed that the minutes be accepted. Councillor P. Rayner seconded the proposal, all who had been present were in favour and it was **resolved** to do so.

### Close of Meeting

**44-01/15 Public Participation: Open Forum**

A parishioner raised the following points:

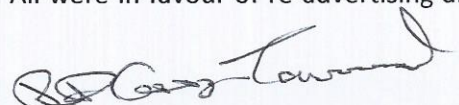
- With reference to the proposed highway improvements, he asked that consideration be given to the manoeuvrability of agricultural machinery. The Chairman agreed to consult with the district and county council on this point.
- Another serious accident occurred at the cross roads earlier in the month.
- Clarification was sought regarding updates on local crime. The clerk confirmed that local "e-cops" reports are forwarded to councillors and that members of the public are welcome to register for the service. Victims of crime are given the opportunity to opt out of this publicity.
- A fundraising event in aid of the village hall and church to commemorate VE Day will be held over the last weekend in June. RAF Wyton Band will play and the parish council were invited to consider expanding the scope of the event. Councillors were in favour of the initiative and the Chairman agreed to recruit a committee to assist with the organisation.

### Re-opening of Meeting

**45-01/15 Matters arising or carried forward from the last or previous meeting.**

45-01/15.1 To consider re-advertising the casual vacancy.

No applications for the vacancy advertised on 26 November. All were in favour of re-advertising and it was resolved to do so.



**46-01/15 Notification of Planning Items.**

46-01/15.1 1401968FUL | Change of use of agricultural building to C3 residential dwelling and erection of rear and gable end extensions | Agricultural Buildings South West of The Hawthorns Ramsey Road Kings Ripton. Councillors were supportive of the application providing the conditions of application number 1300357FUL remain in place. The Chairman proposed that the council support the application on this basis; Councillor P. Rayner seconded the proposal; all were in favour and it was **resolved** to do so.

**47-01/15 To receive reports from County and District Councillors.** There were no reports.

**48-01/15 To receive an update following the handover from Ms. Roberts (outgoing Clerk and RFO) to Mrs Bilverstone (temporary Clerk & RFO).**

Miss Roberts and Mrs Bilverstone have partially completed the handover.

Ms. Roberts will prepare historic material reviewed to date and arrange for archive at Huntingdon Library. She will transfer all electronic files including e-mail correspondence to a memory stick or disk and forward to Mrs Bilverstone. She will provide the password and login details for the Clerk's e-mail address to ensure that there is no disruption to the service. She will formally resign her position with HMRC, ensure that payroll information is up to date and facilitate transfer of all financial and administrative procedures to Mrs Bilverstone (until such time as a permanent Clerk is appointed).

Mrs Bilverstone has identified a number of areas needing attention: Standing Orders, Financial Regulations, a Complaints Procedure and Publication Scheme (Freedom of Information policy) are in need of review. The Parish Council should reclaim VAT for the last 2 years at the earliest opportunity.

The Chairman agreed to meet with Mrs Bilverstone to review and personalise model policies; these will then be shared with councillors with the intention of formally adopting them at the next meeting.

The Chairman thanked Mrs Bilverstone for her commitment to ensuring that the parish council is in compliance with its legal and financial responsibilities.

**49-01/15 Road Improvement Scheme: to receive an update.**

The chairman updated councillors on the road improvement scheme (plans are on the village website) which has been approved by the district and county councils. Kings Ripton Parish Council has committed £1,000 towards the scheme (£10,000 had been awarded as a grant). The chairman will contact the district council to gain further clarification on its progress. She will also liaise with the chairman of the Community Led Plan committee to ensure that all parties are kept informed.

**50-01/15 The Parish Council Noticeboard: to receive an update (deferred from the last meeting).**

The chairman presented several options for consideration. Councillors agreed that an A0 size (16 sheets of A4) synthetic, teak effect, lockable board with shatter-proof glazing would be the most suitable option. The chairman agreed to consult with the village hall regarding wall mounting of the board. If this is agreed, the cost would be £149 + VAT + installation. If it is necessary to post-mount the board the cost would increase to £300 + VAT + installation. Councillor Podbury proposed that the council proceed with this initiative; Councillor P. Rayner seconded the proposal. All were in favour and it was **resolved** to do so.

**51-01/15 Finance**

51-01/15.1 To approve accounts for payment: 27 January 2015:

Date	Cheque no.	Payee	Description	Amount
27.01.15	000479	Kings Ripton Farms Ltd.	Renovation. Parish Bench	54.00
	000480	CANCELLED	Clerical Error	-
27.01.15	000481	Cambridgeshire Acre	Annual Membership Fee	54.00
27.01.15	000482	Upwood & the Raveleys Parish Council	Clerk's services. Nov/Dec. 14	456.87

27.01.15	000483	Mrs C. Silverstone	Expenses (travel & stationery)	15.20
27.01.15	000484	CAPALC	Chairmanship Training	70.00
27.01.15	000485	Mr G. Flowers	Grass Cutting (Annual Payment)	150.00

*Clerk's note: some cheques had been written independently of the agenda (due to the handover between two Clerks) therefore although all of the above payments had been published, the cheque numbers recorded above do not match those on the agenda.*

51-01/15.2 To note income received: 23 September 2014: No income had been received.

51-01/15.3 To approve and adopt updated Financial Regulations for Kings Ripton Parish Council.  
This item was deferred to the following meeting (see item 48-01/15)

#### **52-01/15 Correspondence and Communications.**

52-01/15.1 National Joint Council for Local Government Service (via SLCC & NALC). 2014 – 2016 Payscales and Allowances.

52-01/15.2 Potential RAF Wyton Development. PC Joint Neighbour's Charter.

#### **53-01/15 To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.** *No decisions can be made under this item.*

The chairman has attended several meetings regarding the proposed development at RAF Wyton. She has completed the chairmanship training course with CAPALC and observed a meeting of Upwood & the Raveleys Parish Council. She attended a meeting regarding the Secret Garden Party in November and will attend a further meeting in March. She will also attend a presentation on the Huntingdonshire District Council Local Plan to 2036.

The chairman confirmed that work to tidy the allotments has begun. There are four actively tended plots. She suggested that consideration be given to a community orchard, similar to that in Upwood.

Further to the previous meeting, the chairman visited the residents of Corn Cottage to address traffic calming concerns. The matter has now been resolved.

#### **54-01/15 Matters for future consideration.**

*No decisions can be made under this item.* There were no further matters for future consideration.

#### **55-01/15 Date of next meeting.**

Councillors had been asked to consider changing the meeting day from Tuesdays to Wednesdays to enable greater attendance by district and county councillors. This proposal would present some scheduling problems therefore it was decided that meetings would be held on the fourth Tuesday of every other month as agreed at the last meeting. The next meeting will therefore be held on **Tuesday 24 March 2015**. The chairman suggested that district and county councillors be asked to forward written report of matters of interest if they are unable to attend.

**Close of meeting: 8:30pm**

**56-01/15 It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at the next agenda item the Chairman asks that in the public interest the public and press are temporarily excluded from this meeting and are herewith instructed to withdraw.**

56-01/15.1 To evaluate the position of the Parish Clerk and Responsible Financial Officer with reference to Society of Local Council Clerks guidelines: To review and agree terms and conditions, the job description, person specification, salary scale, contract of employment and job advertisement for an appointment commencing 01 April 2015.

56-01/15.2 To appoint a selection and interview panel.

*R.D. Gayton*  
10 Feb 2015.