**Minutes of the meeting of Great & Little Gidding Parish Council**

**Held on Tuesday 17th April at 1930 hours**

**PRESENT:** Cllrs P Jarvis (Chair), P Hodson, R Hayden, J Dear, N Hill

Mrs J Trolove (minute taker)

**058.18 Chairman’s Welcome**

Cllr Jarvis welcomed everyone to the meeting.

**059.18 To receive apologies and reasons for absence**

Apologies received from Cllr James

**060.18 Member’s declaration of Disclosable Pecuniary Interests**

None

**061.18 Public & Press participation session with respect to items on the Agenda**

No members of the Public or Press present.

**062.18 To confirm and accept minutes of the meeting held on 20th March 2018**

Cllr Hodson proposed, Cllr Dear seconded.

**063.18 Matters arising from the minutes**

Cllr Jarvis advised that the vacancy for the Parish Clerk (052.18) had been advertised again and there were 3 applicants to be considered, which would be considered at a Closed meeting.

(051.18) – Cllr Hodson explained that an internal audit should be completed for the financial year 1/4/2017 to 31/3/2018.

**064.18 Communications from Councillors**

Cllr Hill – there were 20 responses to the village survey, he will present the findings at the Annual Parish Meeting in May. The Children’s survey will be included in these results.

**065.18 Village Survey and Parish Meeting**

Clerk requested to advertised the Parish Meeting, including on the village website.

Cllr Hodson – Allotments – requested a reminder be sent to Mr Hill

Cllr Hodson – School – he had attended the Budget meeting on 17/4/2018 and was to attend the Strategy meeting on 18/4/2018. There would be a slight fall in the intake number for the next academic year.

Cllr Hayden – Highways – it was understood that Cllr Gardener would attend this meeting and Cllr Hayden had hoped to discuss various road issues with him, particularly the B660 at Glatton Folly crossroads and the lack of cat’s eyes. He had also received enquiries from residents regarding re-instating Speedwatch and had advised them that this was a volunteer led initiative.

Mrs Trolove (acting Clerk) read out a letter from Andi Caddy of CambsCC regarding the planned road resurfacing to take place this year (Mill Road, Great Gidding is listed) and a general comment about road marking and cat’s eyes.

Mrs Trolove was requested to write a response to Andi Caddy asking for clarification of B660 at Glatton Folly, Cllr Gardener to be copied in to this letter.

Cllr Dear had heard concerns from residents regarding the lack of Parish Council opening hours due the lack of a Clerk for such a long period of time. She volunteered to be present in the Parish Office on Mondays/Wednesdays/Fridays between 12.30PM and 2.00PM

Cllr Jarvis remarked that, as the next meeting would be the Annual Parish Meeting (15th May), this was an opportunity to raise the profile of the Parish Council. This meeting would be advertised, parishioners invited and would consist of a summary of the last year’s events, the village survey results. Cllr Hodson recommended some element of looking forward should be included during the evening too. Cllr Hill will include items in the slide show he is compiling. Dates of the future Parish Council meetings should be advertised too.

Cllr Jarvis recommended that Roles and Responsibilities be reviewed at the next meeting.

**066.18 Election**

Cllr Hayden advised that this would be his last Parish Council meeting, he would not be standing for office again.

Cllr Jarvis thanked Cllr Hayden for his 50 years of service on the Parish Council, for his knowledge, experience and support. This was seconded by Cllr Hill.

Cllr Hill enquired how and when to advertise for new Councillors and Cllr Jarvis advised that this would be post Election.

Cllr Hodson advised that a quorum is essential for meetings - a minimum of 3 people. He advised that there is a notice to be displayed to co-opt people.

Cllr Hayden informed those present that there were 2 books in the Parish Office, written by Arnold Barker, which informed about all manner of matters concerning the Parish Council (also known as the Yellow Books – these are in the office)

Cllr Jarvis recommended attendance at the training sessions for Councillors, which Sawtry Parish Council would arrange following the Election.

Mrs Trolove read out the e-mail from Beccy Buddle, Elections and Communications Assistant, of HuntsDC regarding the promotion of villages prior to the Election, using social media. It was agreed that a link should be sent to the village website.

**067.18 CIL Payment**

Mrs Trolove read out a letter received from Hunts DC regarding CIL and the submission of proposals for infrastructure – it was agreed that this Parish Council would not participate in this project.

Mrs Trolove was asked to write to Cllr Gardener to remind him about the “missing” CIL payment (there has been previous correspondence between Cllr Gardener and Cllr James).

**068.18 Update on Application for Road Sign**

An application had been made for a grant for a road sign (2017) it was received after the closing date, and therefore rejected. There are likely to be further opportunities for grant applications. An advertisement for a sign has been received (see correspondence 070.18) which can produce many and varied statistics and in effect monitors traffic and the data may assist in future traffic management. This will be included in the agenda of the June meeting.

Cllr Hayden had received enquiries from residents regarding re-instating Speedwatch, he had advised them that this was not in the control of the Parish Council but a volunteer led initiative.

**069.18 Request for a salt bin at Little Gidding (Cllr Gardener)**

Correspondence between a Little Gidding resident, Cllr Gardener and Cllr James was read out. The request was for a salt bin, a site has been identified for it to be placed. Cllr Hodson proposed that the Parish Council purchase a bin, Cllr Dear seconded.

**070.18 Planning Application - 25 Gains Lane - Reference: 18/00380/HHFUL**

Cllr Hill proposed, Cllr Jarvis seconded – No observations either in favour or against (response returned by e-mail on 18/4/2018).

**071.18 Correspondence received:**

 Brochure from Fenland Playgrounds

 Circular from Wicksteed – match funding

 Brochure regarding litter bins

(A file will be set up for all such brochures, for consideration for a future project) Cllr Dear advised that Co-op supermarkets are also offering funding for play equipment.

 Laminated posters for footpaths and walkways – Cllr James has produced these, Cllr Dear will display at appropriate locations.

Cambs CC – advising of Mill Road resurfacing (see 065.18)

Barclays – Community Account Statement

**071.18 Payments & Accounts**

 Administration invoice J R Trolove £110.00

Cllr Jarvis was advised that he should submit a receipt and covering note/letter to obtain a refund of his expenses.

Cllr Hodson advised that Society of Local Council Clerks was not renewed/paid last year, this should be applied for this year

**072.18 Items for next meeting**

Councillors Roles and Responsibilities

Bank mandate – change of signatories

Road Traffic sign (June meeting)

 Parish Council Risk Assessments (June Meeting)

 General handyman jobs around village – Lydia to forward details

 Revision to Data Protection Act - Storage and archiving of documents

**073.18 Parish Clerk vacancy**

Mrs Trolove left to enable a Closed meeting to be held. The three application forms and CVs were considered and the assessment matrix completed. The position of Parish Clerk was offered to Mrs Trolove, the terms of the contract to be discussed in the near future. Cllr Jarvis will write to the unsuccessful candidates.

**074.18 Date of next meeting - Tuesday 15th May**