

# Ufford Parish Council

Councillors	Telephone	Email	Responsible for:	
<b>Keith Lievesley (Chairman)</b>	740679	keith.lievesley@btinternet.com	Barnack Ward Group	Parish Council Liaison
<b>Graham Bowes</b>	740578	Graham.bowes335@btinternet.com	Parish Council Liaison	Police
<b>David Chadwick</b>	740893	david@chadsonline.co.uk	Financial Overview	
<b>Frieda Gosling</b>	740343	friedagosling@yahoo.co.uk	Barnack Ward Group	Planning Advice Forum
<b>Julia Alexander</b>	740017	jdensem@aol.com		
Clerk & RFO: <b>Susie Caney</b>	07595 377236	uffordparishclerk@live.co.uk	Parish Council Liaison	

## Minutes of a Meeting of Ufford Parish Council held in Ufford Village Hall on Tuesday 10<sup>th</sup> April 2018 at 7.30pm.

### DRAFT MINUTES FOR APPROVAL AT NEXT MEETING

1. In attendance – *Chairman; Keith Lievesley (KL), Councillors Graham Bowes (GB), Frieda Gosling (FG), Julia Alexander (JA) and David Chadwick (DC). Parish Clerk Susie Caney (SC). Three residents.*
2. Apologies for absence accepted from *Ward Councillor David Over (DO).*
3. A Declaration of Interest and Dispensation was declared by *JA for item 10.04.18.8.d.*
4. To confirm and sign the minutes of the council meeting held on 13<sup>th</sup> March 2018. *The Minutes were resolved unanimously to be a true record of events and were duly signed by the Chair.*
5. Members of the public are invited to address the council with regard to any Agenda item. *No items addressed.*
6. Police and crime: To note the latest rural crime report. *No crimes reported in Ufford, but vehicles are continuing to be targeted locally. Please do not leave valuables in your car, even if they are out of sight as offenders are breaking into vehicles even if nothing is on show.*
7. Finance.
  - a. Annual Governance and Accountability Return (previously known as the Annual Return) for the year 2017-18.
    - i. UPC to review findings of effectiveness of internal systems. *Agreed.*
    - ii. Approve Annual Governance Statement. *Approved.*
    - iii. Approve Annual Governance and Accountability Return. *The Return was approved, but in light of a recent discovery, it was agreed a covering note would*

be sent to the auditor to inform them that UPC is a custodian trustee of the Village Hall. JA will look into the legal documents in more detail with KL and SC will investigate what insurance cover is in place for the Hall, as well as obtaining a valuation from Barker Storey Matthews. The current valuation on file is dated 1998. KL will pass the paperwork to SC to be scanned and uploaded digitally. **Action** – JA, KL & SC.

Whilst discussing the Asset Register, FG advised that the benches are in need of a coat of teak oil. The Clerk will speak to PCC to add to their maintenance schedule. Although not UPC's property, the bus stop at Newport Way is in urgent need of some attention and weather proofing. The Clerk will notify PCC. **Action** – SC.

- b. Peterborough City Council, Council Tax 18/19 Report. *Noted.*
- c. Monthly Financial Report: to approve financial statements for March 2018. *Approved.*
- d. Authority to pay. *Approved.*
  - i. Susie Caney: Clerk's pay and expenses for March 2018, £55.10.
  - ii. HMRC: Clerk's tax for March 2018, £6.60.
  - iii. Cherrywood AV Ltd: Replacement projector screen for the Village Hall, £124.87.
  - iv. Community Heartbeat Trust: Donation for GSM Emergency phone and annual rental, £410.00.
- e. Approve payments made since last meeting. *Approved.*
  - i. Community Heartbeat Trust: Donation for defibrillator, equipment, cabinet and installation, £2,545.00.
  - ii. Community Heartbeat Trust Solutions: Annual support cost (year one), £198.00.

#### 8. Planning.

- a. 18/00326/NONMAT, Sherwood, Marholm Road – Non material amendment (removal of the red footprint of the existing dwelling) and (removal of the street scene and section drawings) of planning permission 17/00564/FUL. *Awaiting Decision.*
- b. 18/00225/FUL, North Lodge, Main Street, Construction of stable block – retrospective. *Comments were agreed for submission. Action* – SC.
- c. 18/00259/LBC, Pear Trees, Main Street – Listed Building Consent to refurbish ex coal shed. *No objections.*
- d. 18/00510/CTR, Robins Acres, Walcot Road – Fell laburnum and apple tree. *No comments.*
- e. 18/00405/LBC, Compass Cottage, Main Street – Proposed alterations to outbuilding to form guest bedroom. *No objections.*
- f. 18/00575/CTR, The Coach House, 5 Fountain Court – Reduce height and prune walnut, beech and fig trees. *It was agreed to leave the Tree Officer, Bryan Clary, to take a view on what work is necessary.*
- g. 18/00502/HHFUL, Highlands, Marholm Road – Construction of garage, revised. *Slight concern over the height, but no objections.*

#### 9. Other items.

- a. Annual Parish Meeting – to agree plans for the event. *The local organisations will be invited to report on the last year: The Village Hall Committee (Fiona Spires), The Cricket Club (Chris Parker), Ufford Urchins (Emma Thorpe) and Friends of St Andrew's Church (Peter Hudson). KL will report on the Parish Council's activities. Members were asked to think about suggestions for a guest speaker and to email KL by the end of the week, so that there is time to organise an invitation. Suggestions made within the meeting were; The Police and Crime Commissioner, Men of the Stones, Nene Park Trust and The Civic Trust. FG suggested putting together an Ufford Heritage information display. Timings will be; Refreshments from 6.30pm with the meeting starting at 7pm and the Annual Parish Council Meeting will follow on at approximately 8pm.*

*Refreshments; KL will organise wine, GB will organise soft drinks and nibbles. Every household will receive a flyer distributed by KL, DC, JA and GB. Clerk to design and print. **Action** – SC, KL, DC, JA & GB.*

- b. Ufford Heritage Publication. *FG has been looking at updating the book. £200 towards printing costs will be donated by the Ward Group, and it is hoped that money from subscriptions would recoup the costs. FG will obtain quotes, and once the PC have an idea of price they can agree a contribution too. It was agreed a working party would be formed to look at what work needs to be done, and which areas of the publication need to be revised and updated. KL will send an email with suggested dates for an evening meeting. **Action** – KL & FG.*
- c. Village maintenance: To note and agree action on current maintenance issues and to note updates on issues outstanding.
- i. The Telephone Kiosk – Defibrillator Installation Date and signing of the Managed Solution and Hosting Agreement. *The defibrillator will be installed on 19<sup>th</sup> April in the telephone kiosk. It will not be in use until it is listed with the emergency services, which will take a few days. Training sessions will be organised for residents. **Action** – SC.*
  - ii. Traffic Calming – update. *UPC will ask Peter Tebb (Highways) to visit the village once again to see what measures could be implemented, and where they would fit financially within Highways' budget. A resident raised concerns with DC that children using the school bus have to cross the road from Southorpe Terrace, but whilst the bus is parked, commuting traffic overtake at high speed. It is a particularly dangerous stretch for children to be stepping out into the road. Could Highways look at enforcing a 40mph limit instead of the current 60mph? Another option may be to request a change of bus route so that the bus is always dropping off or picking up on the houses side of the road. **Action** – KL & SC.*
  - iii. Gigaclear Reinstatement – schedule of works. *Gigaclear have been in contact and are due to raise a schedule of works shortly.*
- d. Meetings attended: To receive reports.
- i. Barnack Ward Group. *Sheila O'Brien presented to the Ward Group to raise awareness of the Leader Fund, which is EU money and needs to be applied for this year (pre-Brexit). The meeting was not well attended and DO will be writing to all Ward Parish Councils to re-iterate the importance of attendance.*
- e. To note correspondence received:
- i. Sylvia Radouani, PCC, Parish Domain Update. *PCC are soon to be rolling out 'peterborough.gov.uk' email addresses to all Clerks and eventually all Councilors.*
  - ii. NALC Bulletin. *UPC will be able to sign up to a county-wide Data Protection Officer Scheme as an additional part of their CAPALC membership. DC suggested UPC check the level of insurance cover currently in place, in light of the new GDPR. The Clerk will speak to Came & Co for advice. **Action** – SC.*
  - iii. CAPALC, Online NALC Survey. *Noted.*

10. Village Matters – for discussion only.

*The Church Conservation Trust contacted KL to ask about installing a brown 'historic church' tourist sign for St Andrews Church. Due to the prominent location of the church a sign would be unnecessary clutter.*

11. Next meeting: Ufford Annual Parish Meeting on Tuesday 8<sup>th</sup> May 2018, arrival from 6.30pm for refreshments, meeting to begin at 7.00pm. The Annual Parish Council Meeting will follow on from the Annual Village Meeting. Residents are encouraged to attend.

Meeting closed at 8.54pm.