

Ufford Parish Council

Councillors	Tel	Email	Responsible for:		
Keith Lievesley (Chairman)	740679	keith.lievesley@btinternet.com	Barnack Ward Group	Parish Council Liaison	
Graham Bowes	740578	Graham.bowes335@btinternet.com	Parish Council Liaison	Police	Playground Working Party
David Chadwick	740893	david@chadsonline.co.uk	Financial overview	Planning	
Frieda Gosling	740343	friedagosling@yahoo.co.uk	Barnack Ward Group	Planning	Playground Working Party
Julia Alexander	740017	jdensem@aol.com	Village Hall Committee		
Clerk: Susie Caney	07595 377236	uffordparishclerk@live.co.uk	Speed Watch		

Minutes of the Annual Ufford Parish Council Meeting held in Ufford Village Hall on Tuesday 8 May 2018 at 8.15pm.

DRAFT MINUTES FOR APPROVAL AT NEXT MEETING

1. Election of Chairman for the Council Year 2018-19. *Keith Lievesley was proposed by FG and seconded by DC.*
2. Declaration of Acceptance of Office by Chairman. *KL accepted and signed the Declaration.*
3. 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).*
4. Apologies of absence were accepted from *Ward Councillor David Over.*
5. Declarations of Interest and Dispensations – *A declaration of interest and dispensation was made by FG for item 13.f.*
6. To confirm and sign the minutes of the council meeting held on 10th April 2018. *The Minutes were resolved unanimously to be a true record of events and were duly signed by the Chair.*
7. To adopt Regulatory Documents for 2018-19:
 - a) Standing Orders, Code of Conduct, Financial Regulations, Asset Register and Risk Assessment. *All documents were adopted. DC volunteered to carry out weekly checks on the Defibrillator cabinet as per the Risk Assessment. **Action** – DC.*

- b) GDPR Policy. *The Privacy Notices and Publication Schemes were adopted and will be listed on the Parish Council website. **Action** – SC.*
8. Appointment of Council Representatives – *These were agreed as follows: Police (GB), Village Hall Committee (JA), Barnack Ward (FG & KL), Parish Council Liaison (KL), Planning (FG & DC), Speed Watch (SC), Financial Overview (DC) and Playground (FG & GB).*
9. Members of the public are invited to address the council with regard to any Agenda item. *No members of the public present.*
10. Police and crime report - *The Police and Crime Commissioner was invited to attend the Annual Village Meeting as a guest speaker. After following up with a telephone call, KL was informed that the Commissioner does not attend Parish meetings. Thefts from motor vehicles are still happening in local beauty spots, along with license plate thefts. Please do not leave valuables in your car.*
11. Ward Councillor's report – *No report.*
12. Finance.
- a. Monthly Financial Report: to approve financial report for April 2018. *Approved.*
 - b. Clerk's Core Pay: to authorise amendment to monthly Standing Order, £220.00. *Approved.*
 - c. To note receipts. *Noted.*
 - i. PCC: Parish precept, first instalment, £3,934.29.
 - ii. CAPALC: Transparency Fund Grant £88.27.
 - d. Authority to pay. *Approved.*
 - i. Susie Caney: Clerk's pay and expenses for April 2018, £137.12.
 - ii. HMRC: Clerk's PAYE tax April 2018, £25.40.
 - iii. Nest: Employer & Employee Pension Contribution schedule, £15.34. (2 payments of £7.67).
 - iv. CAPALC: Affiliation Renewal Fee, £151.93
 - v. Came & Company: Insurance Renewal Fee, £399.11.
 - e. Payments made since last meeting. *Approved.*
 - i. Unity Trust: Service Charge £18.00.
13. 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. *Awaiting Decision.*
 - c. 18/00259/LBC, Pear Trees, Main Street – Listed Building Consent to refurbish ex coal shed. *Awaiting Decision.*
 - d. 18/00405/LBC, Compass Cottage, Main Street – Proposed alterations to outbuilding to form guest bedroom. *Awaiting Decision.*
 - e. 18/00502/HHFUL, Highlands, Marholm Road – Construction of garage, revised. *Awaiting Decision.*
 - f. 18/00585/HHFUL, 3 Hillside Close – Demolition of rear extension and part of garage. Erection of new side and rear two storey extension, and open front porch elevation. *No objections.*
 - g. 18/00570/HHFUL, Hightrees, 2 Walcot Road – Conversion of garage, proposed single storey front porch extension; two storey side extension; single storey rear extension and internal alterations and proposed detached double garage with gym. *Comments were agreed for submission. **Action** – SC.*

14. Other items.

- a. Ufford Heritage Publication – Update on Working Party. *FG updated members during the Annual Village Meeting regarding plans on updating and researching the new publication. Anyone interested in volunteering or joining the group please get in touch.*
- b. Defibrillator - Training and Publicity. *The defibrillator has been installed and is awaiting confirmation of registration with the local ambulance trust. The next step is to organise training sessions for residents in June. **Action** - SC.*
- c. Ufford Village Hall – Custodian Trustee Update. *KL and JA are due to attend a meeting later this month to obtain legal advice as to the role of the Parish Council as Custodian Trustee of the Village Hall.*
- d. Village Maintenance: To note and agree on current maintenance issues and to note updates on issues outstanding:
 - i. Gigaclear Reinstatement, update. *No update, Clerk to chase. **Action** – SC.*
 - ii. Traffic Calming, update. *Pending quotes and a site visit from Highways. **Action** – SC.*
- e. To note correspondence received.
 - i. NALC, Statement from the Information Commissioner’s Office re GDPR Compliance. *Noted.*
 - ii. Sylvia Radouani, PCC, New Parish Council Mailbox address for PCC. *Noted.*
 - iii. CAPALC, April News Bulletin. *Noted.*
 - iv. Cambs Police Shrievally Trust, Raising awareness of the Cambridgeshire Bobby Scheme. *Noted.*
- f. Employment.
 - i. Approve Clerk Pay Review. *An increase to SCP 27 was agreed and members recorded their thanks to the clerk for the past year.*
 - ii. Confirmation of 2018/19 Objectives. *This item will be carried over to the next meeting. **Action** – KL.*

15. Village Matters – for discussion only. *JA gave feedback on the recent Village Hall Committee meeting and will suggest fundraising is added to the next agenda. **Action** - JA.*

16. Next meeting: Tuesday 12th June 2018 at 7.30pm. Residents are encouraged to attend.

Meeting closed at 21.50.