

CHIPPENHAM PARISH COUNCIL

Minutes of an Ordinary Meeting held via videoconferencing on
Monday 8th February 2021 7pm

Present:

Parish Councillors: NB, IH, PF, FM, SR NW MG

Other councillors: JH for part of the meeting

Members of public:

Minute		Action
20-21/109	Apologies for absence None	
20-21/110	Declaration of Interest NW - item 115 i. has been approached by Sunnica FM – item 119 vii. church grass cutting	
20-21/111	Minutes of the last meeting Previously circulated minutes from the last meeting were approved by the council and signed on behalf of the Chair by the clerk due to this being a virtual meeting.	
20-21/112	Public Participation None	
20-21/113	District Council Report JH reported that ECDC has fought off several planning challenges in Witchford which means that their five year housing supply has been proved to be adequate. The council has also more than met the Housing Delivery Test which has a threshold of 75%. The council has reached 85%. This means that it would be highly unlikely for permission to be granted to develop outside the village envelope within East Cambs.	
20-21/114	County Council Report No update other than Sunnica information sent via email by JS. Shared with the council by the clerk.	
20-21/115	Planning i. Sunnica The clerk had previously circulated the minutes from the recent Sunnica Parish Council Alliance meeting. FM told the meeting that one of the actions was for each parish council to canvass their residents regarding the effectiveness of the statutory consultation. Isleham PC has drafted a brief questionnaire and it was suggested that each PC use this format so that responses can be consolidated. The council agreed to use this format and produce and distribute the questionnaire and also promote an electronic version via the website and village Facebook page NW will speak to SC of Haddenham PC regarding their campaign against a large renewal energy proposal. FM has spoken to someone from Waterbeach PC. They are using a planning lawyer to guide them. FM will speak to this lawyer who lives in Ely. . JH – had long conversation with Andrew Philips last week regarding land classification. His advice was that it won't do harm to get land reclassified. Could use council's surveyor but this may be too close and cause a conflict so maybe an independent land consultant might be a better option. NW – offered to do the minutes for the Wednesday meeting. FM – mentioned that there is a push at government level to not purchase or support products/services coming from parts of China due to genocide etc. FM to raise this point at Wednesday's meeting. ii. 21/00072/FUL – Hadham Industrial Estate – new access No objections.	

20-21/116	<p>Play areas</p> <p>i. U 12's Play area lease ongoing – no further update. The clerk will chase up Sanctuary Housing for an update.</p> <p>i. a. The picket fence at the U12's play area has been fixed by KP Services at a cost of £100 to include materials and labour.</p> <p>ii. Click clack bridge repairs The council discussed the two quotes received for the bridge slat repairs. (TC and FLP). The council voted 5 votes to 1 to give the contract to TC provided that his insurance will cover liability. NB abstained from the vote.</p>	
20-21/117	<p>Highway Matters</p> <p>i. Speed Sign – conversion to solar NB – The sign has been shipped today although the shipping agent has had some issues with transit since Brexit. .</p> <p>ii. Representation at LHI Bid Panel NB has volunteered to represent the council at the upcoming LHI Panel meeting on 3rd March at 10.15am. The council discussed the reasons why this bid would benefit Chippenham. NB will produce a list of bullet points to support the bid. SR has offered to be back-up if NB is called away for work.</p>	
20-21/118	<p>Village Matters</p> <p>i. Risk Assessment The issue of council risk is being dealt with by the Finance Committee. NB will join the next meeting to aid this process. NB would like to see a proper footpath on the verge created on the Isleham Road to access the public footpath. It was suggested that this could be requested as part of the detailed planning consent when that is submitted to the council.</p> <p>ii. Recent Criminal Activity NB – there has been some minor signs of vandalism in the play area. The council will keep watch for any escalation in this behaviour. It was noted that Fordham is having a spate of petty criminal damage and vandalism at the moment.</p> <p>iii. Laurel Hedge The hedge is due to be cut back on 17th Feb. NB will be available to supervise and give guidance.</p>	
20-21/119	<p>Correspondence and Financial Matters</p> <p>i. Policies</p> <ol style="list-style-type: none"> 1. Model Financial Regulations Policy The clerk has previously circulated the suggested amendments to the policy to tailor it to Chippenham's needs. The council agreed to adopt these changes. 2. Leave Entitlement Policy SR has written an Annual Leave policy which is based on CAPALC templates. The council reviewed and adopted the policy. 3. Flexible Working Policy SR has written a Flexible Working policy which is based on CAPALC templates. The council reviewed and adopted the policy. 4. Social Media Policy FM to work with SR to produce final draft. <p>ii. Finance Committee</p> <ol style="list-style-type: none"> 1. As i. above and item 118 i. <p>iii. Bus Shelter – Cleaner The council discussed the closing date for the position which was set at 15th February. So far there has been one applicant. A 16 year old who would require a work permit. SR will look</p>	

	<p>into the rules/legislation for employing/instructing a 16 year old. NB will produce a risk assessment document for the role.</p> <p>iv. Charity Accounts The clerk has now sent cheques from the charity account for both the charity and pub to the clerk in Snailwell. This item is now concluded.</p> <p>v. Palace Lane properties One tenant has requested an extension to pay part of their rent. The council has agreed to this request. The clerk will check that payment has been received.</p> <p>vi. Poors Land and Village Hall No update</p> <p>vii. Church – grant cutting grant The council has received a grant application from the church for £1300 for their annual grass cutting bill. The council agreed to approve this request. The clerk will request bank details from Rev David Cleugh. .</p> <p>iv. Payments for authorisation CAPALC - Budgeting and Finance Control training - £30 KP Services - fix fence posts - £100 Newprint - newsletters - £233.49 Sally Hughes - storage boxes - £15 Sally Hughes - filing folders - £8 CPPC – grant cutting grant - £1300</p>	
20-21/120	<p>Items for the next agenda 21/00146/VAR – Rosewood Stud Councillor training plan/induction Dog bin – on the allotments</p>	

FINANCIAL STATEMENT

PAYMENTS

Cheques

Electronic Payments

CAPALC - Budgeting and Finance Control training - £30

KP Services - fix fence posts - £100

Newprint - newsletters - £233.49

Sally Hughes - storage boxes - £15

Sally Hughes - filing folders - £8

CPPC – grant cutting grant - £1300

Standing Orders and Direct Debits

Jan 20 £40.00 S Desborough - cleaning

Jan 20 £130.00 KP Services – play area maintenance

30/12 £27.37 NEST

Acacia Management Fees

05/1 £46.80 10 Palace Lane

05/1 £44.40 8 Palace Lane

RECEIPTS

Bank interest

Jan 21 Lloyds Bank 26p

Other

Precept

Palace Lane – monthly receipt

Dec 20 £740 8 Palace Lane

Dec 20 £780 10 Palace Lane

Bank Transfers

CIL Expenditure