**Weston Colville Parish Council**

**Minutes**

**Of the Annual Parish Meeting held on Wednesday 5th May 2021 at 7.30pm via Zoom,**

**Weston Colville**

Present: Ray Vidler (Chairman), Bridget Durham (Vice Chair), Ian Ashbridge, John Garrod, James Hubbard, Faye Parker, Constantine Pagonis, and Jessica Ashbridge (Clerk).

In Attendance: District Councillor Geoff Harvey, County Councillor Henry Batchelor, and one Parishioner.

**A meeting for the Electors of the Parish to discuss Parish Affairs.**

1. **Apologies for absence –** None received**.**
2. **Welcome by Chairman and introduction of the Parish Councillors and Clerk.**
3. **To approve the Minutes of the last meeting of Weston Colville Annual Meeting of the Parish held on 15th May 2019. P: Cllr Vidler, S: Cllr Durham, All in fav.**
4. **Chairman's Annual Meeting of the Parish Report –** The Chairman delivered his report – in the meeting documents.
5. **Presentation by Cllr Garrod on the Community Flood Plan –** It was reported that following a comprehensive report in December 2020 on the flooding at Weston Green, a flooding working party was established. Cllrs Garrod, Durham and Parker created a full village plan using a template from the Environment Agency. The draft plan was discussed by the PC in March, it included the triggers and actions to take. An article was included in the Challenge in April, comments to the Clerk were invited. Free packs could be provided by the EA, including signs and hydrosacks, once the plan was adopted. The Reading Room had been approached, and they could accommodate storage for signs and hydrosacks.
6. **Presentation by Cllr Durham on the Cambridgeshire Community Funding Panel –** Cllr Durham reported on the actions carried out by the CCF panel. Presentation in the meeting documents.
7. **Questions and comments from Electors –** A Parishioner asked about flooding, as she will be moving into The Old Forge, she asked about riparian rights and whether she could raise the level of her back garden. The response was that the riparian acts would be shared with the Reading Room Committee and the West Wratting Estate for the ditch that runs along the recreation ground. The levels could be raised in the garden, provided that the action did not affect other properties. The Chairman thanked the Parishioner for attending, and her questions.

**The APM closed at 8.05pm**

**Minutes for the Annual General Parish Meeting**

1. **Election of Officers**
   1. **Chairman –** Cllr Vidler was **Proposed by Cllr Garrod, seconded by Cllr Hubbard, elected unopposed.**

Acceptance of Office by Chairman was signed after the meeting.

* 1. **Vice-Chairman** – Cllr Durham was **Proposed by Cllr Garrod, seconded by Cllr Hubbard, elected unopposed.**

Acceptance of Office of Vice Chairman was signed after the meeting.

1. **Determination of Representatives**
   1. **Financial Overseer** – Cllr Garrod, **P: Cllr Vidler, S: Cllr Durham, All in fav**
   2. **Footpaths Representative** – Cllr Durham **P: Cllr Vidler, S: Cllr Garrod, All in fav**
   3. **Traffic Calming Working Party** – Cllrs Ashbridge and Hubbard **P: Cllr Vidler, S: Cllr Durham, All in fav**
   4. **Community Flood Plan Working Party** – Cllrs Garrod, Durham and Parker. **P: Cllr Vidler, S: Cllr Hubbard, All in fav**
   5. **Playground Working Party** – Cllr Hubbard **P: Cllr Vidler, S: Cllr Garrod, All in fav.**
2. **To accept apologies and reasons for absence –** None.
3. **To make any declarations of interest –** None declared.
4. **Public Participation Session –** None.
5. **To approve minutes-** For the meeting of Weston Colville Parish Council on 1st March 2021. **P: Cllr Vidler, S: Cllr Pagonis, All in fav.**
6. **District and County Council reports and items of interest** – Reports were received.
7. **Planning**

**To be discussed:**

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| **Planning reference** | **Address** | **Proposal** | **Decision** |
| **21/01050/LBC** | 73 Common Road Weston Colville CB21 5NS | Superstructure repair and reinstatement works following flash flood damage | Awaiting Decision  **No comments, advised that the property was monitored.** |
| **21/01516/FUL** | Farmyard, Weston Woods Farm, Common Road CB21 5NR | Construction of an agricultural building | Awaiting Decision  **Support**  **No comments.** |

**SCDC Decisions:**

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| **Planning reference** | **Address** | **Proposal** | **Decision** |
| **20/02593/OUT** | Garage Plot To North Of 14 Horseshoes Lane Weston Colville Cambridge | Outline planning for the development of 1 No. detached dwelling house with all matters reserved. | Awaiting Decision |
| **21/00187/FUL** | Ivy House, The Green, Weston Colville, CB21 5NT | Demolition of the existing buildings and the erection of 4 No. dwellings, remodelled access and associated infrastructure | Awaiting Decision |
| **21/00112/FUL** | Weston Green Barn, Common Road, Weston Colville, CB21 5NS | Equine facilities comprising of four stables, tack room, hay and feed store | Approved |

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1. **Matters for the Council to discuss/vote on**
   1. **Flooding and Road Drainage –** Cllr Garrod reported that there had been no response to the consultation from Parishioners, which was disappointing. It was proposed that the Flood Plan was adopted, **P: Cllr Vidler, S: Cllr Pagonis, All in fav.** It was suggested that the Flooding Working Party would act as Flood Wardens, plus two Parishioners would be approached to join as Wardens. Once the plan was adopted the Environment Agency could be approached to provide free hydrosacks, to be stored at the Reading Room, and at the entrance to the playground at Church End. Cllr Ashbridge raised that he believed the land was leased from West Wratting Estate, and to determine when rent had last been paid.

Cllr Garrod would source suitable containers before the next meeting. The plan had been sent to Highways via Cllr Batchelor, but a response had not been received. Cllr Harvey had information for Cllr Garrod which would he would forward.

* 1. **CSP Gypsy, Roma & Traveller Inclusion Workshop –** Reports were received. Cllr Parker had attended training, which had been provided by the Police. A toolkit was being launched, with what to do if an unauthorised encampment appeared in the village. Weston Colville had been put forward to pilot the toolkit. Cllr Parker would send the information to all the Cllrs.

1. **Matters In hand / Arising since last meeting**
   1. **SID and LHI** – There were no updates, a Parish Consultation would be organised by the next meeting.
   2. **Footpaths –** No response had been received about the footpath at Moat Farm. A dubious repair had been carried out on the bridge on footpath 9.
   3. **Pimp My Fish** – It was noted that Pimp my Fish visited Weston Colville on 20th March, and 23rd April. They would be visiting on 15th May, and then planned on attending on the 1st Friday of the month from July onwards. There had been a good reception from Parishioners. It was suggested that the regular date was added to the Challenge.
   4. **Street Lighting –** Cllr Vidler reported that all the street lights had been changed to LEDs, new Mpans had been requested, which should lead to a reduction in costs.
2. **Playground –** It was noted that the Project Monitoring Document for the CCF has been completed. David Bracey had carried out the annual playground inspection in April. The report was received, Cllr Hubbard would work through the recommendations.
3. **Finance –** 
   1. **To Approve cheques –** The Clerk added the SLCC membership contribution of £14 to the Clerk’s other Council. **P: Cllr Durham, S: Cllr Pagonis, All in fav.**
   2. **CAPALC Membership Fees –** The invoice had been received before the meeting for the annual subscription.
   3. **Internal Auditor –** A new Internally appointed Auditor for 2020-2021 accounts onwards was proposed. On recommendation from the Clerk of West Wratting/West Wickham, Jackie Dockerill from Running Total Bookkeeping was approached. It was noted that she charged £18 an hour (average 4hrs to audit a PC’c accounts). It was determined that the accounts would be audited annually at the Year End, and monitored quarterly by Cllr Garrod. **P: Cllr Vidler, S: Cllr Durham, All in fav.**
   4. **Year End Accounts –** The Year End Accounts were approved. **P: Cllr Vidler, S: Cllr Durham, All in fav.**
   5. **AGAR: Certificate of Exemption 2020/2021** – It was approved that the Council could declare itself as exempt with an income/expenditure that did not exceed £25,000. **P: Cllr Ashbridge, S: Cllr Vidler, All in fav.**
   6. **AGAR: Annual Governance Statement 2020/2021** – Responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. **P: Cllr Ashbridge, S: Cllr Vidler, All in fav.**
   7. **AGAR: Accounting Statements 2020/2021 – P: Cllr Durham, S: Garrod, All in fav.**

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| **Credit Received** |  |
| **Wages s/o (Backdated pay to 1st April to be set up by July meeting)** | £203.58 |
| **Balance at Lloyds Bank on 31st March 2021** | £12,354.23 |

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| **Cheque number** | **Detail and Date** |  | **Amount** | **VAT** |
| D/D | Street lighting | £36.93 | £38.76 | £1.83 |
| D/D | Public Works Loans Body 31st March |  | £1,143.39 |  |
| 782 | David Bracey Playground Inspection 2021 | £135 | £162 | £27 |
| 783 | Insurance 2021-2022  IPT | £553.65  £66.44 | £620.09 |  |
| 784 | Simon Ratford Grass Cutting |  | £375 |  |
| 785 | CAPALC – Cllr Training (Approved in March 2021) |  | £75 |  |
| 786 | CAPALC – Annual Subscription 2021/22 |  | £251.01 |  |
| 787 | SLCC Membership contribution to Clavering PC |  | £14 |  |
| **Total** |  |  | £1497.10 |  |
|  | **Total of Outstanding Cheques** | 774 | £10 |  |
|  | **After above Cheques** |  | **£10,847.13** | **£28.83** |

1. **Matters for next Agenda:** Traffic Calming; Gypsy, Roma, Traveller Inclusion toolkit, Platinum Jubilee event, Community led plan, review of policies, car park/oak tree naming.

**Date of Next Meeting: Monday 5th July**

**Dates of Parish Council meetings in 2021 are: 7th June (planning), 5th July, 2nd August (planning), 6th September, 4th October (planning), 1st November, 6th December (planning).**

The meeting closed at 9.30pm.