

## KINGS CLIFFE PARISH COUNCIL

The Annual General Meeting of the Parish Council was held on 10<sup>th</sup> May 2018 at 7.30 pm at Kings Cliffe Active.

**Mr Jamie Ward** addressed the Parish Council and explained in detail his planning application 18/00286/FUL. Creation of new vehicular access to rear of property via Church Walk, removal of section of existing wall and installation of new gates at 27 West Street Kings Cliffe

**Mr Simon Fairhall** addressed the Parish Council on the subject of now pursuing their application to Field in Trust Application for Active Spaces.

Proposed: Councillor Meadows                      Seconded: Councillor Hardwick

**18/022: Present:** Chairman A Howard, Councillors: M Day, G Smid, M Day, R Brown, J Dixon, D Gilbert, C Leuchars, B Hardwick, R Meadows, County Councillor H Smith (Part ) and 6 members of the public

**18/023: Apologies for Absence:** Councillors J Atkinson, N Ford

**18/024: Declarations of Interest:** Councillor M Day declared a Non Pecuniary interest in relation to the planning application : 18/00286/FUL

### **18/025: Election of Chairman**

The Clerk asked for nominations. One nomination for Councillor Howard was received and carried as proposed by Councillor Brown and seconded by Councillor Day.

### **18/026: Election of Vice Chairman**

The Chairman asked for nominations. One nomination for Councillor Day was received and carried as proposed by Councillor Brown and seconded by Councillor B Hardwick.

### **18/027: Formation of Sub-Committees**

Burial Board – Councillors Dixon, Ford, Gilbert and Smid. The Chairman is an ex-officio member of the Burial Board

Amenities Committee –The Chairman, Parish Clerk, Councillors Atkinson, Brown, Dixon, Day and Leuchars.

Neighbourhood Plan – Councillors Atkinson, Dixon, Leuchars, Meadows and Smid

### **18/028: Appointment of Wardens**

Footpaths' Warden – Councillor Meadows

Tree Warden – Councillor Dixon

Grass Maintenance – Councillor B Hardwick

Burial Board – Councillors Dixon, Ford, Gilbert and Smid. The Chairman is an ex-officio member of the Burial Board

Amenities Committee –The Chairman, Clerk, Councillors J Atkinson, R Brown, J Dixon, M Day and C Leuchars.

Neighbourhood Plan – Councillors Atkinson, Dixon, Leuchars, Meadows and Smid

### **18/029: Nominations to Other Bodies**

Memorial Hall – Councillors Hardwick and Meadows

Cornforth Homes – Mr B Hurcombe

Kings Cliffe Active – Councillor Smid (reserve Councillor Brown)

Highways Representative – It was agreed that Councillor Hardwick would act as our Highways Liaison Officer with the County Council

**18/030: Dates of Meetings for the Coming Year**

A list of dates for the coming year has been sent to all Councillors, the Gazette, Kings Cliffe Active, Kings Cliffe Community Facebook and is on the Parish Council Website.

**18/031: Chairman’s Report**

The Chairman reported that we will be discussing the Neighbourhood Plan, Lap and Leap, Transfer under Accounts Payable and that some work has commenced on some of the potholes.

Doctors Surgery – The Chairman has spoken again to Dr Takar in relation to the proposed mew medical centre and has seen the Business case that the practice has prepared. The Housing needs survey, which we will discuss later is an important part of this , which we will discuss later. Another meeting is arranged with the County and District in around 4-6 weeks time.

Call Connect – County Councillor Heather Smith wished to discuss the issue raised in the meeting she attended on the 9 May 2018. Councillor Heather Smith will circulate the summary of this meeting along with Kings Cliffe usage to the Clerk and this will be discussed in more detail at our next Parish Council meeting on Thursday, 14<sup>th</sup> June 2018 regarding keeping this service going until the Unity Council take over in 2020.

Councillor C Leuchars will invite our District Councillor, Roger Glithero to discuss Call Connect.

Cllr C  
Leuchars

**18/032: Minutes of the Meeting held on 12<sup>th</sup> April 2018:** approved.

Proposed: Councillor Smid                      Seconded: Councillor Brown

**18/033: Matters Arising:** Planning Department currently looking into the growing numbers of new structures arising near the railway bridge. Clerk to continue chasing.

Insurance and Public Liability regarding the Lap & Leap children’s play area. Clerk to check we are covered in this respect. Clerk to see how other Parish Councils cover their play areas.

Clerk

Blocked drains both side of The Keys, Park Street. Clerk to report to Drain Doctor again.

Lap & Leap Transfer, cost of transfer to be questioned as received an invoice but are we certain this is to be paid by them under Section 106 as confirmed by Councillor R Brown.

Cllr  
R Brown

Dog Bin behind the Village Hall has now been repaired and Lamppost No 5 on Kings Mead has now been repaired. Shrubs and Trees in Kingsmead are scheduled for a tidy up in June.

**18/034: Accounts Payable**

Clerk’s Salary	- £918.96
Kings Cliffe Active	- £16.00
NCALC New Clerks 2 Day Training	- £175.00
NCLAC Membership Subscription 31 March 2019	- £514.10
RJC Countryside Management	- £942.00
A Sewter (Electrical) Ltd	- £596.03

Proposed: Councillor B Hardwick                      Seconded: Councillor J Dixon

**18/035: Financial Position: noted**

Bank Balances:- Current £30,249.31, Deposit £50,062.71, Bequest £4,773.40  
Income:- £12,500 Precept, £0.92 Bank Interest

<p><b>18/036: Planning Applications</b></p> <p>18/00286/FUL - Creation of new vehicular access to rear of property via Church Walk removal of section of existing wall and installation of new gates at 27 West Street Kings Cliffe – No Objection  18/00586/FUL - Proposed 3 new dwellings comprising of 2 houses and 1 bungalow at 33 Wood Road, Kings Cliffe – Objected</p> <p>18/00586/FUL - Amended plans received 25.04.18 No Objection  18/00791/TCA/ - T1 - Sycamore - reduce to previous reduced size (by 1m approx.)T2-Ash–no works at 28 West Street Kings Cliffe - No Objection  18/00792/TCA/ - Remove 1 Thuja due to roots destroying stone wall at 20 Bridge Street Kings Cliffe - No Objection</p> <p>18/00746/FUL - Proposed single storey rear and side extension to provide utility room and lounge at 55 Bridge Street Kings Cliffe - No Objection  18/00790/TCA/ - T1 - Leylandii - reduce by 30% height to mitigate potential to fail in storm conditions due to lower bark inclusions at 30 West Street Kings Cliffe - No Objection  18/00746/FUL - Proposed single storey rear and side extension to provide utility room and lounge at 55 Bridge Street Kings Cliffe - No Objection</p>	
<p>Clerk to contact Planning with regards to the non-extension of dates regarding 18/00792/TCA &amp; 18/00790/TCA</p>	Clerk
<p><b>Planning Applications granted by ENC</b></p> <p>18/00640/AMD - 21 West Street Kings Cliffe Peterborough Northamptonshire PE8 6XB  18/00751/AMD - Land Adjacent 45 West Street Kings Cliffe Northamptonshire</p>	
<p><b>18/037: Appointment of Northants CALC as DPO</b></p> <p>It was agreed to appoint Northants Calc as our DPO (Data Processing Officer) and enquire as to what the cost is likely to be after the first year. Adopt Date Map, Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy. These policy templates were circulated on the 24 March 2018. Clerk to circulate again having adopted them, Councillors to review them and return their GDPR Security Compliance Checklist. To resolve that the council registers with the ICO and pays the Data Protection Fee £35.00.</p> <p>Proposed: Councillor Dixon                      Seconded: Councillor Hardwick</p>	
<p><b>18/038: Traffic Calming – Oak Lane</b></p> <p>Councillor R Brown seeking documentation between 2011-2014.</p>	
<p><b>18/039: Willow Walk Pocket Park – Footpath to School</b></p> <p>South Midland Plant have carried out the remedial work, re-installed some of the kerbs, hidden the cable and re-tarmaced some of the area. Some of the wooden fence is still awaiting repair. A section of the railing is going to be erected over the next week or so to see how it looks before commencing with any further work.</p>	
<p><b>18/040: Amenities Sub Committee</b></p> <p>Clerk to organise an amenities meeting to discuss the allotments that are currently in breach of their tenancy. Clerk to write to all tenants to invite them to join the amenities team.</p>	Clerk
<p><b>18/041: Burial Board Report</b></p> <p>Grass cutting - Maltings Green pond. Bamboos were placed in the ground to mark the area to be left uncut by the contractor. Councillor B Harwick and Councillor D Gilbert to liaise to ensure a 2m margin being left around the pond - where the butterbur will continue to thrive. Councillor B Hardwick to monitor the grass cutting in general.</p>	Cllr B Hardwick
<p><b>18/042: Police: Crime Report</b></p> <p>No Crime Reports have been received.</p>	

**18/043: Neighbourhood Plan**

Neighbourhood Plan – A Housing Need Survey has been agreed as it is felt it is necessary as supporting evidence for our neighbourhood Plan. It was agreed that Councillor J Atkinson may go ahead and come back with the questions for the Housing Need Survey for councillors' consideration. We have received a Freedom of Information (FOI) of Agenda/Minutes/Correspondence from any Open/Closed meetings between our Neighbourhood Plan Steering Group/ENC/Parish Members between 1st January 2017-31st March 2018. We are currently taking advice of this from ENC and NCALC to ensure we don't disclose information breaching GDPR.

**18/044: Gazette Entry June 2018**

Agreed and Discussed.

**18/045: Correspondence Received**

There was no correspondence received that had not already been circulated.

**18/046: Any Other Business**

Clerk to contact Danny Moody to enquire about a Gov.UK email address and costs involved due to Gmail having too many issue in non-delivery

Clerk

Lap & Leap – Clerk to contact Sharn Matthews regarding the transfer of funds. Contact Danny Moody to enquire how these funds should be best invested.

Clerk

Clerk to contact Highways regarding grass cutting the verges at Kings Cliffe/Stamford Road Hill Junction as the long grass is now obstructing visibility.

Clerk

Forestry Commission have advised that the Beech Tree should not have a door placed on it as this could cause damage to the tree.

The next Meeting will be held at 7.30 pm on Thursday 14<sup>th</sup> June 2018 in Kings Cliffe Active.

Signed \_\_\_\_\_

Date \_\_\_\_\_