



Pebmarsh Parish Council



Chairman: Cllr H Anderson

Clerk: Mrs P Potter: 20 Gore Lane, Rayne, CM77 6TU: 07790 598363;
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MINUTES

of the
Annual Parish Council Meeting
held on
Wednesday 16 May 2018
in the Village Hall

1. Election of Chairman

It was Proposed Cllr Holder, Seconded Cllr Tufnell and unanimously Resolved to appoint Cllr Anderson as Chairman for the civic year.

2. Election of Vice-Chairman

It was Proposed Cllr Anderson, Seconded Cllr Tufnell and unanimously Resolved to appoint Cllr Holder as Vice-Chairman for the civic year.

3. Apologies for Absence

County Cllr Finch and District Cllr Spray gave their apologies as they were attending other meetings.

4. Declarations of Interest

- Cllr Crimmins declared a Substantial Non-Pecuniary Interest in Item 9, as Company Secretary of Pebmarsh Community Pub Ltd.

5. Minutes of the Parish Council Meeting Held 20 March 2018

It was Proposed Cllr Anderson, Seconded Cllr Tufnell and unanimously Resolved that the minutes of the meeting held 20 March 2018 are a true record and were signed accordingly.

6. District and County Items

6.1 ECC Issues

Cllr Finch sent his apologies for this meeting.

6.2 BDC Issues

Cllr Siddall attended and reported that he will continue to sit on the BDC Overview and Scrutiny Panel, who are currently looking at housing in the district and tourism. He confirmed that the conclusion of the Public Examination of Part One of the BDC Local Plan will take place very shortly and depending on the outcome of this, Part Two will be examined later in the year. The Government are also reviewing the National Planning Policy Framework at present, which it is hoped will be moderated to soften its effect at a local level.

Cllr Siddall reported that Cllr Spray has been appointed as BDC Deputy Cabinet Member for Planning and Housing and will sit on both the Local Plan Committee and Planning Committees.

7. Public Forum

None present.

8. BDC Planning

8.1 Planning Applications:

- 18/00734/FUL: Greathouse, The Street – Removal of conservatory and porch and erection of two storey rear extension. *It was agreed to look at this application in more depth and convene with the Planning Committee to decide the response.*

8.2: Applications Pending Consideration by BDC - these were noted:

- 18/00513/COUPA: Le Mote Farm, Cross End – Notification for prior approval for a proposed change of use of agricultural buildings to a flexible use within shops, restaurants, leisure etc.
- 18/00508/FUL: Grove House, Cross End – Extension in addition to first floor side extension.

8.3 Planning Results – *the following applications were all permitted:*

- 18/00318/FUL: Linkwood Stud, Catley Cross – Dwelling for manager engaged in operation of horse-breeding facilities etc. *A condition was imposed to limit the occupation to those employed in the horse breeding and agricultural facility etc.*
- 18/00339/LBC: Kings Head, The Street – Re-roofing of building.
- 18/00357/LBC: Manor House, The Street – Demolition and rebuilding of chimney stack.
- 18/00447/LBC: Kings Head, The Street – internal remodelling.

9. Kings Head Loan Agreements

Cllr Crimmins did not take part in this item due to his declaration of interest as above:

- 9.1 Cllr Anderson outlined details of the agreement drawn up between the Parish Council and Pebmarsh Community Pub Ltd, which takes the form of a Facility Agreement, under which the Parish Council (PPC) agrees to lend £50,000 to Pebmarsh Community Pub Ltd (PCPL) for 15 years, with repayments being made by PCPL to PPC in advance of payments leaving PPC's account. PPC will then have a fixed charge on the pub itself, for the amount of £50,000, reducing proportionally over the 15 years. If a subsequent charge was required for a future purpose, the permission of the Parish Council would need to be obtained, but it was agreed that this would not be unreasonably withheld.

Once PCPL receive the loan monies, they will repay their original loan from the Co-op, which needs to take place before 12 June 2018.

It was Proposed Cllr Sharp, Seconded Cllr Tufnell and unanimously Resolved to sign the agreement, with Cllrs Anderson and Holder signing, and the Clerk, Mrs P Potter witnessing. This was duly undertaken.

It was also Proposed Cllr Tufnell, Seconded Cllr Anderson and unanimously Resolved that the payment of the £50,000 loan be made to PCPL, immediately following receipt of the monies by the Parish Council, in accordance with the agreement.

- 9.2 It was Proposed Cllr Anderson, Seconded Cllr Tufnell and unanimously agreed to sign the Public Works Loan Board agreement, and direct debit instruction, to take out the loan of £50,000 over 15 years, with a proposed start date of 4 June 2018. To agree to sign the loan paperwork to apply to the Public Works Loan Board.

10. Insurance Renewal 2018/19

The Parish Council's insurance renewal with Zurich Municipal, is an increase on 2017/18 by £12, at £656.60, in accordance with the current Long Term Agreement, which runs until 31 May 2020. It was Proposed Cllr Anderson, Seconded Cllr Tufnell and unanimously Resolved to renew on these terms.

11. Street Cleaning Agreement 2018/19

It was Proposed Cllr Anderson, Seconded Cllr Sharp and unanimously Resolved to enter into the BDC Street Cleaning Agreement for 2018/19, at the slightly increased rate of £853.76.

12. General Data Protection Regulations (GDPR)

12.1 The Parish Council received the Data Audit and agreed to the actions arising.

12.2 Privacy Notice – It was Proposed Cllr Anderson, Seconded Cllr Tufnell and unanimously Resolved to agree and adopt this Notice.

12.3 Privacy Notice for Staff, Councillors and Role-Holders - It was Proposed Cllr Anderson, Seconded Cllr Tufnell and unanimously Resolved to agree and adopt this Notice.

12.4 Data Protection Policy – It was Proposed Cllr Anderson, Seconded Cllr Tufnell and unanimously Resolved to agree and adopt this Policy.

12.5 Subject Access Policy – It was Proposed Cllr Anderson, Seconded Cllr Tufnell and unanimously Resolved to agree and adopt this Policy.

13. Dropbox – Access to Documents

Accessing Parish Council documents via Dropbox was discussed and it was agreed that the advantages and disadvantages of this need to be investigated a bit further before agreement is reached on the way forward.

14. Village Hall Emergency Response Supplies

A 'long' list has been generated of items which could be required if there was an emergency situation within the village. This would primarily be needed for smaller, short term issues, as a major incident would be looked after by higher authorities fairly quickly. We already have supplies of tea, coffee, powdered milk, sugar and basic items such as high vis jackets, blankets and a couple of battery powered lights. It was agreed to circulate the list for Councillors to look at before bringing this item back to the next meeting.

15. Annual Parish Assembly Arrangements

The Parish Assembly is being held on 30 May, where it is intended to discuss parking and road safety issues, with particular reference to school run times. It is intended that an application to the Local Highways Panel will be taken forward, following this discussion. Secondly, it has been agreed to launch a village survey with regard to a possible upgrade to the village street lights. The Chairman's report and Finance report will be provided with reports from the Village Hall Committee and John Nott Charity.

16. Finance

16.1 Finance Report

The latest finance reports were received.

16.2 It was Proposed Cllr Anderson, Seconded Cllr Sharp and unanimously Resolved to make the following payments:

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| 16.2.1 | £ 437.98 | Clerk Salary: April – May 2018 |
| 16.2.2 | £ 39.44 | Clerk Expenses: April – May 2018 |
| 16.2.3 | £ 169.07 | EALC/NALC Affiliation Fee 18/19 |
| 16.2.4 | £ 283.09 | Eon – Street Light Electricity |
| 16.2.5 | £ 656.60 | Zurich Municipal - Insurance |

16.3 Payments made between meetings were noted:

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| 16.3.1 | £ 26.40 | A & J Lighting Maintenance (April 2018) |
| 16.3.2 | £ 26.40 | A & J Lighting Maintenance (May 2018) |
| 16.3.3 | £ 120.84 | A & J Lighting Repair (paid in March 18) |
| 16.3.4 | £ 20.00 | Grass Cutting Payment |

16.4 Monies received since the last meeting were noted:

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| 16.4.1 | £ 868.50 | Footpath Cutting Income (ECC) |
| 16.4.2 | £4075.00 | Precept (1 st half – BDC) |
| 16.4.3 | £ 490.00 | Localism Fund Payment (BDC) |
| 16.4.4 | £ 134.00 | Collection Fund Surplus Payment (BDC) |
| 16.4.5 | £ 114.25 | Grass Cutting Income (ECC) |
| 16.4.6 | £ 200.00 | District Councillor Grant Funding (Playground) |

17. Review of Appointed Representatives

Representatives were agreed as follows:

| | |
|---------------------------------------|------------------------------------|
| Planning Committee and Tree Wardens | Cllrs Holder, Anderson and Tufnell |
| Affordable housing | Cllr Anderson |
| Legal | Cllr Anderson |
| Playground/Playing Field/Bus shelters | Cllr Sharp and Cllr Tufnell |
| Recycling | Cllr Holder |
| Insurance | Cllr Anderson |
| Street lighting Representative | Cllr Crimmins |
| Communications | Clerk |
| Village Hall Management Committee | Cllr Crimmins |
| Civil Defence Emergency Planning | Cllr Tufnell and Cllr Crimmins |
| John Nott Charity representative | Mr G Tufnell |
| Footpaths Representative | Cllr M Sharp |
| Road/Community Transport | Cllr Crimmins |
| Grants | Cllr Crimmins |

18. Exclusion of the Public and Press

It was Proposed Cllr Anderson, Seconded Cllr Tufnell and unanimously Resolved to exclude the public and press, under the Public Bodies (Admissions to Meetings) Act 1960, from item 19, as it contains confidential personnel information.

19. NALC Clerk Pay Scales April 18 – April 19

The Parish Council received the increased pay scales from NALC and it was Proposed Cllr Anderson, Seconded Cllr Tufnell and unanimously Resolved to agree to their implementation.

20. Date of Next Meeting

- Annual Parish Assembly: Wednesday 30 May, at 7.30pm, Village Hall
- Next Parish Council meeting – this will be scheduled during the week commencing 9 July 2018 and will be confirmed as soon as possible.

Signed
Chairman

Date