**Draft Minutes of the Annual Meeting of Holme Parish Council**

**Held on**

 **Tuesday 17 May 2022 at 7pm at Holme Village Hall**

**Councillors present:** Mrs W Aylesbury, Mr C Reed, Mrs J Edwards, Mrs L Roderick-Smith, Mr H Watson, Mr E Whittaker, Mr J Griffin (Chairman), Mrs W Aylesbury, Mr P Sargent.

Also present: Mrs J Osborn (Clerk)

1. **Chairman’s welcome.** Cllr John Griffin welcomed all and especially the 3 newly elected Councillors.
2. **Apologies for absence:** Mr D Neal**,** District Councillor Tim Alban.
3. **Election of Chairman.** Cllr Griffin was proposed by Cllr Aylesbury, seconded by Cllr Sargent, elected unanimously. Cllr Griffin signed the declaration of Acceptance of Office.
4. **Election of Vice Chairman.** To be deferred to the next meeting**.**
5. **Standing Orders:** The Standing Orders (circulated before the meeting) were adopted.
6. **Financial Regulations:** The Financial Regulations (circulated before the meeting) were agreed and adopted.
7. **The updated Risk Assessment** and the **Policies** (circulated before the meeting) wereapproved.

Items 5, 6 & 7 all proposed by Cllr Aylesbury, seconded by Cllr Smith and carried unanimously.

1. **a & b. Declaration of interests:** None.
2. Clerk advised Councillors that they should complete Register of Interests for submission to Huntingdon District Council.
3. **Public Participation.** 2 members of the public attended**.**
4. **Report from County Councillor.** Simon Bywater mentioned the online reporting tool for highways matters and contributed to items 14c and 15a. Clerk reported on the Clerks’ and Chairs’ meeting held by District Councillor Alban.
5. **Items raised at Annual Parish Meeting.** None
6. **To approve the minutes of the meeting held on 17 March 2022.**

Cllr Whittaker proposed that the minutes of the meeting held on 17 March be accepted and signed as a true record. Seconded by Cllr Sargent & unanimously agreed. Minutes signed by the Chairman.

1. **Matters Arising**
	1. **Speed Indicator**. Top Speed 81mph and V85 figure was 38mph at Holmewood and 72mph and 30mph at the cemetery. Results are consistent.
	2. **Speed Management** – defer item to next meeting for research.
	3. **White lining on B660**. CCC Highways had agreed to replace the lines following intervention by Cllr Bywater. Clerk to ask Highways whether the verges will also be reinstated.
	4. **Trees in Churchyard.** Still awaiting response from Tree Officer. Clerk to enlist help of Cllr Alban to obtain response.
	5. **Trees near cemetery** – buying some land– Clerk to pursue a response from landowner.
	6. **Footpath to Nature reserve.** Discussed but no new ideas brought forward. Defer to next meeting.
	7. **Jubilee mugs.** Clerk has distribution in hand (at Jubilee event, with permission of organisers).
	8. **Layby –** to consider kerbing and planting when layby has been resurfaced
	9. **Dog Poo bin near Church Field.** HDC have responded confirming that a bin can be emptied. Cllr Watson has a bin which he can install. Clerk will write to Landowner and also to HDC to arrange emptying when it has been installed.
	10. **War graves in Cemetery.** New crosses to be manufactured to replace the missing ones and then a working party to install in cemetery (Cllr Watson/Whittaker)
2. **Planning**
	1. **Current applications. 20/00208/OUT Yaxley Road – development of 10 dwellings.** The Decision notice following determination in December 2021 has now been issued and will be circulated to Councillors as it contains many conditions. Includes the speed limit to be extended and a footpath down to Admiral Wells to be built. No reference to any amenity land, play space or footpath in the other direction has been mentioned and Clerk to take this up with Planning Officer when Councillors have had a chance to read through.
	2. **Other open applications:** nothing new to report.
	3. **New applications: 22/00313/HHFUL** – 28 Church St – recommend approval.

 **22/01337/FUL –** Change of Use, 80 Holme Fen – recommend approval.

 **22/ 00609/FUL Admiral Wells, extension –** recommend approval and subsequently approved by HDC.

 **21/02622/FUL Holme Lode Farm.** Currently being circulated, not all Councillors had viewed, but comment made that this should be a retrospective application as already built and occupied. Clerk to include this in comments to be made.

1. **Financial report**
2. **Current Position -** A copy of the receipts and payments and bank reconciliation to 31 March 2022 and 12 May 2022 had been sent to all Councillors.
3. **Payments:**

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| 25.3.22 | BACS | Clerk wages & Exps March | £326.80 |
| 25.3.22 | BACS | HMRC PAYE | £110.40 |
| 28.3.22 | BACS | CAPALC membership & DPO fee | £358.21 |
| 8.4.22 | DD | I and I Ionos Ltd Website hosting | £8.39 |
| 3.5.22 | BACS | Clerk Wages & Exps April | £311.35 |
| 3.5.22 | BACS | I Cooper-Internal Audit | £70.00 |
| 10.5.22 | DD | Information Commissioner’s Office fee | £35.00 |

1. **Receipts**: VAT refund £318.89, Precept received £15000.

All proposed for approval by Cllr Aylesbury, seconded by Cllr Sargent

1. **End of Year accounts and completion of Annual Governance and Accountability Return (AGAR)**
	1. **Annual Governance Statement.** Questions read and completed. Approval proposed by Cllr Sargent, seconded by Cllr Aylesbury, all in favour, statement signed by Chairman**.**
	2. **Approval of Accounting Statements.** Statement of accounts examined by Councillors. Approval proposed by Cllr Aylesbury, seconded by Cllr Sargent, all in favour. Accounts and statements signed by Chairman.
	3. **Certificate of Exemption from Audit -** Resolved that Holme Parish Council meets the criteria for 2021-22 and wishes to be an exempt authority. Proposed by Cllr Sargent, seconded by Cllr Aylesbury, all in favour, declaration signed by Chairman.
	4. **Date of Public Inspection Rights** set as 13 June to 22 July 2022.
2. **Reports from Councillors/Clerk**
	1. Councillors’ areas of responsibility – discussed and updated.
	2. Green bin at cemetery: damaged, replaced by HDC (no charge).
	3. Defibrillator OK and will need new battery/pads in December.
	4. Pallet lorries using Pingle Bank/going over 5 ton weight limited bridge – to be reported to Highways/Police
	5. Cardells to be asked to tidy Spinney Path (weeds/ivy) and the footpath along Station Rd at the back of St Giles Close (weeds, strimming)
	6. Suggestion that the Parish Council look in to the possibility of acquiring the former football field for leisure/amenity use. Cllr Reed to investigate and report at next meeting.
3. **Correspondence**
	1. Cemetery Rota given out
	2. Training dates for Councillors – circulated.
	3. Virtual Police meeting 11 July- Chairman to attend (Clerk to book)
	4. Cllrs Reed, Aylesbury and Clerk to attend virtual meeting with *Gigaclear* representative – Clerk to arrange meeting.
	5. Transport Plan – Clerk explained the purpose of the plan and urged Councillors to give their views individually.
	6. Litter Picking – agreed that current litter picker does a great job and no further events are currently required.
	7. Volunteer awards. Clerk to make a nomination.
	8. Flood resilience day 21 May at Sawtry.
4. Vote of thanks recorded to Mrs J Weatheritt for all her work as a Councillor and a jubilee mug to be presented to her.

**Date of the** **next Parish Council meeting – Thursday 14 July 2022, 7pm**

Janice Osborn, Parish Clerk

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23 May 2022

Signed………………………… Date…………………………

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