#### HEMINGFORD GREY PARISH COUNCIL

## Meeting of Hemingford Grey Parish Council held on Monday 9 October 2017 at 7.35 pm in the Reading Room

**Present**: Cllrs: Doug Dew (Chairman) Riva Elliott

Richard Allen Leanne Elmstrom

Janet BrasnellJason HallDerek CliftonAnne MeredithKeith DuncanRobin Waters

**In attendance:** 6 members of the public, Natalie Leigh-Brown (St Ives Volunteers

Centre), County Cllr Ian Bates and Mrs Gail Stoehr (Clerk)

## Comments and observations from members of the public and from the County and District Councillors

County Cllr Ian Bates reported on:

- An open day at the Highway Depot.
- The minutes of the last Combined Authority meeting.
- His attendance at St Ives Bus Station last week. Hilton Parish Council is also interested in joint working.
- The CCC Budget Committee report.

Cllr Bates was thanked for the Apple Orchard drain work, which had finished today.

District Councillor Cllr Dew reported on:

- The Local Development Plan and Housing site assessment
- The strategic group looking at car parks was now also looking at off road parking and opportunities at District and Parish level. A report was expected in the middle of next year and there would be a consultation.
- Bin rounds were under control.
- The HDC draft budget.

A resident of Glebe Road reported that satellite navigation systems only appeared to recognise one section of the road, which was causing problems with deliveries. Cllr Dew offered to follow this up.

Natalie Leigh-Brown of St Ives Volunteer Centre outlined the working of the Community Car Scheme for the Hemingford Grey and St Ives areas. A leaflet funded by the Parish Council was circulated. St Ives Volunteer Centre will be present at the Parish Council's stand at the Village Market.

### 1. Apologies for absence

None.

### 2. <u>Declarations of interests</u>

2.1 <u>To receive declarations of interests from councillors on items on the agenda and details of dispensations held</u>

Cllr Meredith declared an interest in item 8.3 as a resident of De Vere Close.

2.2 <u>To receive written and grant any requests for dispensations as appropriate for items on</u> this agenda

None.

### 3. To approve the minutes of the meeting held on 11 September 2017

RESOLVED that the minutes of the meeting on 11 September 2017 be approved and signed by the Chairman, after an amendment to remove Cllr Brasnell from the list of those present. (Prop RA, 2nd RW, unanimous)

# 4. <u>Co-option to fill casual vacancy – to consider any applications received or to consider how the seats will be filled</u>

None.

## 5. <u>To consider matters arising from the last or a previous meeting for info only</u> unless detailed

- 5.1 (5.1) Dogs at Daintree Green to consider signage or any other action RESOLVED to defer this item until requested by a member.
- 5.2 (6.4) To consider tree surgeon's report and recommendation on Daintree Green suckers

RESOLVED to inform the resident of the tree surgeon's response that if the resident cuts the suckers encroaching into his garden in time the suckers will cease, and it is not worth taking any action now as in time they will go. The Parish Council will review this again in the spring.

- 5.3 (6.5) Cemetery regulations review specification for height of memorials

  RESOLVED to add the wording to the Cemetery Regulations that the height of memorials above ground should be 33 inches. (Prop DC, 2nd JB, unanimous)
- (6.6) Cemetery memorials safety to consider if unstable memorials should be laid flat by the memorial mason which installed them where the exclusive rights were made out in the memorial mason's name instead of their client's RESOLVED that the Parish Council is not in favour of laying the memorials flat. RESOLVED that where there has been an administrative error, the Parish Council will pay for the repairs itself.
- 5.5 (7.4) Proposal for a defibrillator in the village to consider a report and recommendation about location

  RESOLVED to defer this item to a future meeting pending receipt of further information.
- 5.6 (7.8) Litter bin review including proposal for a new litter bin

  RESOLVED that the Environment Working Group, following a full review, should put forward a proposal for the Budget FY2019.
- 5.7 (7.10) Village sign repairs to consider quotations if received RESOLVED to seek a quotation from Nick Gray Builders and enclose a photograph of the damage.
- 5.8 (8.3) CCC Invitation to bid for LHI funding 2018/19
  RESOLVED to re-submit the bid for speed reduction measures in London Road and safety barriers on the west side, in a joint project with Fenstanton Parish Council, and the Cllr Dew should submit the application and liaise with Fenstanton Parish Council.
- 5.8.1 To consider options and quotations for speed sign
  RESOLVED to defer this item to the next meeting. The Parish Council would ideally like a sign that collects data.
- 5.8.2 To consider quotation for through route signage if received RESOLVED to accept the quotation from Andi Caddy of CCC for £1605.00 plus VAT, including labour materials and an administration fee of £250.00, for the installation of advisory HGV route signage. (Prop RW, 2nd DD, unanimous)

#### 6. Finance, procedure and risk assessment

6.1 To receive the financial report and approve the payment of bills

RESOLVED to receive the financial report and that the invoices and bank statements be checked before the cheques are signed at the end of the meeting.

RESOLVED unanimously that the payments as listed in the finance report should be paid, plus Getmapping (Mapping) £100.80, St Ives Tree surgery (Pound Road roundabout) £150.00 and Hemingfords Directory (Mextuthill Ltd) (Newsletter delivery) £60.00. (Prop DD, 2nd RW, unanimous)

Fergusons (Grass cutting)	£5437.20
CPRE (Training)	£25.00
PKF Littlejohn (Audit)	£480.00
HDC (Daintree Green rent)	£37.50
CME (Salaries)	£125.02
Hunts Volunteer Centre (Printing)	£30.00
LGS Services (Admin support)	£1391.47
CME (Salaries)	£1414.76

Credits, including bank interest, cemetery fees and receipt of the precept, were noted.

6.2 <u>Clerk report on any action taken using delegated powers or because of health and safety</u>
None.

6.3 To consider any matter which is urgent because of risk or health and safety None.

# 7. <u>To receive reports and items from Committees, working groups and members for information only unless specified</u>

- 7.1 (5.3) Whippet Coaches deregistration and the impact on Hemingford Grey to consider the Bus Survey report
- 7.1.1 Proposal that the Parish Council adopts the Bus Survey Report (subject to any amendments made at this meeting) and that the report is sent to all relevant town and parish councils

RESOLVED to delegate this to the Working Group in conjunction with the Clerk to finalise the Bus Survey Report and send it to all relevant town and parish councils.

7.1.2 Proposal that the Parish Council authorises the Chair and Vice Chair (in conjunction with the Clerk) to approve expenditure of up to £50 for the printing of material in relation to Parish business

RESOLVED to delegate to the Chair and Vice Chair in conjunction with the Clerk to approve expenditure of up to £50.00 on each occasion for the printing of material in relation to Parish business. The Finance and Policy working group is to review the budget for an overall spending limit.

7.1.3 Proposal that the Parish Council authorises the Public Transport Task and Finish
Group to work with any appropriate council or organisation to develop a transport
strategy for the village

RESOLVED that the Parish Council authorises the Public Transport Task and Finish Group to work with any appropriate council or organisation to develop a transport strategy for the village and make a recommendation to the Parish Council on the final transport strategy.

7.1.4 <u>Proposal that the Parish Council authorises the Public Transport Task and Finish</u> Group to instigate cross council working

Cllr Meredith reported that Jo Lancaster was looking at whether HDC could take the lead on co-ordination and administration costs.

RESOLVED that the Parish Council authorises the Public Transport Task and Finish Group to instigate cross council working.

- 7.2 <u>Proposal that the Parish Council considers fencing or bollards at Daintree Green</u> RESOLVED to note that this item was in response to a request from a resident. RESOLVED that the Parish Council should monitor the situation.
- 7.3 Proposal that the Council does not use Mick George for any of its supplies and removes them from its approved contractors list The proposal was withdrawn.

RESOLVED to seek quotes for skips as prices had not been compared for a while. (Prop DD, 2nd RA, unanimous)

- 7.4 <u>Proposal that the current website domain is moved to 2commune</u>
  RESOLVED that the current website domain be moved to 2commune. Cllr Hall was given an order number so he can action this. (Prop JH, 2nd RA, unanimous)
- 7.5 Proposal that the website goes live in December (date to be confirmed) and that the contract with One Agency is not renewed; the old site being pointed to the new one RESOLVED that the website should go live in December (date to be confirmed) and that the contract with One Agency should not be renewed; the old site being pointed to the new one. (Prop JH, 2nd RA, unanimous)
- 7.6 <u>HDC invitation to CCTV Service Meeting on 22 November</u> RESOLVED that Cllrs Dew and Waters should attend.
- 7.7 Proposal that the Parish Council sets up a working group to make a recommendation on whether the Parish Council should develop a Neighbourhood Plan and if so how expectations should be managed, what area it should cover, and how it should be financed and managed and its terms of reference

  RESOLVED to set up a task group with membership consisting of Cllrs Waters (Convenor), Meredith, Duncan, Hall, Elmstrom, Brasnell and Elliott to make a recommendation to the Parish Council on whether the Parish Council should develop a Neighbourhood Plan and if so how expectations should be managed, what area it should cover and how it should be financed and managed and its terms of reference.

  RESOLVED, that there was no need for public meetings and for room hire.

  RESOLVED if a need arises a bid should be made to the Finance and Budget review.
- 7.8 Proposal that the Council purchases a wreath to be laid on Remembrance Sunday RESOLVED to approve the purchase of a wreath at a cost of up to £20.00. (Prop DD, 2nd AM, unanimous)

#### 8. To consider correspondence/communications received

- 8.1 PKF Littlejohn External audit conclusion
  - RESOLVED to note that the annual audit had been completed and nothing had come to the External Auditor's attention giving them reason for concern.
- 8.2 <u>St Ives Town Council position on changes to the bus service and invitation to informal meeting with CCC</u>

  RESOLVED that the Working Group should send a representative if convenient.
- 8.3 Resident De Vere Close problems with phone and broadband connection difficulties Cllr Waters reported he had referred the Resident to Connecting Cambridgeshire. RESOLVED to defer this item to a future meeting.
- 8.4 Prohibition of Waiting Order Manor Road RESOLVED to note that the County Council had made the Manor Road Prohibition of Waiting Order.

9.	Closure of Meeting		
	There being no further business, the Chairman declared the meeting closed at 9.31 pm		

Signed	(Chairman)	(Date)