

HEMINGFORD GREY PARISH COUNCIL**Meeting of Hemingford Grey Parish Council
held on Monday 13 November 2017 at 7.30 pm in the Reading Room**

Present: Cllrs: Doug Dew (Chairman) Riva Elliott
Richard Allen Leanne Elmstrom
Janet Brasnell Jason Hall
Derek Clifton Anne Meredith
Keith Duncan Robin Waters

In attendance: 2 members of the public, Susannah Harris (DIY Communities), and Mrs Gail Stoehr (Clerk)

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

Cllr Dew as District Councillor reported on:

- The Local Plan was going to Scrutiny, then to Cabinet and to the Government Inspector by March 2018.
- In response to a question about the A14 works, Cllr Dew explained he would be attending a meeting shortly and could then provide an update.

Susannah Harris of DIY Communities outlined the background to the organisation, the purpose of which was to provide training and support so that communities could run their own projects. Assistance was available with training advice, funding and setting up resident associations, and with community events. Ms Harris outlined her background as Community Development Officer for large developments in South Cambridgeshire, and was happy to be contacted. It was observed that on the Yes development, a support network was already in place organised by the residents themselves. Ms Harris offered her assistance to residents of the Yes development and outlined issues they had raised. She is meeting with residents to see what they would like. DIY Communities can apply for grants for projects, such as a heritage project or an arts grant for what they would want to be called, and a place name sign or a grant for a residents' association so that the residents' association can apply for grants for events or a play area. Ms Harris outlined the End Loneliness Campaign and extended an invitation for members to attend a forthcoming meeting; an invitation to which would be sent out shortly. She is willing to work with other partners including the Parish Council and the management company. Ms Harris was thanked for attending.

1. Apologies for absence

Apologies were received from District Cllr Alison Donaldson and County Cllr Ian Bates.

2. Declarations of interests

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

None.

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

None.

3. To approve the minutes of the meeting held on 9 October 2017

RESOLVED that the minutes of the meeting on 9 October 2017 be approved and signed by the Chairman as a true record. (Prop RA, 2nd DC, unanimous)

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

None. The next elections are in May 2018.

5. To consider matters arising from the last or a previous meeting for info only unless detailed

- 5.1 (5.7) Village sign repairs – to consider quotation if received
RESOLVED to seek a quotation from P Larter of Old Pound Close.
- 5.2 (5.8.1) To consider options and quotations for speed sign
RESOLVED to defer this item to the next meeting.
- 5.3 (7.3) To consider quotations for skip hire for comparison
RESOLVED based on the price, to continue with Mick George. (Prop DC, 2nd DD, carried with 7 in favour, 2 against and 1 abstention)

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 K & M Streetlights (Street light maintenance) £98.10, and N Gray Building (Various works) £3026.00. The invoice of £4987.20 from K Ferguson Ltd is to be checked against the orders before being released. (Prop DC, 2nd DD, unanimous)

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| R Elliott (Printing) | £120.00 |
| HDC (Bin emptying) | £349.20 |
| Mick George (Skip hire) | £201.60 |
| Greenbarnes (Notice board posts) | £208.26 |
| K & M Street lights (Street light maintenance) | £98.10 |
| AC Tree and Garden (Allotment spraying) | £540.0 |
| FLP (Wet pour kit) | £101.00 |
| LGS Services (Admin support) | £1476.93 |
| CME (Salaries) | £1414.76 |

Credits, including bank interest, allotment rents and receipt of CIL, were noted.

- 6.2 Clerk report on any action taken using delegated powers or because of health and safety

RESOLVED to note that the Clerk used her delegated powers for the following:

- 399A - memorial application approved.
- 216 - transfer of exclusive rights and memorial approval
- 295/296 - memorial application approved.

- 6.3 To consider any matter which is urgent because of risk or health and safety

RESOLVED to contract St Ives Tree and Garden Services to remove a tree at Vicarage Fields.

7. To receive reports and items from Committees, working groups and members for information only unless specified

- 7.1 Environment Working Group proposal that the Wyevale Garden Centre sponsor the Pound Road roundabout planting

RESOLVED, subject to Wyevale submitting a written risk assessment and CCC not having any objections to a sponsorship sign, to agree to Wyevale sponsoring the Pound Road roundabout and doing the planting.

- 7.2 Neighbourhood Planning Working Group report

RESOLVED that the Parish Council agrees with the SWOT analysis and accepts the recommendation to set up meetings with HDC and parishes with suitable experience to inform further recommendations which are to be brought to the January or February Parish Council meetings.

- 7.3 Proposal that the Parish Council invites CAPALC or LCPAS to provide new councillor training course in Hemingford Grey
RESOLVED to arrange a new councillor training with LCPAS early in the New Year. Hemingford Abbots Parish Council is to be invited and asked if they wish to arrange joint training and if they know of a suitable venue. (Prop RW, 2nd DD, unanimous)
- 7.4 Proposal that the Parish Council considers extending its attendance at the Village Market
RESOLVED to book the Village Market stand for one year at £15.00 per session. (Prop RW, 2nd RE, unanimous)
- 7.5 Finance and Policy Working Group report and recommendations (FPWG)
RESOLVED to note that the numbering under this item was not sequential.
- 7.5.1 Recommendation that the Parish Council does not change its savings account at this time but the FPWG should review interest rates in the new financial year after the elections
RESOLVED that the recommendation be agreed.
- 7.5.2 Recommendation on policies including Financial Regulations
RESOLVED to update the Financial Regulations as follows:
Under item 2.1, amend to “at the end of September” rather than October.
Under item 5.2, amend to “a signatory sign schedule of payments” rather than the Chairman.
- 7.5.3 Recommendation that the schedule of regular payments be signed by two members at the meeting in accordance with Financial Regulations
RESOLVED that the recommendation be agreed. (Prop DD, 2nd RW, unanimous)
- 7.5.4 Recommendation that the Parish Council notes and monitors the General Data Protection Regulations 2017 and its requirements
RESOLVED to instigate a Data Protection Policy incorporating GDPR by March 2018 and covering subject requests and data breaches. (Prop RA, 2nd RW, unanimous)
- 7.6.5 Recommendations on the Parish Council’s current budget for FY ending 31 March 2018
RESOLVED to note the budgetary overspends.
- 7.6.6 Recommendation that the Parish Council agrees to Ferguson’s terms for the new contract
RESOLVED to accept the quotation from Fergusons to clear all the leaves in the cemetery up to a maximum cost of £200.00.
RESOLVED that the uplift of 3% in the contract price be agreed. (Prop DD, 2nd RW, unanimous)
- 7.6.7 Recommendation that the Handyman keeps the brambles in the Daintree Green hedge in check throughout the year rather than paying Fergusons to do it
RESOLVED to note that this should be Vicarage Fields and not Daintree Green.
RESOLVED to seek a quotation from Ferguson’s to flail cut back the Vicarage Fields hedge in the autumn.
- On a proposition by the Chairman, the order of business was varied.
- 7.6.12 Recommendation that working groups no longer be required to meet in public as they are advisory
RESOLVED to accept the recommendation that Working Groups no longer be required to meet in public as they are advisory but to authorise that Working Groups can hold up to two public meetings per year should the need arise and that the Environment Working Group can hold up to four working group meetings per annum in the Reading Room or other suitable place.

7.6.8 Recommendation for the Parish Council's budget for FY ending 31 March 2019 as detailed in the report

Cllr Clifton left the meeting at 9.35 pm and did not return.

The Clerk, having declared an interest in admin support left the meeting at 9.45 pm and rejoined the meeting at 9.50 pm.

RESOLVED to accept the recommendation from the F&P Working Group on the budget for FY 2019 with the exception of Training which was increased to £200 and Election Costs which was increased to £2,200 and to earmark the under-spend in transportation from this year's budget for the transport working group.

7.6.10 Recommendation that the Parish Council adopt the draft budget for FY2019 by resolution of the Council

RESOLVED to adopt the budget following the amendments agreed in item 7.6.8^(Prop DD, 2nd RA, unanimous)

7.6.11 Recommendation that the Precept be set at £96,256.00; the same as last year

RESOLVED to set a precept of £99,000.00 representing an increase of less than 3% over the current precept. ^(Prop RA, 2nd DD, unanimous)

7.6.9 Recommendation that the Council discusses and agrees how the shortfall in income and expenditure can be met

RESOLVED that this was no longer required as the Precept had been increased.

7.6.13 Transport Working Group

RESOLVED that the remit of the Task Group should be joint with Hemingford Abbots and to rename the group "Transport and the Hemingfords." ^(Prop AM, 2nd DD, unanimous)

RESOLVED that the Clerk can approve expenditure from the current £300 budget.

RESOLVED that Cllr Elliott be appointed as a member of the group.

7.6.14 Yes Estate meeting

RESOLVED to take Cllr Waters's report as read.

8. To consider correspondence/communications received

8.1 Fields in Trust – Centenary Fields Project and invitation to enter a Centenary Field Deed

RESOLVED given that this was not the Parish Council's responsibility, to direct the enquiry to Hemingfords Memorial Playing Fields.

RESOLVED to consider at the next meeting if the Cemetery lychgate could be listed.

8.2 Rural Services Network – Rural Services Questionnaire

RESOLVED not to respond.

9. Closure of Meeting

There being no further business, the Chairman declared the meeting closed at 10.05 pm.

Signed _____ (Chairman) _____ (Date)