

**HEMINGFORD GREY PARISH COUNCIL****Meeting of Hemingford Grey Parish Council  
held on Monday 9 July 2018 at 7.45 pm in the Reading Room**

**Present:** Cllrs: Richard Allen (Chairman) Leanne Elmstrom  
Janet Brasnell Janice Finch  
Mark Burke Kim Loader  
Doug Dew Anne Meredith  
Riva Elliott Robin Waters

**In attendance:** 12 members of the public, Frank Mastrandrea (Policy and Enabling Officer, HDC) and Mark Deas (Rural Housing Enabler, Cambridgeshire ACRE), County Cllr Ian Bates, District Cllr David Keane and Mrs A Griffiths (Minutes Secretary, LGS Services)

The meeting commenced at 7.45 pm after the Planning Committee meeting.

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

County Cllr Ian Bates reported that a recommendation to extend the subsidy for buses to the end of the current financial year only, would be considered by Committee on Thursday. The review of bus services from the Combined Authority would report in November. Cllr Bates expressed the hope that the bus group would consider arrangements for next financial year, as there was no legal responsibility for the County Council to support bus services. The County Council had a statutory duty for children's services and the number of children going into care was rising.

Cllr Dew, as District Councillor, introduced Cllr David Keane, who had recently been elected as the other District Councillor for the ward. Cllr Dew reported on:

- Meetings of the Combined Authority which had focused on tramways and cycling. There was a need to find alternative ways of working or bidding for funds for transport projects.
- The Local Plan, which had been submitted to the Inspector.
- The work of two Scrutiny Panels
- Representations regarding the green space at Houghton Grange should be raised via Houghton and Wyton Parish Council.

District Cllr David Keane introduced himself, outlined his role and indicated his willingness to answer questions.

Frank Mastrandrea, Policy and Enabling Officer for Huntingdon District Council, spoke on rural exception sites and his role in working with developers to provide affordable housing. The aim is for 50% although this is more difficult in rural areas. He outlined the system of rural exception sites which are specifically designed to house people who are local to the village. HDC works with Cambridgeshire ACRE as an independent partner.

Mark Deas, Rural Housing Enabler at Cambridgeshire ACRE, an independent charity, outlined the role of the organisation in supporting local communities with matters such as village halls, Neighbourhood Plans and providing affordable housing in rural communities through rural exception sites. There are currently 26 schemes which vary in size dependent on the needs and size of the village.

Mr Deas outlined the stages in the process for delivery of a rural exception site, including:

- Gauging the level of interest in pursuing a scheme, and if so
- Undertaking a Housing Needs Survey to canvass opinion for support in principle of affordable housing, and to establish the level of need and type of homes required in

the village, including the tenure, the age of potential residents and the need for shared ownership. A questionnaire is distributed to every address asking whether householders support the principle of affordable housing for local people, and whether they require housing suitable for their needs. The last survey for Hemingford Grey and Hemingford Abbots took place in 2009.

- Looking for potential sites. Mr Deas was not aware of any in Hemingford Grey at present. The site would need to be acceptable and the landowner willing to sell well below market prices.
- Going through the normal planning process to obtain planning permission.

A survey would be undertaken at no cost to the Parish Council. A Housing Association would be identified as a partner, with input from the Parish Council if it has any preference, but usually one with stock in the area would be sought. Parish Councils are able to visit rural exception sites.

In response to a query, Mr Deas explained that the survey could be sent out within about a week of deciding to undertake it and three weeks would be given for residents to respond. The whole process for delivery of a scheme varied from 2 to 7 years. The funding basis for Cambridgeshire ACRE was outlined.

The Parish Council was asked to let HDC and ACRE know whether it wished to go ahead with a survey and whether this should be joint with Hemingford Abbots.

**1. Apologies for absence**

Apologies were received from Cllr Clifton (unwell). RESOLVED to accept Cllr Clifton's reasons for absence. (Prop RW, 2nd MB, unanimous) Apologies were also received from Cllr Puttick (work commitment).

**2. Declarations of interests**

None.

**3. To approve the minutes of the meeting held on 11 June 2018**

RESOLVED that the minutes of the meeting on 11 June 2018 be approved and signed by the Chairman as a true record. (Prop RA, 2nd DD, carried with 8 in favour and 2 abstentions)

Cllr Dew observed that permission would be required from HDC for installation of new bins on the Yes development and the Clerk would be writing to HDC to seek this.

**4. Co-option to fill vacancies following election – to consider any applications received including Sarah Jakes, Meadow View, 99 London Road, St Ives and Steve Zirker, 54 Dunnock Way, St Ives**

A member of the public explained that he had decided not to apply as on reflection, he did not feel he had enough time.

Applications had been received from Sarah Jakes and Lisa Dickeson-Brand.

RESOLVED to close the nominations and to defer consideration of the two applications to the next meeting to enable the applicants to introduce themselves. (Prop RA, 2nd DD, unanimous)

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

**5.1 (6.3) Newsletter printing contract – to consider report and recommendation from the Communications Working Group**

RESOLVED to accept the recommendation from the Communications Working Group, to accept the quotation from Victoire Press as being the best value. Cllr Dew declared an interest at this point as he knew a director of Victoire Press. (Prop AM, 2nd LE, carried with 9 in favour and 1 abstention)

**5.2 (6.0.11) To consider appointment of webmaster**

RESOLVED that Cllr Loader should be appointed to look into the role and take it on if he is willing. (Prop RA, 2nd RW, unanimous)

5.3 (8 of 14.5.18) To consider appointment of Reading Room representative and to note report received

RESOLVED that Cllr Flint be appointed as the Parish Council's representative on the Reading Room committee. (Prop AM, 2nd DD, unanimous)

5.4 (7.3) Mitchell Close play area fencing – to consider quotations

RESOLVED, having considered 3 quotations which were not like for like, that Cllr Allen should draw up a more detailed specification and seek further quotations. The Parish Council was in favour of wooden posts with a metal sleeve. RESOLVED that the Clerk together with the Environment Working Group be authorised to accept a quotation up to a limit of £5000.00 before the next meeting. (Prop RA, 2nd DD, unanimous)

5.5 (7.4) Daintree Green surfacing – to consider quotation if received

RESOLVED to accept the quotation from Reids Playground Maintenance for £2510.00 plus VAT. (Prop RW, 2nd DD, unanimous)

5.6 (8.3) Vicarage Fields tree – to consider the advice of the Trees Officer and a recommendation from the Environment Working Group

RESOLVED having consulted HDC's Arboricultural Officer, that given that the trees are healthy, pose no risks to health and safety, are in a Conservation Area and are a feature of the landscape in Vicarage Fields and that there is no right to sun or television reception, the Parish Council accepted the recommendation of the Environment Working Group to take no action and to inform the residents accordingly. (Prop RW, 2nd DD, unanimous)

5.7 (6.5) Bins at the Yes development

Cllr Dew reported that having spoken to Helen Lack at HDC, until the legal position was clear, it was possible to issue licences to install the bins around the play area, provided that the Parish Council maintains them. It would be necessary to identify the exact locations but one would be needed at the top end and one at the bottom end of the site. Permission is being obtained from HDC to do this.

RESOLVED to purchase two new bins and to arrange for stickers to be placed on the two existing bins. (Prop DD, 2nd RW, unanimous)

5.0.8 (8.1.3) Proposal that the Council will undertake to make an annual grant to the St Ives office of the Huntingdonshire Volunteer Bureau for the next four years

RESOLVED to note the Clerk's advice that payments can only be made within the lifespan of this Council. RESOLVED to consider an annual amount for this year and make a separate decision in its next three budgets.

RESOLVED, having received a request for a donation from the St Ives Volunteer Bureau, in accordance with its powers under S137 of the Local Government Act 1972, that the Parish Council approves a donation of £500.00 for this year which, in the opinion of the Council, is in the interests of the area and its inhabitants. (Prop AM, 2nd RW, 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 that the payments as listed in the finance report should be paid, plus Information Commissioner (Data Protection renewal) £40.00, Victoire Press (Newsletter printing) £390.00, CAPALC (Training) £30.00, K & M Lighting (Moving of sign) £60.00 and K & M Lighting (Street light maintenance) £98.10. (Prop AM, 2nd RW, unanimous)

LGS Services (Admin support)	£2321.41
Fields in Trust (Affiliation fee)	£50.00
2 Commune (Email account)	£30.00
K & M Streetlights (Speed sign installation)	£60.00
HDC (Election fees)	£195.00
Hemingfords' Directory (Newsletter)	£60.00
CME (Payroll) (SO)	£1414.76

Credits, including cemetery fees, were noted.

RESOLVED to waive the fee of £35.00 for the fourth member of Gamlingay Parish Council who had been unable to attend the recent training. (Prop RA, 2nd DD, unanimous)

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 to:

- Order a new zip wire seat and stopper from RPM at a cost of £300 plus VAT having first considered an alternative quote from Kompan at £644 plus VAT.
- Place an order with 2commune for £25.00 for an email address for Cllr Loader.

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

None at the time of writing.

6.4 Appointment of Internal Auditor for FY2019

RESOLVED to appoint William Lewis as Internal Auditor. (Prop DD, 2nd RW, unanimous)

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

7.1 Communications Working Group report and recommendations including:

7.1.1 That Cllr Loader is appointed to the Communications Task Group

RESOLVED to appoint Cllr Loader to the Communications Task Group. (Prop AM, 2nd LE, unanimous)

7.1.2 Proposal that the Council renews the contract with the Hemingfords' Directory for three months only and that Cllr Elliott is authorised to discuss the position of the two parish pages within the publication

RESOLVED to accept the recommendation that the contract with the Hemingfords' Directory be renewed for three months only and that Cllr Elliott be authorised to discuss the two parish pages within the publication. (Prop AM, 2nd LE, unanimous)

7.2 Finance and Policy Working Group report

RESOLVED that a Finance and Policy Working Group meeting will be held before the next meeting.

7.3 Environment Working Group report and to consider any recommendations in the report

Cllr Waters spoke to the Environment Working Group report. The following items were highlighted:

- Cllr Elmstrom reported that the Wyevale Garden Centre had kindly agreed to provide plants for the Pound Road roundabout free of charge, although they did not wish to sponsor the roundabout. Cllr Elmstrom will discuss the selection of plants which should be low growing, low maintenance, drought resistant, hardy shrubs.
- The weeds had been cleared from the river front.
- The salt and grit bins had been cleaned.
- The bins had been installed and emptied.
- The speed sign had been moved but no attempt had been made to extract data yet.

- A meeting has been arranged with John Hesp to discuss the Thorpe drainage ditch which is obstructed.

7.3.1 Proposal that the Council considers sites to plant new trees

RESOLVED that the EWG will bring a report and recommendation to the next meeting.

7.3.2 Proposal that the Council contracts K & M Lighting to move the speed sign to other locations in the village after Hemingford Road at a cost of £50.00 for each position

RESOLVED to contract K & M Lighting to move the speed sign to other locations in the village at a cost of £50.00 for each position, up to a maximum of £200.00. (Prop RW, 2nd DD, unanimous)

7.4 Neighbourhood Plan Working Group report

RESOLVED that the Group should meet before the next meeting. Thanks were expressed to Cllr Elmstrom for liaising with ACRE. Two members had attended the HDC conference on Neighbourhood Planning.

7.5 Transport Task Group report

Cllr Meredith reported that developments were awaited with the Combined Authority funding. Informal initial discussions would take place with Field Lodge Care Home to develop a shopping service for the benefit of the residents.

7.6 Proposal that the Parish Council considers correspondence from Tarmac on hedge trimming and extraction

RESOLVED to note the response from Tarmac apologising for the delay in getting the roadside hedge trimmed back. It was hoped that this would be completed by next week. They are still carrying out tree safety works and putting permits in place, and will let the Parish Council know when they have information on start dates.

RESOLVED, if they do not do it, to write to Tarmac to remind them to cut the hedges. (Prop RA, 2nd RW, unanimous)

7.7 Proposal that the Parish Council authorises expenditure over and above the £100.00 already approved for Housing Needs

The proposal was withdrawn.

7.8 Housing Needs

A proposal was made by Cllr Elmstrom to ask ACRE to conduct a Housing Needs Survey covering Hemingford Grey and Hemingford Abbots.

RESOLVED to write to ACRE confirming that the Parish Council is interested in a Housing Needs Survey and is writing to Hemingford Abbots Parish Council to ask them to join the Council with this, after which the Parish Council will come back to ACRE in due course. (Prop DD, 2nd AM, unanimous)

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

8.1 Resident – village wildlife habitats

RESOLVED that the Environment Working Group will consider the suggestions made by the resident. (Prop RA, 2nd DD, unanimous)

**9. Closure of Meeting**

There being no further business, the Chairman declared the meeting closed at 8.59 pm.

Signed \_\_\_\_\_ (Chairman) \_\_\_\_\_ (Date)