

HEMINGFORD GREY PARISH COUNCIL**Meeting of Hemingford Grey Parish Council
held on Monday 10 September 2018 at 7.30 pm in the Reading Room**

Present: Cllrs:	Richard Allen (Chairman)	Janice Flint
	Janet Brasnell	Sarah Jakes
	Mark Burke	Kim Loader
	Riva Elliott	Anne Meredith
	Leanne Elmstrom	Tim Puttick

In attendance: 3 members of the public and Mrs A Griffiths (Minutes Secretary, LGS Services)

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

A resident spoke on behalf of a neighbour who had written to the Council regarding the speed of traffic in London Road, particularly at the exit of Marsh Lane onto London Road. He commented that visibility was restricted in both directions to approximately 100 yards, towards the A14 because of the bend, and towards St Ives because of overgrown trees and bushes. It was suggested that the speed limit in London Road should be reduced to 40 mph, whereby a vehicle would arrive at the junction in 5.1 seconds as opposed to 3.4 seconds if travelling at 60 mph. It was understood that there had been two injury accidents at the junction in the last five years. By way of comparison, the speed limit in Houghton Road, St Ives, had been reduced from 50 mph to 40 mph.

Another resident raised problems with parked cars and bins obstructing the footpath in the High Street, so that pedestrians, including those with buggies, were forced to step out into the road to pass. Not only was there a lack of courtesy shown towards footpath users, but the situation would become more hazardous with the darker evenings.

1. Apologies for absence

Apologies were received from Cllrs Waters (out of parish), Clifton (out of parish) and Dew. RESOLVED to accept the reasons for absence. (Prop RA, 2nd TP, unanimous)

2. Declarations of interests

None.

3. To approve the minutes of the meeting held on 9 July 2018

RESOLVED that the minutes of the meeting on 9 July 2018 be approved and signed by the Chairman as a true record. (Prop RA, 2nd AM, carried with 9 in favour and 1 abstention)

4. Appointment of Acting Clerk, and Admin Support Contract

The Minutes Secretary left the room at 7.44 pm and returned at 7.49 pm.

RESOLVED to appoint Ben Stoehr as Acting Clerk until the Clerk was able to return to work. (Prop RA, 2nd KL, unanimous)

RESOLVED to accept a three year contract with LGS Services for Admin Support services, subject to a break clause being included at twelve months, plus or minus 3 months. (Prop RA, 2nd RE, unanimous)

5. Co-option to fill vacancies following election – to consider applications received including Sarah Jakes, Meadow View, 99 London Road, St Ives and Lisa Dickeson-Brand, 21 Tern Drive, St Ives

RESOLVED to note that Ms Dickeson-Brand had withdrawn her application.

RESOLVED to co-opt Sarah Jakes as a member of the Parish Council. (Prop RE, 2nd MB, unanimous) Cllr Jakes signed the Declaration of Acceptance of Office before taking her seat.

- 6. To consider matters arising from the last or a previous meeting for info only unless detailed**
- 6.1 (5.1) Newsletter printing contract – to consider revised quotations
RESOLVED to accept the revised quotation from Victoire Press for £335.00 plus VAT per edition, for a 12 page publication (1600 copies), issued 5 times per annum.
(Prop RE, 2nd KL, unanimous)
- 6.2 (5.2) To appoint Cllr Elmstrom as assistant webmaster
RESOLVED that Cllr Elmstrom should be appointed as assistant webmaster. (Prop KL, 2nd JF, unanimous)
- 6.3 (5.4) Mitchell Close play area fencing – to consider quotations
Cllr Jakes declared an interest as one quotation was from a family member.
RESOLVED, having considered 4 quotations, that the Council's preference was for a wooden fence, and that all the fencing should be replaced, using round posts with anti-trimming collars. RESOLVED, given the closeness of the relevant quotations in price, to ask the contractors supplying the wooden fences when they would be able to do the work and accept the quotation from the contractor who could carry out the work as soon as possible. (Prop LE, 2nd JF, carried with 9 in favour and 1 abstention)
- On a proposition by the Chairman, it was agreed to vary the order of business to take item 9.11 next.
- 9.11 Resident – Complaint about bushes/hedges and safety surfacing at Mitchell Close POS
RESOLVED to check whether any maintenance contract is already put in place with a maintenance company by the residents, and if so they should be asked to arrange to cut back the hedges and bushes; if not, the Handyman is to be asked to carry out the work.
RESOLVED to seek quotes to jet wash the safety surface. (Prop RA, 2nd RE, unanimous)
- 6.4 (5.7) Bins at the Yes Development – to confirm locations and consider quotations
RESOLVED to accept the recommendation from the Environment Working Group that a dog bin be purchased at a cost of £86.52 plus VAT for installation on the back fence of the Yes Estate opposite the open end of Skylark Place, and also a black multi-purpose refuse bin to be installed near the bus stop. (Prop TP, 2nd AM, unanimous)
RESOLVED to accept the quotation from Algar Signcraft for stickers to be applied to three bins indicating that they may also be used for dog waste, at a cost of £42.00 plus VAT. (Prop RA, 2nd MB, unanimous)
RESOLVED to add the emptying of the bins to the Handyman's schedule.
RESOLVED to note that a licence from HDC giving permission to install the bins was still awaited. (Prop RA, 2nd AM, unanimous)
- 6.5 (7.3.1) Proposal that the Council considers sites to plant new trees
RESOLVED that the Environment Working Group should bring a report and recommendation to the next meeting.
- 6.6 (7.8) Housing Needs Survey – to consider the next steps
RESOLVED that the Parish Council should authorise Cambridgeshire ACRE to undertake a Housing Needs Survey for Hemingford Grey Parish Council in conjunction with Hemingford Abbots parish.
RESOLVED to ask that differentiation be included in the questionnaire as to whether the respondents live in Hemingford Grey or Hemingford Abbots; whether they are interested in market or affordable housing; and whether their preference is for housing in Hemingford Grey or Hemingford Abbots. (Prop AM, 2nd RA, unanimous)
- On a proposition by the Chairman, the order of business was varied to take items 9.5 and 9.7 next.
- 9.5 Resident – parking issues and bins

RESOLVED that the Parish Council should contact the Neighbourhood Policing Team to ask them to monitor the parking in the High Street, and that Cllr Meredith should draft a letter to residents of the High Street informing them that the Council is taking this action following complaints received from residents about parking and obstruction of the footpath.

RESOLVED also to place items on the website and in the newsletter to inform residents of the action being taken, and to include a note that it would be helpful to consider footpath users when putting out bins so they are not obstructing the footpath.
(Prop RA, 2nd AM, unanimous)

9.7 Resident – Complaint about speed of traffic in London Road

RESOLVED to note that Cllr Waters had met Tarmac regarding cutting back the hedging.

RESOLVED that the Parish Council should write to County Cllr Ian Bates to ask that the County Council consider implementing a lower speed limit on that section of road.
(Prop RA, 2nd RE, unanimous) An item will be placed in the newsletter.

7. Finance, procedure and risk assessment

7.1 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 K Ferguson Ltd (Village Maintenance) £12,879.12, noting that the payment in favour of Eastern Tree Surgery should be £2964.00 and not £2934.00 as shown in the finance report.
(Prop RA, 2nd LE, unanimous)

Hunts Volunteer Centre (S137)	£500.00
RPM (Zipline seat)	£360.00
Wave (Allotments water)	£42.45
K&M Streetlights (Street light maintenance)	£87.88
RPM (Zipline seat installation)	£120.00
RPM (Daintree Green wet pour repair)	£3012.00
HDC (Bin emptying)	£132.00
St Ives Tree (Trimming riverbank wall)	£135.00
K&M Streetlights (Street light maintenance)	£87.88
Eastern Tree Surgery (Medium priority tree works)	£2964.00
K&M Streetlights (Speed sign battery replacement)	£60.00
Hemingfords Directory (Newsletter)	£285.00
Salary	£628.24
CME (Salaries)	£211.00
LGS Services (Admin support)	£2247.64
LGS Services (Admin support)	£2186.19
P Larter (Bin installation)	£108.00

Credits, including bank interest, allotment rent, training contribution and cemetery fees, were noted.

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

None.

Cllr Brasnell raised a request from a funeral director for the installation of a memorial with a three inch base and a three inch plinth above it. RESOLVED having considered the design, to approve the application as it just falls within the Council's rules.
(Prop JB, 2nd KL, unanimous)

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

None.

7.4 To consider any applications for S137 applications

RESOLVED that the Finance and Policy working group should consider the application received, along with the procedure for dealing with S137 applications, and bring a recommendation to the next meeting.

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

8.1 To consider the offer of a licence for the Yes Development and the terms of the licence

RESOLVED to defer this item to the next meeting.

8.2 Proposal that the Parish Council considers using DIY Communities to help move the Yes Development play area project forward and to bid for funding

RESOLVED to accept the contract from DIY Communities to provide 10 hours of community services at £35.00 per hour plus mileage from St Ives, to move the project forward, ^(Prop RA, 2nd TP, unanimous) and that Cllrs Puttick and Jakes should assist Cllr Dew with the project.

8.3 Proposal for weed spraying between the allotments and Sadlers Way and to consider quotation

RESOLVED to delegate to the Clerk to accept an awaited quotation for the work subject to it being less than £200.00. ^(Prop AM, 2nd RA, carried with 9 in favour and 1 abstention)

8.4 Training report and recommendations including:

8.4.1 Proposal that the Council sends two councillors to the CAPALC training day on 14 October

RESOLVED that two places had already been provisionally booked for the CAPALC training day on 14 October. ^(Prop AM, 2nd RE, unanimous)

8.4.2 Proposal that the Council authorises the Chairman to attend appropriate Chairs' training

RESOLVED that the Chairman should attend appropriate Chairs' training. ^(Prop AM, 2nd RE, unanimous)

8.4.3 Proposal that the Council authorises 2 councillors to attend an appropriate planning training session

RESOLVED that the Council authorises two councillors to attend an appropriate planning training session. ^(Prop AM, 2nd RE, unanimous)

8.4.4 Proposal that the Finance and Policy Working Group consider the training needs of the Council when drafting the 2019-2020 budget

RESOLVED that the Finance and Policy working group should consider the training needs of the Council when drafting the 2019-2020 budget. ^(Prop AM, 2nd RE, unanimous)

8.4.5 Proposal that the Council asks HDC planning department if they can provide training for Parish Councillors and interested members of the public

RESOLVED to write to HDC to request that councillors and interested members of the public attend an appropriate planning training session. ^(Prop AM, 2nd RE, unanimous)

8.5 Transport Task Group report and recommendations including

8.5.1 To consider if the Parish Council want to undertake the Community Bus Survey Questionnaire initiated by Fenstanton Parish Council

RESOLVED to accept the recommendation of the Transport Task Group not to participate in the survey, as a survey had been undertaken in 2017, but to respond to Fenstanton Parish Council that the Council is committed to working with other parish councils but does not propose to participate. ^(Prop AM, 2nd RE, unanimous)

8.6 Communications Working Group report and recommendations including

On a proposition by the Chairman, it was agreed that items 8.6.1 to 8.6.20 should be taken together.

8.6.1 That the Council sees its role within the parish as a provider of general community information so that residents will look to the publications of the Parish Council (Newsletter, Website and Facebook) for up to date information about the parish and all that goes on within it

8.6.2 That the following councillors are appointed to a permanent communications team; Elliot, Flint, Loader and Elstrom and that the team is given the authority to co-opt residents onto the team

The Clerk:

8.6.3 That the Clerk to provide all councillors with yearly calendar of meeting dates for Council meetings and the 2 working groups

8.6.4 That the Clerk will investigate and report back to Council on the use of a google drive or something similar for the posting and storage of Council documentation

8.6.5 That the Clerk will investigate and report back on the provision of WiFi for Council meetings

8.6.6 That the Clerk will establish a system whereby all councillors are informed on deadlines for the agenda items and recommendations to council

8.6.7 That the Clerk asks Electoral services at HDC as to whether HGPC can receive information on additions to the electoral roll

Notice boards:

8.6.8 That the Council should review the location of the of notice board on the YES estate

8.6.9 That the Council reviews the number and locations of the Parish notice boards (currently five)

8.6.10 That each notice board should contain information about councillors (photos and contact details), a yearly calendar for parish meetings and other regular events

8.6.11 That the Council consider the continued posting of paper copies of agendas in each of the notice boards

Resident engagement:

8.6.12 That the Council continues with a presence at village market (except July) but to review stall site at the village market and to advertise two village markets (Sept and Jan) as new resident events

8.6.13 That the Council takes a stand for the Saturday of the Pavilion Family Festival with councillors attending for 4-6 hours

8.6.14 That the Council takes a surgery session twice a year to the YES estate and invite others to attend ie District councillors, police, housing association

8.6.15 That a Welcome letter and possible welcome pack is delivered to all new residents
RESOLVED to accept the proposal but to remove the word "all."

Written material:

8.6.16 That the Council ends its contract with the Hemingfords' Directory for the 2 page monthly with the last edition being October 2018

8.6.17 That the Newsletter is developed (published 5 times a year and 12 pages maximum in size)

8.6.18 That the Newsletter is delivered by Hemingfords' Directory but that checks are made that residents are receiving the Newsletter

8.6.19 That Cllr Kim Loader is appointed to the editorial team for the Newsletter

Website and Facebook:

8.6.20 That the Council continues to develop the website so that it becomes the website for the village

RESOLVED, subject to the amendment to item 8.6.15, that the Parish Council accepts all the proposals in items 8.6.1 to 8.6.20. (Prop AM, 2nd KL, unanimous)

8.7 Finance & Policy Working Group report and to consider any recommendations in the report

The working group had not yet met but a meeting will be organised within the next month.

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

RESOLVED having considered the Working Group's report, to note that: the water at the Pound Road roundabout was in place and the planting would take place tomorrow; and the bins at Daintree Green and the Peace Memorial field had been installed.

RESOLVED with regard to the footpath at Gore Tree Road, to note that following a site meeting with Cllrs Brasnell and Waters, Highways had quoted a sum of £4500.00 for its repair. RESOLVED that this item should be delegated to the Finance and Policy working group to look at the budget and bring a report and recommendation to the next meeting.

RESOLVED with regard to the electronic speed sign, to pursue the suppliers about the issues.

8.9 Proposal that the Planning agenda is sent to the Tree Wardens

RESOLVED that the planning agenda should be sent in advance to the Tree Wardens.
(Prop AM, 2nd JB, unanimous)

8.10 Neighbourhood Plan Working Group – to agree how to proceed

Cllr Meredith reported that:

- St Ives Town Council had asked that land in Hemingford Grey parish be included in their Neighbourhood Plan designated area. RESOLVED that Hemingford Grey should should apply to HDC to designate the whole current parish as the Neighbourhood Area.
(Prop AM, 2nd LE, unanimous)
- RESOLVED that the Parish Council should proceed to apply for designation of the village stores and The Cock public house as Assets of Community Value and that the working group should bring further suggestions for registration to a future meeting.
(Prop AM, 2nd SJ, unanimous)
- RESOLVED that the Parish Council should publicise the need for a new burial site for the parish and that the Neighbourhood Plan Working Group should be authorised to decide how to undertake this and take the appropriate actions and decisions where there are no financial implications.
(Prop AM, 2nd RE, unanimous)

8.11 Interactive Speed Sign

Taken earlier under item 8.8. This will be considered again at the next meeting.

8.12 Street lights – Proposal to do improvement works in one go with possible funding from PWLB

RESOLVED that this matter be referred to the Finance and Policy Working Group to bring a report and recommendation to the next meeting.
(Prop RA, 2nd JF, unanimous)

8.13 Village Maintenance Contract – to consider specification

RESOLVED that a copy of the specification should be sent to the Environment Working Group for consideration at its meeting at the beginning of October, and that the group should bring a report and recommendation to the October meeting.
(Prop RA, 2nd AM, unanimous)

9. To consider correspondence/communications received

9.1 St Ives Town Council – Formal request for consent to include land in Neighbourhood Plan designation area

RESOLVED, as considered under item 8.10, that the Parish Council should respond formally that it notes their request, but the Parish Council is submitting its own application to HDC for designation of a “Neighbourhood Plan area,” but would be happy to work with them on common issues.
(Prop RA, 2nd AM, unanimous)

- 9.2 MAGPAS – request for letter of support for Air Ambulance relocation to Alconbury Weald
Noted.
- 9.3 CME Personnel Consultancy – withdrawal of service
RESOLVED, given that CME Personnel Consultancy was withdrawing the salary payment service, to adopt the procedure of paying salaries by cheque for the time being and, in the longer term, to seek a different bank account which would allow for payment by standing order. (Prop RA, 2nd TP, unanimous)
- 9.4 Orchards East – Heritage Lottery Funded Project for community orchards
RESOLVED to put the request on the website and in the newsletter to see whether there is any interest. Details are to be sent to Cllrs Loader and Elliott.
- 9.6 Resident – Condition of Meadow Lane road surface
RESOLVED to write to County Cllr Ian Bates regarding the condition of the road surface to highlight the complaint and to respond to the resident informing them of this and providing details of the reporting link to the website.
- 9.8 Resident – request for information about Lake Ashmore water sports facility
RESOLVED to respond that the Parish Council had objected to the latest planning application and the matter was now in the hands of the HDC planning committee. The information is publicly available on the HDC planning portal. Within the parish, some were in favour of the facility and some were against it. (Prop RA, 2nd LE, unanimous)
- 9.9 Resident – Allotment fence
RESOLVED to respond that it was believed that the fence had already been repaired by the farmer, but if not, to let the Council know and it will contact the farmer again.
- 9.10 Resident – Marking of allotments
RESOLVED that details of the plot involved should be passed to Cllr Brasnell who will ask the Handyman to replace the allotment pegs. (Prop JB, 2nd RA, unanimous)
- 9.11 Resident – Complaint about bushes/hedges and safety surfacing at Mitchell Close POS
RESOLVED to respond that the Parish Council is making enquiries to ensure that there is no contract already in existence with the residents, and if not, will ask the Handyman to deal with the hedges and bushes; and to confirm that the Council is seeking quotations to clean the safety surfaces.
9. Closure of Meeting
There being no further business, the Chairman declared the meeting closed at 9.34 pm.

Signed _____ (Chairman) _____(Date)