

HEMINGFORD GREY PARISH COUNCIL**Meeting of Hemingford Grey Parish Council
held on Monday 8 July 2019 at 7.30 pm in the Reading Room**

Present: Cllrs:	Richard Allen (Chairman)	Janice Flint
	Janet Brasnell	Sarah Jakes
	Edward Byam-Cook	Anne Meredith
	Derek Clifton	Tim Puttick
	Doug Dew	Mark Sheridan
	Riva Elliott	Robin Waters

In attendance: 10 members of the public, District Cllr David Keane 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 thanked the Parish Council for the swift action taken over the recent unauthorised encampment at Daintree Green. He asked about the costs involved, whether there were any plans to prevent a reoccurrence, and asked the Parish Council to take early action to prevent the situation deteriorating.

The Chairman thanked Cllr Waters, the Clerk and her team for enabling the swift removal of the unauthorised encampment. Potential options would be discussed later in the meeting. The costs were estimated to be between £3000 and £3500, which would be drawn from reserves.

Another resident highlighted that older residents had been harassed and felt vulnerable and fear and upset had been caused. Equipment had been stolen and cold frames smashed.

District Cllr David Keane reported that the Local Plan had now been fully adopted.

Cllr Dew as District Cllr reported on his work on the Combined Authority Scrutiny Panel, which included a combined transport initiative project and solutions for recycling in the medium and long term.

1. Apologies for absence

None.

2. Declarations of interests

Cllrs Allen and Clifton declared an interest in item 7.3.2 relating to the clearing of the river bank as Regatta Committee members.

Cllr Jakes declared an interest on any item on St Ives Tree and the regatta clearance.

Cllr Sheridan declared an interest in item 5.1 as a resident of Burlington Way.

3. To approve the minutes of the meeting held on 10 June 2019

RESOLVED that the minutes of the meeting on 10 June 2019 be approved and signed by the Chairman as a true record. (Prop AM, 2nd IMS, carried with 1 abstention)

4. Co-option to fill casual vacancy – Edward Byam-Cook, 40 High Street, Hemingford Grey, PE28 9BJ

The applicant was invited to introduce himself and spoke about his experience and involvement with various community organisations. The Chairman explained the importance of following procedure, the requirements of the Code of Conduct and the need for declaring interests.

RESOLVED to co-opt Edward Byam-Cook as a member of the Parish Council. (Prop DD, 2nd RW, unanimous) Cllr Byam-Cook signed the Declaration of Acceptance of Office before taking his seat.

On a proposition by the Chairman, it was agreed to vary the order of business to take item 7.2 next.

7.2 Unauthorised encampments and access to the Council's land

7.2.1 To consider the adoption of an Unauthorised Encampments Policy and arrangements when the Clerk is not available

RESOLVED that the previously circulated draft policy should be adopted with minor amendments and that this policy is confidential. (Prop DD, 2nd AM, unanimous)

7.2.2 To consider measures required to prevent unauthorised access and encampments on Daintree Green and any other Parish Council land

The Chairman expressed thanks to the residents who had helped to clear up the area, which was greatly appreciated.

RESOLVED having considered approximate estimates of the costs of different types of defences which had been obtained after reference to the Police, District Council and County Councillor and also an offer had been received from a local contractor to install a bund and a ditch for the cost of the diesel used, to obtain quotations for three different options, namely 1) wooden posts only; 2) wooden posts plus a ditch; 3) a bund and a ditch, and given the need to take swift action.

RESOLVED that the decision be delegated to the Chairman, Vice-Chairman and Clerk to choose the best option, up to a limit of £10,000, and report back to the next meeting. The measures should cover Vicarage Fields as well as Daintree Green. (Prop RA 2nd RW)

An amendment that an option to do nothing be added to the previous proposal in terms of permanent preventative measures, was not carried. (Prop AM, 2nd RA, defeated with 3 in favour, 7 against and 2 abstentions)

RESOLVED that the specification for the posts should be for 6 foot high pressure treated wooden posts with 3 foot in the ground and 2 to 3 foot above, the decision on the location of the posts and the gates to be delegated to the Chairman, Vice-Chairman and the Clerk.

RESOLVED that consideration be given to installing one car length of grasscrete on Daintree Green to allow parking.

RESOLVED that consideration be given to planting more trees which along with the bollards may give additional protection in conjunction with the bollards.

(Prop EBC, 2nd DD, carried with 10 in favour, 1 against and 1 abstention)

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

5.1 (Open, 7.1 and 7.4) Proposal that the Parish Council considers the condition of roads within the parish and what action to take – to consider report and recommendation from Environment Working Group

Noted that this is covered under the Environment Working Group's report.

5.2 (7.3.1) To consider proposal that the Parish Council should commit to a Neighbourhood Plan and take the next steps to engage with the community, HDC, landowners and local businesses to decide on its content. The Parish Council should also apply for the grant/s that is/are available for Neighbourhood Plans

Cllr Waters reported that grants of £8000-£9000 were available provided the Plan contained a Village Design Statement and affordable housing. The costs of a Plan based on the experience of other parishes was between £15,000 and £20,000. It would be necessary to employ a consultant and to involve other residents in addition to the task group if the project were to go ahead.

RESOLVED to proceed and commit to a Neighbourhood Plan and apply for grants and ensure that there are residents willing to become involve in progressing this. (Prop RW, 2nd TP, unanimous)

- 5.3 (8.1) Resident request that the strip of nettles and briars between Daintree Green and the allotments be left in place to protect habitats – to consider report and recommendation from Environment Working Group
RESOLVED to note that this had been done too close and too soon and in future it should be flailed in October.
- 5.4 (4.3) YES development play equipment project – to note the work done to date by DIY Communities and to consider the next steps
Cllr Dew reported on legal issues affecting the title to part of the estate, which the legal team were seeking to resolve, and he undertook to follow this up.
The lease sent to the Parish Council had contained an incorrect map.
RESOLVED given that the project was unable to proceed at this time, that this item be deferred to a future meeting when the issues have been resolved but in the meantime to settle the invoice from DIY Communities for £280.00.
RESOLVED to write to Susannah Harris confirming that DIY Communities had provided all the services in their initial letter and thanking her for her kind offer of support as a volunteer at a point when the project can be taken forward. (Prop RA, 2nd JB, unanimous)
- 5.5 (4.5) Annual review of cemetery fees – Proposal that the Parish of Hemingford Grey Burial Ground Cemetery Fees be amended
RESOLVED to approve the fees as circulated in the proposal by the Cemetery Working Group, noting that an amendment will be required if the Government proposals for fees for under 18s to be paid by a Trust become law. (Prop RA, 2nd RW, unanimous)
- 5.6 (9.1.4 May meeting) Proposal on the value of assets
RESOLVED to accept the recommendation of the Finance and Policy Working Group that the assets be valued as follows:
Bench (London Road (in St Ives Parish) be given a value of £320 in line with other HGPC owned benches
Lych Gate War Memorial (at Cemetery) be given a nominal value of £1
Bus Shelter (St Ives Road, outside HGPS) be given a nominal value of £1
Speed sign to be added at cost of purchase. (Prop RA, 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 that the payments as listed in the finance report should be paid, plus HMRC (PAYE/NIC) £64.12, Pension (DD) £29.96, Salaries £858.76, CME £97.20, Bryan Lecoche Ltd (High Court Enforcement) £3,417.90, Morelock (MVAS speed sign) £3134.40 and St Ives Tree (Cemetery tree work) £685.00, noting that the invoice from Morelock included £48.00 for a lead which had been shown as free of charge on the quotation, but the equipment was charged at £2495 on the invoice rather than £2595 as shown on the quotation, leaving the overall amount due £52.00 cheaper in total. (Prop RA, 2nd DC, carried with 1 abstention)
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| CAPALC (Training Annual Conference) | £100.00 |
| Eastern Tree Surgery (Tree works) | £342.00 |
| Reading Room (Room hire) | £114.00 |
| Hemingford Directory (Newsletter delivery) | £60.00 |
| K Ferguson (Hedge cutting and tree work) | £312.00 |
| K Ferguson (Grass cutting) | £6516.00 |
| RPM (Play equipment repair – cradle seat) | £240.00 |
| RPM (Play equipment repair – RoSPA works) | £1368.00 |
| LGS Services (Admin support) | £2294.79 |

Hunts Forum (Affiliation fee)	£25.00
K & M Streetlights (Street light maintenance)	£87.88

Credits, including bank interest, 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 had used her delegated powers for the following:

- Appointment of bailiffs to remove unauthorised encampment on Daintree Green and the clearance afterwards.
- To arrange for HDC to clear up after the unauthorised encampment on Daintree Green
- To contract RPM to undertake the RoSPA works plus repair the swing at the Mitchell Close play area at a cost of £1340.00 plus VAT
- Approval of a new memorial on cemetery plot Old 190a
- Exclusive rights and Interment in cemetery plot Old 210b
- Interment of ashes in cemetery plot A1

The contract for replacing the allotment tap posts had not been issued as this is an agenda item for this meeting.

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

None.

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

7.1 Proposal that the Council covers the cost of the Webmaster's official email address

RESOLVED to obtain an official email address for the Webmaster. (Prop AM, 2nd RW, unanimous)

7.2 Unauthorised encampments and access to the Council's land

7.2.1 To consider the adoption of an Unauthorised Encampments Policy and arrangements when the Clerk is not available

Taken earlier.

7.2.2 To consider measures required to prevent unauthorised access and encampments on Daintree Green and any other Parish Council land

Taken earlier.

7.3 Environment Working Group

7.3.1 Proposal that the Working Group have some delegated authority (within an agreed budget) over decisions on minor maintenance jobs

RESOLVED to note the advice of the Clerk that this was not possible under the terms of the Local Government Act 1972 S101 as the group is not a Committee of the Parish Council.

RESOLVED that the proposal be withdrawn and considered again at a future date.

7.3.2 Proposal that the Council place an emergency order to clear the riverbank for the Regatta as per last year

RESOLVED to contract St Ives Tree and Garden to clear the stretch of the riverbank from the end of the High Street to the landing stage in time for this year's Regatta and to extend the contract to do the same in 2020 and 2021. (Prop RW, 2nd JB, carried with 1 abstention)

7.3.3 Proposal that the Council place an order with Ferguson to clear the Cemetery waste bin which is normally done once a year in February by the Handyman using a skip – proposal that this is amended to include the spoil

RESOLVED to place an order with Fergusons at a cost of £580 plus VAT to clear the Cemetery waste bin and to add that half of the spoil should be included. (Prop RW, 2nd DC, unanimous)

- 7.3.4 Footpath report – to note the report and that at present no other action is required
RESOLVED to note the report and that no other action is required at present.
- 7.3.5 Proposal that the Parish Council advertise for individuals to become Street Wardens to report to the council on the environment in their assigned area including highways, street lights, flooding etc
RESOLVED that the proposal be approved and to advertise for Street Wardens in the next newsletter and place a note on the website. (Prop RW, 2nd DD, unanimous)
- 7.3.6 Proposal that the Parish Council investigates the use of new hedgehog warning signs on roads as recently introduced into the Highway Code
RESOLVED that Cllr Flint should report to the next meeting.
- 7.4 Neighbourhood Plan Working Group
- 7.4.1 Proposal that the Parish Council advertise the revised no 9 route by handing out CCC flyers to bus users, and advertise the revised route on the website and through posters. If the CCC flyer does not satisfactorily explain how residents can use the revised timetables to access Morrisons then the NP task group is authorised to produce and distribute 100 A5 flyers
RESOLVED to accept the proposal and that Cllr Meredith is to action. (Prop AM, 2nd TP, unanimous)
- 7.4.2 To consider revised Terms of Reference for the Neighbourhood Plan Task group
RESOLVED that the revised Terms of Reference as previously circulated be adopted. (Prop RA, 2nd DD, unanimous)
- Membership: Cllrs Meredith and Waters (co-convenors), Jakes, Puttick, Sheridan.
Co-opted residents: Peter Quest, Edward Byam-Cook, Mike Winstanley,
- All councillors and residents are welcome to attend the meetings of the task group which meets in public.
- To make a recommendation to the Parish Council on whether the Parish Council should develop a Neighbourhood Plan or an alternative plan and if so how expectations should be managed, (what area it should cover delete) and how it should be financed and managed and its terms of reference.
- To act on behalf of the Parish Council once it decides on a Neighbourhood Plan or alternative.
- To act on behalf of the Parish Council in relation to the provision of Affordable Housing in the Parish
- To act on behalf of the Parish Council in relation to Assets of Community Value
- To act on behalf of Hemingford Grey and Hemingford Abbots Parish Councils in relation to public transport.
- To work with other relevant Councils and organisations to represent the transport needs of the two parishes and work towards a co-ordinated approach to public transport in the local area.
 - To promote and liaise with the Community Car Scheme operated by the Volunteer Centre, Huntingdon.
- To work with the Burial Site Task Group when appropriate.
- To act on any other community issue when it is requested to do so by the Council.
- Notes from meetings to be submitted to the Parish Council with all decisions being made by the Parish Council.

- 7.5 Proposal as a result of Ian Bates meeting, that the Parish Council ask the Tree Warden to get a handyperson to trim back lower growth from lime tree in Madeley Court. It is growing all over the footpath on the right hand side from Church Lane
RESOLVED to note the Clerk's advice, that the Parish Council cannot cut back trees which are not Parish Council owned trees.
RESOLVED noting that this is on Highways land and therefore CCC's responsibility, to ask them to arrange for the tree to be cut back. (Prop RA, 2nd DD, unanimous)
- 7.6 Proposal that the Council replaces two rotten posts holding the allotment water
RESOLVED to accept the quotation from Universal Fencing for the sum of £166.00 plus VAT. (Prop RA, 2nd DD, carried with 11 in favour and 1 against)
- 8. To consider correspondence/communications received**
- 8.1 CCC – Withdrawal of services for managing street lighting energy for District and Parish Council street lights
RESOLVED to note the withdrawal of the service and that quotations were being obtained.
- 8.2 CCC – Local Highways Improvement scheme 2020/2021 Invitation to bid
RESOLVED that Cllr Dew should ask Fenstanton Parish Council if they are willing to join the Council is seeking a speed limit on London Road, and if they wish to proceed Cllr Dew will work with them to submit an application by 4 August, by which time it is expected that enough supporting data will have been collected. (Prop RA, 2nd DC, unanimous)
RESOLVED that if Fenstanton Parish Council does not wish to proceed, that Cllr Dew should submit an application for the extension of the cycleway along Hemingford Road. (Prop RA, 2nd RW, unanimous)
- 8.3 K Ferguson – quotation to raise crowns and remove low branches on trees on Vicarage Fields
RESOLVED, having considered the quotation for £540.00 received, that the Parish Council does not believe it is necessary to raise the crowns and remove low branches from trees on Vicarage Fields, and that this matter be referred to the Environment Working Group to look into and report back to the next meeting for further consideration. (Prop RW, 2nd JF, unanimous)
- 8.4 Consultation on the Cambridgeshire and Peterborough Combined Authority Local Transport Plan
RESOLVED, given that a response was not due until 27 September, that members should attend the forthcoming consultation events and to defer consideration of a response until the next meeting. (Prop RA, 2nd AM, unanimous)
- 9. Closure of Meeting**
There being no further business, the Chairman declared the meeting closed at 9.10 pm.

Signed _____ (Chairman) _____(Date)