

HEMINGFORD GREY PARISH COUNCIL

I hereby give notice that as previously arranged, the Meeting of the Parish Council will be held on Monday 12 February 2018 in the Reading Room, High Street Hemingford Grey at 7.30pm

The Public and Press are cordially invited to be present.

The order of business may be varied at the Chairman's discretion.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out below.



Gail Stoehr, Clerk 05/02/18

AGENDA

Comments and observations on agenda items from members of the public and reports from the County & District Councillors

A representative of HACT has been invited to give a presentation on the services that HACT has to offer.

1. **To approve apologies for absence**
2. **To receive declarations of interests from councillors on items on the agenda**
3. **To approve the minutes of the previous meeting**
4. **Co-option to fill casual vacancies – to consider applications received**
Tim Puttick, 3 Skylark Place, St Ives
Mark Burke, 5 Limes Court, St Ives
5. **To consider matters arising from the last or a previous meeting for info only unless detailed**
 - 5.1 (5.2) Electronic speed signs – to consider further information ^(DD)
 - 5.2 (6.4.1) Resident – request for splitting of allotment plot
 - 5.3 (7.2.1) Appointment of Newsletter Editor
 - 5.4 (9) Resident – proposal to host an annual fete and request for Parish Council support ^(RE)
6. **Finance, procedure and risk assessment**
 - 6.1 To receive the financial report and approve the payment of bills
 - 6.2 Clerk report on any actions taken using delegated powers or because of risk or health and safety
 - 6.3 To consider any matter that is urgent because of risk or health and safety
7. **To receive reports and items from committees, working groups and members for information only unless stated**
 - 7.1 Transport and the Hemingfords Working Group
 - 7.2 Proposal that no “intermediate” meetings of the Planning Committee will now be needed ^(RW)
 - 7.3 To consider proposals from the Neighbourhood Plan Working Group ^(RW)
 - 7.4 Proposal for a public litter picking day in February/ March before the grass grows again ^(RW)
 - 7.5 EGW report and recommendations ^(JB)
 - 7.5.1 Allotments – Proposal that a “dogs on lead notice” should be put on the allotments gate
 - 7.5.2 Allotment tenancy agreement review and recommendations on terms and rent increase
 - 7.5.3 Proposal that the number of grass cuts at Daintree Green is increased
 - 7.5.4 Recommendation on specification for Daintree green hedges and to consider who should be invited to quote to flail the hedge
 - 7.5.5 Proposal that the bin behind the Daintree Green play area is replaced
 - 7.5.6 Proposal that quotes are obtained to remove the leaves in the cemetery
 - 7.5.7 Proposal that the Council or the EWG obtains quotes for weeds at the Riverside
8. **To consider correspondence/communications received**
 - 8.1 CCC – TTRO application, front of 56 High Street
 - 8.2 Resident – tyre tracks on Daintree Green
 - 8.3 Correspondence from CCC regarding overhanging vegetation – to consider if any action is required
9. **Closure of meeting**

CLERK REPORT TO HEMINGFORD GREY PARISH COUNCIL MEETING 12 FEBRUARY 2018

Where I have info to support an agenda item this is below.

Joanne Philpott of HACT has been invited to give a presentation on the services that HACT has to offer.

1. Apologies – any received will be reported to the meeting.
 3. To approve the minutes of the last meeting on 8 January 2018 – attached.
 4. Co-option to fill casual vacancies
Tim Puttick, 3 Skylark Place, St Ives – already circulated
Mark Burke, 5 Limes Court, St Ives – attached.
Both applicants have been invited to attend the meeting.
 5. Matters Arising
 - 5.1 (5.2) Electronic speed signs – to consider further information
Cllr Dew to report on the enhanced type of signs incorporating a camera.
 - 5.2 (6.4.1) Resident – request for splitting of allotment plot
The Tenant has indicated he is struggling to manage the plot due to a family illness and has asked if his plot can be split into two. He would retain one of the half plots and the other would then be available to rent.
 - 5.3 (7.2.1) Appointment of Newsletter Editor
Deferred at the last meeting.
 - 5.4 (9) Resident – proposal to host an annual fete and request for Parish Council support
Raised at the last meeting. Cllr Elliott to report.
- Other to note:
- (5.3) Date for Councillor Training
A training session has been arranged with LCPAS at the Reading Room on 30 April 2018 at 7.30 pm.
Hemingford Abbots have been invited to attend.
 - (6.1) The recent invoice from Fergusons has been checked before the payment was released. Within that invoice were works from the previous season which Fergusons had not invoiced for previously.
6. Finance, procedure and risk assessment
 - 6.1 To receive the financial report and approve the payment of bills – attached. Any late invoices for payment will be brought to the meeting.
 - 6.2 Clerk report on any actions taken using delegated powers or because of health and safety
The Clerk has used her delegated powers to sell the exclusive rights to 230a, 230b and 210b.
 - 6.3 To consider any matter that is urgent because of risk or health and safety - Is the Council aware of any?
 7. To receive reports and items from committees, working groups and members
Planning Committee – minutes of the meetings should be available on the Parish Council’s website.
 - 7.1 Transport and the Hemingfords Working Group
Cllr Meredith to report.
 - 7.2 Proposal that no “intermediate” meetings of the Planning Committee will now be needed
Cllr Waters to report.
 - 7.3 To consider proposals from the Neighbourhood Plan Working Group ^(RW)
Cllr Waters to report.
 - 7.4 Proposal for a public litter picking day in February/March before the grass grows again ^(RW)
Cllr Waters to report.
 - 7.5 Proposal for a councillor recruitment evening in March ^(RW)

Cllr Waters to report.

8. Correspondence

8.1 CCC – TTRO application, front of 56 High Street

“Please find attached the proposed TTRO application for your information. If you have any comments, please respond by 31/01/18. If no comments are received we will proceed with the application and a copy of the Order will be circulated for information once made.”

A time extension has been granted until after the meeting.

The road closure application and plan of location and proposed diversions are attached. The closures are for electrical work, from 12 March to 16 March.

8.2 Resident – tyre tracks on Daintree Green

A resident writes:

“Yet again tyre tracks from a car are this morning visible from Stepping Stones onto the park itself and opposite. I have mentioned this several times before and have come up with suggestions to which they have all been declined!! This has gone on now for over a year!!.. the official response has been " we will monitor it ". Well, this is a year ongoing now, how long does it need to be monitored for I wonder?” omit?

8.3 Correspondence from CCC regarding overhanging vegetation

CCC wrote on 17 January:

“Following our previous email, we're sorry to tell you that the specific work we ordered has had to be cancelled. This may not mean it will not get completed at all, but may be programmed to be carried out later on to ensure it is repaired correctly and efficiently. You may receive another email from us with more detail.

Your report details:

Reference: 00268623

Date reported: 10/06/2017

Fault type: Overhanging trees/hedges

Location: Outside of the Manor Road bend in Hemingford Grey.

Description of fault: Narrow footpath on dangerous bend needs restoring to its full width and to have the overhanging vegetation cut back ON A REGULAR BASIS. Recently a 90 year old man fell into the road while trying to avoid the overhanging vegetation (brambles, etc.) he was lucky to be helped by a postman. The original footpath was surfaced to the width of a pram/wheel chair - it is now impassable and there is no alternative but to walk in the road. Adjacent land owners are the Peace Memorial Playing Field Trust and the Manor House.”

On 23 January the following follow up correspondence was received:

“Cllr Bates has asked me to respond to you both regarding the vegetation on the bend in Manor Road, Hemingford Grey.

Please accept my apologies that we didn't carry out the work. At the time of your report we didn't have a Local Highway Officer (LHO) for the area and it was being covered by another LHO. Also, our ordering system was changed and we had to re-raise any orders that weren't carried out by a certain date. Unfortunately, due to the high volume of orders that we generate and being a LHO down, a few orders were missed.

These were flagged up when the old system was checked last week and automatic e-mails were generated.

Emma Cichy, the current LHO then went out to site to re-assess what needed doing and will raise an order for the footway to be sided out and the vegetation cut back.

Again, please accept my apologies for this oversight.”

Kind regards

Jo Challis

District Highway Manager

CCC have been asked to let the Parish Council know when the work is to take place.

9. Closure of meeting

HEMINGFORD GREY PARISH COUNCIL FINANCIAL STATEMENT

£

Feb-18

Balance B/ Forward	174770.53
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ADJ'S + Chq's Approved at Previous Meeting		
Adjustments		
Payments		
K&M STREETLIGHTS	STREETLIGHT MAINTENANCE	-98.10
CME	SALARIES	-1414.76
CME	SALARIES	-1414.76
Receipts		
PLOT NEW 415	TRANSFER FEE	40.00
PLOT NEW 155	INTERMENT FEE	264.00
PLOT 230A, 230B & 210A	EXCLUSIVE RIGHTS	780.00
PLOT C4	MEMORIAL FEE	145.00
PLOT 15/35	TRANSFER FEE	40.00
HMRC	VAT	16265.64
PLOT 20A	ALLOTMENT RENT	29.62
SANTANDER	BANK INTEREST	9.67
<i>Total Fund movement</i>		14646.31
Balance revised after adjustments		189416.84

S/O

S/O

Bank Reconciliation			
Item	Funds	Statement	Outstanding
Current Acc	147409.83	141496.45	5,913.38
Deposit Acc	42007.01	42007.01	
Total	189416.84	183503.46	5913.38

Expenditure for month		Amount (£)	Chq/ref
VIBRANT COLOUR	BANNER	54.00	22558
VICTOIRE PRESS	NEWSLETTER	390.00	22559
K&M STREETLIGHTS	STREETLIGHT MAINTENANCE	98.10	22560
LCPAS	TRAINING	250.00	22561
LGS SERVICES	ADMIN SUPPORT	1483.72	22562
CME	SALARIES	1414.76	SO
Total Expenditure		3690.58	

Balance c/f	185726.26
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Notes:

Late invoices will be brought to the meeting.

CHQ 22544 TO REPLACE CHQ 22474

ALLOTMENTS

On going through this report We can see nothing that needs changing except the following:-

A dogs on lead notice should be put on the allotment gates

Produce should not be washed in the water butts

Carpeting should be removed from all plots and weed controlling fabric should be used instead.

Our charges seem to be roughly in line with surrounding villages but if the Council wishes to raise the fees then a small increase should be considered – suggest £2

GRASS & HEDGE CUTTING

On walking around Daintree Green the following should be addressed:-

All the hedges around the perimeter should be flailed once a year and the grass beneath them should be cut once a year. This includes the grass around the orchard area and through the trees near the play area. It does not look like this has been done for a while. Suggest getting quotes for the hedge flailing as Fergusons cannot do this however they should be asked to do the grass cutting.

The Children's play area is only down for 13 cuts a year and this should be increased in line with the field which is 25. The grass round the fencing should also be strimmed as it encourages dogs to urinate on them which is not safe for children especially as the seating is very near to the fencing and young children may be playing on the grass here.

BINS

The square bin in the hedge behind the play area needs replacing as the bottom has fallen out.

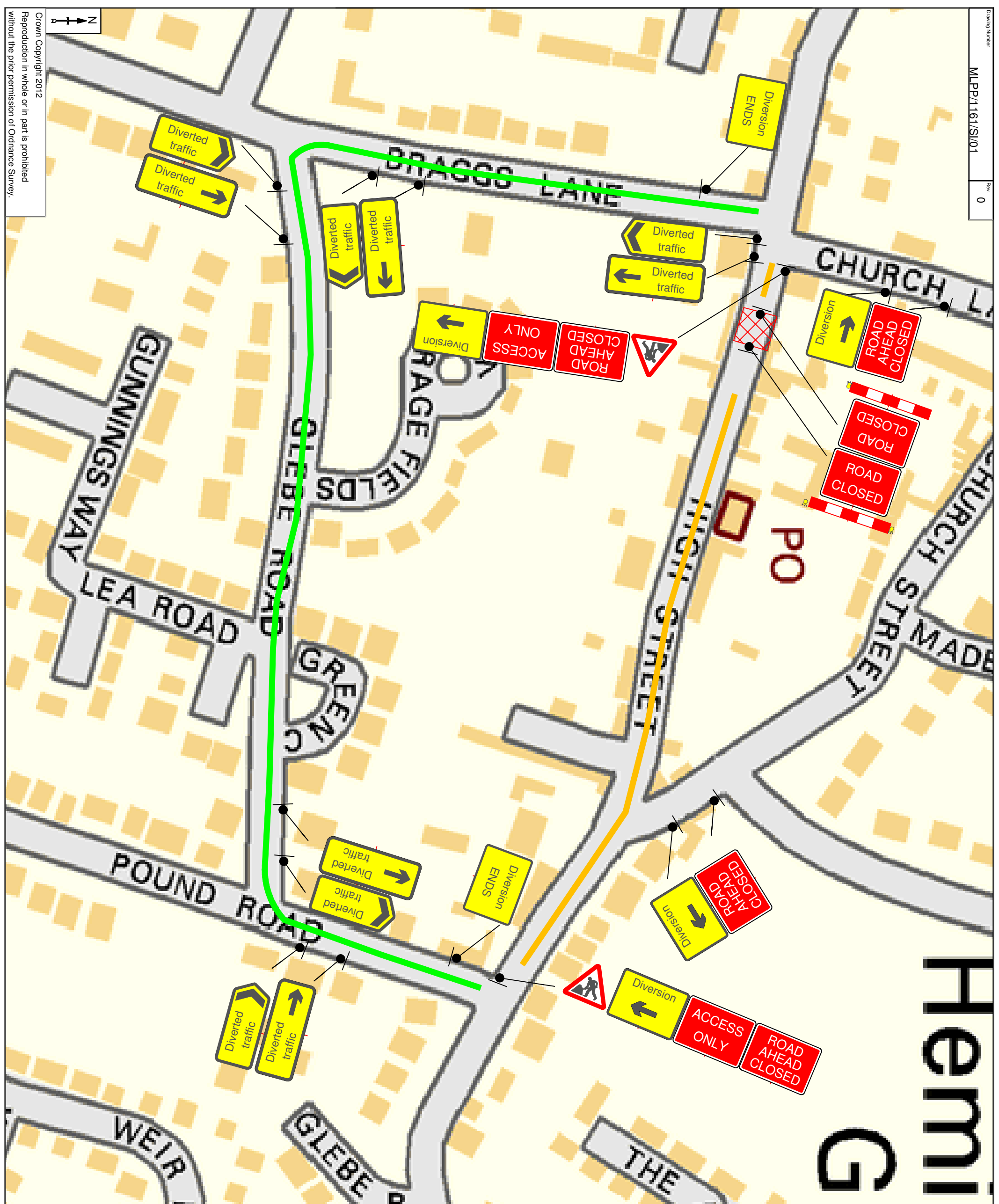
LEAVES IN THE CEMETERY

Fergusons were asked to do this but have declined.

We need to get quotes from another source. The leaves on the north side are 2 – 3 feet deep and are covering some of the graves.

RIVERSIDE

The weeds on the river side of the grassed area in front of the roundabout which Fergusons cut need cutting back to ground level probably twice a year. Either ask Fergusons to do or get quotes from another source.



- Notes**
1. All dimensions are in metres unless otherwise stated.
 2. All traffic management to comply with Chapter 9 and any updates and Safety at street works and roadworks (A code of practice)
 3. All road markings and signs to be as per the Traffic Signs Regulations and General Directions 2016.
 4. All permanent traffic signals will be bagged and switched off, at all times that temporary traffic signals are being used. This should be done with approval from said authority.

Key

Sign	
Traffic Cone	
Cone Lamp	
Traffic Signal Head	
Pedestrian Barrier	
Water Filled Barrier	
Gatemans	
Datum	
Direction of travel	
Works Area	
Safety	
Taper	
Road Closure Point	
Diversion Route	
Access Only	
Pedestrian Walkway	
No Parking Cones / Suspension	
N/B Traffic Flow	
S/B Traffic Flow	
One Way Street	
Pedestrian Crossing	

Date Drawn	12-01-2017	Drawn	SI	Checked/Approved	SI
<p>Mervyn Lamber Plant Ltd 161 Pond Lane, Hemingford Grey, Norfolk, IP22 2SP Tel: 01953 868255 Fax: 01953 868255</p>					
Client	UKPN				
Project	ELECTRIC CONNECTION				
Drawing Title / Site Address	High Street, Hemingford Grey				
Drawing Status					
Scale	NTS	DO NOT SCALE			
Sheet No.	1 OF 1				
Page No.	MLPP/1161/SI/01				
Drawing No.	0				

This drawing is not to be used in whole or part other than for the intended purpose and project as defined on this drawing. Refer to the contract for full terms and conditions.