

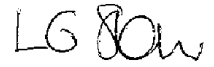
HEMINGFORD GREY PARISH COUNCIL

I hereby give notice that as previously arranged, the Meeting of the Parish Council will be held on
Monday 9 July 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 03/07/18

AGENDA

Comments and observations on agenda items from members of the public and reports from the County & District Councillors and Housing Needs Surveys– Mark Deas Cambridgeshire ACRE and Frank Mastrandrea, Policy and Enabling Officer, Huntingdonshire District Council

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 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**
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
 - 5.2 (6.0.11) To consider appointment of webmaster
 - 5.3 (8 of 14.5.18) To consider appointment of Reading Room representative and to note report received
 - 5.4 (7.3) Mitchell Close play area fencing – to consider quotations
 - 5.5 (7.4) Daintree Green surfacing – to consider quotations if received
 - 5.6 (8.3) Vicarage Fields Tree – to consider the advice of the Trees Officer and a recommendation from the Environment Working Group(EWG)
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
 - 6.4 Appointment of Internal Auditor for FY2019
7. **To receive reports and items from committees, working groups and members for information only unless stated**
 - 7.1 Communications Working Group report and recommendations including^(AM)
 - 7.1.1 That Cllr Loader is appointed to the Communications Task Group
 - 7.1.2 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
 - 7.2 Finance & Policy Working Group report^(RA)
 - 7.3 Environment Working Group report and to consider any recommendations in the report^(RW)
 - 7.3.1 Proposal that the Council considers sites to plant new trees
 - 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 for each position^(RW)
 - 7.4 Neighbourhood Plan Working Group report^(RW, AM)
 - 7.5 Transport Task Group report^(AM)
 - 7.6 Proposal that the Parish Council considers correspondence from Tarmac on hedge trimming and extraction^(RW)
 - 7.7 Proposal that the Parish Council authorises expenditure over and above the £100 already approved for the Pound Road roundabout^(RW)
 - 7.8 Housing Needs^(LE)
8. **To consider correspondence/communications received**
 - 8.1 Resident – village wildlife habitats
9. **Closure of meeting**

CLERK REPORT TO HEMINGFORD GREY PARISH COUNCIL MEETING 9 JULY 2018

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

1. Apologies – any received will be reported to the meeting.
3. To approve the minutes of the last meeting on 11 June 2018 – attached.
4. Co-option to fill vacancies following election – to consider any applications received including Sarah Jakes, Meadow View, 99 London Road, St Ives
5. **Matters Arising**
 - 5.1 (6.3) Newsletter printing contract – to consider report and recommendation from the Communications Working Group

Cllr Meredith reports:
“The task group met on Thursday 22nd June to begin working through the terms of reference and it also discussed the issue of the contract with the Hemingfords' Directory as it is due for renewal in July. At this stage the task group is not ready to make any long term recommendations about this contract. All councillors are asked to share their thoughts on our future communications strategy with the task group.”
Quotations will be brought to the meeting if received.
 - 5.2 (6.0.11) To consider appointment of webmaster
 - 5.3 (8 of 14.5.18) To consider appointment of Reading Room representative and to note report received
Attached.
 - 5.4 (7.3) Pinders Green fencing – to consider quotations
As the amount exceeds the budgeted sum, quotations will be brought to the meeting.
 - 5.5 (7.4) Daintree Green surfacing – to consider quotations if received
Quotations will be brought to the meeting if received.
6. **Finance, procedure and risk assessment**
 - 6.1 To receive the financial report and approve the payment of bills – attached.
 - 6.2 Clerk report on any actions taken using delegated powers or because of risk or health and safety
The Clerk has used her delegated powers to:
 - Order a new zip wire seat from Lappsett.
 - Place an order with 2commune for £25.00 for an email address for Cllr Loader.
 - 6.3 To consider any matter that is urgent because of risk or health and safety
None at the time of writing.
 - 6.4 Appointment of Internal Auditor for FY2019
7. **To receive reports and items from committees, working groups and members for information only unless stated**
 - 7.1 Communications Working Group report and recommendations including^(AM)
 - 7.1.1 That Cllr Loader is appointed to the Communications Task Group
 - 7.1.2 That the Council instructs the Clerk to renew 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
 - 7.2 Finance & Policy Working Group report and to consider any recommendations in the report^{RA)}
 - 7.3 Environment Working Group report^(RW)
 - 7.4 Neighbourhood Plan Working Group report^(RW, AM)
 - 7.5 Transport Task Group report^(AM)
 - 7.6 Proposal that the Parish Council considers correspondence from Tarmac on hedge trimming and extraction^(RW)
 - 7.7 Proposal that the Parish Council authorises expenditure over and above the £100 already approved for the Pound Road roundabout^(RW)

8. To consider correspondence/communications received

8.1 Resident – village wildlife habitats

A resident has written:

“One of the lady Cllrs asked me if there were other areas like the one I described on the east side of Daintree Green.

I agreed to think about it and send her a list of any that come to mind.

A listing of such was made by Cllr Lesley Scobell, in a schedule of village maintenance some four or five years ago.

It was discussed at council but not to my memory voted into action.

After speaking at this meeting I was asked about other areas (belonging to the PC) similar to the strip by the allotments that might also be making good habitats for wild life such as butterfly larvae, small mammals, birds and amphibians. Places coming to mind are the land close to the boundaries of Daintree green, all the allotment boundaries, the cemetery (oldest grave area), as well as the verges, particularly St Ives/Hemingford Rd and Gore Tree rd. The latter are I believe a District or County Council responsibility but of course the PC can ask questions about those areas. My listing is not exhaustive.

I hope to attend the Council July meeting to follow up and answer any questions.”

Report attached.

9. Closure of meeting

HEMINGFORD GREY READING ROOM

(Charity No. 213361)

MINUTES OF THE COMMITTEE MEETING HELD ON

TUESDAY 5 JUNE 2018 at 7.30 p.m.

- 1. Present:** Stuart Harrison, Maureen Rolfe, Karen Partridge, Christine Kassir, Annette Green, Beverley Hilton, Peggy Seamark and David Watkins.
- 2. Apologies** were received from Linda Aggett, Gwen Benn and Janet Hewitt
- 3. Minutes of the committee meeting of 6 March** (already circulated). The minutes were approved and signed by the Chairman as a true record.
- 4. Matters arising** There were no matters arising, which were not covered by the this meeting's agenda.
- 5. Booking Secretary's Report.** Christine Kassir reported that there had been no new regular hirers since the March meeting. She had had sixteen one-off bookings since then, and had a potential hirer for several four week blocks. There were no slots available for regular weekday hire at the moment. She asked that people who had made provisional bookings inform her if they had changed their minds about the bookings. There had been a few issues with maintenance of the room. The front door lock had been the main one, and the Chairman had successfully repaired this. Money had been gathered and paid in regularly from hirers. The fire alarm and extinguishers were due to be checked next month and she would arrange this.
- 6. Treasurer's Report.** Maureen Rolfe made the following report:
Current account: £4, 162.12
National savings: £13, 446.18
The quiz made a profit of £77.17 and the day course made a profit if £560.
Expenditure since March 6th was
Electricity £319.99
(another bill due on 7th June of £278.71)
Also a gas bill due on 15th June of £69.95 and water due 2nd July of £83.22.

On Doug Dew's recommendation I had a meeting with Scott Warren (Scott Warren runs a company called STARTUP HUB) to consider if we could improve on our service providers. I had just negotiated a new agreement with British Gas to provide electricity, which he felt was a very good deal. He could not improve on our other service providers at present. He will be in touch in Sept/Oct when the gas service contract is due for renewal. In spite of someone at the AGM suggesting that we should not be paying rates to HDC at all, that is not true. Only churches and their other premises are exempt and at £12 a month for 10 months yet again that is not excessive. He does feel, as I do, that paying a gas standing charge of 30p per day (£109.50 per year) when we use so little gas is not a good idea!

This led to a discussion about getting rid of the remaining gas appliances (the cooker and the frost-proofing heater in the kitchen). It was decided that a new electric cooker should be purchased. It was agreed that the Treasurer would deal with the purchase of the new cooker, while the Chairman would deal with getting the gas supply cut off and a new cooker

socket put in. It was also agreed that the old frost-proofing heater in the kitchen should be removed.

Christine Kassir raised the issue of the electric frost-proofing heater in one of the toilets which had caught fire, been removed, and not been replaced. It was agreed that it should be replaced.

It was also suggested that while the plumber was at the Reading Room he should look at the new boiler which was not working properly, and that all the electrical items, fixed and movable should be tested.

7. Any other business

- a) **Rehanging of pictures** Stuart Harrison is going to photograph them and create a display using a couple of the old frames. The county archives might take the original photographs, or perhaps the Parish Council. The Chairman now thought the 'Roll of Honour' should be rehanged, and the committee agreed with this.
- b) **Hearing loop** It seems that very few of the users of the Reading Room have the right sort of hearing aid to use the loop. It was agreed that the committee would look into getting a more modern system.
- c) **Co-ordination and access for workmen** This matter was still unresolved, but only minor issues had arisen recently, and they had been dealt with by the Chairman. There was some discussion about hirers not returning the chairs to their usual positions, and the Booking Secretary said she had contacted all the regular hirers about this.
- d) **Taps in the toilets** It had been agreed that they would be replaced, but nothing had been done. The Chairman said he would speak to the plumber when he came about the other jobs to be done.
- e) **Books and archival material** It was agreed that the books should be taken to auction or donated to a charity. The archival material was still in the cupboard. David Watkins would take any material that the Langley Trust wanted to keep.
- f) **WI Plaque** Nothing had been done to it as yet, but the matter was in hand.
- g) **Survey of the Reading Room** Edward Byam-Cook had conducted a survey of the Reading Room (copy already circulated) and the committee discussed the various points he raised.

It was agreed that covers for the electric switches should be obtained.

While the committee agreed that smoke alarms were useless when the room was not occupied, it was felt that connection to a call centre would be very expensive. It was decided to check what the insurance conditions were.

The CO alarm would no longer be needed if there was no gas in the building, the same is true of the gas pipe by the back door, and the gas cooker and the wall heater.

There was some discussion about moving the water urn but nothing was decided.

The rear gravel area was regularly weeded by Christine Kassir and David Mortlock.

Various other issues would be dealt with (the fire exit sign, the commemorative plaque etc.).

Edward Byam-Cook had kindly offered to do the necessary boarding in the roof space himself, and the committee decided to take him up on his offer.

It was suggested more insulation might be needed, but adequate ventilation had to be kept.

- h) **Date of next year's quiz** It would be held on 1 March 2019.
- i) **Cushions for the chairs** There were continued complaints about the chairs. It would not be possible to replace the chairs, but the Treasurer suggested that cushions could be purchased for them. She also said that the WEA would be prepared to pay for the

cushions. There was some concern about the amount of storage space they would need, but it was agreed that Maureen Rolfe should purchase forty cushions.

j) Date of next meeting The next meeting will be held on 2 October 2018 at 7.30 p.m.

The meeting closed at 8.50 p.m.

HEMINGFORD GREY PARISH COUNCIL FINANCIAL STATEMENT

£

Jul-18

Balance B/ Forward	215656.81
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ADJ'S + Chq's Approved at Previous Meeting		
Adjustments		
Payments		
LGS SERVICES	ADMIN SUPPORT	-2346.91
READING ROOM	ROOM HIRE	-135.00
K&M STREETLIGHTS	STREETLIGHT MAINTENANCE	-98.10
HDC	BIN EMPTYING	-132.00
CME	PAYROLL	-1414.76
CME	PAYROLL	-1414.76
Receipts		
SANTANDER	INTERMENT FEE	10.37
PLOT 97	INTERMENT FEE	264.00
PLOT 230A	INTERMENT FEE	264.00
<i>Total Fund movement</i>		-5003.16
Balance revised after adjustments		210653.65

Bank Reconciliation			
Item	Funds	Statement	Outstanding
Current Acc	168594.48	181,581.71	-12,987.23
Deposit Acc	42059.17	42,059.17	
Total	210653.65	223640.88	-12987.23

Expenditure for month		Amount (£)	Chq/ref
LGS SERVICES	ADMIN SUPPORT	2321.41	2600
FIELDS IN TRUST	AFFILIATION FEE	50.00	2601
2COMMUNE	EMAIL ACCOUNT	30.00	2602
K&M STREETLIGHTS	SPEED SIGN INSTALL	60.00	2603
HDC	ELECTION FEES	195.00	2604
HEMINGFORDS DIRECTORY	NEWSLETTER	60.00	2605
CME	PAYROLL	1414.76	SO
Total Expenditure		4131.17	

Balance c/f	206522.48
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Notes:

Late invoices will be brought to the meeting.

Village Maintenance Review Interim Report

Purpose of Report.

To review the maintenance programme currently undertaken by the Parish Council, report on the position, and make interim recommendations.

Background.

For many years the Parish Council has continued a similar maintenance programme which has not been significantly reviewed to take account of changing needs or possible future requirements such as those that may arise in the new 'Yes' development.

A significant part of the village maintenance is grass cutting; this is done under a grass cutting contract. This contract is due to go out to tender at the end of the current season, it is therefore timely to consider how the current contract meets the needs of the village.

The Parish Council employ a handyman for 13 hours per week to work on village maintenance. Work that cannot be undertaken by the handyman, due to lack of time or resources, and larger tasks such as hedge cutting and tree work are carried out under individual contracts. This process of ad hoc contracts is time consuming for the clerk and reactive rather than planned. It was therefore agreed by the PC to review these practices and recommend a structured approach to the village maintenance program.

Scope of Village Maintenance work

In our Parish, the majority of grass verges alongside residential roads within the village area are owned by either the District or County Council. These verges are generally maintained by the district council and are cut on average 6 times a year. Verges along roads outside the village are maintained by the county council and are cut once or twice a year.

Hemingford Grey Parish Council is responsible for maintaining the areas owned or rented by the Parish Council. These are; the village cemetery on Pound Road, the green at Vicarage Fields, the Play Area at Pinders Green and the whole of Daintree Green, including the allotments area (rented from Huntingdon District Council).

The Parish Council also maintains eight public right of way footpaths, the area of green verge in front of numbers 2 to 8 High Street and the strip of grass outside the entrance to the cemetery.

The bulk of the maintenance tasks involve grass cutting, hedge cutting and looking after trees on land owned or rented by the PC, the emptying of bins collection of litter in the village and the maintenance of Parish Council assets such as benches, signs and notice boards.

In addition the PC owns 114 streetlights which are maintained under a contract with K&M Maintenance.

How we do this

Grass Cutting

The majority of the grass cutting is done by a single contract which is awarded by competitive tender every three years. The contract last went out for tender in 2011, when three quotes were obtained. The grass cutting contract lists the areas to be mowed and requires the contractor to provide evidence of Public Liability Insurance cover from £5,000,000 (five million pounds) each year. The contract anticipates 30 cuts per year but this can vary according to conditions. The mowing contract has been awarded to the same contractor, Cllr Clifton, for many years

For many years the PC included the mowing of the Pavilion Playing Fields on its grass cutting contract. In 2012 the arrangement was changed. The PC now provides a grant to the Sports and Social Club for a similar amount, but it is no longer associated with any specific form of maintenance, nor automatically awarded.

Hedges

A non-competitive contract is let each year to cut the hedges at the Memorial Playing Fields, Vicarage Fields, Daintree Green and the cemetery. The hedge cutting contractors have been carried out by the same contractors for several years, these are Eastern Trees and Sid Barnet. No detailed specification of the works involved in these contracts is available.

Trees

In 2013/14 the Parish Council adopted a maintenance regime for all trees on lands it owns or rents. All trees have been mapped and will be surveyed every three years by qualified professional. Remedial works highlighted by the first survey has been carried out by AC Tree & Garden Care. The PC has decided that the Handyman will go on a tree inspection course and inspect trees in future as part of his job. However, this has not happened due to the fact that the Handyman says he cannot attend a full day course.

Other tasks

For the majority of other maintenance tasks the PC employs a Handyman for 13 hours per week. The Handyman's normal hours of work, as per his contract are: Monday 8.30am-12.30pm, Tuesday 8am-12.30pm, Thursday 8am-12.30pm. His tasks include emptying bins owned by the PC, picking up litter in the central part of the village, cutting grass not included in the mowing contract, maintaining footpaths and looking after council assets. He also does small ad hoc tasks such as putting up signs, repairing the play area surfaces etc. as required.

The current handyman has been an employee of the PC since 1 January 2013. Before that he was self-employed and carried out the maintenance tasks under a contract. As an employee his line manager is the clerk. Equipment used by the Handyman is currently stored at the premises of Cllr Clifton at no charge to the PC.

Ad hoc contracts for irregular/unusual larger tasks that the handyman cannot do are let as need arises. Proof that contractors/ sub-contractors have been competence assessed and carry sufficient levels of Public Liability Insurance is not routinely obtained.

Costs of village maintenance tasks 2013/14

Summary of village maintenance tasks and approximate costs 2013/14			
AREA	Maintenance Schedule	Frequency	Cost
MOWING CONTRACT			
Vicarage Fields	Mowing	33 Per Annum	990
Daintree Green	Mowing	33 Per Annum	2640
Allotments	Mowing	33 Per Annum	990
Cemetery	Mowing and strimming	33 Per Annum	3720
		Sub total	(8340)
Tree and Hedge Work			
Cemetery, Vicarage Fields, Memorial field, Daintree GN	Hedge Cutting	Annual	850
	Tree Pruning/removal	As required	1272
General Maintenance			
Cemetery	Removal of leaves	As required	40
	Turf for graves		40
	Skip Hire	Annual	204
HANDYMAN	Salary plus fuel allowance(13 hours per week at £8.20 Fuel £20 month)	Annual	5783
	Equipment/	Annual	191
	Asset Maintenance	Annual	850
	New lawnmower		469
	Street Furniture refurbishment	Annual	60
Other			
RoSPA	Play equipment inspection		142
Daintree Green	Play equipment repairs	As required	251
		TOTAL	18,492

Annual costs do vary, for example some extensive tree work has been undertaken in the current financial year and so the village maintenance costs this year will be higher than those shown above. On average the spending on village maintenance tasks as described above account for approximately one quarter of the annual PC budget. The above table does not include the cost of surveying and mapping all trees that the PC is responsible for that was carried out in March.

Issues arising from the review

Overall the village is well maintained and village assets are kept to a good standard. However there is no one document that sets out a technical specification of the requirements for the village maintenance tasks. This makes supervision of contracts difficult or ineffectual and means that it is difficult for Councillors to have a full understanding of the scope of the work and the requirement to comply with current regulations and codes of conduct.

The handyman has not received training for certain aspects of his job and the parish does not have a Health and Safety Policy in place for employees and contractors.

The clerk and the PC have taken some interim actions arising from the review but longer term the members of the Parish Council need to agree a coherent Village maintenance regime.

Recommendations

That the Parish Council –

- Take a more structured approach to Village maintenance designed to pick up all maintenance tasks consistently. This should be overseen by the Clerk and should not rely on individual Councillors.
- obtain competitive tenders for the Hedge cutting and Tree works as per Financial Regulations
- Look at other areas that may need to be included e.g. what will happen to Yes development, are there other areas of the village that should be litter picked etc
- Consider if the frequency of the current mowing and hedge cutting is appropriate
- Separate the supervision of maintenance tasks from contractors to aid accountability and transparency (already agreed by PC)
- look into the provision and emptying of bins
- Compile and maintain complete asset list – We do have an asset list, but more detail eg serial numbers needed
- Carry out risk assessment of maintenance tasks to minimise risk of harm to employees/ members of the public and village assets
- Ensure that the handyman receive all necessary training, particularly health and safety to undertake his tasks and is provided with all necessary protective clothing/equipment.
- Implement a lone worker policy for handyman and clerk. (agreed at PC Meeting in June 2014)

Proposal

That a working group consisting of members of the Parish Council be established to prepare a report for the full PC to consider in September. The report should define a structured village maintenance regime for the village and make proposals for how the PC can meet the recommendations set out above.