


## HEMINGFORD GREY PARISH COUNCIL

I hereby give notice that as previously arranged, the Meeting of the Parish Council will be held on  
Monday 11 February 2019 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.

 Ben Stoehr, Acting Clerk 04/02/19

### AGENDA

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

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. To consider matters arising from the last or a previous meeting for info only unless detailed
  - 4.1 (Open) To consider resident's request for a second defibrillator and to consider possible location
  - 4.2 (4.1) Yes Estate transfer and legal advice <sup>(DD)</sup>
  - 4.3 (4.3) Update on parish lights <sup>(RW)</sup>
  - 4.4 (6.2) Proposal to confirm provisional booking of Somersham Town Band for Carol Evening 2019 <sup>(DC)</sup>
  - 4.5 (7.3) Bikeability training - to consider whether to contribute financially and how this should be funded
  - 4.6 (7.5) Hemingford Hub – to consider further information and recommendation <sup>(RE)</sup>
5. Finance, procedure and risk assessment
  - 5.1 To receive the financial report and approve the payment of bills
  - 5.2 Clerk report on any actions taken using delegated powers or because of risk or health and safety
  - 5.3 To consider any matter that is urgent because of risk or health and safety
6. To receive reports and items from committees, working groups and members for info only unless stated
  - 6.1 To receive the Environment Working Group report and consider their recommendations <sup>(RW)</sup>
    - 6.1.1 Proposal to meet with Police about parking on pavements or bends in St Ives Road and Manor Road and to provide warning notices of illegality (items 16 & 38)
    - 6.1.2 Proposal to replace speed indicating sign now refunded with proven device with reference to CCC, St Ives Town Council and Hemingford Abbots Parish Council (item 18)
    - 6.1.3 Proposal to have a parish clean up on Saturday 16 March including litter picking and sign cleaning, and to request that the District Council provides materials (item 35)
    - 6.1.4 Proposal that the WI should plant a tree and plaque in Vicarage Fields, near the village sign, or on the Pound Road/Long Lane junction (item 36)
    - 6.1.5 Proposal that the Clerk should ask Fergusons to add the maintenance of shrubs and hedges on the YES estate to the new contract
  - 6.2 To receive a report from the Transport Task Group <sup>(AM)</sup>
  - 6.3 To receive a report from the Neighbourhood Plan Working Group <sup>(AM)</sup>
  - 6.4 To consider Cemetery administration including: <sup>(JB)</sup>
    - 6.4.1 Footpath burial plots – accessibility to the plots for funerals
    - 6.4.2 Headstone requiring remedial work – to note that the stone mason has been asked to rectify.
    - 6.4.3 Leaf clearance at cemetery
    - 6.4.4 Ivy removal from graves by the Memorial Gate
    - 6.4.5 Annual review of Cemetery fees <sup>(RFO)</sup>
    - 6.4.6 Proposal that the Parish Council establishes a Cemetery Working Group to deal with matters concerning the administration, upkeep and the day to day running of the current cemetery together with the parish clerk and to identify and acquire a suitable new cemetery site if one can be identified <sup>(RA)</sup>
  - 6.5 Proposal to extend the Planning Committee's Terms of Reference to include trees outside the conservation area and also to take a pro-active approach to identify and register trees for a tree preservation order (TPO) <sup>(AM)</sup>
7. To consider correspondence/communications received
  - 7.1 Hemingford Peace Memorial Field – request for donation
  - 7.2 CCC – question about the Parish Council's views on the parish rumble strips
8. Closure of meeting

## CLERK REPORT TO HEMINGFORD GREY PARISH COUNCIL MEETING 11 FEBRUARY 2019

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 14 January 2019 – attached.
- 4. Matters Arising**
  - 4.1 (Open) To consider resident’s request for a second defibrillator and to consider possible locations Proposed at the last meeting.
  - 4.2 (4.1) Yes Estate transfer and legal advice  
Deferred at the last meeting. Cllr Dew to report.
  - 4.3 (4.3) Update on parish lights  
Cllr Waters to report.
  - 4.4 (6.2) Proposal to confirm provisional booking of Somersham Town Band for Carol Evening 2019  
Cllr Clifton to report.
  - 4.5 (7.3) Bikeability training – to consider whether to contribute financially and how this should be funded  
Deferred at the last meeting. The Clerk advises that whether the Council has a power depends on how the scheme is set up and the Parish Council’s involvement with the scheme. Otherwise the Council could assist with funding using S137.
  - 4.6 (7.5) Hemingford Hub – to consider further information and recommendation  
Cllr Elliott to report.
- 5. Finance, procedure and risk assessment**
  - 5.1 To receive the financial report and approve the payment of bills – attached.
  - 5.2 Clerk report on any actions taken using delegated powers or because of risk or health and safety  
The exclusive rights’ to ashes plot B3 has been surrendered and a refund of £30 has been agreed in line with the Council’s Regulations and Fees.
  - 5.3 To consider any matter that is urgent because of risk or health and safety  
See Cemetery item below.
- 6. To receive reports and items from committees, working groups and members for information only unless stated**
  - 6.1 To receive the Environment Working Group report and consider their recommendations  
Cllr Waters to report. (Report attached)
    - 6.1.1 Proposal to meet with Police about parking on pavements or bends in St Ives Road and Manor Road and to provide warning notices of illegality (items 16 & 38)
    - 6.1.2 Proposal to replace speed indicating sign now refunded with proven device with reference to CCC, St Ives Town Council and Hemingford Abbots Parish Council (item 18)
    - 6.1.3 Proposal to have a parish clean up on Saturday 16 March including litter picking and sign cleaning, and to request that the District Council provides materials (item 35)
    - 6.1.4 Proposal that the WI should plant a tree and plaque in Vicarage Fields, near the village sign, or on the Pound Road/Long Lane junction (item 36)
    - 6.1.5 Proposal that the Clerk should ask Fergusons to add the maintenance of shrubs and hedges on the YES estate to the new contract
  - 6.2 To receive a report from the Transport Task Group  
Cllr Meredith to report.
  - 6.3 To receive a report from the Neighbourhood Plan Working Group  
Cllr Meredith to report.
  - 6.4 To consider Cemetery matters including:  
Cllr Brasnell to report. She writes: “All points relate to the old part of the cemetery.

#### 6.4.1 Footpath burial plots

“Over recent years, as space has become a premium, several burial plots have been reserved and sold to parishioners by the clerk, on the old footpath. Some of these plots are now unusable due to recent burials blocking access. Problems have arisen with digging, pallbearers unable to carry the coffin to the graveside and mourners unable to stand near the grave during the burial. There is also a problem with where to put the earth that is removed when a grave has to be dug. There is now no room to do this.

ALL THESE ASPECTS ARE NOW HEALTH & SAFETY CONCERNS.”

#### 6.4.2 Headstone requiring remedial work

“A new headstone has been placed on the grave of a late resident. The stone is positioned at the feet end of the grave, contrary to all burial practice. Headstones should be located at the head of the grave. The Clerk advises that the memorial mason has been asked to rectify this.

#### 6.4.3 Leaf clearance from Place Tree

“Leaf clearance on the old part of the cemetery, before grass cutting season commences.”

#### 6.4.4 Ivy removal from graves by the Memorial Gate

“Ivy on the old curved graves by the Memorial Gate need to be removed as soon as possible.”

#### 6.4.5 Annual review of Cemetery fees and Cemetery Regulations <sup>(RFO)</sup> – see agenda item 6.4.6

#### 6.4.6 Proposal that the Parish Council establishes a Cemetery Working Group to deal with matters concerning the administration, upkeep and the day to day running of the current cemetery together with the parish clerk and to identify and acquire a suitable new cemetery site if one can be identified <sup>(RA)</sup>

#### 6.5 Proposal to extend the Planning Committee’s Terms of Reference to include trees outside the conservation area and also to take a pro-active approach to identify and register trees for a tree preservation order (TPO) <sup>(AM)</sup>

Recently the Planning Committee was requested to consider applying for TPOs for 2 oaks trees growing on non private land. The committee agreed to this request.

This raised the issue of preservation of trees outside the conservation area especially in the light of ash die back reaching the parish.

Mature trees are important to the parish; they contribute to the rural character of the parish; the leaves cool the air and absorb rain: they provide habitats for insects and birds.

There is the possibility that mature trees could be removed for a variety of reasons; to make way for house extensions and new houses; convenience; shade cast over properties.

The Tree Officer at HDC was contacted by phone and advised that Parish Councils do apply for TPOs. Whilst appreciating the Council’s desire for transparency she strongly advised against consulting directly with local residents about nominated trees for two reasons. It raised the expectations of local residents when the nominated trees may not merit a TPO. Secondly landowners have been known to take pre-emptive action and the nominated trees have been felled.

Any proposed trees would be included in the agenda for the Planning Committee and a general article could be placed in the Newsletter explaining the Parish Council’s approach to protecting trees in the parish.

#### Recommendation

That the Parish Council will take a pro-active approach to applying to register trees. The nominated trees will be identified in the Planning Committee agenda and an article on Trees and their preservation will be included in the Newsletter.

## 7. **To consider correspondence/communications received**

## HEMINGFORD GREY PARISH COUNCIL FINANCIAL STATEMENT

£

Feb-19

<b>Balance B/ Forward</b>	<b>209254.79</b>
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ADJ'S + Chq's Approved at Previous Meeting		
<b>Adjustments</b>		
<b>Payments</b>		
K&M STREETLIGHTS	STREETLIGHT MAINTENANCE	-87.88
	SALARY	-628.24
	SALARY	-759.31
	SALARY	-468.60
HMRC	PAYE	-247.96
HEMINGFORDS DIRECTORY	NEWSLETTER	-31.00
UKPN	GLEBE ROAD STREETLIGHT	-967.20
UKPN	STREETLIGHT REPLACEMENTS	-19496.00
NEST	PENSIONS	-21.87
<b>Receipts</b>		
SANTANDER	INTEREST	12.12
PLOT 20B	ALLOTMENT RENT	14.17
<i>Total Fund movement</i>		<b>-22681.77</b>
<b>Balance revised after adjustments</b>		<b>186573.02</b>

Bank Reconciliation			
Item	Funds	Statement	Outstanding
Current Acc	144433.12	178,432.91	-33,999.79
Deposit Acc	42139.90	42,139.90	
<b>Total</b>	<b>186573.02</b>	<b>220572.81</b>	<b>-33999.79</b>

Expenditure for month		Amount (£)	Chq/ref
K FERGUSONS	GRASSCUTTING	1273.08	2734
CEMETERY PLOT B3	REFUND	30.00	2735
UKPN	STREETLIGHT REPLACEMENTS VAT	3095.20	2736
LGS SERVICES	ADMIN SUPPORT	2252.06	2737
<b>Total Expenditure</b>		<b>6650.34</b>	

<b>Balance c/f</b>	<b>179922.68</b>
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Notes:

Late invoices will be brought to the meeting.

7.1 Hemingford Peace Memorial Field – request for donation

Attached.

7.2 CCC – question about the Parish Council’s views on the parish rumble strips

CCC has written “I have been monitoring all the rumble Strips within your parishes. Currently they do not meet investigational levels however in the future they will need replacing/repairing.

If you have any thoughts on what you would like to do with the areas then please let me know. For example: replacing the existing rumble strips with something different.

Kind Regards,  
Emma Cichy  
Local Highways Officer”

8. Closure of meeting

## HEMINGFORD GREY PARISH COUNCIL Environment Log 23 January 2019

Ser No	Date	Issue	Comment	Response	Action	Status 22 Jan 2019	WHO!	Due Date
3	Jan-16	Flood Action Group	Sub group to make further recommendations.	Now RW, DC, LE .	Need to update emergency contacts	EA contact nos acquired.	<b>RW, DC, LE</b>	Ongoing
8	May-18	New trees to be planted	Trees ready at Mulberry Cottage with tree warden. Two more promised by CCC.	EWG to recommend suitable locations	Agreed on locations around allotments, on Daintree Green and on YES estate	Need to organise working party for planting	<b>JB, LE</b>	Spring 19
9	Apr -18	Village street lights	Council accepted proposals for 89 lamps and 25 columns on 14 Jan 19	UKPN payment in advance cheque signed	Part of K&M order to be placed this FY	Orders to be placed and delivery monitored	<b>Clerk</b>	By Sept 19
13	Jun 18	Thorpe ditch bull-rushes	<b>Worst potential blockage now cleared.</b>	<b>All 11 riparian owners notified of responsibility.</b>	<b>Keep under review</b>	<b>Some clearance noted. May need extra work on Manor Rd culvert</b>	<b>RW, LE</b>	Ongoing
14	Jun 18	Inadequate footpath on Gore Tree Rd	Section from The Joint footpath (opp. Manor Rd) to Burlington Way is worn out, too narrow and badly aligned.	PC approved expenditure on 12 Nov.	Clerk has ordered	Await CCC contractor on site (could be 3 months?)	<b>CCC, Clerk</b>	ASAP
16	Jun 18	Thorpe/Manor Rd junction yellow lines	Pavilion committee has asked for double yellow lines by the noticeboards at the Thorpe/Manor Rd junction	<b>Formal request made but also complaint about parking on inside of bend on pavement.</b>	<b>Make contact with police and bring to PC</b>	<b>Set up meeting with new police liaison officer to discuss solutions</b>	<b>JB</b>	ASAP
17	Jun 18	Dog control	Ongoing issue with enforcement responsibility with HDC. Allotment signs disappeared.	Contact HDC officers and cllrs.	Contact DD and RA	DD checking with HDC dog warden on current situation.	<b>DD</b>	ASAP
18	June 18	Management of speed sign	<b>Supplier has agreed to take device back and refund our money</b>	<b>Think again about specification.</b>	<b>K&amp;M to return solar panels and batteries. PC to make contact with other users/vendors</b>	<b>Contact made with St Ives and H. Abbots for their experience</b>	<b>Clerk, RSW</b>	ASAP
19	June 18	Dog poo bins on YES Estate	Location for these to be advised by Cllrs Puttick and Dew	Locations agreed by Cllrs Puttick & Waters	<b>Both bins stored with DC</b>	Awaiting lease of land from HDC.	<b>HDC Clerk</b>	ASAP
20	June 18	Road name & traffic signs. Cleaning & maintenance	Road name signs are provided by HDC and traffic signs by Cambs CC but PC can organise cleaning & reporting.	Carry out in conjunction with litter picking day	See item 35 below	See item 35 in future	<b>n/a</b>	n/a
24	Sep 18	New maintenance contract to be tendered	<b>PC chose Fergusons but emphasised need to get reporting and invoices more often</b>	<b>Need to help with monitoring</b>	<b>Clerk is ordering</b>	<b>Order to be placed</b>	<b>Clerk</b>	Feb/Mar 2019

Ser No	Date	Issue	Comment	Response	Action	Status 22 Jan 2019	WHO!	Due Date
25	Sep 18	Cemetery bench	Eunice Peacock has offered to pay for a new bench in the cemetery	Welcomed. Letter of thanks.	Clerk to organise	completed	n/a	n/a
26	Sep 18	Pavements	Some other pavements/footpaths along village roads need maintenance/repair	Need to identify the locations in need e.g. London Road	Ask for comment on web; newsletter, etc	Await response	<b>EWG/Comms (JF)</b>	ASAP
30	Oct 18	Ownership/right of way for access to allotments	Resident of Sadlers Way is anxious to establish the ownership of the access track to the allotments that also provide access to No 25 which has just been sold.	Clerk has contacted HDC	HDC has not found information immediately	HDC still responsible	<b>Clerk/HDC</b>	ASAP
31	Dec 18	Replacement light no 146 in Glebe Rd	Insurance now paying out and orders placed.	Orders to UKPN & K&M	Await delivery	Column installed. Awaits UKPN connection and Lantern from K&M	<b>Clerk</b>	ASAP
32	Dec 18	Replacement corner bracket for light no 129	New corner bracket required to improve High Street lighting	PC (12 Nov) approved	Clerk has ordered from K&M	Awaiting delivery by K&M	<b>Clerk</b>	ASAP
33	Dec 18	Possible amendments to tenancy agreement	Request from allotment holder.	PC has passed to EWG for action	Agree response with clerk	In hand	<b>JB, Clerk</b>	Feb 2019
34	Jan 19	Maintenance of paths, etc on allotments	Letter from allotment holder	PC has passed to EWG for action	Agree response with clerk	In hand	<b>JB, Clerk</b>	Feb 2019
35	Jan 19	Parish litter pick(s)	Need litter picks in Feb/March before new growth. Meet in YES estate and at Daintree Green	EWG recommends Sat 16 <sup>th</sup> March	Recommend to PC in Feb Organise bags, gloves etc	Publicise via newsletter and social media	<b>JF, RW, DD</b>	Next EWG meeting
36	Jan 19	WI request to plant tree and plaque for WWI	Need to suggest suitable location	Make contact with WI to discuss	Possible locations near village sign, Pound Rd or Vicarage Fields	Recommend action to PC	<b>RW, Clerk</b>	Next EWG meeting
37	Jan 19	Manor Rd flooding	Indicates drain blockage under footpath and/or under Manor Rd culvert to The Thorpe	Need to contact CCC Highways				
38	Jan 19	Parking in Manor Rd and St Ives Rd	Parking partially on pavement and/or blind bends – which are illegal	Liaise with police, school & pavilion about warning notices	Produce draft warning notice	Await meeting with school & police	<b>JB, RW,</b>	ASAP

Ser No	Date	Issue	Comment	Response	Action	Status 22 Jan 2019	WHO!	Due Date
39	Jan 19	Care of shrubs on YES estate	The several beds of shrubs on the YES estate were omitted from the maintenance tender	Need to be added as an amendment to the contract just awarded	Clerk to negotiate with Fergusons	Recommend action to PC	<b>RW, Clerk</b>	Feb 2019

Updates since November in red.

**Recommendations to PC for February:**

1. **Item 16 & 38 Proposal to meet with police about parking on pavements or bends in St Ives Road and Manor Road and to provide warning notices of illegality**
2. **Item 18 Proposal to replace speed indicating sign now refunded with proven device with reference to CCC, St Ives TC and HAPC.**
3. **Item 35 Proposal to have a parish clean up on Saturday 16<sup>th</sup> Marsh including litter picking and sign cleaning. Request DC to provide materials**
4. **Item 36 Proposal that WI should plant tree and plaque in Vicarage Fields, near Village Sign, or on Pound Rd/Long Lane junction.**
5. **Item 39 Propose that Clerk should ask Fergusons to add maintenance of shrubs and hedges on YES estate to their new contract**



# HEMINGFORD GREY PARISH COUNCIL

## GRANT APPLICATION FORM

This form will be submitted to the Councillors to assist in their decision making.

Any financial figures should be for the last financial year of the group.

A summary statement of accounts (e.g. receipts and payments plus the bank balance) should be attached. It is preferable, but not essential, if the accounts have been audited.

Please return completed application form and attachments to:

**Gail Stoehr, Clerk to the Parish Council, 30 West Drive, Highfields Caldecote, Cambridge, CB23 7NY or email: [parishclerk@hemingfordgrey.org.uk](mailto:parishclerk@hemingfordgrey.org.uk)**

Name of voluntary organisation or charitable body	Hemingford Peace Memorial Field
Contact name	John Jenkin
Position within the organisation/body	Trustee
Contact address	Tanglewood 4 Mill Close Hemingford Grey PE28 9DJ
Contact telephone number(s)	01480 465092
Contact email address	johnandjuliejenkin@btinternet.com

Name of bank account to be credited	Hemingford Peace Memorial Field Management Account							
Account number	5	4	4	5	4	1	5	8
Sort code	60	-	18	-	17			

## HEMINGFORD GREY PARISH COUNCIL

Description of voluntary organisation or charitable body and its aims.	The Hemingford Peace Memorial Field
Description of the project or programme for which this application is being made.	Playing Field maintenance
Please describe the direct benefit to the area or any part of the area or all or some of the inhabitants of Hemingford Grey	The Playing Field is used by residents of Hemingford Grey and Abbots and requires weekly maintenance to make it fit for purpose
Amount of grant aid applied for	£2,240
What is the total cost of this project? Please provide details of how this figure is built up. Continue on a separate sheet if necessary	Grass Cutting £2,595, Hedge cutting £150 Fertiliser, 2 applications £150 Grass seed £80, Contract weedkilling £275 <b>Total: £3250</b>
Have you applied for, been promised or received Grants/Donations from any other sources for this project?  If so, from whom?	Yes – Hemingford Abbots Parish Council
Number of members in the organisation/body	13 Trustees
Number of members resident in the parish of Hemingford Grey	We do not have the specific figure but we have over 400 members from Grey and Abbots
Special/other considerations	

**Please complete the following declaration**

I declare that the information given is correct.

**A summary of accounts is attached** Y/N

**Name:** John Jenkin    **Signed:** \_\_\_\_\_ **Date**

On behalf of: Hemingford Peace Memorial Field

**Position in organisation/body:** Trustee