

# Haslingfield Parish Council Minutes

12<sup>th</sup> November 2018

**Attendees:** Parish Cllrs Tony Adcock (TA) - Chair; Clive Blower (CB); Ron van der Hoorn (RH) & Lucian Hatfield (LH); District Cllr Philip Allen (PA); County Cllr Kevin Cuffley (KC), Vicky Crowden – Parish Clerk (VC) and 5 members of the public.

**Members: 4 Quorum: 3 Meeting commenced 7.30pm**

- 1 **Apologies for absence** – Jenny Jullien (JJ)
- 2 **To receive Members' declaration of interest for items on the agenda** – none received
- 3 **To approve and sign off the minutes of the meeting 8<sup>th</sup> October 2018**  
Proposed by LH, seconded by CB
- 4 **Public Forum** – no matters raised
- 5 **To receive the County Councillors' Report** (available on the Haslingfield Village website in full):  
KC highlighted some key points from October report which is now available on Haslingfield Village's website. Cambs County Council (CCC) expect to receive a £2.32m one off payment from the government to help alleviate pressures on the NHS. CCC are also investing £3.413m in improving child services.  
The lack of white lines at the Barton roundabout (A603) was raised and LH will send a copy of past correspondence to KC.
- 6 **To receive the District Councillors' Report** (available on the Haslingfield Village website in full):  
PA pointed out that Universal Credit is now rolled out for all new applicants, help is available on the South Cambs website and in its latest magazine. Specially trained officers can deal with any problems and appointments can be made to see them at Cambourne.  
The M11 Junction 11 Park and Ride consultation is ongoing (closes 21 December). Options are to either increase the number of spaces at Trumpington via a multi-storey car park or creating an additional park and ride to the West of J11 of the M11 with dedicated access from the M11.  
The District Council will have staff out door-knocking in the next few weeks to try and get the responses required to keep the electoral register up to date.
- 7 **To commence the co-option process for new Parish Councillors (PCs)**  
TA advised that a candidate had now withdrawn leaving Haslingfield in the fortunate position of having six applicants for six vacancies. VC advised that the CAPALC helpline stated that in this case a resolution to co-opt all 6 candidates can be made at a Parish Council (PC) meeting and suggested an Extraordinary General Meeting ahead of the regular December meeting so that this can be actioned swiftly.  
Candidates at the meeting indicated that they would not need to speak to Councillors over and above their personal statements. **Action: VC**
- 8 **Planning application and decisions**  
**8a - Notification of the outcome of Planning Decisions by SCDC**  
VC advised this section of the revised agenda will enable Members to see the outcome of past decisions and will commence use in December 2018

TA advised that the Village Hall extension application had been approved and focus was now turning to Building Regulations.

### **8b – Notification of the outcome of the Planning Meeting held on Wednesday 24<sup>th</sup> October 2018**

- S/1349/18/PA – Chivers Barn, River Farm, Haslingfield, CB23 1LY: SUPPORTED
- S/3684/18/VC – Former Cement Works, Haslingfield Rd, Barrington, CB22 7RQ: NO COMMENT
- S/3698/18/FL – 25 Trinity Close, Haslingfield, CB23 1LS: NO COMMENT
- S/3881/18/FL – 48 Church St, Haslingfield, CB23 1JE: SUPPORTED

### **8c – Notification of new Planning Applications**

- S/3880/18/FL – 4 Knapp Rise, Haslingfield, CB23 1LQ – Detached garage within existing rear garden: SUPPORTED

## **9 MVAS (moveable vehicle activated sign)**

### **9a – To review the Memorandum of Understanding with Cambs County Council and authorise the Clerk to sign on behalf of the Parish Council**

VC advised it was the standard form provided by CCC. Signature proposed by CB. Seconded by LH.

### **9b – To agree start date / roles and responsibilities moving forward**

CB / LH will share responsibility for the MVAS and the meeting agreed that they should rotate the sign as they thought appropriate initially from a date of their choosing. It is expected that the sign will move every 3 or 4 weeks. VC asked that any reporting to the PC be provided to the Clerk a week in advance of the PC meeting. VC will store any data output initially in advance of a wider debate about the PC's IT strategy at a subsequent meeting.

At this point, the Barton Rd chicane was discussed. LH commented that on initial review it does appear to be slowing traffic but it is as yet unfinished, temporary signs are still in place and the now redundant poles from a previous task need to be removed. It is believed that Skanska will be paid by CCC and in turn Haslingfield PC will reimburse CCC. **Action VC**

## **10 To agree Hedges correspondence to householders**

A standard letter had been distributed in advance by VC. LH asked that it be tailored to each recipient stating the address and the action required, e.g. cut back to the edge of the tarmac. 2 letters proposed. Agreed by all.

## **11 To agree ownership of the war memorial and maintenance required**

An enquiry had been received from Mr Hopkins asking whether the PC were responsible for the maintenance of the village's war memorial and proposing that some maintenance was required. All agreed that, in principle, the war memorial is the responsibility of the Parish Council. VC will share this outcome with Mr Hopkins and see what maintenance is required / research any grants available if appropriate. **Action VC**

## **12 To receive the Parish Clerk's report**

VC outlined that the new Parish Clerk's report is a written means of updating Parish Councillors on this month's activities and it will be circulated to PCs in advance of the PC meeting and any questions taken at the meeting. It provides an update on actions from previous Minutes, sets out other material items that have happened in between PC meetings and also records pending items that the PC wishes to retain / place on future PC agendas when appropriate. RH queried whether this report should be made publicly available but the meeting agreed not to at this stage

considering the fact that there is already quite a lot published monthly and the Parish Newsletter will be issued three times per annum moving forward. This can be reviewed later as required.

### **13 Finance**

#### **13a – To report outcome of the 2017 AGAR process**

VC advised that PFK Littlejohn, the external auditor, had issued their final report and the notices had been displayed in the public noticeboards and issued on the website. The final certificate noted that one figure had been put in the incorrect box and this must be corrected in the next return.

#### **13b – To resolve to pay outstanding accounts**

- Salaries – Alan Stevens, Roy Brown & Parish Clerk - £Confidential
- Expenses – Parish Clerk: £52
- CAPALC – The Good Councillor Guide x11 + delivery: £55
- SWARCO – MVAS: £4006.69 (incl. VAT)
- PFK Littlejohn: £480

Proposed by LH, seconded by RH

### **14 To review correspondence received**

#### **14a – Traffic safety concerns where The Knapp / Knapp Rise meets Church St**

VC advised that a local resident remained concerned about “undisciplined parking” in this location. Illegal parking should always be reported to the Police but it was noted that this isn’t the case on this occasion. The PC concluded that they are not able to help on this matter and the resident’s individual safety concerns were best address to Highways. **Action VC**

#### **14b – October update from Highways on A14 Cambridge to Huntingdon improvement scheme**

Brochures received and distributed to attendees. Updates can be found at [www.highwaysengland.co.uk/A14C2H](http://www.highwaysengland.co.uk/A14C2H)

**14c – Invitation to attend Tree Warden Network event:** JJ will attend.

**14d – Invitation to attend Police & Crime Commissioner’s Briefing for Parish and Town Councils on 16/11/18 10-1.30pm:** Haslingfield will not be attending.

### **15 Matters for future consideration**

To co-opt the six applicants as Haslingfield Parish Councillors

It was agreed that in future agenda items for PC meetings should be forwarded to the clerk 2 weeks in advance of the meeting date.

**Date of Extraordinary General Meeting: Monday 3<sup>rd</sup> December at 7.30pm in the Village Hall**

**Date of next meeting: Monday 10<sup>th</sup> December at 7.30pm in the Village Hall**

**Issued by the Parish Clerk: Vicky Crowden  
14<sup>th</sup> November 2018**