

Haslingfield Parish Council (“HPC”) Minutes (draft)

13th May 2019

Attendees: Parish Cllrs Jenny Jullien (JJ) – Chair; Tony Adcock (TA); Clive Blower (CB); Ron van der Hoorn (RH); Ben Mavely (BM); Helen Brown (HB), Andrew Gillies (AG) and Lucian Hatfield (LH). Vicky Crowden – Parish Clerk (VC) and 1 member of the public.

Members: 8 Quorum: 4

Meeting commenced 7.30pm

- 1 **To elect Chair** – TA proposed JJ, RH seconded. All supported.
- 2 **Chair to sign Declaration of Acceptance of Office** – JJ signed. **Action VC**
- 3 **To elect Vice Chair** – JJ proposed TA, HB seconded. All supported.
- 4 **Apologies for absence** – Parish Councillors Diana Offord (DO), Simon Duke (SD) & David Revell (DR). County Cllrs Roger Hickford (RHi) and Kevin Cuffley (KC). District Cllr Philip Allen (PA).
- 5 **To receive Members’ declaration of interest for items on the agenda** – CB for agenda item 11c - 45 Church St
- 6 **Public Forum** – no matters raised
- 7 **To approve and sign off the minutes of the meeting 8th April 2019**
No amendments proposed. Proposed by BM, seconded by HB. All supported.
- 8 **To receive the County Councillors’ Report** - written report received but any questions should be asked at the Annual Parish Meeting on 20th May 2019 which both County Councillors are due to attend.
- 9 **To receive the District Councillors’ Report** – written report received but any questions should be asked at the Annual Parish Meeting on 20th May 2019 which our District Councillor(s) are due to attend.
- 10 **To review Standing Orders and Financial Regulations** – JJ advised that she will be assuming responsibility for the Environment Working Party going forward. No other material comments were made but VC stated that the model standing order document had been re-issued by NALC in July 2018 and amendments were adopted. Agreed to bring both documents back to June 2019 meeting for approval. **Action VC**
- 11 **Planning Applications and Decisions:**
 - 11a – **Notification of the outcome of Planning Decisions by SCDC**
 - **S/4611/18/LB** – All Saints Church, Church Way, Haslingfield,: Rebuild part of East churchyard wall - APPROVED
 - 11b – **Notification of the outcome of the Planning Meeting held in between Parish Council meetings on 01/05/19 (RH, JJ, LH, CB)**
 - **S/0976/19/FL** – 27 Chestnut Close, Haslingfield, Cambs, CB23 1JU:Single storey rear extension - SUPPORTED
 - **S/1427/19/RM** - Barrington Cement Plant, Haslingfield Road, Barrington, Cambs, CB22 7RQ: Reserved Matters Submission for the Appearance, Layout, Landscaping and scale of 220 Residential Dwellings – NO COMMENT

11c – Notification of new Planning Applications

- **S/1151/19/DC**- 45 Church Street, Haslingfield, CB23 1JE: Discharge of Conditions 3 (Materials), 4 (Arboricultural Method Statement), 6 (Surface Water Drainage), 7 (Traffic Management) & 9 (Parking and Turning Areas) of Planning Application S.3622.16.FL - Demolition of existing bungalow and construction of 2no. two storey detached houses – CB abstained. All others SUPPORTED.
- **S/1261/19/FL** - Grove Farm, Harlton Road, Haslingfield, CB23 1AD: Change of use of two holidays lets to 2 permanent residential dwellings(resubmission of S/3143/18/FL) – AG abstained. All others SUPPORTED.
- **S/1183/19/FL** - Land at the back of The Vicarage, Broad Lane, Haslingfield, CB23 1JF. All SUPPORTED.
- **TTROs - 19/20 - July 2019** (date tbc) – Fountain Lane and New Rd, Haslingfield. SUPPORTED but access for residents must be maintained at all times. **Action VC**

12 To finalise preparations for the Annual Parish Meeting on Monday 20th May at the Village Hall – agenda was agreed as presented with additional item of the Skate Park / Playground. VC will distribute invite to local clubs / societies. **Action VC**

13 To receive the Parish Clerk’s report

- Received

14 To approve 2018/9 Parish Council accounts / Annual Governance and Accountability Return

- Proposed by TA, seconded by JJ. All supported.

15 Finance

a) To review BHIB insurance policy renewal (due 1/6/19) – quoted £1975.66 – it was noted that the legal status of the Village Hall vs Parish Council was still ongoing but agreed to press on with insurance renewal on current basis. Insurance company will be informed of VH extension works when a start date is agreed. Comparative quotes will be obtained. Question raised about which entity legally owns the Skate Park. **Action VC**

b) To resolve to pay outstanding accounts:

- Salaries: Alan Stevens, Roy Brown & Parish Clerk - £Confidential
- HMRC - £tba
- Expenses: Parish Clerk
 - £25 (home) + £54 (6x visits) + £30 (printer cartridges)
- Buchans (1898 – Mar 2019) - £716.74 incl VAT
- Buchans (1926 – Apr 2019) - £1123.11 incl VAT (also includes weedkill quote of £292.80)
- SWARCO – additional brackets / clips for MVAS - £204.60 incl VAT
- Cambs County Council – HPC share of traffic calming works - £6058.52
- Bill Schwartz – payroll – invoice no. 106 (Jan – Mar 2019) - £49.50
- 123 Reg – increase Clerk’s email storage and domain renewal (paid by RH) - £74.30 incl VAT
- CAPALC membership - £408.69
- VH broadband / phone line (paid by TA) - £144.39
- Steve Edmonson – 2 bus stop flags - £50

Proposed by TA, seconded by JJ. All supported but alternative options for Clerk's email account will be investigated at renewal.

16 To review correspondence received

- a) **Simultaneous roadworks on Chapel Hill and Church St, Harston** – numerous residents raised this issue which the Clerk escalated to our County Councillors and HPC wish to thank County Cllr Hickford for his help in obtaining an early finish to the roadworks on Church St. **Action VC**
- b) **75 bus route missing Harlton** – liaise with Harlton Parish Clerk **Action VC**
- c) **Mowing of Well House Meadow** – agreed to instruct Buchans to only mow pathways every two weeks and all of the dog free area. Investigate further original intention / at what points in the year the whole meadow should be cut. **Action VC**

18 Matters for future consideration

Next agenda will include:

- Review of street lighting in advance of next annual CCC bill.
- Parish Council use of social media.
- Standing Orders (updated for new NALC model) and Financial Regulations

Meeting ended 9pm

Date of next meeting: Monday 10th June 2019 at 7.30pm in the Village Hall

**Issued by the Parish Clerk: Vicky Crowden
16th May 2019**