

Haslingfield Parish Council (HPC) Minutes (draft)

10th June 2019

Attendees: Parish Cllrs Jenny Jullien (JJ) – Chair; Tony Adcock (TA); Clive Blower (CB); Ron van der Hoorn (RH); Diana Offord (DO); Helen Brown (HB) and Andrew Gillies (AG). District Cllr Philip Allen (PA); Vicky Crowden – Parish Clerk (VC) and 0 members of the public.

Members: 7 Quorum: 4

Meeting commenced 7.30pm

- 1 **Apologies for absence** – Parish Councillors Ben Mavely (BM), Simon Duke (SD), Lucian Hatfield (LH) & David Revell (DR). County Cllrs Roger Hickford (RH) and Kevin Cuffley (KC).
- 2 **To receive Members' declaration of interest for items on the agenda** – none
- 3 **Public Forum** – no matters raised
- 4 **To approve and sign off the minutes of the meeting 13th May 2019**
No amendments proposed. Proposed by HB, seconded by RH. All supported.
- 5 **To receive the County Councillors' Report** – no report received
- 6 **To receive the District Councillors' Report** – written report received and shared on Village website. HB asked when / if all the various transport initiatives will be aligned, e.g. Cambourne to Cambridge Phase 2, East West Rail and the Metro proposals. PA advised that they are operating in isolation (albeit with known overlaps) as its differing layers of local / national bodies managing the projects. AG proposed that HPC seek to collaborate with other local Parish Councils in an effort to better influence the outcome. PA suggest contacting Bourn PC (Steve Jones) and Coton PC (Helen Bradbury – transport working group). HB noted that the Local Transport Plan is due to be released for consultation shortly and this should consider all local (but not EW Rail) proposals and give HPC an opportunity to provide feedback. **Action VC**

In addition, at HPC's request, PA is pushing for an answer to when street cleaning will be undertaken on the gutters in Haslingfield.

7 **Planning Applications and Decisions:**

7a – Notification of the outcome of Planning Decisions by SCDC

- **S/0976/19/FL** – 27 Chestnut Close, Haslingfield, Cambs, CB23 1JU: Single storey rear extension - APPROVED

7b – Notification of the outcome of the Planning Meeting held in between Parish Council meetings on 05/06/19 (RH, JJ, LH, CB, DO)

- **S/1690/19/PA** - Unit 1 & 2, Spring Hall Barns, Spring Hall Farm, Barton Road, Haslingfield, Cambs, CB23 1LW: Change of use of two units of B1(a) offices to C3 residential dwellings - SUPPORTED
- **S/1700/19/VC** - Land to rear of 97, New Road, Haslingfield, Cambridge, Cambridgeshire, CB23 1LP: Variation of Conditions of 2 (Approved plans), condition 3 (External materials), condition 5 (Tree protection) & condition 6 (Archaeology) of planning permission S/2230/17/VC – NO COMMENT
- **S/1532/19/FL** - 2, Lilac End, Haslingfield, Cambridge, CB23 1LG: First floor extension to existing front dormer window - SUPPORTED
- **S/1861/19/TC** - 39, Church Street, Haslingfield, Cambridge, CB23 1JE: 5 Day Notice to remove a dead Walnut tree from the back garden. *NB: For info only.* NOTED

7c – Notification of new Planning Applications

- No additional applications received.

8 To receive VAT advice on the Village Hall extension project from Parkinson Partnership (letter dated 03 June 2019)

Key points:

- Can reclaim VAT on extension without a £7500 cap.
- Need to clarify which of the two trustee types is in operation for the Village Hall (custodial or sole managing trustees) – does not affect the VAT advice but important to understand for other reasons, e.g. bank accounts, insurance etc. TA has already written to Charity Commission for confirmation (who have to approve any request to be a sole managing trustee).
- TA proposed that the VAT advice set out in the letter from Parkinson Partnership (dated 03 June 2019) be accepted by the Parish Council. JJ seconded. All supported.
- Check that VAT claimed in previous years to ensure that all VAT was claimed (no £7500 cap) – **Action VC**
- PA suggested HPC touch base with Hauxton PC who are building a new Village Hall and compare advice. TA questioned whether ownership of the Village Halls was the same. **Action VC**

9 To approve requirement for speed monitoring on Chapel Hill and next steps needed

There are two factors to consider:

- a) At the Annual Parish Meeting, several residents expressed concern at the speed of traffic on Chapel Hill
- b) The Redrow / Cemex development will in time increase traffic volumes on Chapel Hill
 - CB advised that we are unable to use the MVAS on this road as even if placed at the T-junction, the 30mph sign is too close to produce meaningful information as speeds will be recorded whilst outside of the restricted area.
 - Traffic volumes used within the original Redrow planning application (S/2365/14/OL) have now been received from Cambs CC Transport Assessment Team and comprise “405 vehicular movements in the AM peak and 333 vehicular movements in the PM peak respectively. Through an accepted method the developer has calculated its trips to result in 37 additional vehicle movements at the Church Street/Chapel Hill junction in the AM peak; and 41 additional vehicle movements at the Church Street/Chapel Hill junction in the PM peak respectively over and above this base.”
 - The Parish Council would like greater clarification of these numbers, e.g. what is peak, what is the accepted method etc before challenging the outcome. It is believed the numbers are low given the 220 houses proposed. **Action VC**

10 To agree next steps on street lighting ahead of next CCC bill

- AG has reviewed the 7 street lamps on HPC’s invoice and questions remain as to why HPC are deemed to be the owner. Agreed that the history behind each column, including HPC’s acceptance of ownership, should be obtained from CCC. **Action VC**
- Cambs County Council has also recently written to all affected Parishes announcing that, from October 2019, they will no longer source the electricity and manage the street lights handing over all responsibility back to their ‘owners’ as this service operates at a loss of 22k per annum. HPC agreed it should gather the views of other affected PCs whilst simultaneously pushing back and asking for a different approach. This will prove to be a labour intensive and costly task for each of those Parishes affected and likely to collectively cost more than the loss seen by CCC. **Action VC**

11 To seek views on Parish Council use of social media

- Deferred until July 2019 HPC meeting.

12 To receive the Parish Clerk’s report

One hedge in the village is particularly causing safety concerns following spring growth. It was noted that a reminder to cut back overgrown hedges will be included in the Autumn newsletter and JJ agreed to drop by this house / offer help if needed.

13 To approve additional admin support for the Parish Clerk

HPC agreed to advertise for admin support on a flexible basis (2-5 hours a week for 6 months initially). Advert will be placed in C&V and on local noticeboards. **Action JJ**

14 Finance

a) To resolve to pay outstanding accounts:

- Salaries: Alan Stevens, Roy Brown & Parish Clerk - £Confidential
- HMRC - £tba
- Expenses: Parish Clerk
 - £25 (home) + £54 (6x visits) + £25.99 (printer cartridge)
- KOMPAN – playground parts - £76.80
- John Guest – Building specification production and 4 sets of printing – invoice 2230 - £1016.00 (no VAT)
- GAWN Associates – Structural design services – invoice 16933 - £501.00 (incl. VAT)
- Eastern Play Services – Skate Park fix - £672.00 (incl. VAT)

Proposed by TA, seconded by JJ. All supported.

15 To review correspondence received

- a) **Cambridge Area Bus User Group** – Public meeting is being held on Saturday 15th June. Details shared with local interested parties.
- b) **Discarded cable ties on Recreation Ground** – anonymous letter received enclosing discarded / cut up cable ties found on the Recreation Ground and raising concerns about impact on wildlife. Haslingfield Colts have agreed to replace all plastic ties used on their nets with string over the summer months as believed they perished in cold weather and fell to the ground. Unable to reply individually due to anonymous sender.
- c) **Untended patch of Parish-owned space in the Elms** – will be included in contractor's work moving forward.
- d) Letter received highlighting **concerns about the watercourse through Haslingfield**. No action requested but sender is liaising with various interested parties and will keep HPC informed.
- e) **Paving slabs outside the Village Hall are uneven** – HPC will review what can be done temporarily ahead of the extension project when this path will be altered.

18 Matters for future consideration

Next agenda will include:

- Village Hall Extension Project recommendation (to be confirmed)
- To review / approve Standing Orders and Financial Regulation documents (deferred from May 2019)
- Quarterly financial update (as at end of June 2019)
- Parish Council use of social media (deferred from June 2019)
- Standing Orders (updated for new NALC model) and Financial Regulations

Meeting ended 9.15pm

Date of next meeting: Monday 8th July 2019 at 7.30pm in the Village Hall

**Issued by the Parish Clerk: Vicky Crowden
12th June 2019**