

Haslingfield Parish Council (HPC) Minutes

08 July 2019

Attendees: Parish Cllrs Jenny Jullien (JJ) – Chair; Tony Adcock (TA); Clive Blower (CB); Ron van der Hoorn (RH); Ben Mavely (BM); Lucian Hatfield (LH) and Helen Brown (HB). County Cllrs Roger Hickford (RHi) and Kevin Cuffley (KC). District Cllr Philip Allen (PA); Vicky Crowden – Parish Clerk (VC) and 3 members of the public.

Members: 7 Quorum: 4

Meeting commenced 7.30pm

- 1 **Apologies for absence** – Parish Councillors Simon Duke (SD); David Revell (DR); Diana Offord (DO) & Andrew Gillies (AG).
- 2 **To receive Members' declaration of interest for items on the agenda** – HB (item 6) and CB (item 14)
- 3 **Public Forum** – no matters raised
- 4 **To approve and sign off the minutes of the meeting 10th June 2019**
No amendments proposed. Proposed by TA, seconded by HB. All supported.
- 5 **To receive the County Councillors' Report** – written report is on Village Website
 - KC agreed to seek an update on the Haslingfield Greenway as forward dates are unclear.
 - Potholes (already marked up) are scheduled to be completed on 10/11 July 2019.
 - RH commented that 79 new cycle lockers over at new Park & Ride site will not be enough. KC has had similar comments from other interested parties
- 6 **To discuss the transfer of the ownership of street lighting with attending County Councillors**
 - HPC had written to Cambs CC to ask them to reconsider their decision to transfer ownership of all Cambs CC managed street lamps back to individual Parishes. RHi confirmed this was non-negotiable and would happen from October 2019. He also confirmed that it was only the provision of the electricity that is being transferred and does not affect any maintenance agreements. HPC needs to source a new energy supplier and confirm their maintenance provider. **Action VC**
- 7 **To receive the District Councillors' report (PA)** – written report is on Village Website. Gutter cleaning has commenced in Haslingfield but unsure whether it has all been completed yet. Thanks were offered to Cllr Allen for his help in moving this item forward. **Action VC**

RHi and KC left the meeting.

8 **Planning Applications and Decisions:**

8a – Notification of the outcome of Planning Decisions by SCDC

- **S/0204/16/CW** - Barrington Quarry: Importation by rail and deposit of inert restoration material to restore former clay and chalk quarry. APPROVED

8b – Notification of the outcome of the Planning Meeting held in between Parish Council meetings on 24/06/19 (JJ/RH/CB/DO/AG/HB attended)

- **S/1962/19/FL** – 1 The Meadows, Haslingfield, Cambs, CB23 1JD: Demolish existing garage and porch, erect new garage and porch and rear extension. HB and AG abstained. SUPPORTED

- **S/1933/19/FL** – 6 Badcock Rd, Haslingfield, Cambs, CB23 1LF: Change the roofline on the garage to one level with a new dormer to the front. DO and AG abstained. SUPPORTED

8c – Notification of new Planning Applications

- **S/2043/19/FL** – 101 New Rd, Haslingfield, Cambs, CB23 1LP: Two storey side, front and rear extensions, new dormers on north and south elevation to replace rooflights. New timber framed garage to the front of the property. SUPPORTED
- **S/2062/19/LB & S/2061/19/FL**- All Saints Church, Church Way, Haslingfield, Cambs, CB23 1JR: Erection of a metal fence (1m high) to the eastern boundary of the churchyard. SUPPORTED
- **Local Transport Plan for Cambridgeshire and Peterborough – consultation open, closes 27 Sept 2019** – JJ will attend initial meeting

9 To share the latest landscaping schedule and identify any amendments

Landscaping requirements paper (Jun 2019 version 1) was discussed and some minor amendments proposed by Councillors. JJ and VC are meeting with Buchans to review this document in early July. **Action VC**

10 To review / approve Standing Orders and Financial Regulation documents

Item deferred until August 2019 Parish Council Meeting to align with next expected deadline for the Village Hall Extension Project.

11 To agree next steps on renovation of plaque underneath Haslingfield Village Sign

Proposed design for the plaque was approved as submitted by Steve Edmondson. Expected cost is £30. **Action VC**

12 To seek views on how to improve Parish Council engagement with residents (incl. use of social media)

Meeting agreed to pend this item for a few months until other priorities had been completed. The use of Haslingfield.gov.uk will be considered at this point too.

13 To receive the Parish Clerk's report

Due to other priorities, this had not yet been circulated but will be distributed shortly. **Action VC**

14 To agree recruitment process for additional admin support for the Parish Clerk

Advert has now been published in Church & Village as well as on Village website. Application deadline set for 12/7/19 – 4 applications received to date. It was proposed that JJ / TA / VC work together to review candidates and provide a recommendation. All supported.

15 Finance

a) To receive the quarterly financial update (as at end of June 2019) – key points are:

- Update paper was distributed to all Councillors and noted by the meeting. The receipts and payments spreadsheet as at 30/06/19 was signed by JJ and TA
- The Parish Council's asset register needs to be reviewed over the next financial year so that not only can it be more accurately listed in the end of year reporting process but also provide better information for insurance and planning purposes.
- Expenditure on the Village Hall extension project is likely to result in HPC falling into a more detailed category of external financial reporting in 2019/20. As such VC requested that an internal auditor is employed early in the year who has relevant experience and can help highlight any gaps asap. Costs are as yet unknown. All supported.

b) To resolve to pay outstanding accounts:

- Salaries: Alan Stevens, Roy Brown & Parish Clerk - £Confidential
- HMRC - £1116.50

- Expenses: Parish Clerk
 - £25 (home) + £54 (6x visits)
 - CAPALC – new councillor training - £350 (no VAT)
 - Parkinson Partnership – VAT Advice - £500 (no VAT)
 - Buchans – invoice 1951: May 19 - £907.48 (incl. VAT)
- Proposed by TA, seconded by JJ. All supported.

15 To review correspondence received

- a) **Chestnut Road overgrown hedge** – owner unknown, also unsure who owns the adjacent access road to the garage: agreed to pay Land Registry fee to determine owner.
Action VC
- b) **Balfour Beatty street light maintenance offer** – agreed to wrap up this enquiry into the street light work now required.
- c) **The Elms / fallen Parish Council-owned tree branch requires removal and guttering repaired** – ask Buchans to remove branch and JJ will talk to owner to help find a contractor to undertake repair by end of August **Action VC / JJ**
- d) **RAF Benevolent Fund** – looking for veterans that may require support – agreed to advertise on Village Website – **Action VC**
- e) **Fields in Trust** - consent given for Village Hall Extension

18 Matters for future consideration

Next agenda will include:

- Village Hall extension – update on tender / contractor selection
- Review of BHIB's (HPC's insurance company) special activities and events guidelines sheet
- Agree the detail of how the bequest from the late Mrs Rita Phillipson (£2000) will be spent

Meeting ended 9.25pm

Date of next meeting: Monday 12th August 2019 at 7.30pm in the Village Hall

**Issued by the Parish Clerk: Vicky Crowden
15th July 2019**