

# Haslingfield Parish Council (HPC) Minutes (final)

12 August 2019

**Attendees:** Parish Cllrs Jenny Jullien (JJ) – Chair; Tony Adcock (TA); Clive Blower (CB); Ron van der Hoorn (RH); Lucian Hatfield (LH), Andrew Gillies (AG), Diana Offord (DO) and Helen Brown (HB). District Cllrs Ian Sollom (IS) & Tony Mason (TM). 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 Ben Mavely (BM); David Revell (DR) & Simon Duke (SD). District Cllr Phillip Allen.
- 2 **To receive Members' declaration of interest for items on the agenda** – LH / DO (item 7c 66 New Rd); DO (item 8) and CB (items 10 and 12b)
- 3 **Public Forum** – Bakehouse & toilet re-painting: Roger Willcocks asked that the re-painting be undertaken this year (ideally before the danger of frost). He has defined the technical specification with a specialist contractor who has also quoted for the work and agreed to obtain 2 further quotes so the PC could consider / agree works in September 2019. Mr Willcocks believes the external glosswork, puttying of windows and internal smoke staining treatment inside are the most important.
- 4 **To approve and sign off the minutes of the meeting 8<sup>th</sup> July 2019**  
No amendments proposed. Proposed by TA, seconded by RH. All supported.
- 5 **To receive the County Councillors' Report** – no report received
- 6 **To receive the District Councillors' report (IS/TM)** – Written report is on the village website. TA questioned why zero emissions vehicles older than 15 years are proposed as excluded from the new taxi licensing policy. **Action** IS will confirm.

AG commended SCDC's intent to double rich wildlife habitats, tree cover and accessible green spaces but questioned how existing spaces will be protected. IS replied the local plan will protect these spaces.

AG also questioned when the East West Rail decision will be announced. IS replied that no date had been announced but autumn seemed more likely. It is known that opinion locally is divided on which route into Cambridge is preferred.

## 7 Planning Applications and Decisions:

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

- **S/1962/19/FL** - 1, The Meadows, Haslingfield, Cambs, CB23 1JD: Demolish existing garage and porch, erect new garage and porch and rear extension – APPROVED
- **S/0510/19/FL** - 15, Broad Lane, Haslingfield, Cambridge, CB23 1JF- Partial demolition of existing side extension, proposed 2- storey side, rear and front extension and insertion of new rooflights/ dormers – APPROVED
- **S/1261/19/FL** - Grove Farm, Harlton Road, Haslingfield, Cambridge, Cambridgeshire, CB23 1AD: Change of use of two holidays lets to 2 permanent residential dwellings (resubmission of S/3143/18/FL) - DECLINED

### 7b – Notification of the outcome of the Planning Meeting held in between Parish Council meetings on 24/07/19 (JJ/RH/CB/TA/LH attended)

- **S/2306/19/VC** - The Mill House, Harston Road, Haslingfield, Cambs, CB23 1JX: Variation of condition 2 (Approved Plans) of planning permission – SUPPORTED unanimously
- **S/2370/16/FL S/2326/19/FL** - 106, New Road, Haslingfield, Cambridge, Cambridgeshire, CB23 1LP: Two storey rear extension – SUPPORTED unanimously
- **S/2350/19/FL** - 18, Badcock Road, Haslingfield, Cambridge, Cambridgeshire, CB23 1LF: Two storey Side extension, Front bay window and single storey rear extension – SUPPORTED by a majority

#### **7c – Notification of new Planning Applications**

- **S/2411/19/FL** - 66, New Road, Haslingfield, Cambs, CB23 1LP: 2 storey rear extension - SUPPORTED
- **S/2432/19/VC** - The Mill House, Harston Road, Haslingfield, Cambs, CB23 1JX: Variation of condition 2 (Approved plans) of planning permission S/2371/16/LB – NO COMMENT

### **8 To agree the contractor and budget for the Village Hall Extension Project, including the kitchen design, boiler replacement, temporary removal of solar panels and a contingency fund.**

TA presented an overview of the tender process and the proposed budget for all works required (£201k). The tender process was led by a Village Hall Tender Committee comprising 4 Parish Councillors and the architect. Key points: 26 tender packs issued; 8 bids received; 3 bids discarded as prices were significantly above target and remaining 5 scrutinised using a scoring system (looking at a number of factors, not just price) leading to 2 other bids being rejected. Meetings held with 3 shortlisted contractors, and references taken up with contractors' customers, resulting in recommendation to award contract to Offord & Camp (£154k). Total cost proposed is just over £201k (other significant costs are £24k for the kitchen, £4K for new heating boiler, and contingency of 5%). This will be financed by £180k of reserves plus £10k from this year's precept and the balance from next year's precept.

HB queried whether project manager will be paid on outcome but TA advised that originally architect will project manage the work and the specification is believed to already be tight so he will be paid on an hourly basis.

LH asked why the cost of cycle racks were in doubt but TA explained the planning decision, which stipulated the need for cycle racks, didn't state how many were needed and clarification was being sought. This item will not delay the start of the work.

LH asked what the differences were in the price of the three shortlisted candidates. TA will send specific details to LH but prices were within a £5k range of each other. The decision was not made on price alone.

TA advised that Offord & Camp can start work at the beginning of September 2019, with an expected duration 8 months and proposed the Parish Council accept both the cost of the works as £201,327 and award the main contract to Offord & Camp. This was seconded by JJ and all Parish Councillors (with exception of those who had earlier declared an interest and so did not vote) supported the resolution.

### **9 To approve a quote for an asbestos survey at the Village Hall**

This item is required for the works in item 8 to proceed but should have ideally already been undertaken. Quote obtained for £535 + VAT. TA proposed, RH seconded, all supported.

### **10 To approve the appointment of the new Parish Clerk**

JJ proposed Jacqui Cressey be approved as the new Parish Cler. DO seconded. All supported (with exception of those who had earlier declared an interest and so did not vote

## 11 To receive the Parish Clerk's report

Items raised for further investigation:

- How often verge on left hand side of Barton Rd moving towards Barton is being cut? (LH)
- Guttering repair on Elms is still outstanding but offer due to expire at end of August 2019. JJ agreed to visit with a reminder.
- Tree survey – DO / JJ have counted all Parish-owned trees and next step is to contact arborists.

## 12 Finance

### a) To consider new invoice from Cambs CC relating to LHI initiatives - £5000 (no VAT)

VC explained that a second invoice had been received relating to the Barton Rd traffic calming initiative. It transpires that the invoice paid in the previous quarter related to works first commissioned in the 2016/7 financial which have only recently been billed. Confirmation required that the Highways grant originally obtained has been credited to the account and that there are no other possible items outstanding. If so, it was proposed that this item is paid. Proposed LH, seconded RH. Supported by all (with exception of those who had earlier declared an interest and so did not vote).

### 12 b) To resolve to pay outstanding accounts:

- Salaries: Alan Stevens, Roy Brown & Parish Clerk - £Confidential
- HMRC - £163.60
- Expenses: Parish Clerk
  - £25 (home) + £54 (6x visits)
- Buchans – invoice 1980: June 19 - £1091.78 (incl. VAT)
- Buchans – invoice 2009: July 19 - £976.45 (incl. VAT)
- BT Broadband / phone charges (quarterly) for Village Hall – Tony Adcock expenses - £135.99 (no VAT)
- Clive Blower – Gardening / Decorating / Odd jobs – Invoice no 3859 re tree damage at the Elms - £36.55 (no VAT)
- Glasdons – Metal Guppy Litter Bin (fireproof) for Skate Park - £427.26 (incl. VAT)
- Haslingfield PCC – re churchyard wall - £2000 (no VAT).

## 13 To review correspondence received

- a) **Bench on New Road** – letter received from Jay Cole regarding possible new bench - for information only
- b) **Zero Carbon Commission grants** – possible application for cycle racks? **Action VC**
- c) **Campaign to improve recycling / SCRAP flytip campaign** – to be shared on Village website. **Action VC**
- d) **Event to input into Joint Local Plan (28 Sept 2019)** – to be shared on Village website. **Action VC**

## 14 Matters for future consideration

Next agenda will include:

- Review of BHIB's (HPC's insurance company) special activities and events guidelines shee
- Agree the detail of how the bequest from the late Mrs Rita Phillipson (£2000) will be spent
- Bakehouse repainting - quotes

**Meeting ended 9.10pm**

**Date of next meeting: Monday 9<sup>th</sup> September 2019 at 7.30pm in the Village Hall**

**Issued by the Parish Clerk: Vicky Crowden  
23<sup>rd</sup> August 2019**