

Haslingfield Parish Council (HPC) Minutes

9 September 2019

Attendees: Parish Cllrs Jenny Jullien (JJ) Chair; Ron van der Hoorn (RH); Lucian Hatfield (LH); Andrew Gillies (AG); Diana Offord (DO); Helen Brown (HB); David Revell (DR); Ben Mavely (BM) and Simon Duke (SD). District Cllr Philip Allen (PA). Parish Clerks – Vicky Crowden (VC) and Jacqui Cressey – Parish Clerk (JC). 2 members of the public (for item 7c).

Members: 9 Quorum: 4

Meeting commenced 7.30pm

- 1 **Apologies for absence** – Parish Councillors Tony Adcock-Vice Chair (TA) and Clive Blower (CB).
- 2 **To receive Members' declaration of interest for items on the agenda** – DO: agenda items 9 & 10 (Village Hall extension project)
- 3 **Public Forum** – No requests
- 4 **To approve and sign off the minutes of the meeting 12 August 2019**
No amendments proposed. Proposed by HB, seconded by RH. All supported.
- 5 **To receive the County Councillors' Report** – no report received, and County Councillors did not attend.
- 6 **To receive the District Councillors' report (PA)** – Written report is on the village website. AG asked how you can contribute to a consultation on the Foxton Travel Hub when other transport initiatives are not yet decided? HB commented she will attend a working party for interested Parish Councils on various transport initiatives being proposed in Cambs. This meeting will be chaired by Foxton Parish Council on 26 Sept 2019.

JJ asked PA to comment on the planned outsourcing of smaller-scale household planning applications to a private company. PA explained that the council are finding it increasingly difficult to recruit appropriately qualified staff in the planning department for many reasons but mainly due to the high cost of living in the Greater Cambridgeshire area. There is quite a backlog of applications to process so the contracted company will process the early assessment of smaller-scale, straightforward household applications but the decision-making process will remain unchanged, with all decisions being taken by officers of the Shared Planning Service or by the planning committee.

AG also asked if there had been any developments with the East-West rail proposals. PA said nothing has moved forward.

7 **Planning Applications and Decisions:**

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

- **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 – WITHDRAWN

7b – Notification of the outcome of the Planning Meeting held in between Parish Council meeting

- An additional meeting was not required

7c – Notification of new Planning Applications

- **S/2797/19/FL** – 37 Badcock Road, Haslingfield, Cambs, CB23 1LF: Demolish single storey entrancehall and construct a single storey front extension. OBJECT - Majority felt that there was insufficient detail in the plans provided to support the application, e.g. an understanding of the dimensions is required and the potential for loss of light to other properties.

8 To agree the Moveable Vehicle Activated Sign (MVAS) schedule moving forward and formally agree that future decisions can be delegated to CB without the need to revert to the full Parish Council.

Based on data captured by the MVAS and analysed by CB, CB has recommended that Cantelupe Road and New Road are withdrawn from the MVAS schedule. This allows the sign to stay in place at each of the remaining locations for four weeks at a time.

LH asked if the sign could be placed further up on Harston Road as you enter the village to address the speeding traffic from this direction but JJ commented that the highways department stipulate you must have a straight road of 50 metres on which to locate the sign and this is not possible in this location. JJ proposed that the MVAS schedule be amended in line with CB's recommendation and that responsibility is delegated to CB for MVAS schedule amendments in future. BM seconded. All supported.

9 Village Hall extension – to clarify whether amounts approved within the overall budget (Jul 2019) can be reapportioned if required between sub-projects (NB: Total costs are not increased)

JJ advised that the contract had been signed on 5/9/19 and work is due to start on 30/9/19 with an 8 month duration. The Village Hall Extension Committee will meet every month a week before the Parish Council meeting to review progress. asked if the council members will allow the Village Hall Extension Committee to propose and agree any changes to the agreed budget for specific items if the overall budget is not changed. The total figure of £201k was approved at the August 2019 PC meeting.

Several concerns were raised about how this would work in practice by both HB and AG, and it was noted that a contingency figure has already been included. SD also noted that work should not be delayed whilst waiting for any small budget changes to come back to the Parish Council.

The role of the project manager was discussed – he will oversee the main contract (Offord & Camp - £154k plus 5% contingency), providing assurance on the quality of the work, highlighting any variances to budget and approving stage payments working with the Village Hall Extension Committee and then authorised at the next Parish Council meeting.

Other approved works outside of the main contract were then discussed and it was proposed that any amendments to content, plus authorisation to pay invoices, will revert to the Parish Council.

JJ proposed, RH seconded. DO abstained. All supported.

JJ also asked the Parish Council which bricks should be used for the extension (already 2 different types used). JJ proposed to use imperial Burwell Weathered Gault bricks at an additional cost of £700 as the nearest fit and the middle price of the three options available. RH seconded. Majority supported.

10 Village Hall extension – to update standing orders / financial regulations to ensure clarity regarding contract signing

Item no longer required.

11 To agree how the bequest from the late Mrs Rita Phillipson (£2000) will be spent at the playground

BM has discussed Playground needs with various local parties and concluded that specific toddler (up to 18 months) equipment would be most useful. BM presented 3 options – costs include installation and it is assumed that the VAT can be reclaimed. The chosen option would be located on the flat space at the front of the Playground.

Option 1: two/three climbing boulders with three balance beams – cost £2,700 +VAT

Option 2: Slide/tunnel combination - cost £3,500 +VAT

Option 3: Tunnel – cost £2,500 +VAT

Pictures of option 1 were not available but the meeting agreed this was the preferred option. BM must see photos and be satisfied that it is suitable before placing the order. Option 1 proposed by BM, seconded by JJ, HB abstained. Supported.

12 To receive the Parish Clerk's report – verbal update provided by VC

The **Skate Park** is closed again for safety reasons (holes found in the ramps partly due to general use but also partly due to possible vandalism.)

Discussion followed about whether to undertake another temporary repair (estimate = £300 +VAT for like for like replacement) and what the long-term solution could be, e.g. replacing ramps in sections rather than all at once. BM is already scheduled to meet with two contractors to discuss replacing equipment with new layouts and the outcome of these meetings will help inform possible next steps. It was noted that the Skate Park is mainly used by teenagers not only from Haslingfield but also from the surrounding areas. BM proposed moving ahead with the fix of £300 +VAT, LH seconded. All supported.

The meeting also agreed that, wherever possible (C&V / newsletter etc), a fundraising and public awareness campaign should be undertaken to encourage sponsorship / contributions and suggestions for improvements.

External audit process, undertaken by PFK Littlejohn, for 2018/9 has been returned without any comments being raised.

Work is ongoing to switch the **energy contract** supporting 7 streetlights in Haslingfield from Cambs CC to HPC and the Clerk will work with other Parish Councils where possible. The switch may happen before the next Parish Council meeting.

Wisbey's Yard Pond – Jay Cole met with Tina Brown from SCDC's Sheltered Estates team who confirmed that they will clear the pond in September. The Environment Committee spent several hours on Saturday 7 September clearing the area around the pond to allow the residents to access the bench by the pond.

13 Finance

To resolve to pay outstanding accounts:

- Salaries: Alan Stevens, Roy Brown & Parish Clerk - £Confidential
- HMRC - £40.60
- Expenses: Parish Clerk
 - £25 (home) + £27 (3 x visits)
- Buchans – invoice 2035: (August 19 - £748.20 (incl. VAT)
- Connections Bus Project – invoice ref 27/19 dated 30/07/19 - £2844 (no vat) – 12 visits (24/04/19 – 17/07/19 inclusive) @ £234 per visit

NB: The £5k bill for the LHI initiative will also be paid this month now that confirmation has been received from Cambs CC Finance team that there are no further bills in the pipeline. This was authorised at August 2019 PC meeting.

Proposed by JJ, seconded by DO. All supported.

14 To review correspondence received

- a) Bench on New Road** – Jay Cole has confirmation of a donation of money to fund a bench on New Road. The location has been identified as the curved grassed area at the Barton end of the road and JJ has checked with the resident in number 138 New Road that they are happy with the siting of the bench. The bench will be installed by CB and there is no future maintenance as it is made from recycled materials.
- b) Gritting volunteers** – JJ confirmed that the PC will not be joining the CCC volunteer gritting scheme
- c) Harston Road Traffic calming** – JJ confirmed that we are unable to locate the MVAS on the section of Harston Rd as it enters the village as it does not have a straight 50m of road (within the 30mph zone) to enable it to work. The SpeedWatch Committee has now disbanded due to a lack of volunteers.
- d) The Elms trees near no.15** – residents are concerned that the trees are damaging the road / pavements and impairing light to surrounding properties. JJ commented that the trees have been cut back three times in the last six years, so this is not solving the problem. JJ / DO are arranging for a survey of all parish-owned trees in the village for the latter part of 2019 and this area will be included. The chosen arborist will be asked to review the trees on whether they are appropriate for their location as well as long-term maintenance implications.

15 Matters for future consideration

Next agenda will include:

- Information on the plans for the empty property in New Road (no. 67)
- Half year HPC financial review

Meeting ended 9.18pm

Date of next meeting: Monday 14th October 2019 at 7.30pm in the Village Hall

**Issued by the Parish Clerks: Vicky Crowden & Jacqui Cressey
12th September 2019**