

Haslingfield Parish Council (HPC) Minutes (Draft)

11 May 2020

A VIRTUAL meeting of Haslingfield Parish Council took place on Monday 11 May 2020 at 7.30pm using the Zoom media platform

Attendees: Parish Cllrs Jenny Jullien (JJ) Chair; Tony Adcock (TA) Vice Chair; Ron van der Hoorn (RH); Andrew Gillies (AG); Clive Blower (CB); David Revell (DR); Ben Mavely (BM); Diana Offord (DO); Lucian Hatfield (LH); Simon Duke (SD); Helen Brown (HB) District Councillor Philip Allen (PA); Parish Clerk – Jacqui Cressey (JC). Plus 1 member of the public.

Members: 11 Quorum: 4

Meeting commenced 7.30pm

- 1 **Apologies for absence- None**
- 2 **To receive Members' declaration of interest for items on the agenda** – Cllr DO declared an interest for matters concerning the Village Hall extension and Grove Farm planning application and Cllr CB declared an interest in council decisions made on the Planning Application for 17 Fountain Lane.
- 3 **Public Forum** – comments from the member of public attending the meeting were accepted by the Chairman under Item 7c the Planning Application 20/01552/FUL. The councillors were asked if they would send a letter to the planning officer in support of the application to show their concern that there are very few 2-bed properties in the village which would help attract young people to Haslingfield.
- 4 **To approve and sign off the minutes of the meeting 6 April 2020**
Proposed: (DR) **Seconded:** (RH) **All supported**
- 5 **To receive the County Councillors' Report** – No report received
- 6 **To receive the District Councillors' report (PA)** – The full written report is located on the Village website and the Parish Council Facebook page. Cllr Allen explained the phasing in of the Green waste bin collections which began on the 4 May. The dates for green bin collections in Haslingfield were identified as 14 May, 10 June and 8 July. Cllr Jullien suggested these dates should be added to the village website and the Parish Council Facebook page.
- 7 **Planning Applications and Decisions:**
 - 7a – **Notification of the outcome of Planning Decisions by SCDC**
20/01136/HFUL – 6 Chestnut Close, Haslingfield, Cambridgeshire, CB23 1JU; Two storey rear extension and single storey side entrance porch. **PERMISSION GRANTED**
20/0131/FUL – 17 Fountain Lane, Haslingfield, Cambridgeshire, CB23 1LT. Demolition of existing bungalow and detached single garage and replacement with 2 no. detached dwellings and garages- **AWAITING DECISION.**
Cllr JJ confirmed that a letter had been sent to the SCDC planning department to ask for Point 2 of the Parish Council comments on this application to be removed.
 - 7b – **Notification of the outcome of additional virtual Planning Meeting** held 27 April 2020 and attended by Cllrs. JJ, RH, HB, CB.
20/0147/HFUL – 38 Cantelupe Road, Haslingfield, CB23 1LU; Single storey rear extension – **ALL SUPPORTED**
20/01529/HFUL – 6 The Meadows, Haslingfield, CB23 1JD; Single storey rear extension – **ALL SUPPORTED**
 - 7c – **Notification of new Planning Applications**
20/01552/FUL- Grove Farm, Harlton Road, Haslingfield; Change of use from two holiday lets to two 2- bed permanent residential dwellings- Resubmission of **S/1261/19/FL - ALL SUPPORTED**
20/01706/HFUL – 28 Cantelupe Road, Haslingfield, CB231LU; Ground floor redesign, fascade alterations and associated works – **ALL SUPPORTED**
20/01705/CL2PD- 28 Cantelupe Road, Haslingfield, CB231LU; Certificate of lawful development for a loft conversion – **ALL SUPPORTED**
- 8 **Village Hall Extension Update**- Cllr (TA) sent an update report to all the councillors prior to the meeting. There were no questions on his report. Offord & Camp resumed work on the 11 May and there is no indication at this stage of the completion date. Cllr (TA) proposed the additional expenditure of £3,195.57 for a new water boiler that offers more control over how much water is heated. **Proposed:** (TA) **Seconded:** (HB) **All Supported**
- 9 **Village Hall Income**- Cllr (TA) requested the ratification of a request he had previously made to all councillors to move the income from the Solar Panels into the Village Hall bank account from the Parish Council account. **Proposed (TA) Seconded (LH) All Supported**
Cllr (TA) informed the councillors that he is in the process of applying for a grant from SCDC to cover lost income for the Village Hall during the Covid-19 pandemic. Cllr Allen offered to assist with obtaining the relevant information from the district council for the application.

- 11 **To approve the updated Standing Orders and Financial Regulations** – these were deferred until the Parish Council meeting on the 8 June.
- 12 **Haslingfield Support Team – Covid-19 Update** - Cllr (DO) sent a report on the work of the Support Team to the councillors in advance of the meeting for information. The support team and 84 volunteers have settled into a successful working pattern to support the 218 residents who have been identified as vulnerable or elderly. Additionally, the team is looking to see how they can support people to keep mentally well, and how to support young families who are finding the situation particularly difficult. A 'well-being' information sheet is being prepared to signpost people to the most appropriate support. The Parish Council wish to thank all the volunteers around the village who have willingly given their time and expertise to allow the team to respond to the Covid-19 situation in such a positive and supportive way.
- 13 **To receive an application for s.137 grant funding from The Wardens Scheme** – A grant of £3,000 from the s.137 fund was proposed in support of the village Wardens Scheme for the 2020/2021 financial year.
Proposed: (TA) **Seconded:** (DR). **All supported**
- 14 **To receive the Clerk's Report** – The report was received by the councillors. Cllr (HB) requested that Metrorod are contacted to carry out the survey of River Lane/Cantelupe Road ditch now that the water level has reduced.
Action: Clerk (JC)
- 15 **Finance – Receive a Financial Update as at 31/03/2020 and to approve and sign the Receipts and Payments document-** – The financial update was accepted by all councillors and Cllr (JJ) signed both papers. It was noted that the balance in the Cambridge Building Society account had now exceeded the guaranteed threshold of £85,000 so it was proposed to move £20,000 out of this account and into the Unity Trust Bank account. **Proposed (TA) Seconded (JJ) All supported**
To resolve to pay outstanding accounts:
- o Salaries: Alan Stevens, Roy Brown & Parish Clerk - £Confidential
 - o HMRC - £555.79
 - o Expenses: Parish Clerk - £25 (home)
 - o Expenses:
 - Cllr Adcock- Telephone bill Village Hall - £157.55
 - Cllr van der Hoorn – 123 Reg PC email address domain fee - £28.78 (incl. VAT)
 - Cllr van der Hoorn – monthly SIM card fee – Support Team mobile - £6.00
 - Cllr van der Hoorn – 123 Reg PC Business email annual renewal fee - £100.66 (incl. VAT)
 - o Buchans April Invoice 2209 – Grass cutting etc. - £982.12 (incl. VAT)
 - o Viking Stationery Invoice 74455 - £82.74 (incl. VAT)
 - o W. Schwartz Oct 19 – March 20 - Payroll Admin fee Invoice 108 - £99.00
 - o Haslingfield Little Owls s.137 grant application - £3,000
 - o Acorn to Oak removal of trees – Wellhouse Meadow overhang – ref 2803202002- £385.00
 - o William Harrold – village website link to Facebook annual fee to xyzscripts.com - £8.48
 - o BHIB Councils Insurance annual renewal fee 2020-2021 Invoice LCO0169 - £1,991.36 (incl. VAT)
- Proposed (TA), Seconded (RH) - All supported.**
- 16 **To review correspondence received**
- 1) Buchans request for advice on the frequency to cut the meadow grass – **All supported** 5-week intervals
 - 2) Wellhouse Meadow 17th century wall repairs – the conservation officer at SCDC has been approached for permission to replace the soft clunch copings with a brick alternative that will withstand frost and protect the soft bricks in the body of the wall.
 - 3) Proposal from villager Peter Spence to hold Breadmaking classes in the Bakehouse – whilst the councillors were very supportive of the initiative they will review the request when the Covid-19 situation has moved on to near normality.
 - 4) BHIB Insurance Renewal – to accept the renewal cost. **Proposed (TA) Seconded (LH) All Supported**
 - 5) Giant Hogweed growth – Village recreation ground – to accept Buchans quote to kill and remove the plant with two treatment applications. **Proposed (JJ) Seconded (TA). All supported**
- 17 **Salary Review for HPC's employees** – The Clerk left the meeting for this discussion. The pay for the three Haslingfield Parish Council Employees was discussed, and it was agreed to increase rates of pay with effect from 1st April 2020. It was also agreed that in the future salaries will be reviewed annually in November for implementation in April the following year, this change will be reflected in the revised Standing Orders

Meeting closed at 9.20pm

Date of next meeting: Monday 8 June 2020 at 7.30pm online though Zoom Media

Issued by the Parish Clerk: Jacqui Cressey

21 May 2020