

Haslingfield Parish Council (HPC) Minutes (Draft)

10 August 2020

A VIRTUAL meeting of Haslingfield Parish Council took place on Monday 10 August 2020 at 7.30pm using the Zoom media platform

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

Members: 11 Quorum: 4

Meeting commenced 7.30pm

- 1 **Apologies for absence** – District Cllr Philip Allen (PA)
- 2 **County Broadband**- Craig Larter gave a short presentation to the Parish Council and members of the public explaining the benefit of full-fibre broadband connection for the village enabling speeds of up to 900 Mbps. If you would like to sign up or receive more information go to www.countybroadband.co.uk
- 3 **To receive Members' declaration of interest for items on the agenda** – Cllr Offord (DO) in connection to the Village Hall extension. Cllr Brown (HB) in connection to the planning application for 3 Lilac Close
- 4 **Public Forum** – Two members of the public attended to hear the County Broadband presentation
- 5 **To approve and sign off the minutes of the meeting 13 July 2020** – **Proposed:** (RH) **Seconded:** (TA) **All supported**
- 6 **To receive the County Councillors' Report** (KC/RoH) No report received.
- 7 **To receive the District Councillors' report (PA)** – The full written report is located on the Village website and Parish Council Facebook page
- 8 **Planning Applications and Decisions:**
 - 8a – **Notification of the outcome of Planning Decisions by SCDC**

CCC/20/040/FUL- Land to the North/north-west Of Hauxton Road (A10), to the North-west And North Of Junction 11 Of The M11 and to the West Of Cambridge Road (A10), CB22 5HT- Proposed Travel Hub - **Awaiting decision**

20/02522/HFUL -101 New Road, Haslingfield, CB23 1LP; Alterations and extensions to existing chalet style bungalow including construction of double garage – **Awaiting decision**

20/01955/FUL – 58 Broad Lane, Haslingfield, CB23 1JF; Erection of detached dwelling with access, car port & car parking with secure cycle and garden store to the rear of existing house -**Awaiting decision**

20/02369/FUL – 76 New Road, Haslingfield, CB23 1LP; Erection of four new detached dwellings including garages, replacing the existing bungalow – **Awaiting decision**
 - 8b – **Notification of the outcome of additional virtual Planning Meeting** – None
 - 8c – **Notification of new Planning Applications**

20/03079/HFUL: 3 Lilac Close, Haslingfield, CB23 1JS – Single storey side and rear extensions – **Majority supported**

20/02920/LBC: 46 Barton Road, Haslingfield, CB23 1LL – Retrospective repair to exposed south facing clunch wall – **Majority supported**

20/03205/PR1010A: Workshop & Premises 1 River Lane, Haslingfield, CB23 1LX – Prior approval for a change of use from Light Industrial to a dwelling house with associated garden and parking - **Majority supported** commenting that it was a shame the premises were not marketed as a business premises before the application for a change of use to residential was registered. The feeling was that it is good for the village to have small business operations working within it.

20/03130/HFUL: Paddock House 93B New road, Haslingfield, CB23 1LP – Replacement of existing garage and outbuilding with new garage and fitness room - **Majority supported**

- 9 Village Hall Extension Update-** Cllr (TA) reported that the final costs for the extension show a 0.53% overspend on the original budget of £201,327.00. However, this includes three items that were not included in the original specification, but for convenience we decided to include in the project rather than approve them separately: (a) installation of a new fire alarm panel – this was a regulatory requirement because of the age of the original system, cost £2,294.25; (b) upgrade of the electrical supply from single phase to three phase – Haslingfield Little Theatre have donated £1,000.00 towards this item, cost £3,288.00, and (c) replacement of the gas hot water boiler – this was 25 years old and has repeatedly failed over the last few years, cost £3,195.57. Whilst the extension construction was underway it was more efficient, cost effective and less disruptive to carry out these works at the same time. The majority of this additional cost of £7,777.82 was covered by savings in other areas, limiting the over-spend to £1,061.46.
Proposed: (TA) **Seconded:** (HB) **All support**
The councillors also congratulated the Village Hall Extension Committee on their excellent management of a very successful project.
- 10 Haslingfield Support Team – Covid-19 update –** Cllr (DO) provided an update report to the councillors in advance of the meeting and at the meeting informed them of the work in progress to securely protect resident and volunteer data which would be kept until the end of the pandemic. Keeping this information will enable them to start up the Volunteer Hubs again if necessary. Letters are due go out before the end of the month and the tear off slip should be returned to the Clerk by email or by posting through the Village Hall letter box.
- 11 East West Rail Cambridge Approaches Action Group –** Cllr Revell reported that the purpose of this group is to choose the best alignment option for the area between Toft and Cambridge. Following the virtual meeting of the group a website has been set up: <https://cambridgeapproaches.org/> and 5,000 leaflets printed for distribution. Some costs have been incurred to set up the website and print the leaflets and it was suggested that the other Parish Councils involved in the group are approached for a contribution towards these and any future costs.
- 12 Tree Survey update –** Cllr (JJ) reported that from the six quotes received for the urgent tree felling works recommended by the report one has been shortlisted subject to references. Information on which trees are being felled will be posted on the village website and a note attached to each of the trees shortly.
- 13 County Broadband update –** This was covered in the presentation by Craig Larter
- 14 Asset Register-County Council Archives –** Cllr (AG) provided a report on Archives and Document Management to the councillors in advance of the meeting. At the meeting Cllr (AG) explained that he had recently visited the County Archives offices at Ely to view the Haslingfield Parish Council records being stored with a view to gaining information on the registration of Land ownership and responsibility of the parish council. Unfortunately, a large number of records were found to be missing so Cllr (AG) recommended that the review of Archives and Document Management should continue, the focus should be on implementation based on the CCC guidance notes on Keeping Archives. This was agreed. Cllr (JJ) suggested that this work should be taken forward by Cllr (AG) and this was **Proposed:**(SD) **Seconded:** (DR) **All supported**
- 15 To receive and accept one of the five quotes to repair the Children’s Playground –** Cllr (BM) reported that the last Playground inspection report highlighted a requirement to repair some of the ground surfaces in the Playground. Five companies were invited to quote for the work. A discussion on the repairs required followed and concluded that as the playground is such an important resource for the village community a fund should be set aside each year when preparing the Precept to allow for regular maintenance of the playground. As all the quotes were well above the current budget Cllr (BM) will seek an alternative repair solution within a budget of £2,000. This was **Proposed:** (DR) **Seconded:** (TA) **All supported**
- 16 To approve the quotation for purchasing SCRIBE a dedicated accounts package for parish councils-** the clerk (JC) explained that SCRIBE will save many hours of manual work preparing the quarterly accounts and the year-end AGAR forms where data has been added and reconciled throughout the year. There is no cost to purchase the software just an inclusive annual licence fee based on the size of the Precept. **Proposed:** (TA) **Seconded:** (LH) **All Supported**
- 17 To receive the Parish Clerk’s Report –** the report was received by the councillors with no questions.
- 18 Finance -** The quarterly financial update was received and signed by the Chairman (JJ) **Proposed:** (TA) **Seconded:** (RH) **All supported**

To resolve to pay outstanding accounts:

- Salaries: Alan Stevens, Roy Brown & Parish Clerk - £Confidential
 - HMRC - £384.31
 - Expenses: Parish Clerk - £25 (home)
 - Expenses: Cllr Tony Adcock- BT Telephone Bill VH - £184.22
 - Expenses: Cllr Lucian Hatfield – Travis Perkins Skate Park Repair- £163.20 (incl. VAT)
 - Expenses: Cllr van der Hoorn – monthly SIM card fee – Support Team mobile - £6.00 (incl. VAT)
 - Buchans July Invoice 2317 – Grass cutting etc. - £1,117.87 underpay by £72 re overpaid invoice 2246 in June £1,045.87 (incl. VAT)
 - Viking Invoice 619883: VH conference room Tables x 8 – £1,142.40 (incl. VAT)
 - Viking Invoice 578448: VH conference room chairs x 18 - £1,295.78 (incl. VAT)
 - Viking Invoice 584900: VH conference room chairs x 2 - £143.98 (incl. VAT)
 - Viking Stationery Invoice 697024 - £157.81 (incl. VAT)
 - Offord & Camp Interim invoice #9 20/107 - £4,056.18 (incl. VAT)
 - MetroRod- Crawler Camera – River Lane ditch Invoice 182003 - £420.00 (incl. VAT)
- Proposed (JJ), Seconded (TA) - All supported.**

19 To review correspondence received

1. To consider the requirement for a Local/Neighbourhood Plan for the village – all were in agreement that this project should be revisited in six months' time due to the resources and expertise that will be required to produce an effective plan.
2. Cambridge Community Arts request to share details of their year long creative courses in Visual, Digital & performing Arts. The councillors agreed to add the poster provided to the village website and parish council Facebook page
3. Little Owls pizza making fund raising event - Scarecrow Festival – all the councillors supported this event and agreed to the use of the Bakehouse with one person cooking provided the Parish council has sight of a risk assessment before the event.
4. Anti-social behaviour in the Village - although not normally the remit of the Parish Council they have recently been informed of some unacceptable behaviour, most of it centring around the Weir. The councillors agreed that if anyone witnesses inappropriate or wrong behaviour they should contact the police on telephone 101 or online
<https://www.cambs.police.uk/information-and-services/Contact/Contact>

Meeting closed at 9.40pm

Date of next meeting: Monday 14 September 2020 at 7.30pm

Issued by the Parish Clerk: Jacqui Cressey

19 August 2020