

# Haslingfield Parish Council (“HPC”) Minutes (draft)

Tuesday 4 May 2021

**Attendees:** Parish Cllrs Jenny Jullien (JJ) – Chair; Tony Adcock (TA); Ben Mavely (BM); Helen Brown (HB), Andrew Gillies (AG) ; Simon Duke (SD); Diana Offord (DO); Jacqui Cressey – Parish Clerk (JC) Lise Jackson – Assistant to the Clerk (LJ); three members of the public attended.

**Members: 7 Quorum: 4**

**Meeting commenced 7.30pm**

- 1 **Apologies for absence** – Cllrs David Revell (DR); Clive Blower (CB); Lucian Hatfield (LH); and District Cllr Ian Sollom (IS).
- 2 **To receive Members’ declaration of interest for items on the agenda** – Cllr (DO) with regard to the authorisation to pay outstanding accounts.
- 3 **To elect Chair** – Cllr(TA) proposed **JJ**, Cllr (DO) seconded. **All supported**  
Chair to sign Declaration of Acceptance of Office – (JJ) signed. **Action:** Clerk (JC)
- 4 **To elect Vice Chair** – Cllr (JJ) proposed **TA**, Cllr (SD) seconded. **All supported.**  
Vice Chair to sign Declaration of Acceptance of Office – (TA) signed. **Action:** Clerk (JC)
- 5 **Public Forum** - A member of the public raised the issue of Wellhouse Meadow management. The Parish Council had previously agreed that the meadow would be cut in the early part of the year then again in September. This would allow flowers to develop over the summer. Cllr (CB) has put together a program of cutting for the contractor and would be agreeable to a Zoom meeting with interested villagers to discuss this further.
- 6 **To approve and sign off the minutes of the meeting 12 April 2021** – No amendments. **Proposed** (AG) **Seconded** (TA) All Supported
- 7 **To receive the County Councillors’ Report** - No report received.
- 8 **To receive the District Councillors’ Report** – the report was received with no questions.
- 9 **Planning Applications and Decisions:**
  - a) Notification of the outcome of Planning Decisions by SCDC;  
**20/02920/LBC:** 46 Barton Road Haslingfield CB23 1LL - Retrospective repair to exposed south facing clunch wall - **Permission Granted.**  
**21/00678/LBC:** 46 Barton Road Haslingfield CB23 1LL - Replace 4 No. timber single glazed modern softwood windows to the front elevation with bespoke made like for like slimline double glazed Accoya casement windows. **Permission Granted.**  
**21/00752/HFUL:** 5 Dodds Mead Haslingfield CB23 1LD - Erection of a detached garage. **Permission Granted.**
  - b) Notification of the outcome of additional planning meeting – **None**
  - c) Notification of new Planning Applications;  
**21/01149/HFUL:** 24 Church Street Haslingfield CB23 1JE – Erection of detached single storey double garage in front garden and conversions of existing double garage. **All Supported.**  
**21/01474/S73 :** Barrington Cement Works Haslingfield Road Barrington - Variation of condition 2 (reserved matters details) pursuant to planning application 20/02528/S73 (Variation of conditions 2 (Reserved matters), 5 (Construction Environment Management Plan and a Construction Method Statement), 6 (Airborne Dust), 7 (Site waste management plan), 8 (Tree protection measures), 9 (Boundary Treatment), 10 (Siting and design of the screened storage for refuse), 14 (Renewable energy statement), 15 (Contamination), 16 (Noise insulation scheme or noise mitigation Strategy), 19 (Surface water drainage scheme), 20 (Surface water), 21 (Remediation Statement - Contamination), 22 (Scheme for disposal for surface water), 24 (Visibility splays), 26 (Recording of Industrial Heritage), 27 (Foul water solution), 28 (Archaeological works) and 29 (Fire hydrants) pursuant to planning permission S/0057/17/VC)  
**No comments.**

- 10 To review Standing Orders, Financial Regulations and the Media Policy** – All were accepted with no changes.
- 11 Hybrid Parish Council meetings from the 7 May 2021** – Cllr (JJ) advised that the High Court has decreed that Parish Councils can no longer hold Zoom meetings after 7 May 2021. Hybrid meetings (with some people attending in person and others on Zoom) were discussed. Cllr (SD) offered to supply some equipment to arrange a hybrid meeting on the 14 June to include a camera and microphone in the hall and a large screen to show the Zoom attendees attached to the Clerk's laptop. **All supported.**
- 12 Support Team Update – Cllr (DO)** reported that the support phone has not been used in quite some time but the team will keep it open for now. The team is aiming to wind up the scheme in June.
- 13 Cambridge Approaches Action Group update** – Cllr (DR) had sent in a report to be circulated to the councillors prior to the meeting; the latest consultation is being reviewed and the indication is that EWR do not engage in proper discussion on difficult topics or provide reasoned responses to consultees. Discussions with lawyers are ongoing and a series of webinars are planned for the affected villages of which the most important to Haslingfield are in the evening of Monday 10 May and the morning of Tuesday 11 May 2021. Details of the webinars will be posted on the village website.
- 14 To receive an update on the Skate Park refurbishment project** – Cllr (BM) sent a report to all councillors summing up a meeting he held on the 17 April with interested parties at the skatepark. The outcome was that the location will stay where it is, and the new proposal will aim to open the area and the sightline from the recreation ground and potentially creating a second entrance on River Lane. The project is currently up on the government contract finder website to make contractors aware of the project and allow them to tender to the council for the work.
- 15 To receive the annual report from the Warden's Scheme** – The councillors received the Report to the Parish Council from the trustees of the Haslingfield Community Warden Scheme and noted that they are not applying for grant funding this year from the parish council nor SCDC as they are in a solvent position this year. They are however seriously considering how the Scheme can continue with no new volunteers coming forward to join the Scheme. Cllrs (DO) and (JJ) offered to participate in a discussion with the trustees of the scheme on behalf of the HPC to investigate the future.
- 16 Cambridge Carbon Footprint:** Training is available from Cambridge Carbon Footprint. The deadline to apply is 9 May, and the dates of the training are fortnightly from 9 June to 20 October. The Parish Council would support someone in the village attending and feeding back to the Council. The eco group will ask if anyone would like to volunteer.
- 17 To receive the Parish Clerk's report** - the report was received with comments that it would benefit from being updated with new items being added and a new layout. **Action (JJ) and (JC)** to review once face to face meetings are allowed.
- 18 Finance – To approve the 2020/21 parish accounts and the AGAR and receive the Financial update to 31 March 2021.**  
The financial update was accepted and signed off by the Chairman.  
Cllr (TA) explained that the 2020/21 parish accounts and the internal auditors report were not ready to present to the parish council at this meeting whilst they were still being finalised on a new accounting software package. They will be available to present at a specially arranged EGM prior to the next HPC meeting in June.
- a) To resolve to pay outstanding accounts:**
- Salaries: Alan Stevens, Roy Brown & Parish Clerk - £Confidential
  - HMRC - £254.68
  - Expenses:
  - Parish Clerk - £25 (home)
  - J Cressey – Amazon (Rec gate padlocks) £23.02 (incl. VAT)
  - J Cressey- Zoom video Comms Inc – Standard Pro Annual fee April 2021 – March 2022 Inv. 77568334 - £143.88 (incl. VAT)
  - Richardson Tree Surgery Ltd. – Inv 2022 – Priority 2 tree works from the Tree survey report of Nov. 2019 - £2,640.00 (incl. VAT)
  - Buchans - Contracted Groundworks for April Inv. 2529 - £771.40 (incl. VAT)
  - Red Graphic – Produce Artwork for village logo Inv. 6395 - £57.60 (incl. VAT)

- Bill Schwartz – payroll admin (Jan – Mar 2021) Invoice no. 111- £66.0
  - Offord & Camp – Install outdoor table tennis table on the Rec Inv. 21/062 - £858.08 (incl. VAT)
  - Hirst Signs Ltd.- New signs for Playground and Skate Park Inv. 44810 - £140.40 (incl. VAT)
- Proposed:** (TA) **Seconded:** (JJ) **All supported**

**19 To review correspondence received**

1. **To review the request to hold Boot Camp classes on the dog free area of the Wellhouse Meadow**  
In advance of the meeting the Clerk contacted the parish council insurers to check on insurance cover for this type of event and was informed that the organiser must have PL and PI Insurance in place before permission can be granted, they should also provide a copy of their Risk Assessment and the PC should be confident that there are no safety problems in the area to be used. The councillors additionally stated that there should be a formal signed agreement between the HPC and the Boot Camp organiser in place which would be for a fixed term initially. The agreement will specifically state that no music is to be played in the area during the classes. **Proposed:** (JJ) **Seconded:** (AG) **All Supported. Action:** Cllr (AG) and Parish Clerk (JC)
2. **To authorise the quotation from Buchans to raise the trees on the High Street side of the recreation ground to assist access for the grass cutter – Proposed:** (JJ) **Seconded:** (TA) **All supported**

Meeting ended 8.40pm

Date of next meeting: **Monday 21 June 2021** at 7.30pm in the Village Hall

Issued by the Parish Clerk: Jacqui Cressey

14 May 2021