

# Hauxton Parish Council

Minutes of the Annual Meeting of the Parish Council held on Wednesday 11 May 2016 at 8pm

**Present:** Jane Ward (JW) - Chair, Sue Cook (SC), Janet Lockwood (JL) Gary Page (GP), Owen Patman (OP), James Kean (JK), Hazel Hammond (HH) - RFO and John Hammond (JH) - Clerk

<u>Item</u>	<u>Subject</u>	<u>Comments</u>	<u>Proposed</u>	<u>Seconded</u>	<u>Action</u>	<u>By</u>
		The Clerk advised that item 11 on the agenda was for the Chair to report on the Haslingfield CGR and not the Western Orbital/Park & Ride.				
1	<b>Apologies:</b>	Richard Geyman and Tony Orgee				
2	<b>Election of Chair and Vice Chair</b>	Jane Ward was elected as Chair and Richard Geyman as Vice Chair.				
3	<b>Minutes of Parish Council meetings</b>					
		3.1 Minutes of meeting on 6 April 2016 Minutes were approved without amendment	GP	SC		
		3.2 Actions arising from the minutes Item 3.2/8.8: SC still to locate paperwork and then contact Mr Greenham regarding funds he holds.			SC to resolve	SC
		Item 3.2/7.2: Dog signs for sports ground still to be purchased			Clerk to purchase	JH
		Item 3.2/12.6: The responsible person for road name signs has been identified with CCC and this should be resolved soon			Clerk to progress	JH
		Item 5.3: Redrow planning appeal - no news yet. JL & SC attended appeal hearing and we have done everything we can to prevent the flats appeal being granted.				
		Item 7.4: Chris Parr to apply weed control to garage forecourt on Jopling Way				
		Item 7.7: Welcome pack to be completed. Leaflet circulated to HM residents and some have now registered as electors.				JW
		Item 11: Monthly luncheon group to start on 5 July not in June				
4	<b>Review of existing representation and procedures (as required by the standing orders, section 2)</b>					
		(All procedures and policies were circulated to councillors before the meeting)				
		4.1 The standing orders were reviewed and approved	SC	JK		
		4.2 4.2.1 Representation on the VHMC was confirmed as JW and SC				
		4.2.2 Representation on the Hauxton Consultative Committee was confirmed as JW				
		4.2.3 Representation on the Hauxton Town Lands Trust was confirmed as PC Chair and PC Clerk				
		4.3 Review of arrangements for insurance was deferred and will be handled via email before the next meeting			RFO to review and propose	HH
		Clerk to investigate need for individual public liability insurance.			Clerk to investigate	JH
		4.4 The revised list of land and assets including buildings, and the revised Asset Register were approved	GP	JL		

4.5	The Council's and employees' memberships of other bodies was approved	OP	GP		
4.6	The procedure for complaints was reviewed and approved unchanged. It was agreed to nominate the Complaints Committee at the time of receiving a complaint and not have a standing committee	JL	JK		
4.7	The procedure for dealing with Freedom of Information requests and Data Protection was reviewed and approved unchanged. A policy for handling vexatious complaints was considered and approved	OP	JK		
4.8	The procedure for handling press/media enquiries was reviewed and approved unchanged	SC	JL		
4.9	The Financial Procedures revised in Jan 2016 were approved unchanged	JK	OP		
4.10	The Financial Risk Assessment revised in Jan 2016 was approved unchanged	GP	OP		
4.11	The Reserves policy adopted in Feb 2016 was approved unchanged	OP	SC		
4.12	The Equal Opportunities policy adopted in Dec 2015 was approved unchanged	JK	GP		
4.13	The Child Protection policy was deferred until the next meeting			Clerk to put on agenda	JH
4.14	Meetings for the next year will be held on the first Wednesday of every month				

5 **Declarations of Interest** None

6 **Parish Council membership and staff update**  
Nominations for Hauxton Parish Councillors were lower than the available number of vacancies so all existing councillors were re-elected. Co-option of councillors may be undertaken if desired

7 **Finance**

7.1	Councillors received copies of the accounts and payments for approval before the meeting in which it was reported that total expenditure to date was 12% of budget.				
7.2	Payments approved were: CAPALC £244.07 (subscription), Harston Church £56.73 (parish mag), Cavaleri Partnership £5,000 (architect fees - stage 1), Playsafety £92.40 (Inspection), JDK £485 total (3 invoices for maintenance work), Absolute Visual £216 (display panel hire), Jane Ward £11.18 (APA expenses), HMRC £207.80, and clerk and RFO salaries. An invoice from Pinelog for architect fees relating to the designs for extension to the existing village hall amounting to £8,812.80 inc VAT was approved for payment using a combination of grant funding, VHMC contribution and S106 funds. No precept funds were to be used.				
7.3	The Audit paperwork had been completed and inspected by the internal auditor. The Annual Governance Statement was approved	OP	JK		
7.4	The Annual Audit Accounting statement was approved. The Council expressed thanks to the RFO for the high standard of work on the Annual Audit.	JK	SC		
7.5	An amendment to the budget transferring £1,200 held in reserve for a possible contested election to the Admin budget was agreed, as it had not been needed, but was now required for the external audit fees because our turnover exceeded the £200K threshold.				
7.6	An S137 donation of £500 to the Community swimming pool was agreed The RFO mentioned that a thank you letter had been received from Royston & District Community Transport scheme for the contribution approved at the March council meeting.	SC	JL	RFO to pay	HH

8 **Planning**

8.1 Proposal: Proposed loft conversion

Application ref: S/0986/16/FL

Location: 21 London Road, Harston

Applicant: Mr & Mrs Zaccai & Muthusamy

PC response: No objections

		GP	SC	Clerk to advise SCDC	JH
<b>9</b>	<b>Local Government Transparency Code 2015</b>			Clerk to ensure reporting systems comply	JH
	The clerk explained that because Hauxton PC exceeded the £200K threshold in 2015/16, the reporting under this legislation would be different to previously as a small authority.				
<b>10</b>	<b>Play area safety report</b>				
	The annual safety report had been circulated before the meeting to councillors. The Chair reported that she had inspected the play area together with Chris Parr. It was agreed that because there was not a lot of maintenance required, Chris Parr should proceed to undertake it.				
<b>11</b>	<b>Haslingfield CGR</b>				
	This was a follow up to item 6 of the previous council meeting on 6 April 2016, when the Chair was tasked with contacting Haslingfield PC Chair to seek views on the boundary line between the two parishes.				
	The Chair reported that Haslingfield PC had no objections to Hauxton including the area to the north of the A10 between the Sports Ground and the M11 within Hauxton Parish. It was agreed that the PC should propose this to the review body.	GP	SC	Clerk to respond to Clare Gibbons	JH
	It was unclear whether Westfield Cottages are currently in Hauxton or the part of Haslingfield Parish south of the A10. Clerk to check and advise council.			Clerk to check	JH
	As minuted at the meeting on 6 4 2016 it was agreed to support the Haslingfield proposal to transfer the part of their parish East of the M11 to Trumpington.			Clerk to advise the CGR team.	JH
<b>12</b>	<b>Recreation grounds and open spaces</b>				
	<b>12.1</b> Church Road: It was reported that CGM had cut the grass badly behind the village hall and that Willow Way and the Recreation ground grass had not been cut, but the village green had.			Clerk to contact CGM	JH
	<b>12.2</b> Willow Way: Large hogweed was reported growing in the wooded area. Clerk to check what should be done. Following the clearing of the wooded area, a lot of broken glass has come to the surface over winter in the dip. Quotes to be obtained to make this area safe.			Clerk to investigate the hogweed and obtain quotes	JH
	The Chair reported that the dead Horse Chestnut tree is to be removed by Tony Allison and the ivy on the willow trees to be removed by Chris Parr.				
	<b>12.3</b> Village Green grass had been cut				
	<b>12.4</b> Jopling Way: Chair to try to find out who owns the triangular piece of grass at the end of the passageway to Jopling Way as it has become very overgrown.			Chair to find out if the PC are responsible for cutting this area.	JW
	<b>12.5</b> Sports Ground: JH reported the bid for a grant towards the pavilion from the Sport England Inspired Facilities fund had failed. A grant fund of £10m was available but the 624 applications totalled £42m, so the failure rate was high.				
	<b>12.6</b> Footpaths & roads: The Chair reported that Alan Hooper had suggested a small project to refresh the Hauxton end of Donkey Lane to secure the long-term benefit. AH was seeking support from the PC to progress the idea. This was approved.			Chair to advise Alan Hooper	JW
	JK suggested investigating the possibility of improving the Hauxton village 'gateway'. It was agreed JK should look into this.			JK to investigate	JK

12.7 Hauxton Meadows: GP suggested a Community Ball in June of 2017 to launch the new facilities. It was agreed that GP should investigate the possibilities together with SC who has past experience.

GP/SC to investigate

GP/SC

**13 Reports from:**

13.1 County Council: GK/TO had prepared a newsletter relating to the Annual Public Health report which is attached to the minutes

District Council: JL reported that she is still investigating options to enable the shuttle bus between Trumpington P&R and Hauxton Meadows to turn in the village enabling it to be extended for existing residents.

The Local Government Boundary review proposes to combine Hauxton, Harston, Comberton and Grantchester into one district with three councillors instead of the current four. This will be put on the next PC meeting agenda.

Clerk to put on next agenda

JH

13.2 Tree wardens: nothing more to report

13.3 VH working party: It was reported that the village hall residents' consultation meeting was planned for 18 May. Displays, panels, etc were being organised

13.4 VHMC: nothing to report

13.5 Consultative Committee: It was proposed to plan for the next meeting in June.

13.6 Website/Facebook: JK was asked to post the play equipment proposals on Facebook. The Clerk will do likewise for the web site.

Proposal options on web/social media

JK/JH

**14 Transport**

Nothing more to report

**15 Correspondance**

The Clerk raised an email from Norman De'Ath expressing dissatisfaction that the draft minutes of the Annual Parish Assembly were not representative of what happened, specifically in relation to his presentation. NDA's proposed text for the minutes was read out verbatim to the council. The council decided that the existing minutes should remain unchanged.

The Clerk reported that the application for a lawful development certificate for the retention of a conservatory at 54 Jopling Way, which the PC had approved on 16 March 2016 had been rejected by SCDC.

**16 Date of next meeting**

Wednesday 1 June

Meeting closed at 10.30pm