

Hauxton Parish Council

Minutes of the meeting held on Wednesday 2 March 2016 at 7.45pm

DRAFT

Present: Jane Ward (JW) - Chair, Richard Geyman (RG), Sue Cook (SC), Janet Lockwood (JL) Gary Page (GP), Owen Patman (OP), James Kean (JK), Tony Orgee (TO), 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>
		Prior to the full council meeting there were three presentations, as follows:				
1	Feedback from playground equipment exhibition by Tim Wall (TW)	<p>TW reported on the items of play equipment that had been popular at the exhibition at the village school. Some adults had expressed interest in outdoor fitness equipment but the likely use (and therefore value for money) of this was questioned.</p> <p>The possibility of a sand pit was raised for toddlers and Tim agreed to look into the costs and issues relating to monitoring and maintenance. It was agreed that there should be fencing around the young children's area.</p> <p>SC requested that TW should consider some minor adaptations to the play equipment to take into account children with Special Educational Needs. This was at the request of several parents</p> <p>TW agreed to report back to the suppliers following the exhibition, and request costed schemes within 4 weeks. A single supplier will be chosen as the main contractor even if equipment items are sourced from multiple suppliers.</p>				
2	Briefing on the Community Governance Review of Haslingfield Parish by Clare Gibbons (South Cambs DC Development Officer) (CG)	<p>CG explained that this review has arisen because a lot of the development at Trumpington Meadows falls within the existing Haslingfield parish, thereby creating two centres of population within the parish, one rural and one urban.</p> <p>CG explained the options available including the possible setting up of a new parish and the process involved. The formal consultation window opens on 15 March 2016.</p>				
3	Sports Field changing room ideas by Mariano Cavaleri (local architect) (MC)	<p>MC had designed the Harston village hall extension and car park and had been invited to quote to design the sports ground car park, but suggested a new build pavilion could be possible within the proposed budget for a recycled modular building which was the current intention of the PC.</p> <p>MC showed a first draft concept but this did not meet the functional specification prepared for potential suppliers. It was subsequently agreed that the Clerk should give feedback to him that the PC must be assured that the functional specification will be met within the proposed budget before progressing to the next stage.</p>			Clerk to give feedback to MC and seek commitment re budget/specification	JH
4	Public Forum	No representation by members of the public				
5	Declarations of Interest	None				
6	Apologies	None				

7 Minutes of the parish council meetings

7.1 Minutes of meeting on 3 February 2016 Minutes were approved	OP	RG		
7.2 Matters arising Item 8.1 the dog bin in the alley is on the SCDC 'to do' list Item 8.2 the dog signs for the sports ground had not yet been purchased because it was felt the decision was not yet finalised. Following discussion it was agreed to have signs stating 'Dogs must be kept on a lead, please dispose of their waste responsibly'. Item 10.1 Will Garfit had responded about the proximity of shooting to residents. The matter was considered resolved. Item 16 Mr Peter Elliott had been approached about cutting back his hedge from overhanging the footpath. He has refused to trim the hedge generally but agreed to cut back any overhanging bramble branches, although this was still not done			Clerk to monitor	JH
7.3 Minutes of meeting on 17 February 2016 Minutes were approved	GP	RG	Clerk to purchase	JH
7.4 Matters arising The proposal to replace the missing bus stop post on Church Road with the redundant one from High Street is not possible, as it will be too short once buried. It was agreed to buy a new one costing £115 + VAT and pay up to £50 for Lee Milburn to erect it. Whippet will then replace the bus stop flag and fix a timetable to it. Item 5 We will not participate in the A10 corridor traffic survey, because Harrow are currently conducting their own survey. Following a request, Harrow have confirmed we will have access to their data once it is submitted as part of their planning application for the WWTP site. The Hauxton village (gateway) sign, which also displayed the 30mph speed limit and the words "Reduce your speed" and remains missing since Tamdown did the A10 roadworks associated with Hauxton Meadows development, is still an issue to resolve between Highways and the developers. The additional 30mph sign on the opposite side of the road also has not been replaced. Clerk to monitor.	JL	RG	GP to speak to PE to ensure this is done	GP
			Clerk to organise once location is confirmed	JH
			Clerk to monitor	JH

8 Finance

8.1 The RFO reported that 84% of the overall budget had been spent to date. Whittlesford Warriors had been invoiced £600 + VAT for their use of the sports ground for the 2015/16 season. The play equipment S106 funds of £98,924.32 were expected imminently. The indemnity required by South Cambs DC to release these S106 funds was agreed as follows: "The District Council agrees to transfer the Off-site NEAP Contribution to the Parish Council SUBJECT TO the Parish Council agreeing to comply with the covenants given in Clauses 9.2 and 24 of the Section 106 Agreement as if those covenants themselves had been given by the Parish Council in favour of the Owner mutatis mutandis and to provide an indemnity as hereinafter described" It was agreed that the RFO should ask the S106 officer at SCDC, James Fisher, to consider a recalculation of the index linked sum, because of the delay in receiving the funds.	SC	JK	RFO to obtain required councillor signatures on actual indemnity form when it is received from SCDC.	HH
8.2 Payments approved were: Cambs CC (street lighting) £120.39, AGAworks (tree replacement) £74.50, Chris Parr (mole control) £60.00, HMRC £170.00, Salaries, and Liberty Games (Indoor sports equipment) £1,118.99 - to be reimbursed from approved grant, see item 9 below.			RFO to raise with James Fisher	HH

- 8.3 Budget: A minor amendment will be needed to the 2016/17 budget to reflect the fact that the external audit fees will be £1,300 instead of the £100 of last year. The RFO explained this was a nationally applied scale of fees proportionate to the income of the PC, and that the income was considerably higher due to the S106 contributions. This will be considered later.
- 8.4 Reserves Policy and allocation. These documents had been circulated to councillors prior to the meeting. The policy was agreed. Clerk to add to standing orders documents JH
The Earmarked Reserves allocation proposed was agreed SC RG
8.5 The appointment of Bruce Hewitt as the Internal Auditor for 2015/16 was agreed. GP JK RFO to include in Annual Return HH
8.6 An application for S137 funds from Royston & District Community Transport had been received. RFO to start audit process HH
It was agreed to grant £350 (not the £450 requested) to be consistent with parishes of a similar size. SC RG RFO to advise applicant HH
8.7 It was agreed to fund the SLCC subscription for the RFO, thereby ensuring a source of professional advice particularly in relation to financial matters. JL SC RFO to organsie subscription. HH
8.8 At the council meeting of 4 March 2015 it had been reported by SC that £800 to £1,000 of funds arising from funding for a village booklet were being held by a former resident. The RFO reported that following extensive communication, the funds held by Mr David Greenham amounted to just £70. SC disputed this figure. Access to this bank account requires the two original signatures and one of the signatories passed away some years ago. SC to investigate and report back to the PC

9 Fund raising

- An updated list of grant applications and outcomes was presented by the Clerk.
- 9.1 Local Highways Improvement Grant
The Clerk reported that this application for funding a speed reduction from 60mph to 40mph between Little Shelford and Hauxton was successful. The grant will fund £2,700 of the £3,000 cost for this. The PC will fund the balance. The Clerk thanked TO for his support in progressing this application. Clerk to progress with Highways Dept. engineers JH
- 9.2 Cambridgeshire Youth Grant
The Clerk reported that the application for funding of indoor sports equipment had been successful, and orders now placed. With the slow progress in funding the pavilion, and the current village hall being too small to use the equipment, it will be put into store until it can be used.
- 9.3 Mick George
This application had been rejected. The Clerk to resubmit later in 2016 Clerk to resubmit JH

10 Parish Magazine

- The Chair reported that a recent meeting to discuss this had resulted in a major revamp. The magazine will now have a greater village focus and be called the Harston and Hauxton Village and Church Magazine. It will have a new front cover design, have four extra pages with a new internal layout and more advertising to help cover the costs. Changes to take effect in the autumn.
- The cost to Hauxton PC for last year will be £141. The PC agreed to this expenditure. SC JL Chair to advise magazine group JW

11 Planning

- Proposal: The construction of 70 mixed tenure one and two bedroom extra care apartments with associated communal facilities and café
Application ref: S/0175/16/FL
Location: Hauxton Meadows
Applicant: BPHA
PC response: No objections

12	Recreaton Grounds and Open Spaces	<p>12.1 Church Road: It was agreed to place an order with Playsafety for ther annual inspection of the playground equipment at approx £77. The Council had received formal pre-planning advice from South Cambs. in response to the proposed submission for building the village hall on the recreation green. The Parish Council had explored the possibility of locating the new village hall on the area currently occupied by the play equipment. SCDC stated in their pre-app report that this was not acceptable. The pre-app advice is to be published online on the village web site.</p> <p>12.2 Willow Way: nothing to report</p> <p>12.3 Village Green: nothing to report</p> <p>12.4 Jopling Way: nothing to report</p> <p>12.5 Sports Ground: The fencing around the site has been completed, and excludes the large oak tree behind the old pavilion, which will minimise PC tree liability.</p> <p>12.6 Footpaths, etc: RG requested consideration be given to renewing the Hawthorn Avenue road sign. It was advised that this is an SCDC responsibility.</p>	<p>Clerk to publish pre-app advice on web site</p> <p>Clerk to contact SCDC</p>	<p>JH</p> <p>JH</p>
13	Report from representatives on VHMC	Nothing to report		
14	Reports from:	<p>14.1 County Council: TO reported the successful application for the Local Highways Grant. He also advised that the CCC budget had been agreed at 2% for 2016/17 meaning a £22.80/year increase on band D properties. TO confirmed that Hauxton will remain a two member ward, thereby retaining two CCC representatives. District Council: JL reported that parties interested in GP provision for new developments were preparing a letter to the Secretary of State JL also reported that local liaison fora in relation to the Western Orbital consultations as part of the City Deal started on Monday 7 March. JL and SC will represent Hauxton.</p> <p>14.2 Tree wardens: nothing to report</p> <p>14.3 The next Hauxton Consultative Committee will take place on 24 March</p> <p>14.4 Web site: A request was made for updated website activity It was agreed to publish the details of the PC elections on the web site</p>	<p>JL and JW to attend consultation meeting</p> <p>Clerk to respond Clerk to action</p>	<p>JH</p> <p>JH</p>
15	Correspondance	Nothing to report		
16	Date of next meeting	<p>Next meeting: Wednesday 6 April Annual Parish Assembly: 26 April at 7.30pm Annual Meeting of the Parish Council: 11 May at 8pm</p>		