Hauxton Parish Council

Minutes of the meeting held on Wednesday 3 February 2016 at 8pm

Present: Jane Ward (JW) - Chair, Richard Geyman (RG), Sue Cook (SC), Janet Lockwood (JL) Gary Page (GP), James Kean (JK), Tony Orgee (TO) - part time, Hazel Hammond (RFO) and John Hammond (JH) - Clerk

<u>ltem</u>	Subject	Comments	Proposed	Seconded	Action	<u>By</u>
1	Declarations of interest:	None				
2	Apologies:	Owen Patman				
3	Minutes of the parish council m	eetings				
		 1 Minutes of the meeting on 6 January 2016 Item 3.3 referring to minute 3.2 from 4 Nov incorrectly stated that Cambs County Council was responsible for dog bins. This should have read South Cambs District Council (SCDC). The file copy of the minutes was amended. Minutes were approved. 2 Matters arising 	JL	GP	Clerk to amend online version	JH
		JL reported that following Mr Peter Elliott's comments made in the public forum relating to the awarded drain for which SCDC is responsible, investigation had shown the drain had become silted-up near the school. SCDC clean it every 25 years and it is now due to be done. JL had written to Redrow about their obligations concerning the river bank and Phil Clark of Redrow had agreed to invesitgate on his next visit. Item 3.3 referring to minute 6.1 from 4 Nov - The school sign had been reinstated by Cambs CC				
		Item 4.1 The RFO reported that recovery of the £1,000 funds belonging to the village held by Mr David Greenham in relation to the village booklet was in hand. Minutes of the meeting on 19 January 2016 Minutes were approved. No matters arising	SC	JL		
4	4.	Councillors received copies of the accounts and revised budget before the meeting. 1 The RFO reported that overall 79% of the total general budget had been spent, and that the PC was within the budget for all cost codes apart from village work as a result of the urgent tree work previously reported at the last months meeting. 2 Payments approved were: Jonathan Dawson (solicitors fees for sports land transfer) £2,270.00, JDK £65.00, PEM Consultancy (VAT specialist) £540.00, SLCC (Training) £30.00, HMRC £187.60 and salaries 3 The first draft budgets agreed at the 2 Dec 2015 meeting had been amended to allow greater provision for mole control following new legislation (see item 10.1 below), and to provide for possible contested parish council election costs.				
	A	The overall budget was approved at £22,500, against a precept of £22,519 4 The decision to register the parish council for VAT as recommended by the VAT advisor was	JK	SC		
	4.	ratified.	JL	JK		

The RFO reported that the first post-VAT reg	istration return had been completed and the
reimbursement received.	

5 Parish Council Elections

Fund raising

The timetable for the PC elections had been circulated before the meeting. Nominations open on 7 April 2016. Voting takes place 5 May 2016. The Clerk was asked to clarify the arrangements regarding the two extra councillors arising from the Hauxton Meadows development.

6.1 **LHI**

The Clerk reported that the LHI presentation for funding a reduction in speed limit between Little Shelford and Hauxton had taken place.

6.2 Sport England

The Sport England application for a cricket square had progressed and funding for a topographical survey had been granted prior to final panel decision on the grant itself.

6.3 Tennis

The Clerk reported that the application for funding the replacement tennis courts is now being prepared by Steve Goswell on behalf of Shelford Tennis Club. Qualification requires long term lease to be in place and planning approval before it can be considered In view of the timescale to arrange the lease it was agreed that the application could be made on behalf of Hauxton PC. No costs will be incurred by the PC.

6.4 **WREN**

The application for funding from WREN had been returned for additional information and confirmation of certain aspects. It was agreed to send a letter to WREN confirming that the PC had the necessary funds (£60,000) to purchase the basic shell of the pavilion. It was also agreed to send a letter confirming that the PC would pay the 10.75% (£5,375) Contributing Third Party funding if the grant of £50,000 is approved.

7 Procurement Legislation January 2016

- 7.1 The Clerk updated the council on the 2015 Procurement legislation, which had been clarified by NALC via a Legal Technical Note in January 2016. This affects the procurement process for amounts above £25,000.
- 7.2 Amendments to section 30 of the standing orders covering Procurement, and amended Financial Procedures, were circulated in advance of the meeting. The amendments proposed were approved.

It was agreed to conduct a review of all the Standing Orders when time permits

8 Dog bins/fouling of pavements

8.1 Following a letter from a resident requesting more dog bins, the number of bins in Hauxton was reviewed. Whilst it was agreed that two of the existing bins were currently missing (Alleyway and beside Hauxton woods footpath) it was decided that the 9 bins currently provided should be sufficient for the village.
Clerk to continue to chase up Heidi Duffet at SCDC regarding the missing alleyway bin and

advise her that the missing bin was in a poor condition and the PC would have requested a replacement anyway.

Clerk to check how many positions to advertise

JH

JH

JH

JH

JH

JH

JH

Clerk to confirm to Steve Goswell

Clerk to add letter to submission

RG SC Clerk to add letter to submission

GP

JL

Clerk to issue a revised set of GP JK standing orders to councillors

Clerk to publish a map of dog bins in Hauxton on the village web site

Clerk to chase up

A request to be sent to Redrow to replace the one missing from the woodland footpath Clerk to suggest that the resident writes to Harston PC for an extra bin at the Harston end of Donkey Lane bridleway which is their responsibility

8.2 It was agreed to use the church magazine and Newsletter to remind dog walkers of their responsibility for not allowing their dogs to foul footpaths and the £50 penalty if caught.

Also to remind them that no dogs are allowed on the recreation green in Church Road.

8.3 The PC considered a request from Redrow concerning the emptying of dog bins on the riverside walk. It was decided to discontinue the current practice within three months and to ask Redrow to organise this with their infrastructure management company.

9 Bayer site/Hauxton Meadows

JL advised the PC that the current work at the A10 traffic lights should be complete by 12 February.

The Extra Care housing planning application has been submitted to SCDC, but is not yet ready for the PC to consider.

The work beside the river to manage the woods has started.

Seven families have moved in to their new homes at Hauxton Meadows. The Welcome Pack is yet to be completed, but the newsletter has been included with Redrow information. Redrow have appealed against the refusal to permit building of 132 apartments in phase 3 of the development. The PC refused this following a village consultation. Redrow have also appealed against a refusal of their plans to build 14 homes as part of phase 3. The village and the PC supported this application. Bidwells have been reminded that we still object to the 132 apartment block.

It was reported that SCDC are in discussion regarding S106 projects for the WWTP planning application. A number of suggestions were identified which will be broached with SCDC when possible.

10 Recreation grounds and open spaces

10.1 Church Road rec: A complaint had been received from a resident about shotgun pellets landing on a conservatory roof. It was agreed that a letter should be sent to Will Garfit, asking for reassurance that more care would be taken in future, especially in relation to the shooting direction of his clients.

It was reported that new regulations relating to the control of moles have recently come into force. This will increase the cost of mole control considerably. The RFO has provided for this in the 2016/17 budget.

- 10.2 Willow Way rec: The mole problem has been reduced in this area
- 10.3 Village Green: nothing to report
- 10.4 Jopling Way: nothing to report
- 10.5 Sports Ground

The Clerk had met with a potential car park contractor for this area. As a result it was agreed that Harrow would be asked to replace the proposed replacement top soil following remediation of the pavilion foundations with a recycled 6F2 type hardcore.

This will cost £1,261.33 from S106 sports ground funds (the difference between top soil and 6F2), but will form a suitable base layer for some of the car park area, and avoid the need to remove the top soil.

Clerk to reply to resident Clerk to mention in parish	JH
magazine, Chair to mention in Newsletter As above	JH/JW
RFO to advise P Clark at Redrow	НН
Welcome pack to be completed	JW
S106 projects to be raised with SCDC	JW/JL
Clerk to send a letter to W Garfit	JH
Clerk to advise Harrow	JH

Clerk to send

JH

The Clerk had met with a local architect to discuss the possible design for car parking at the sports ground, which is a requirement arising from the pre-planning application. Quotes are to be provided before any work is started.

It had become apparent that the available space on the sports ground site might be insufficient to accommodate the plans for both adult cricket and the two additional tennis courts. It was agreed that this should become clear when the topographical survey more accurately measures the site.

The architect had offered to obtain quotes for this work but Clerk to discuss with Sport England to see how they will fund this.

- 10.5.1 A draft set of Terms of Reference for the Sports Ground User Group was circulated. This was agreed. JK offered to join the group.
- 10.5.2 It was agreed that Whittlesford Warriors should be charged £600+VAT per annum for use of the sports ground football pitches on Saturday mornings. (This amounts to £30 per match based on current usage which is comparable with other venues.)
- 10.5.3 It was agreed to accept the quote of £100-£140 from JDK to repair the fence posts.
- 10.5.4 Following much discussion it was agreed to revise the previous decision concerning dogs on the sports ground. No dogs will be allowed.
- 10.5.5 It was agreed to purchase cycle racks and shelters (in green) from Cycleracks.co. This will be funded by the LSTF grant and provide for 20 cycles on the sports ground.
- 10.5.6 It was decided that the PC could not meet Team Building System's request for a letter of intent because it would not comply with the tender process.
- 10.6 A copy of the Cambs CC procedure for footpath diversions was circulated before the meeting for information. JL commented that it did not include SCDC involvement.

11 Vilage Hall Sub-committee

- 11.1 The meeting with the planning authority had not taken place and was due to happen on 4 Feb
- 11.2 An action plan prepared by the village hall sub-committee was presented. We have been allocated a third planner hence the delay in meeting with them. The sub-committee will meet with him, then commission updated drawings from the architect. After consultation with user groups the plans will be presented to the village, before submitting for planning approval. Roger Langham was reconfirmed as the architect for the new building, having been under contract to design the extension to the old village hall.

It was agreed that a Project Manager should be used for the project, once planning approval and specifications have been resolved.

12 Report from representatives on VH Management Committee

Nothing to report

13 Reports from:

13.1 County Council: The budget setting meeting is scheduled for 16 Feb.

The LHI grant panel will make a decision by 1 March.

TO commented on the A10 access arrangements relating to the Sports Ground planning application and gave advice on how to proceed.

District Council: JL reported that there will be a leaflet next week concerning the western orbital busway. There is no progress on the GP surgery.

13.2 Tree wardens: Nothing to report

quotations	Jŀ
Clerk to discuss funding with Sport England Clerk to circulate terms of reference to club members	Jŀ Jŀ
RFO to raise invoice Clerk to raise the order Clerk to order signs and advise the user group	HI JF
Clerk to advise grant funder	Jŀ
Clerk to advise Team BS	Jŀ

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RG JK

	13.4	Some problems with the web site hosting service meant that the agenda had not been displayed online in advance of the meeting. (Now resolved) It had been posted on the notice board.
14	Transport	Nothing to report
15	Review against the Village Plan	This item was rescheduled until the next meeting due to lack of time

16 Correspondance A letter had been received from a resident complaining about hedge branches overhanging

13.3 A Consultative Committee is being planned, but nothing to report

footpath beside Church Road. The Clerk had contacted Mr Peter Elliott, and he confirmed he

will deal with this before the bird nesting season.

An email from a propective resident had been received asking about flooding.

17 Date of next meeting Wednesday 2 March 2016

Meeting closed at 10.50pm

Clerk to respond.

JH