

# 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>Item</u>	<u>Subject</u>	<u>Comments</u>	<u>Proposed</u>	<u>Seconded</u>	<u>Action</u>	<u>By</u>
1	Declarations of interest:	None				
2	Apologies:	Owen Patman				
3	Minutes of the parish council meetings					
		3.1 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.	JL	GP	Clerk to amend online version	JH
		3.2 Matters arising 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 investigate 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.				
		3.3 Minutes of the meeting on 19 January 2016 Minutes were approved.	SC	JL		
		3.4 No matters arising				
4	Finance					
		Councillors received copies of the accounts and revised budget before the meeting.				
		4.1 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.				
		4.2 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				
		4.3 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. The overall budget was approved at £22,500, against a precept of £22,519	JK	SC		
		4.4 The decision to register the parish council for VAT as recommended by the VAT advisor was ratified.	JL	JK		

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

**5 Parish Council Elections**

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.

Clerk to check how many positions to advertise

JH

**6 Fund raising**

**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.

Clerk to confirm to Steve Goswell

JH

**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.

GP

JL

Clerk to add letter to submission

JH

RG

SC

Clerk to add letter to submission

JH

**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

GP

JK

Clerk to issue a revised set of standing orders to councillors

JH

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

JH

Clerk to chase up

JH



<p>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.</p> <p>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.</p> <p>The architect had offered to obtain quotes for this work but Clerk to discuss with Sport England to see how they will fund this.</p>	<p>Clerk to advise council of quotations</p>	<p>JH</p>
<p>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.</p>	<p>Clerk to discuss funding with Sport England</p> <p>Clerk to circulate terms of reference to club members</p>	<p>JH</p> <p>JH</p>
<p>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.)</p>	<p>RFO to raise invoice</p>	<p>HH</p>
<p>10.5.3 It was agreed to accept the quote of £100-£140 from JDK to repair the fence posts.</p>	<p>Clerk to raise the order</p>	<p>JH</p>
<p>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.</p>	<p>Clerk to order signs and advise the user group</p>	<p>JH</p>
<p>10.5.5 It was agreed to purchase cycle racks and shelters (in green) from Cycloracks.co. This will be funded by the LSTF grant and provide for 20 cycles on the sports ground.</p>	<p>Clerk to advise grant funder</p>	<p>JH</p>
<p>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.</p>	<p>Clerk to advise Team BS</p>	<p>JH</p>
<p>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.</p>		

**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.

RG JK

**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

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

Clerk to respond.

JH

**17 Date of next meeting** Wednesday 2 March 2016  
Meeting closed at 10.50pm