

Hauxton Parish Council

Minutes of the Annual Meeting of the Parish Council held on Wednesday 6 May 2020

THIS MEETING WAS HELD REMOTELY UNDER THE 2020 REGULATIONS

Present: Jane Ward (JW) - Chair, Richard Geyman (RG), Sue Cook (SC), Janet Lockwood (JL) Gary Page (GP), Jill Down (JD), Caroline Ruben (CR), Ian Sollom (IS), Hazel Hammond (HH) - RFO and John Hammond (JH) - Clerk

<u>Item</u>	<u>Subject</u>	<u>Comments</u>	<u>Action</u>	<u>By</u>
1	Presentation by Great Shelford Cricket Club	This was deferred until the next meeting		
2	Apologies:	None		
3	Declarations of interest:	None		
4	Public Participation	None		
5	Minutes of Parish Council meetings			
	5.1	Minutes of meeting on 14 6 2020 were approved.		
	5.2	Matters arising:		
		Item 4.2/9.2: The ivy on the ash tree at Hauxton Gap had been dealt with.		
		Item 4.2/9: Developer signs in village will be removed when the lockdown is eased.		JH
		Item 10: SCDC did not have graffiti removal kits.		
6	Report from County and District Councillors			
		SCDC: Ian Sollom advised that the focus remained on supporting communities during the pandemic. There were no questions raised.		
		CCC: There was no County Councilor present.		
7	Review of existing representation and procedures (as required by the standing orders, section 2j)			
		(Copies of documents considered below had been circulated to councilors prior to the meeting for consideration)		
	7.1	Review and adoption of standing orders: Following the introduction of The 2020 Regulations permitting remote meetings, Section 3 of the Standing Orders had been revised to accommodate these changes. These were agreed and adopted.	Clerk to incorporate into approved Standing Orders	JH
	7.2	Review of procedures and policies: The only procedures to have changed were the Financial Procedures and the Financial Risk Assessment. These changes were required due to the introduction of a debit card associated with the PC bank account. These amendments were approved.	Clerk to incorporate into approved policies	JH
	7.3	Review of prepresentation on external bodies: This had been updated to recognise the PC as Sole Corporate Trustee of the Village Hall Charity.		
	7.4	Review of land and assets: This had been updated to show that the old village hall was now leased from Potential Homes Ltd, not owned. The section on the Sports Ground now recognised the new cricket pitch, tennis courts, cabin and changing rooms.	Clerk to update information on website to comply with local government transparency code	JH

- 7.5 Review of the Council's and/or employees' memberships of other bodies: This had been updated to record the cancellation of membership of CAPALC and LCPAS. The Lawn Tennis Association had been added to the list.
- 7.6 The dates and times of ordinary meeting for the year ahead were presented and noted.

8 Finance

Councillors received copies of the accounts and payments for approval before the meeting. They also received copies of the Annual Governance Statement, the Annual Accounting Statement, and the proposed dates for Exercise of Public Rights prior to the meeting.

- 8.1 The accounts were approved.
- 8.2 The list of payments (see appendix) was approved. RFO to pay HH
It was agreed to opt for a one year insurance policy commitment at £868, not three years. RFO to action HH
The RFO reported that a successful application had been made to the LTA to recover the cost of membership (£200) under a scheme to help tennis clubs through the lockdown period.
- 8.3 2019/2020 Annual Audit
- 8.3.1 The Annual Governance Statement was agreed RFO to submit to external auditors HH
- 8.3.2 The Annual Accounting Statement was agreed. RFO to submit to external auditors HH
- 8.3.3 The dates of the period for the exercise of public rights were agreed as 24 August until 22 October 2020. RFO to submit to external auditors HH

- 9 Tree Preservation Orders (TPO) It was agreed to apply for a TPO for the large Beech tree on the Rec but not the smaller one near to the building. It was resolved that once the lockdown period is over, a working group would view other trees in the village to consider them for TPOs. The pine trees on Hauxton Meadows would also be submitted now. Tree Warden to apply, and to co-ordinate the visit later JL

10 Progress Reports/Feedback

- 10.1 Footpath No1: This footpath had been discussed at the last meeting following incidents with cyclists using it as a bridleway. Subsequently, prior to this meeting restrictive access signs - design proposed by Cambs CC - had been purchased. GP reported that these had now been installed at two entrances to the footpath. One more was planned for the bridge access to the footpath by Hauxton House. Permission to be gained and sign to be installed GP, JW
- 10.2 Hauxton Gap flooding: This issue had been reported numerous times over recent years, and work in 2019 had not resolved the problem. The Chair had recently been in contact with a County Councillor. A resident had contacted Highways and drawn their attention to the problem on the A10 and also a second flooding issue at the new junction of St Edmunds Way and Church Rd. Highways have responded and will investigate the two problems when there is another heavy shower. JW to email Roger Hickford and then JW and GP to meet on site with CCC. JW, GP
- 10.3 Village Hall build and move: Cocksedge had advised that they will restart work on the build on 11 May, observing social distancing measures. They forecast that the suspension (7 weeks) and reduced manning arising from the social distancing measures will result in a delay to the schedule of 10 weeks. It was noted that they had been 4 weeks ahead of schedule at the time of lockdown, so completion could be delayed by 6 weeks from the original date of end of July, subject to any catching up.

In preparation for the move to the new building, the Clerk had compiled copies of all the Parish Council legal documents into a single file. The location of many of the originals was unclear. It was agreed that if possible they should be located and placed with the current PC solicitor.

Clerk to locate originals and advise PC of any costs involved in retrieving and storing them JH

Cocksedge had enquired regarding the use of the old wooden bollards that formed a barrier on the original Rec car park. It was agreed to use some to replace damaged ones on the village green and consider others for the car park at the Sports Ground.

Clerk to review with the Chair and Hauxton Town Lands Trust outside the meeting JH, JW

10.4 Sports Ground: The site had been broken into again with the padlocks on the main gate, the WWTP and the pavilion builders compound cut off. The locks on the bollards had been drilled-out and the bollards removed. No equipment had been taken. As a precaution equipment had been subsequently removed and stored elsewhere.

Following the incident above, SC had organised a visit from the 'Designing Out Crime' officer at Cambridge police. A report will be submitted for consideration by the PC, but it was agreed initially to replace the padlocks with upgraded units.

Clerk to organise JH

The commencement of cricket by Great Shelford Cricket Club had been delayed by the lockdown and no cricket activity will take place until the situation is eased and reviewed.

Clerk and GP to prepare terms of hire JH, GP

The £1,740 grant money from the FA Premier League for the storage container had been received.

It was agreed to repair damage caused by the cabin delivery lorry to the grass surface, at a cost of around £200 in materials.

Clerk to purchase soil and seed JH

- 11 Correspondence None
- 12 Matters for future consideration Cricket agreement
- 13 Date of next meeting Wednesday 3 June 2020

APPENDIX

		£ inc. VAT
A J King	Grass cutting March	330.00
Royston & District Community Ti	Donation	200.00
Planning Portal	Sports Ground Signage	91.00
The Sign Shed	Public footpath restriction signs	22.18
Agrovista	Sports Ground fertiliser	575.71
Agrovista	Sports Ground seed	699.50
HMRC	April PAYE	162.60
A J King	Grass cutting April	498.00