

## HEYDON PARISH COUNCIL

### **Minutes of the Parish Council Meeting held at The End Cottage, 75 Fowlmere Road on Tuesday 18<sup>th</sup> July 2017**

Present: Councillors Mrs D MacFadyen,(Chairman)(DF), Mr P Smith (PS), Mr M Shaw (MS), Mr M O'Carroll (MO), Ms E Rowbotham (ER)  
County Cllr Topping, District Cllr Barrett, District Cllr Hales  
Mrs S Walmesley (Clerk) with no Members of the Public

**Ms Rowbotham signed the Declaration of Acceptance of Office and joined the meeting.**

The Chairman welcomed Cllr Rowbotham, Cllr Topping and the Clerk to their first meeting of Heydon Parish Council.

#### **6.30pm PARISH COUNCIL MEETING**

**1. APOLOGIES FOR ABSENCE AND DECLARATIONS UNDER THE CODE OF CONDUCT**

All Councillors were in attendance.

**2. PUBLIC QUESTIONS ON AGENDA ITEMS AND FOR DISCUSSION AT FUTURE MEETINGS**

There were no members of the public in attendance.

**3. TO APPROVE MINUTES OF**

3.1 The Parish Council Annual General Meeting held on 9<sup>th</sup> May 2017

The minutes as circulated were taken as read and then approved as a true record and signed by the Chairman following amendment to Item 7 to read –Following interview, it was agreed that Sally Walmesley would be offered the post commencing 01 June.

**4. MATTERS ARISING**

4.1 Councillor Training

The Chairman advised that a CILCA trained Clerk had offered to train Councillors as the CAPALC sessions were usually based the other side of the county. The Clerk advised that CAPALC also offered 'in house' training and she, along with a neighbouring Clerk, often arranged sessions locally. As there was to be elections across all Parish Councils in May 2018 it was likely that a session would be arranged shortly after that. Cllr Hales added that holding the sessions locally enabled Councillors to share local issues and also kept the training costs down. It was agreed that Councillors would wait until the next 'in house' session was arranged.

4.2 Defibrillator –Enquiry to Great Chishall Parish Council

The Chairman advised that Great Chishall Parish Council did not have a defibrillator but Chishall did have the equipment located at the Red Cow public house. Cllr Hales advised that Melbourn Parish Council had been liaising with the East of England Ambulance Service as they were updating their equipment at The Hub. He explained the process and how the Ambulance Service were keen to work with Melbourn. In this case the Ambulance Service would provide the defibrillator but the Parish Council would have to purchase a suitable cabinet to house the equipment. The cost of this was to be between £400 and £1000 depending on location. There would also be the cost of the electricity to connect to the cabinet.

A discussion took place on where in the village the defibrillator could be positioned. The telephone box or bus shelter was suggested. It was then agreed that the Clerk would liaise with Cllr Hales and find out the position regarding the supply of the equipment from the East of England Ambulance Service.

-Clerk

**5. COUNTY AND DISTRICT COUNCILLOR REPORTS**

5.1 County Council

Cllr Topping advised that as this was his first meeting as the Heydon County Councillor he would find out about the village issues.

He explained that the Whippet bus service withdrawal was a concern with the County

Council but he was not sure if the village was affected. It was noted that there was only the number 31 service in the village and this was not a Whippet service.

Cllr Topping then went on to talk about the MHI scheme. The Chairman advised that the Parish Council had been successful with a bid in the 2017/18 submission for a 40 mph buffer zone for which they had agreed to contribute 25% of the cost. The original discussions with the County Council did not include repeater signs and roundels but the officers had now agreed these be included at no extra cost. The Parish Council had been advised that the work would take place in the Autumn. The Chairman added that the Parish Council was hoping to make another application for the 2018/19 funding round. Cllr Topping advised that there was material on the County Council website which made it easier for Councils to see what they could get for their money. He offered to attend any site meetings with officers.

Cllr Topping concluded his report by advising of the review of children's centres in the county. There were lots of these centres which were underused. The County Council was trying to make sure that vulnerable families were aware.

The Chairman thanked Cllr Topping for his report.

### 5.2 District Council

Cllr Barrett reported that she served on the Scrutiny and Overview committee where there was very useful questioning by the opposition parties.

There was a couple of issues with the new bin emptying schedule but these had now been resolved. Cllr Rowbottom advised that she was aware of one missed collection but this was resolved the next day.

Following the recent tower block fire in London Cllr Barrett confirmed that there no tower blocks within South Cambridgeshire. Flats were no higher than three storey. She then explained types of insulation used in District Council properties.

Councillors were asked if they had an emergency plan in place. She suggested that any village without a plan should investigate. It was noted that there had been a big campaign a few years ago by South Cambridgeshire District Council to progress these plans. It was agreed that the Clerk would follow up the process with the South Cambs officer, Mike Hill.

-Clerk

Cllr Barrett concluded her report by advising that a new CEO had been appointed for South Cambridgeshire District Council. She had stated that she wanted to visit all the villages. Councillors asked Cllr Barrett to invite her to a meeting. Cllr Topping added that it would be a good village for her to visit.

-Cllr  
Barrett

Cllr Hales asked Cllr Topping if there was any news on when the Local Development Plan might be signed off. Cllr Topping agreed that the inspection had taken a very long time but the Inspector was close to having her last meetings. It was expected that in September 2017 she would give an indication of her opinion. He added that over the last couple of months there had been no indications of any major concerns. Once the plan was adopted, hopefully by the Autumn, speculative planning applications would stand a lot less chance of being successful.

The Chairman thanked Cllr Barrett and Cllr Hales.

## **6. FINANCES**

### 6.1 Report from Finance and Governance Committee

Cllr Carroll advised that the committee were still to meet. It was stated that another member was needed due to the resignation of Ms Janson Jones. It was suggested that Cllr Rowbotham may like to become a member. She agreed to look at the past minutes to see what was involved. Cllr Carroll added that he hoped to get a meeting organised during the Summer.

-ER

### 6.2 To receive the financial statement and to approve the payment of bills

The invoice were available for checking. The following payment was approved:

MR W CROTTY

Church Hedge Trimming	£150.00
-----------------------	---------

The following payments had also been made since the last meeting-

MRS Y HARRIS

Clerks salary May 2017	£190.00
------------------------	---------

MRS D MACFADYEN

Reimbursement for internal auditor gift	£ 31.78
---	---------

BLANCHE & CO

PAYE for Clerk 2016/17	£180.00
------------------------	---------

6.2.1 Energy Charges

Then Clerk queried the direct debit charges for electricity shown on the monthly bank statements. She would make enquiries to see what these additional charges were for.

-Clerk

6.3 Change of Signatory Form

The Clerk had downloaded some forms from the Nat West website but, before Councillors completed them, she wanted to check in the branch to ensure these were correct.

-Clerk

**7. HIGHWAY ISSUES**7.1 Roads and Pavements

The Chairman reported that the siding out in front of the King William public house to the post box had been completed.

7.2 Heydon Lane and Tree

Cambridgeshire County Council were in the process of writing to residents about pipes coming onto the road. Water was still running by Lane Farmhouse. The Chairman added that when the drains on the Lane were blocked County Officer, Peter Taylor, cleared them himself. Cllr Topping added that he was a very good officer.

The Chairman had spoken to the County Enforcement Officer, George Hay, about the dead tree. The officers had now looked at their maps and confirmed that the verge was very narrow and so the tree was not their responsibility. It did belong to the landowner. The Chairman had since mentioned this to him. In the past he had been reluctant to claim ownership as traffic on the road would need to be controlled for the removal of the tree.

Cllr Hale referred to the work carried out by the Highway Officer, Peter Taylor, and his hands on approach, and suggested that a letter of thanks be sent to his Manager. This was agreed. Clerk to arrange.

-Clerk

7.3 Traffic Speed Control

In the past Cllr Shaw and Cllr Smith had borrowed a speed gun from a County officer and they had spent several days checking speeds and did identify a speed problem. In the Officers opinion there was not anywhere suitable for interactive signs. Since then Cllr Smith had been investigating a private speed survey. The Chairman had now been made aware of a survey arranged through Cambridgeshire County Council for a small charge. She added that the officer, Andy Preston, had since advised that the survey would be free and he would let her know when to apply.

There was some confusion over whether this would be connected to the MHI bidding and whether a case would need to be put together to support the request for a speed survey. It was agreed that the Clerk would get clarification from Mr Preston.

-Clerk

7.3.1 Interactive Speed Signs

It had been stated that there was not anywhere in the village suitable for the interactive speed signs.

7.2 Flint Cross Junction

A meeting had been held in April with officers to discuss the junction. Cllr Topping agreed to follow up a date for a further meeting.

-Cllr  
Topping7.3 Update on MHI approved Bid

This item was discussed under the County Council report.

**8. FOOTPATHS**8.1 Replacement Signs for Chalk Pit

Cllr Carroll advised that he had sourced four signs, same size as existing, at a cost of approximately £25 each. Councillors agreed the expenditure. Cllr Carroll to forward the details to the Clerk so that she could place the order.

-MC  
&Clerk8.2 Footpaths General

Cllr Shaw then reported that as far as he was aware there were no issues with the footpaths. There had been two fly tipping incidents nearby and both had been reported to South Cambridgeshire District Council. Cllr Shaw had asked the Rights Of Way officer, Peter Gaskin, about signage to stop people parking blocking farm vehicle access. Mr Gaskin had confirmed that the only responsibility of the County Council was the footpath signs. If the landowner wanted to erect signs then it was up to him.

A discussion then took place on funds set aside by Cambridgeshire County Council, for Rights of Way work in the village, believed to be around £6,000. Cllr Shaw had

been asked by Mr Gaskin to obtain costings for works required but he was unsure how to progress this.

There was no further news on the sign, funded by Historic England, for the Bran Ditch but Cllr Shaw had been told that the sign would be erected by the end of the financial year.

## 9. ANNUAL PARISH MEETING –MATTERS ARISING

### 9.1 Request for a Village Sign

Cllr Rowbotham reminded Councillors that it had been suggested at the Annual Parish Meeting that a competition to design a sign be held. The Chairman reported that since that meeting she had received an offer from a resident offering to investigate a village sign. This had been on the Parish Council agenda several years ago where it was decided at the time that there was nowhere suitable in the village for a sign to go. There was no room at the Cross which was the most obvious place as there was already a tree, bench and finger post located there. A discussion took place on other possible locations, and designs for a sign, but as there were other priorities for expenditure a village sign would not be pursued at this time. The Chairman would thank the resident for his interest and advise him of the decision.

-DM

## 10. PLANNING

### 10.1 Planning Applications

#### 10.1.1 Planning Ref S/2441/17/FL

Heydonbury, Heydon Lane –New single storey garage/garden store in the cartilage of house

(Mr Edwards)

The plans had been circulated to Councillors who agreed that there were no concerns.

#### **-Recommendation Support**

#### 10.1.2 Planning Ref S/2906/16/FL

68 Fowlmere Road –Retrospective installation of oil tank and associated work for boundary fence-SCDC Planning Application Approved.

Cllr Smith expressed concern that there had been no fireproofing installed and advised that he would investigate.

-PS

## 11. TO CONSIDER CORRESPONDENCE RECEIVED INCLUDING;

### 11.1 Common Sense Tree Management Course

Cllr Carroll expressed an interest in attending the course and had notified South Cambridgeshire District Council of this. A date for the training was to be advised.

### 11.2 Seafarers UK –Fly the Red Ensign for Merchant Navy Day

Communication had been received regarding Merchant Navy Day on the 3<sup>rd</sup> September 2017. There was a nationwide campaign to raise public awareness of the seafarers and the organisers suggested that a Red Ensign be displayed on a prominent flagpole.

The Chairman advised that there was a resident in the village who puts his flags on the flagpole on a voluntary basis. She had passed the information on to him.

### 11.3 CPRE Planning Training -2<sup>nd</sup> November 2017

Details had been forwarded to Councillors. Cllr Smith expressed an interest in attending. The Clerk to arrange.

-Clerk

## 12. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

There were no items raised.

The Chairman was thanked for her hospitality.

## 13. DATE OF NEXT MEETING –Tuesday 26<sup>th</sup> September 2017 at Ash Cottage, 27 Fowlmere Road

There was no further business and the Chairman declared the meeting closed at 8.30 pm

Signed..... (Chairman)

on.....(Date)