

## HEYDON PARISH COUNCIL

### **Minutes of the Parish Council Meeting held at Ash Cottage, 27 Fowlmere Road on Tuesday 26<sup>th</sup> September 2017**

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

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

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

Apologies were received from County Cllr Topping and District Cllr Hales. There were no declarations made.

**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 Meeting held on 18<sup>th</sup> July 2017

The minutes as circulated were taken as read and then approved as a true record and signed by the Chairman.

3.2 The Parish Council Planning Meeting held on 24<sup>th</sup> August 2017

The minutes as circulated were taken as read and then approved as a true record and signed by the Chairman.

3.3 The Parish Council Planning Meeting held on 12<sup>th</sup> September 2017

The minutes as circulated were taken as read and then approved as a true record and signed by the Chairman.

**4. MATTERS ARISING**

4.1 Defibrillator –Follow up with East of England Ambulance Service

The Clerk reported that she had contacted the Melbourn Parish Clerk, Sarah Adam, who gave her the direct telephone contact number of the East of England Ambulance Service representative. A message had been left asking the representative for advice on the best way to proceed with the investigation into the purchase of a defibrillator. The Clerk agreed to follow up and would report back at the next meeting.

-Clerk

4.2 Parish Emergency Plan

The Clerk had obtained the pro-forma for a emergency plan from South Cambridgeshire District Council which she agreed to circulate to Councillors and Cllr Barrett.

-Clerk

Councillors agreed to comment on how the pro-forma could be adapted to suit Heydon. They would pass their suggestions back to the Clerk who would then put together a simple draft document for the next meeting.

-Clerk

**5. COUNTY AND DISTRICT COUNCILLOR REPORTS**

5.1 County Council

Cllr Topping had forwarded a report which had been distributed to Councillors.

5.2 District Council

Cllr Barrett advised that South Cambridgeshire District Council was no longer asking for paper to be separated from other recycling materials in the blue bin. This proposal was going to be ratified at the full District Council meeting on the 28<sup>th</sup> September 2017. In future all recycling materials, excluding green waste, would go in the blue bin.

Cllr Barrett asked if the Parish Council had considered putting together a Neighbourhood Plan to help shape the future of the village. The Chairman advised that this had been discussed by Councillors in the past but it was not pursued. It was noted that the process was expensive and needed a lot of community support.

The Chairman thanked Cllr Barrett.

## 6. FINANCES

### 6.1 Report from Finance and Governance Committee

Cllr Carroll reported that a committee meeting had not been held as there were no actions to discuss. It was agreed that this item would be removed from the agenda until there were issues raised requiring the committee to meet.

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

Cllr Carroll advised that he had not yet received the signs for the Chalk Pit. The Clerk confirmed that she had placed the order on the 30<sup>th</sup> August 2017 and assumed they would be sent out straight away. She would investigate what had happened. It was agreed that the cheque would be signed and held by the Clerk until the delivery issue had been resolved.

-Clerk

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

THE CGM GROUP (EAST ANGLIA) LTD	
Mowing around chalk pit April –August 17 (inc.£75.00VAT)	£450.00
VIKING SIGNS LTD	
Warning signs for chalk pit (inc. £17.79VAT)	£106.75
MRS S WALMESLEY	
Clerks salary & expenses 1/6/17-30/9/17	£711.39
HMRC	
PAYE June-September 2017 (Tax)	£144.00
MR W CROTTY	
Church grasscutting and hedge trimming August/September 2017	£150.00
TOTAL	£1562.14

The Chairman reported that the bus shelter floor needed to be repainted with non slip paint. The Chairman would seek advice from the local builder and would report back at the next meeting.

-DM

### 6.3 Explanation of Energy Charges

Following the last meeting the Clerk had queried the charges. Extra energy, the electricity supplier for the light in the bus shelter, had explained that estimated readings had been used to produce the bill and this was why the charges fluctuated. It was suggested that a meter reading be taken to get an exact costing. Cllr Carroll agreed to read the meter and provide the details to the Clerk so that she could follow up with Extra energy.

-MC

### 6.4 Completion of External Audit 2016/17

The Clerk reported that she had contacted the previous Clerk to see if she had received the annual return from the external auditor Littlejohn LLP. She had not. The Clerk advised that once received she would circulate a copy to Councillors. It would also need to be displayed on the village notice board and website. The Clerk and Cllr Carroll would deal with this.

-MC &  
Clerk

## 7. HIGHWAY ISSUES

### 7.1 Heydon Lane and Tree

The Chairman advised that she had spoken to the County Highway Officer, Peter Taylor, who had been in contact with the house owners of three houses at Lane Farm. Some of the water problem was coming from these houses which the County Enforcement Officer had previously discovered. It was agreed that something had to be done and the Chairman had suggested to Mr Taylor that a plan and drawings be produced to show the exact route of re-piping. She agreed to mention to the landowner concerned and also update the County Enforcement Officer.

-DM

Mr Taylor had advised that the County Council was only responsible for a metre strip of the verge and therefore the field Maple tree with dead bark was the responsibility of the landowner who had decided against removing the tree due to the work involved. It had been suggested that the tree be removed by a tree surgeon. Cllr Carroll stated that the landowner should be made aware of the damage the tree could cause if it was to fall. If the County Council could provide a letter confirming the ownership of the tree, and details of the discussions to date with the landowner, the Parish Council could then also follow up.

### 7.2 Traffic Speed Control

#### 7.2.1 LHI Application for Funding 2018/19

As agreed at the Planning meeting on the 24<sup>th</sup> August 2017 the Clerk was in the process of making the application for funding of flashing speed signage in the village. The application would be submitted to the County Council by the deadline of the 15<sup>th</sup> October 2017. She asked for any information which could support the application. It was stated that there were some details on a traffic survey carried out. The Chairman had the details.

#### 7.2.2 Update on LHI 2017/18 project

The Chairman confirmed that the 40mph signage had been installed with the repeater signs. An invoice for the Parish Council contribution towards the project would be received at some stage.

#### 7.3 Flint Cross Junction

It was noted that resurfacing work at the junction was to take place. The Chairman believed that the County Council was going to make the lines wider to give the impression of a narrower lane. A further meeting of the concerned councils would be arranged once the work was completed.

### 8. FOOTPATHS

#### 8.1 Replacement Signs for Chalk Pit

As discussed under Item 6.2 the signs had not yet been received. The Clerk would investigate.

-Clerk

#### 8.2 General Update on Footpaths

Cllr Shaw advised that there had been no issues reported. There had been two incidents of fly tipping and both had been reported to South Cambridgeshire District Council. Cllr Rowbotham reported that there had been some rubbish on the footpath by New Road. It was noted that this had been there for a while and was in the parish of Great Chishall. The Chairman would advise their Clerk.

-DM

Travellers were again in the parish and the County Enforcement Officer was sending out an Education Officer to see them.

Cllr Shaw then reported on a meeting he had held with David Kenny, Historic England, and the County Council Rights of Way Officer, Peter Gaskin. They had discussed various things including projects that could be carried out to make the Bran Ditch a feature of the village.

At the meeting Mr Gaskin had asked the Parish Council to apply for the earmarked funding, discussed at the last meeting, but Cllr Shaw had since received a telephone call advising that Mr Gaskin's colleagues, although they agreed in principle, were still to decide how the funds should be paid.

A discussion took place on what improvements could be made with the money, and how information could be promoted, including a display in the Church. It was agreed to wait a little while for an update from Mr Gaskin. If nothing was forthcoming Cllr Shaw would contact him for an update.

### 9. PLANNING

#### 9.1 Planning Applications

##### 9.1.1 Planning Ref S/2526/17/FL

Wood Green Animal Charity, Highway Cottage, Chishall Road –Extension to existing 24 pen cattery to create a run

(Ms Juliet Osborne)

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

**-Recommendation Support**

### 10. TO CONSIDER CORRESPONDENCE RECEIVED INCLUDING;

#### 10.1 Cambridgeshire Highway Depot Open Days 2017

Details had been circulated to Councillors. The Clerk advised that the Whittlesford Depot open day was on the 16<sup>th</sup> October. The Chairman would see if she could attend. She added that County Cllr van de Ven had been successful in retaining a gritting route through the village the previous winter. There had been no information to date from Highways to say that gritting routes would change for the winter of 2017/18.

**11. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK**

11.1 Items for next Agenda

11.1.1 Budget/Precept 2018/19

A decision would need to be made at the January 2018 meeting on the precept requirement 2018/19. Discussions on the budget to commence at the November Parish Council meeting.

11.1.2 Section 106 Future Projects for expenditure

It was noted that there was still a further eight years to spend the Section 106 funding. The Chairman advised that there was an issue with the bus shelter roof which would need attention at some point. The seat at the Chalk Pit, which had been repaired by Mr Carroll recently, would need replacing at some point. These suggestions would be investigated and discussed further under the agenda Item at the next meeting on the 28<sup>th</sup> November 2017.

11.2 Police Liaison Representative

The Chairman advised that due to the resignation of a previous Parish Councillor there was nobody to represent the council at the Police Liaison meetings. Cllr Rowbotham agreed to take up the position.

11.3 Website Update

The Chairman had asked the Clerk to update the website with information on current Councillors. She was also asked to add an item urging residents to use the dog waste bins and give the locations of the bins.

*-Clerk*

Cllr Smith was thanked for his hospitality.

**12. DATE OF NEXT MEETING –Tuesday 28<sup>th</sup> November 2017 at 87 Chishill Road.**

There was no further business and the Chairman declared the meeting closed at 8.20 pm

Signed..... (Chairman)

on.....(Date)