

## HEYDON PARISH COUNCIL

### **Minutes of the Parish Council Meeting held at 87 Chishill Road on Tuesday 28<sup>th</sup> November 2017**

Present: Councillors Mrs D MacFadyen (DM),(Chairman), Mr P Smith (PS), Mr M Shaw (MS), Dr M Carroll (MC), Dr E Rowbotham (ER)  
District Cllr V 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 26<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 was still trying to get in touch with the East of England Ambulance Service. She had been put in contact with a representative from Melbourn Ambulance Station. A discussion took place on the requirements of a defibrillator, such as a power supply, and how the equipment could be funded. Cllr Rowbotham suggested that there could be some village fundraising if needed. The Clerk was asked to continue with her investigations and also to discuss the position with Cllr Hales who was active with the Melbourn defibrillator project.

*-Clerk*

4.2 Parish Emergency Plan

The Clerk had tried to prepare a draft Plan as a basis for additions but as she was unaware of any skills in the village asked Councillors if they had a newsletter which could advertise for people to come forward.

The Chairman advised that in the past there had been a Heydon newsletter produced by the Parish Council but it had become increasingly difficult finding articles to include. It was hoped that the website would be able to take the place. A discussion took place on the existing website and how the Parish Council could be more proactive electronically. Cllr Rowbotham volunteered to investigate how the website could be used to consult parishioners. The Clerk to liaise with Cllr Rowbotham to see how it could be developed.

*-ER & Clerk*

**5. COUNTY AND DISTRICT COUNCILLOR REPORTS**

5.1 County Council

Cllr Topping was not in attendance.

5.2 District Council

Cllr Barrett had nothing to report.

**6. FINANCES**

6.1 To receive the financial statement and to approve the payment of bills

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

THE CGM GROUP (EAST ANGLIA) LTD

Chalk pit mowing 22/6/17, 5/10,17,17/10/17 (inc. £45.00 VAT)

£270.00

BASSINGBOURN PARISH COUNCIL

Contribution towards stationery	£ 9.96
CPRE	
Planning Training 2/11/17	£ 40.00
PKF LITTLEJOHN	
External Audit 2016/17	£ Nil
TOTAL	£319.96

#### 6.2 Completion of External Audit 2016/17

The External Audit report had been received shortly after the last meeting and had been displayed on the village notice board and website in line with requirements. There had been some comments made by the Auditor which were followed up by the Internal Auditor, Mr Barnes.

#### 6.3 Budget/Precept 2018/19

The Clerk had distributed details of income and expenditure to date in the current financial year plus the expected balance at the end March 2018. It was noted that the precept request would need to be agreed at the January 2018 meeting.

A discussion took place on the figures.

The Chairman advised that usually a small grant was made to the Church as a contribution towards the burial ground maintenance. This would be an agenda item for discussion at the next meeting. Cllr Smith stated that the Church should be used more by the village and suggested that this be the venue for future Parish Council meetings. Cllr Shaw agreed feeling that holding the meetings in a public place would hopefully get more parishioners involved. The Chairman reminded Councillors why the meetings currently took place in the members' homes. This was agreed by the District Council Returning Officer as there was no other public building, apart from the Church, that the Parish Council could use. She added that the building would be very cold and much too large for the regular meetings when there was usually no more than nine people in attendance. It was agreed that the proposal to use the Church for Parish Council meetings would be an agenda item for discussion at the next meeting. In the meantime the Chairman agreed to obtain a rough idea of how much the cost would be to use the Church.

-DM

#### 6.4 Section 106 Future Projects for Expenditure

It was noted in the November Financial Statement that there was a £3520.90 allocation for Open Space projects. Future projects were not discussed.

#### 6.5 Finance and Governance Committee –Call for agenda items for next meeting of committee

Cllr Carroll asked if there were any concerns which needed to be addressed by the committee. There were no issues raised. He advised that he was concerned that various Parish Council policies which had been approved had not been updated on the Parish Council website. He would provide a list of these policies he believed needed attention to the Clerk who would investigate to see whether updates were required.

-MC  
Clerk &

## 7. HIGHWAY ISSUES

### 7.1 Heydon Lane and Tree

The Chairman reported that a meeting had been held with various officers of the County Council, local landowner and residents. They carried out some investigations to trace where water was seeping from the pipe work but the outcome of the investigation was not yet known. It was noted that there had been some digging of the road at the corner of the farm track which might be related. The Chairman added that the County officers had agreed to copy her in on any correspondence relating to this issue in future.

The Chairman then gave an update on the tree which the landowner had now said he would push over into his field. In addition the Farm Manager had agreed to look at the tree and give his opinion on what could be done.

### 7.2 Traffic Speed Control

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

The Clerk confirmed that the application had been submitted by the deadline of the 15<sup>th</sup> October. The next stage was for the County Council Local Projects team to come back to the Parish Council with a proposal which once agreed would go before a Panel in the new year.

## 8. FOOTPATHS

### 8.1 Replacement Signs for Chalk Pit

Cllr Carroll confirmed that the four purchased signs had been added to the fencing around the top of the pit.

### 8.2 General Update on Footpaths

Cllr Shaw reported that there had been an issue with Footpath 5, which ran across to Chrishall, whereby the path had not been reinstated following the ploughing. The Chairman had spoken to the landowner and this had now been resolved.

Cllr Shaw then updated Councillors on the Bran Ditch funding. Peter Gaskin, the Rights of Way officer, had confirmed that the funding, approximately £2,000 per year, was still available. Cllr Shaw had met with Mr Gaskin on site to discuss work at the top of the Ditch and also the area further down the hill which the Parish Council, with a grant from the County Council, would be able to fund. Quotes were now being sought for the work. As advised previously by David Kenny, Historic England, the information sign would be erected by the end of the financial year.

## 9. BUS SHELTER

### 9.1 Meter Reading

Cllr Carroll had supplied an up to date meter reading which was then forwarded to the supplier 'extraenergy' by the Clerk. This reading was higher than the last reading notified and therefore was not accepted. The Clerk had since e-mailed 'extraenergy' asking them to investigate and also pointing out that the excessive monthly charges were way above the expected charges for one light. She was awaiting a reply.

### 9.2 Bus Shelter Floor

The Chairman advised that the contractor, Mick Miller, who had carried out work previously on the shelter floor, had confirmed that he would paint the floor again with non slip paint. He would also erect a barrier to stop people using the shelter while the paint was drying. The Chairman added that she would ask him to check the roof as the main beam has gone, but is safe at the moment and the roof is not leaking. When a new beam is installed the tiles will all have to be removed – some are damaged and will have to be replaced by handmade ones. These costings would be discussed during the budget/precept agenda item at the January 2018 meeting.

## 10. DR YOUNG'S CHARITY –Appointment of Trustee

The Chairman reported that there was a vacancy for a Trustee and it was the responsibility of the Parish Council to administer the appointment. She added that there was two Trustees currently in post, Mrs Livingstone and Mrs Shaw. The history and aims of the charity were then advised. The Clerk asked for a copy of the Charity Deed for the Parish Council file so that the exact responsibilities of the council were recorded. The Chairman agreed to ask the Trustees for a copy of this information. Councillors then approved the appointment of the new Rector, Dr Reverend Anand Sodadasi, as a Trustee. Dr Reverend Sodadasi to be advised of confirmation of his appointment in addition to the existing Trustees.

-Clerk

## 11. PLANNING

### 11.1 Planning Applications

#### 11.1.1 Planning Ref S/4017/17/DC (for information only)

Heydonbury, Heydon Lane –Discharge of condition 5 (Tree protection plan and arboricultural method statement) of planning consent S/2441.17.FL

### 11.2 South Cambridgeshire District Council Planning Decisions

#### 11.2.1 Planning Ref S/0624/17/FL

Heydon Grange Houses 1 & 2 Heydon Grange –Allow domestic dwellings to have larger garden areas

**- Planning Consent Granted**

#### 11.2.2 Planning Ref S/2913/17/VC

20 Chishill Road –Variation of condition 2 of planning application S/3183/15/FL

**-Planning Consent Granted**

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

Wood Green Animal Charity, Highway Cottage, Chishill Road –Extension to existing 14 pen cattery to create run

**-Planning Consent Granted**

11.2.4 Planning Ref S/2441/17/FL

Heydonbury, Heydon Lane –Single storey garden/garden store in the curtilage of house

**-Planning Consent Granted**

11.2.5 Planning Ref S/2787/17/FL

West Barn, Lane Farm –Single storey side extension

**-Planning Consent Granted**

**12. TO CONSIDER CORRESPONDENCE RECEIVED INCLUDING;**

12.1 Boundary Commission Revised Proposal Consultation

Heidi Allen MP had advised that there was a second consultation in relation to the proposals for new constituency boundaries in the Eastern Region. She had objected to the original proposals that moved some of the southern villages out of South Cambridgeshire which she believed would have a knock on effect. Ms Allen had further proposals which had been submitted in response to the consultation and asked for the Parish Council to support them. A suggested draft letter had been provided.

-Clerk

It was noted that the proposals had been discussed before and Councillors agreed that the revised proposals should be supported. The Clerk was asked to respond pointing out the close association the village had to Cambridge and its services.

12.2 Report on Cambridgeshire Local Council Conference November 2017

The Clerk had circulated the notes from the meeting supplied by Cambridgeshire ACRE. Cllr Smith had attended with the Clerk and both agreed that the conference was informative. As part of the day Cllr Smith had taken part in a Community Involvement workshop which he felt was worthwhile. Councillors discussed the points raised and agreed that one problem was getting volunteers to come forward which was the same across all parishes. Questionnaires and Parish Plans were also discussed. It was agreed that concentration firstly be given to the capabilities of the website to enable questionnaires to be commissioned.

12.3 Request for Land

The Chairman reported that she had been made aware that landowners were being approached by a property agent to see if they were interested in selling their land for development. She had made enquiries and this practice had been ongoing since 2014. As far as she was aware none of the local landowners had taken up the offer.

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

13.1 Items for next Agenda

As discussed earlier in the meeting the venue for future meetings, and the grant for the burial ground grasscutting would be agenda items.

13.2 New Data Protection Regulations

Cllr Carroll reminded Councillors that CAPALC had circulated an update on the new legislation due to be implemented in May 2018. He referred to training in general and to comply with the new regulations. The Clerk advised that three days had been earmarked for DP training during March 2018 and further details would follow once more information was known. With regard to general training the Clerk would liaise with other local Clerks to arrange CAPALC Councillor training sessions locally in the new year.

Cllr Carroll was thanked for his hospitality.

**14. DATE OF NEXT MEETING –Tuesday 30<sup>th</sup> January 2018 at**

There was no further business and the Chairman declared the meeting closed at 8.35 pm

Signed..... (Chairman)

on.....(Date)