

HEYDON PARISH COUNCIL

Minutes of the Parish Council Meeting held at The End Cottage, 75 Fowlmere Road on Tuesday 31st July 2018

Present: Councillors Mrs D MacFadyen (DM)(Chairman), Mr A Fowler (AF), Mr M Shaw (MS), Dr E Rowbotham (ER)
District Cllr Roberts, County Cllr Topping
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 Cllr Smith. 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 Annual General Meeting held on 9th May 2018

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

The minutes of the Planning meeting held on the 22nd June 2018 would be approved at the next meeting.

4. MATTERS ARISING

4.1 Defibrillator –Update from East Anglian Ambulance and costings

The Clerk reported that the East Of England Ambulance Service had been asked, and had promised, details of defibrillators but nothing had been received. She advised that the cost quoted in conversations was similar to that of a defibrillator purchased from Community Heartbeat, around £2300 plus VAT, plus electrician charges. She added that there was now an option of a solar powered unit for an additional £1000.

It was agreed that the bus shelter would be a good location for the equipment as there was already a power supply to the light. The Clerk to obtain a firm quotation for the next meeting.

-Clerk

4.2 Website Communication with Parishioners

A discussion took place on communication with reference to the new General Data Protection Regulations where parishioners would need to give their consent for the Parish Council to hold their contact details. The website was also believed to be hosted outside of Europe which was inadvisable due to security issues. Cllr Rowbotham stated that it should be easy to move the website to another host and it was agreed that this would be pursued when the current hosting agreement was nearing an end.

4.2.1 Emergency Plan Volunteers

As discussed, under the previous item, to keep a list the volunteers would have to give their consent. The way forward would be kept under review.

4.2.2 Communication with Parishioners

Cllr Rowbotham suggested setting up a Facebook page which was then up to residents whether or not they wanted to be involved. Notices could be posted on the page to keep residents informed. There was already a Heydon and Great Chishill page so a separate Heydon page could be linked in to that. It was agreed that Cllr Rowbotham investigate.

-ER

4.3 Update on salt bin for Heydon Lane

The Clerk confirmed that the bin had been ordered and would be delivered in September 2018. It was noted that salt bags were delivered to the location during the winter of 2017/18 but had gone missing.

4.4 General Data Protection Regulations

It had been recommended that Parish Councillors had a dedicated council e-mail address set up for Parish Council business and did not use their personal address. The

Clerk had made some enquires about e-mail addresses connected to the website domain name e.g. clerk@heydonparishcouncil.org and each e-mail address would cost around £4.95 per month.

-ER &
Clerk

Investigations would continue with this and also the transferring of the website host.

5. COUNTY AND DISTRICT COUNCILLOR REPORTS

5.1 District Council

Cllr Roberts reported that South Cambridgeshire District Council declared a five year land supply at the end of May 2018 which meant that any planning applications, new or in the system, plus appeals would be considered taking this declaration into account.

The District Council was hoping that a response from the Inspector regarding the Local Development Plan would have been received. Cllr Roberts agreed to follow up with the Portfolio Holder.

-DR

Cllr Roberts then advised that the Planning Officers had been approached by a local landowner for pre-application discussion on a proposal for 9620 dwellings. An official response from the officers would be made in September 2018. Although it was very unlikely that this application would be supported at this time Cllr Roberts reminded Councillors that work was due to start on the next Local Development Plan in 2019 so the landowner may be making his proposal known for consideration then.

Cllr Roberts agreed to look at the paperwork relating to the pre-application when she was at the South Cambridgeshire District Council offices. She would also send details to Great Chishill Parish Council as part of the proposed development would be in that parish.

-DR

5.2 County Council

Cllr Topping reported that most of the potholes had now been filled. Any outstanding would be filled in the near future.

He was trying to arrange a meeting with Evan Laughlin regarding the Heydon Lane issue. The Chairman advised that she had met with the landowner and had obtained a letter from him giving permission for any investigations to be carried out. She added that the landowner really needed to attend a meeting to hear what was needed. Cllr Topping advised that Mr Laughlin was leaving the County Council in September and some of his work would be taken over by Dennis Vacher. The Chairman confirmed that if Cllr Topping could arrange a site meeting then she would try to get the landowner to attend. She added that temporary fencing had been left up since November 2017 with nothing further being done.

-PT

Cllr Topping then asked to be advised of any grasscutting at junctions which needed to be done. He also asked to be advised of any issues with Broadband and if there were areas of the village with a poor service. Cllr Rowbotham advised that the Heydon had superfast Broadband but suggested that there could be areas where the service was not very good. This could be another question for a Facebook page.

The Chairman thanked Cllr Roberts and Cllr Topping for their reports.

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:

CGM	
Chalk pit cut (inc £15.00VAT)	£ 90.00
MRS S WALMESLEY	
Clerks salary & expenses 1/4/18-30/6/18	£476.15
HMRC	
PAYE April –June 2018	£108.00
MR M MILLER	
Repainting of bus shelter floor	£ 80.00
TOTAL	£754.15
The following payments made since the last meeting were also agreed –	
W CROTTY	
Hedge & Grass cut	£210.00
SCDC	
Uncontested election	£75.00
CGM Group	
Chalk pit cut	£90.00

W CROTTY

Hedge & Grass cut £180.00

ICO

Renewal of data protection registration £35.00

6.2 Internal Audit 2017/18

There were no issues raised by the Internal Auditor. As in previous years the Chairman would arrange for a gift to be purchased as payment for the Auditor.

7. 7.1 Adoption of Standing Orders

The 2018 version of the Model Standing Orders with modifications had been circulated to Councillors. It was agreed that they be adopted.

7.2 Adoption of Financial Regulations

The latest version with modifications had been copied to Councillors. Councillors agreed that these be adopted.

7.3 Adoption of Code of Conduct

It was agreed that the Code of Conduct be adopted.

7.4 Adoption of Complaints Procedure

It was agreed that the Complaints Procedure be adopted.

7.5 Data Protection Policy

A draft Model Policy would be circulated for discussion and agreement at the next meeting.

7.6 Review of Risk Assessment Check List

The Clerk would forward the draft to Councillors again for discussion at the next meeting. She advised that the Asset List and Risk Assessment forms had also been updated.

8. HIGHWAY ISSUES

8.1 Heydon Lane and Tree

This issue had been discussed under the County Council report.

8.2 Traffic Speed Control

As agreed at the AGM the Parish Council had given the go-ahead for Cambridgeshire County Council to arrange a speed survey of Chishill Road and Fowlmere Road. This was scheduled to take place at the end of June 2018 but due to a technical problem the survey was still to take place.

8.2.1 LHI Application Result of Bid 2019/20

The Clerk confirmed that an application had been made by the deadline of the 31st July 2018. Evidence from the Traffic Survey was to be used as part of the application. The County Officers were aware of the delay in the survey and would take this into account when assessing the applications.

9. FOOTPATHS

9.1 Update on Bran Ditch

It was noted that the path had received a scheduled cut. Cllr Shaw stated that he had tried on numerous occasions to contact the County Rights of Way Officer, Peter Gaskin, without success. Cllr Topping advised that he had heard the same comments from other Parish Councils and suggested the officer may no longer be in post. He agreed to find out the position.

Cllr Shaw added that he had the same problem with Historic England. Lots of messages had been left for David Kenny but no response received. The Chairman had also tried to contact Mr Kenny about the scheduled monument with no feedback.

9.2 General Update on Footpaths

Cllr Shaw confirmed that there were no concerns raised.

10. BUS SHELTER

10.1 Extra Energy Account/Meter Reading –Update

The Clerk reported that this issue was no further forward. Following numerous photographs of the meter reading, and meter serial number, being sent to extraenergy an appointment was made for their representative to personally read the meter. Unfortunately the representative did not attend. The Clerk had since followed up the reason why and was told that it was due to the supply address being corrected (from Heydon House, Barley Road to the Bus Shelter, Chishill Road) which the company had

-PT

been told about a number of times before. The Clerk advised that a further appointment had been made for the 2nd August between 10am -12pm. The representative would not read the meter without someone being in attendance.

In the meantime, due to depleting Parish Council funds, with £679.84 being taken from the Parish Council account by Direct Debit over the past three months, the Bank had been asked to suspend the Direct Debit payments. Extraenergy had been advised of this move and also advised that the Parish Council intended to refer the case to OFGEM.

10.2 Bus Shelter Floor

The Chairman confirmed that the floor had been painted. It was advised that the bench or windows did not need painting at this time.

11. PLANNING

11.1 Planning Ref S/2473/18/FL

69 Fowlmere Road –Relocation of access onto highway

(Miss N Rieck)

The plans had been circulated to Councillors. Cllr Rowbotham stated that the longer drive would accommodate more cars. Concerns were raised about the change to the access which would decrease the visibility when leaving the drive. Cllr Rowbotham referred to the report made by the County Development Engineer, Vicki Keppey, on the South Cambridgeshire District Council website. She read the comments to the meeting which Councillors supported.

-Recommendation Support with the same comments as those provided by the County Development Engineer

-The existing access should be permanently closed and the highway verge reinstated with the planting of a hedge the same height as existing

-Two pedestrian visibility splays of 2mx2m should be provided each side of the vehicular access

-The proposed driveway to be constructed so that the falls and levels are such that no private water from the site drains across onto the adopted public highway

-The proposed driveway to be constructed using a bound material to prevent debris spreading onto the adopted public highway

-The vehicle access should be constructed using dropped kerbs

11.2 Planning Ref S/2275/18/FL –Amendment

69 Fowlmere Road –Replace old greenhouse style lean to with oak framed garden room –additional plan house proposal

(Miss N Rieck)

Further information on the replacement had been received and circulated. Councillors agreed that the replacement would be an improvement on the existing structure but were still concerned over the lack of measurements particularly the width. After further discussion it was agreed that there was no objection but the Clerk was asked to comment about the lack of information regarding the size.

-Recommendation No objection –Councillors disappointed that there were still no accurate measurements of the garden room provided.

12. MATTERS ARISING FROM ANNUAL PARISH MEETING

12.1 Links to Cambridgeshire County Council website from Heydon Parish Council website

The Clerk confirmed that the website details of both Cambridgeshire County Council and South Cambridgeshire District Council were on the website.

13. TO CONSIDER CORRESPONDENCE RECEIVED INCLUDING;

13.1 CAM/BED Railroad –Invitation to Meetings

Meetings had been arranged for Wednesday 25th July in Litlington or 26th July at the South Cambridgeshire District Council offices with a view to discuss the options, risks and benefits of alternative routes for the east/west corridor between Bedford and Cambridge. The Chairman was unable to attend.

Cllr Roberts advised that she had attended a session which presented an alternative plan for the proposed rail link. The presentation was very interesting. The organisers had offered to attend meetings in the villages and Foxton and Fowlmere had agreed to

arrange a meeting together. They intended to invite Heydon residents.
The Clerk advised that she would circulate the brochure relating to the proposals to Councillors.

-Clerk

13.2 Great Chishill Village Hall

Details of hall hire for residents, who would be eligible for a discounted rate in the same way as a Great Chishill resident, had been received by the Chairman. She asked that the details be put on the village website.

-Clerk

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

14.1 Chalk Pit Picnic

There was to be a family picnic event at the Chalk Pit on the 11th August 2018. Cllr Fowler was to arrange a cut of the area beforehand.

-AF

Cllr MacFadyen was thanked for her hospitality.

15. DATE OF NEXT MEETING –Tuesday 25th September 2018 –venue to be agreed

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

Signed..... (Chairman)

on.....(Date)