

## HEYDON PARISH COUNCIL

### **Minutes of the Parish Council Meeting held at The End Cottage, 75 Fowlmere Road on Tuesday 30<sup>th</sup> January 2018**

Present: Councillors Mrs D MacFadyen,(Chairman)(DM), Mr P Smith (PS), Mr M Shaw (MS), Dr E Rowbotham (ER)  
County Cllr Topping, District Cllr Hales  
Mrs S Walmesley (Clerk) with one Member of the Public

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

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

Apologies were received from Cllr Carroll and District Cllr Barrett. There were no declarations made.

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

There were no questions raised.

**3. TO APPROVE MINUTES OF**

3.1 The Parish Council Meeting held on 28<sup>th</sup> November 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 6.3 last sentence to read – In the meantime Cllr Smith agreed to obtain a rough idea of how much the cost would be to use the Church.

3.2 The Parish Council Planning Meeting held on 14<sup>th</sup> December 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 22<sup>nd</sup> January 2018

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 have a conversation with the Ambulance Service. She apologised for the delay in providing an update. -Clerk

4.2 Website Communication

Cllr Rowbotham confirmed that she had looked at the website and felt that the layout could be refreshed. She advised that Barley had a new site which was very good. The Clerk again queried the cost of the Parish Council weebly site stating that a recent invoice to renew the Parish Council Domain Name [www.heydonparishcouncil.com](http://www.heydonparishcouncil.com) through weebly had cost £80.02. She suggested that a different provider be sought when the current contract expired.

4.2.1 Emergency Plan Volunteers

This was something which would be advertised on the website.

4.2.2 Communication with Parishioners

Councillors had agreed in the past that a better means of communication than a newsletter would be the village website.

**5. COUNTY AND DISTRICT COUNCILLOR REPORTS**

5.1 County Council

Cllr Topping reported that the budget for 2018/19 would be set at the next full County Council meeting. The proposal was for a 2% increase ring fenced for adult social care plus a 2% council tax increase. There was a suggestion that the County Council needed to make more savings but the external auditors had advise that there was a big deficit in the budget and that reserves should be increased.

The County Highway officer Peter Taylor had moved on and the team were now struggling with the workload. The intention was to recruit a replacement from the road

gang who knew the system. In the meantime the person to contact with highway issues was Evan Laughlin. Cllr Topping was to meet with Highway officer David Lines who was also available to assist.

Cllr Topping then asked about the road gritting during the snow earlier in the year. He was aware that the gritting lorries did not manage to get out in advance of the first snowfall. The Chairman advised that because of the village location, and that it on the route for the Emergency Services, it was important that the roads were gritted regularly. She added that the County Council had tried to stop the gritting of Heydon Lane but it was recognised that this road was vital due to running water and high usage. Some salt bags were left but these needed to be kept in a salt bin which could be purchased from the County Council. The expenditure for this would be agreed at the next meeting.

#### 5.2 District Council

Cllr Hales reported that South Cambridgeshire District Council had been working on a project relating to community sweepers. These were one man road sweepers which could be hired out to villages for volunteers to use. The sweeper was kept at the Waterbeach depot.

The Local Development Plan adoption was hopefully coming to a conclusion. The feeling of members was that a decision would not be made until after the elections in May 2018. Cllr Topping added that once the outcome was known this would reduce the possibility of speculative planning applications. Cllr Hales stated that at the present time some villages were being overrun by additional houses. Melbourn and Cottenham had been affected.

South Cambridgeshire District Council had dropped below the threshold for designation for planning services. It was hoped that because the Local Development Plan was in sight of being signed off there would be no action taken.

Cllr Hales advised that the blue bin paper recycling caddy should no longer be used and any additional blue bin waste materials should be left in a clear plastic bag. Cllr Smith asked about the new system to include paper within the bins. Cllr Topping advised that the sorting system at Waterbeach was massive. He clarified that the value of paper had dropped and therefore it did not need to be kept separate adding that there were some questions to be asked about plastic recycling. The Chairman expressed her concerns over the time between collections of the green recycling bin over the Christmas period which was far too long. Cllr Rowbotham added that her bin was also full very quickly. Cllr Topping advised that a collection could take place every week but the cost of this would have to be added to the council tax.

The Chairman thanked Cllr Topping and Cllr Hales for their update.

## **6. FINANCES**

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

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

DR M CARROLL	
Reimb for notice board keys	£ 8.00
MRS S WALMESLEY	
Clerks salary & expenses 1/10/17-31/12/17	£546.50
HMRC	
PAYE Oct –December 2017 (Tax)	£108.00
TOTAL	£662.50

### 6.2 Agreement of Budget/Precept 2018/19

An updated draft budget had been distributed to Councillors. A discussion took place on work which may require funding during the next financial year. Funds also needed to be set aside for the contribution towards the LHI project, if successful, and also the election. After discussion it was agreed to increase the precept requirement for 2018/19 by £500 to £6500.00. The Clerk to make the Demand to South Cambridgeshire District Council.

-Clerk

### 6.3 Annual Church Grasscutting Grant

The Chairman advised that the Parish Council had contributed £100 grant towards the grasscutting of the burial ground for a long time. She was aware that a single cut of the ground cost the Church £80. It was noted that the Church was a focal point and therefore Councillors agreed to increase the contribution to £160 which would cover two cuts.

#### 6.4 Section 106 Future Projects for Expenditure

It was noted that future projects included –

- Repairs to the bus shelter roof –individual tiles needed to be made
- Replacement bench at the Chalk Pit at some point in the future.

#### 6.5 Finance and Governance Committee

Cllr Carroll had asked for this agenda item to remain.

##### 6.5.1 Update on Policies and Regulations

The Clerk advised that she was in the process of updating the documents so that they could be displayed separately on the Parish Council website. The Chairman requested that Councillors be given their allocated Risk Assessment forms for completion. The Clerk would e-mail them out to members.

The Clerk reminded Councillors that the Policies and Regulations would have to be reviewed and updated following the elections in May.

-Clerk

## **7. HIGHWAY ISSUES**

### 7.1 Update on Heydon Lane and Tree

The Chairman explained the history of the flooding on Heydon Lane. She referred to Highways Officer, Peter Taylor, who had now moved on and discussions she had with him. Since November when the road was dug up there had been fencing around the hole. Nothing further had happened and water was still running along the road. The last communication received from the officers was that a letter was being composed to the Landowner. The Chairman had asked to be copied in on any correspondence. Cllr Topping agreed to speak to the officers concerned and find out the position.

-PT

### 7.2 Traffic Speed Control

#### 7.2.1 LHI Application for funding 2018/19 –Panel Meetings 5<sup>th</sup> and 6<sup>th</sup> February 2018

The Chairman and Clerk had met with Josh Rutherford, The County Project Engineer, to discuss the positioning of the speed signs if the LHI bid was successful. Cllr Shaw was going to accompany the Chairman to the Panel meeting the 5<sup>th</sup> February to support the bid. They were hoping to take along some photographic evidence. Cllr Topping stated that it was important that the presentation, where there was only three minutes allowed, was crisp.

-DM & MS

## **8. FOOTPATHS**

### 8.1 Update on Bran Ditch CCC Funding and proposed work

The Clerk confirmed that the £1900 grant from CCC Rights of Way had been banked. A copy of a quote to cut back all scrub and brambles further into the Bran Ditch had been received. The quote was for £1127.50.

Cllr Shaw advised that both he and the CCC Rights of Way officer had been trying to get a response from David Kelly, Historic England, as Mr Kelly needed to give his consent for the scrub clearance to take place. The contractors were hoping to carry out the work the following week. Mr Kelly would also be asked to give an update on the information board which had been promised by the end of 2017 or the financial year end.

### 8.2 Footpaths General

Cllr Shaw then referred to fly tipping and the communication he had been having with South Cambridgeshire District Council. An officer was supposed to have visited the village to look at the problem to see if there was any asbestos involved. Cllr Hales agreed to investigate.

-JH

## **9. BUS SHELTER**

### 9.1 Extra Energy Account/Meter Reading

The Clerk reported that she had at last managed to get 'extraenergy' to acknowledge that she was the Parish Clerk. Cllr Carroll had provided an up to date meter reading and this had been forwarded. The reading was still below the reading provided when the account was set up in 2017.

### 9.2 Bus Shelter Floor

The Chairman advised that the contractor was currently ill. He had the paint, which the Parish Council had purchased, and would carry out the painting of the floor when there was better weather.

## 10. VILLAGE AMENITIES

### 10.1 Village Sign

The Chairman reported that a resident had requested consideration be given to a village sign. She reminded Councillors that the same resident had made this request at the 2017 Annual Parish Meeting but following discussion by the Parish Council, at their July meeting, it was agreed not to pursue at the time because of other financial commitments. The Chairman added that there was not an obvious place in the village for a sign to be erected. After further discussion it was agreed that the decision made at the July Parish Council meeting stood.

### 10.2 Open Space

A resident had suggested to Cllr Carroll that the hedge by the Church be removed and the pond enlarged. It was felt that this would make a nice play area. Cllr Shaw stated that the pond dried out during the Summer. There would also be a health and safety issue as there were some huge Horse Chestnut trees in the area which would cost an extortionate amount of money to remove even with permission.

### 10.3 Pavement tidy near Spring Pond

It was reported that there were brambles growing across the path by the pond. These were the responsibility of the landowner.

The above three issues had been raised with Cllr Carroll. The Chairman would speak to him and ask that the resident be updated.

-DM & MC

It was also reported that the footpath opposite the King William Pub was still covered with slippery leaves. The Clerk had reported this to South Cambridgeshire District Council in December 2017.

## 11. PLANNING

There were no applications for discussion.

## 12. FUTURE MEETING VENUE

As suggested at the last Parish Council some further investigations had been made into the use of the Church. Cllr Smith proposed that use of the building be pursued as he felt that this would be preferential for South Cambridgeshire District Council. The history of the Parish Council meetings being allowed to be held in private houses was discussed. Cllr Shaw added that everything he read stated that meetings must not be held in private dwellings. A discussion took place on the Church heating which would need to be switched on in advance of the meeting. It was noted that the building would take a long time to warm up.

Cllr Hales suggested that the Parish Council compile a specification of their requirements for use of the building. The Church could then be asked to produce a plan and advise of the costings. After further discussion Cllr Rowbotham proposed that a scoping exercise be carried out for the use of the Church for discussion at the March Parish Council meeting. This was agreed by all Councillors.

-Cllrs

## 13. TO CONSIDER CORRESPONDENCE RECEIVED INCLUDING;

### 13.1 Local Development Plan –Consultation on Main Modifications 5<sup>th</sup> January -16<sup>th</sup> February 2018

As advised by Cllr Hales, under Item 5.2, the consultation was in progress.

### 13.2 General Data Protection Regulations –CAPALC Proposal investigation

An update had been provided on the position regarding the new legislation which would come into force in May 2018. NALC was actively campaigning with Government on some of the more difficult parts of the legislation which applied to Parish Council. CAPALC were looking at providing a service that would cover the county and asked interested Council's to let them know. This would be a county wide chargeable scheme to meet the burdens placed on Councils by the new legislation without the need for some of the additional expense of having to employ a Data Protection Officer.

CAPALC would also be holding workshops in March 2018 on GDPR for Clerks and Councillors.

-Clerk

Councillors agreed that the Clerk express an interest in the service.

Cllr Hales added that the new regulations had been discussed at a South Cambridgeshire District Council meeting where it was advised that individual Councillors would need to be registered with the Information Commissioner. At the

present time registration was only held by the Council as a body.

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

14.1 Crime Update

Cllr Rowbotham distributed details of recent crime reports which she had obtained from PCSO James Lynch.

14.2 Annual General Meeting 2018

The Clerk reported that, due to the Parish Council election, the 2018 AGM would need to be held within two weeks of the election date 3<sup>rd</sup> May 2018. The Chairman agreed to investigate availability for a venue to hold the AGM. The Annual Parish Meeting would also be held on the same evening.

**-DM**

**15. DATE OF NEXT MEETING –Tuesday 27<sup>th</sup> March 2018 at Ash Cottage, 27 Fowlmere Road**

There was no further business and the Chairman declared the meeting closed at 9.20 pm  
The Chairman was thanked for her hospitality.

Signed..... (Chairman)

on.....(Date)