

1410

## HARSTON PARISH COUNCIL

(Noticeboards: High Street and Queens Close)

### DRAFT MINUTES OF THE ANNUAL GENERAL MEETING OF THE PARISH COUNCIL HELD ON 14<sup>TH</sup> MAY 2015 IN THE PAVILION ON THE RECREATION GROUND COMMENCING AT 8.00PM

Members Present: Cllr O'Byrne (Chair)  
Cllr Benning  
Cllr Blocke  
Cllr Grappe  
Cllr Jackson  
Cllr Wilson

Parish Clerk Lesley Watts  
1 member of the public present

**Election of Chairman:** Cllr O'Byrne confirmed he was happy to be elected as Chairman. Proposed: Cllr Blocke  
Seconded: Cllr Wilson. Agreed by all.

**Election of Vice-Chairman:** No nominations

**Review of committees and working parties:** The review was carried out. The current list would be amended and circulated to councillors. **Action: Clerk**

**Co-option of new councillors:** Two residents had agreed to co-opt to the office of councillors, Michael Nathan and Gaynor Hayde. Both were agreed by a show of hands. Michael Nathan had offered to join the Planning Committee and would also be asked to take on responsibility for management of the Recreation ground, reporting monthly at the HPC meetings. Gayle Hayde would join both the Planning and Finance Committees.

#### ITEM 1 Public Question Time

There were no questions but Gayle Hayde commented there was a need to promote awareness of the work carried out by the Parish Council to the residents. Cllr Jackson agreed to advise, via the Parish Magazine, that any resident could request copies of meeting minutes to be emailed directly to them by request to the Parish Clerk.

**ITEM 2 Members' Declaration of Interest:** None received.

**ITEM 3 Apologies for Absence:** Apologies were received from Cllr Lockwood and Brenda Johnson RFO.

**ITEM 4 Minutes of the Parish Council Meeting held on 2nd April 2015:** The minutes were reviewed and approved. Proposed: Cllr Jackson Seconded: Cllr Wilson. Agreed by all and signed.

#### ITEM 5 Matters Arising/Action points from 2<sup>nd</sup> April 2015

Website – Cllr Grappe had agreed to be the point of contact.

Conservation area – list of costs for items required had been submitted to the Finance committee.

Cycleway – Patrick Joyce had advised that this matter was still in the early stages, initial surveys were to be carried out shortly. Full consultation with HPC would take place, and the views of HRG would be taken into account - ongoing.

Fence height opposite village hall- correct.

Meeting with Mike Cooper to discuss Highway issues - ongoing. Cllr Jackson would email Mike Cooper after liaising with Cllr Baxter and cc Cllr Orgee.

**Action: Cllr Jackson Cllr Baxter**

DP contract – grass cutting contract found. Payment schedule confirmed. It was suggested that, as this was an agreed amount paid each month, it could be paid by BACS. RFO to investigate. **Action: RFO**

Byway 1 – the grant of £500 is to be spent in full, a costed plan is awaited, to include labour and materials.

**Action: Cllr Blocke**

Speedwatch – request for volunteers would be put, again, in the magazine. If enough names were put forward the Council would consider concerns re cost/sharing equipment before proceeding. **Action: Cllr Jackson**

Bus shelter – the old shelter had been removed but there had been difficulties in obtaining 3 comparable quotes - ongoing. Cllr Blocke recommended that a base be laid then the shelter craned in and bolted in. He would investigate the cost of the base. He had also obtained residents' opinions on the type of shelter required.

**Action: Cllr Blocke**

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Standpipe – the Clerk reported that the unmetered standpipe could not be changed to metered as this option was no longer available. The Parish Council would review if the standpipe was needed at all and make a decision towards the end of the current period of hire. On hold.

RFO contract – The RFO and Clerk needed contracts of employment. Models were available on the SLCC website and would be used as templates. These would be circulated to the Parish Council for review and approval. **Action: Clerk**  
Recreation ground – issues to be discussed with Mike Nathan. **Action: Cllr O’Byrne**

Harston Football Club – no information had been received from Louis Stearn re the goalpost information. Gaynor Hayde would investigate the type/cost of the moveable goalposts used in Shelford. The Clerk had produced a draft hire agreement, charges to be agreed, which had been forwarded to Mr Stearn. This would be reviewed by the Parish Council if the football team went ahead. **Action: Clerk Gaynor Hayde**

Cycling roadshow – done. ATC survey – forward September. Printer for RFO – done. ILCA training – ongoing.

### ITEM 6 Reports

- i) **County Councillor Report** – none received
- ii) **District Councillor Report** – none received – delay to start of A10 carriageworks advised.
- iii) **Planning & Housing Working Party Report** – Applications Attachment 1  
S/0757/15/FL – Cllr Wilson recommended approval. Proposed Cllr O’Byrne Seconded: Cllr Grappe Agreed  
S/1016/15/FL – ongoing. Cllr Grappe d/w
- iv) **Transport & Environment Working Party Report** – none received
- v) **Recreation and Amenity Working Party Report including Burial Ground** – none received
- vi) **Finance Committee Report** – Monthly cheque list Attachment 2.  
Cheque list approved. Proposed: Cllr Wilson Seconded: Cllr Blocke Agreed.  
Conservation requests: information to be passed to volunteers. Costs to be reimbursed as items purchased – ongoing.  
Memorial bench – ongoing. **Action: Cllr Grappe**  
Burial ground – fees to remain at current level. Proposed: Cllr Grappe Seconded Cllr Blocke Agreed  
Wild flower area – to be tidied **Action: Cllr Blocke**  
Insurance – continue with Zurich. Proposed: Cllr Grappe Seconded: Cllr Jackson Agreed.  
RFO to obtain additional quotes next year – ongoing.  
Asset register – to be updated. Currently with internal auditor. **Action: Clerk**  
RFO mileage – Clerk to check regulations for payment of mileage. **Action: Clerk**

**ITEM 7 Correspondence** – a list of recent correspondence was circulated to the meeting.  
Fence between Conservation Area and private land mended by Cllr Blocke.

### ITEM 8 Notified Business

Playpark – The meeting discussed the need for a regular maintenance programme for the playground. Quarterly inspections would be carried out to keep on top of normal ‘wear and tear’. Individuals willing to take this on would be approached. Matt Willers/Cllr Blocke. Mark Columbus/Cllr O’Byrne. Dan Pettit/Clerk. If interested, terms would be discussed in more detail. **Action: Cllr O’Byrne/Blocke/Clerk**

Annual inspections by an independent safety company would be implemented.

Pathway – Anna Mitchell was recruiting volunteers to work on the pathway. Plan B (for the Parish Council to pay for the work to be carried out) would be considered at the next meeting if this was not successful. The type of material to be used was discussed. Cllr Blocke would look into this and liaise with Anna. **Action: Cllr Blocke**

Car park – Cllr Jackson reported on the continuing drainage problem in the recreation ground car park. It was agreed that a professional survey should be carried out. Clerk to obtain ballpark figures. **Action: Clerk**

Garage door – ongoing access issues. Clerk and Cllr Jackson to gain access. **Action: Cllr Jackson Clerk**

Pavilion – the alarm in the roof void had been activated, this had proved to be a false alarm. The Clerk had arranged for an engineer visit. **Action: Clerk**

Pavilion – risk assessment. The Clerk and Cllr Jackson had attended a risk assessment seminar and would now start putting in place the necessary procedures and documents to comply with fire safety requirements. The Clerk would circulate her file note on this seminar to councillors. **Action: Clerk Cllr Jackson**

Pavilion – cleaning. A letter had been received regarding a number of cleaning issues. The Clerk would liaise with her on the points raised. Her change of hours to 1 hour per week was agreed, with immediate effect.

Proposed: Cllr Grappe Seconded: Cllr Jackson Agreed

**Action: Clerk**

Memorial – Three quotes had been requested for the addition of 4 names to the memorial and a light clean. The quotes were passed to Cllr Grappe to present to the meeting. Quote A - £2344.80. Quote B - £5601.60

Quote C – declined the work. Quote A was accepted. Proposed: Cllr O’Byrne Seconded: Cllr Grappe Agreed.

Cllr O’Byrne would organise an on-site meeting with relevant parties to agree the manner and execution of the work to be carried out.

**Action: Cllr O’Byrne**

Memorial – grass cutting. The grass around the memorial needed to be cut as a priority. Dan Pettit would be asked to do this asap.

**Action: Clerk**

Funfair – the Clerk and Cllr O’Byrne had had a meeting with the Harris family to discuss the logistics of the funfair.

They would arrive on 7 June to set up, the funfair would run on 11/12/13 June from 6 – 8.30 and move out on the 14<sup>th</sup>. They would access water and power for their personal caravans only. They would advertise locally nearer the time. This event would be on Facebook and Cllr Grappe would inform neighbouring properties.

**Action: Cllr Grappe**

Burial ground – a concern had been raised regarding water. This had been dealt with and the Clerk would advise the cemetery user accordingly.

**Action: Clerk**

Noticeboard – new noticeboard in Queens close – ongoing. Clerk to discuss with Cllr Grappe. The size of the board under consideration might be reduced as general news/information, in future, would be available and more accessible on the website.

**Action: Cllr Grappe Clerk**

Parish website – the budget for the setting up of the website was required. This would be discussed after information on the costs were available (software/domain name/registration). Cllr Grappe would contact Andrew Cock-Starkey for information on ballpark figures.

**Action: Cllr Grappe**

Northern entrance to village – this area had been reported as ‘scruffy and full of weeds’. The County Council could be advised of this on their website and action requested.

**Action: Clerk**

ACV – the possibility of making various businesses in the village classified as assets of community value was discussed. The framework for this was outlined by the Clerk. It was agreed, in principal, that this would be given the go ahead for the Pemberton, Three Horseshoes, Queens Head, Post Office, Londis shop.

Proposed: Cllr Wilson

Seconded: Cllr Jackson. Agreed. This would be discussed at the next Parish Council meeting. **Forward next meeting**

**ITEM 9 Matters to be raised for the next meeting** – with no other business the meeting closed at 11.20pm

The next Meeting of the Parish Council will take place on 4<sup>th</sup> June 2015 in the Pavilion at 8.00pm

Signed: ..... (Chairman Harston Parish Council)

Dated: .....

#### Item 6 Reports

- vii) – the annual return for the financial year ended 31 March 2015 was reviewed by the meeting. The accounting statements were approved and signed. Proposed: Cllr Grappe Seconded: Cllr Blocke. Agreed
- viii) – the annual governance statement 2014/15 was completed, approved and signed. Proposed: Cllr Grappe. Seconded: Cllr Blocke. Agreed.