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HARSTON PARISH COUNCIL

(Noticeboards: High Street and Queens Close)

DRAFT MINUTES OF THE ANNUAL GENERAL MEETING OF THE PARISH COUNCIL HELD ON 4th JUNE 2015 IN THE PAVILION ON THE RECREATION GROUND COMMENCING AT 8.00PM

Members Present: Cllr O'Byrne (Chair)

Cllr Baxter
Cllr Blocke
Cllr Hayde
Cllr Nathan

Cllr Benning
Cllr Grappe
Cllr Jackson
Cllr Wilson

District Cllr Lockwood

Parish Clerk Lesley Watts
RFO Brenda Johnson

8 members of the public present.

ITEM 1 Public Question Time

Weeds on traffic island on approach to village – this had been reported. See Matters Arising. Hurrells Row- disrepair of building and walls. This was private property so not the remit of the Parish Council and not a public danger. However, Cllr O'Byrne volunteered to investigate. Funfair – concerns were raised regarding possible noise and mess. Reassurances were provided that references had been taken and the Harris family had a good reputation for professional behaviour and clearing up after a site visit. It was for children and would close at 8.30pm.

ITEM 2 Members' Declaration of Interest: Declarations in the cheque list were received from Cllr O'Byrne and Cllr Jackson.

ITEM 3 Apologies for Absence: Apologies were received from Cllr Orgee.

ITEM 4 Minutes of the Parish Council Meeting held on 14th May 2015: The minutes were reviewed and approved with three amendments. Agreed by all and signed.

ITEM 5 Matters Arising/Action points from 14th May 2015

A number of items under Notified Business were discussed at this point to allow members of the public, asked to contribute by the Chair, to leave the meeting after discussion.

Playarea pathway – this matter was discussed at length with strong concerns raised by Cllr Jackson and Cllr Nathan regarding the need for work to be carried out in a safe manner. Cllr Jackson had produced a note to this effect which was circulated to the meeting. The meeting also discussed if there was even a need for a pathway. The overall view was expressed that it was necessary for wheelchair users and pushchairs. Further comments considered if, under the terms of the grant, community input on the path was essential to meet the terms. However, the path was not part of the grant requirement. After debate a vote was taken that the volunteer route be taken, with a method statement produced by Peter Clark. Voted: 6 in favour. Carried.

Insurance cover for volunteers would be investigated by the RFO.

Action: RFO

Pathway cost – the RFO had confirmed that it was acceptable to set a 'not to exceed budget' to allow work to proceed. This was set at not to exceed £5k. Voted: 6 in favour. Carried.

Pathway materials – two quote procedures were presented to the meeting for the materials. The first, for the topping, was as follows; A £2,565 B £3,120 C£2,700. Quote A was accepted. Voted: 8 in favour. Carried. The second, the sub base was as follows; A £1,134 B £1,361 C £1,620. Quote A was accepted. Voted: 8 in favour. Carried. A work schedule, addressing specific concerns, would be produced by Mr Clark who would work closely with Cllr O'Byrne and Cllr Nathan and be circulated to all councillors.

Action: Cllr O'Byrne Cllr Nathan

Highway issues – Cllr Jackson was waiting to hear back from Cllr Orgee and would then contact Mike Cooper to arrange a meeting. He requested that, if any councillors had any items for discussion, they email him details for his list of discussion points.

Action: Cllr Jackson

All councillors

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DP contract – there were still some issues with invoices received, the payment schedule should match the invoice total. The RFO was asked to query this matter with Dan and to continue to look at the BACS option. **Action: RFO**
Speedwatch – two more volunteers had come forward. **Action: ongoing**

Bus shelter – Cllr Blocke advised that he was unable to spend the time needed on this issue. Cllr Grappe agreed to take this matter on and would contact the Clerk for the information held to date. **Action: Cllr Grappe Clerk**

Employment contracts – the Clerk had produced a number of points for consideration. She had arranged a meeting with Cllr O’Byrne to review the decisions needed to be put to the Parish Council. **Action: Cllr O’Byrne Clerk**

Harston Football Club – Cllr Benning noted that he had been contacted by Louis Stearn confirming that the football club was to go ahead. A copy of the draft hire contract would be circulated to all councillors and would be on the notified business at the next Parish Council meeting. **Action: Clerk**

Goalposts – Cllr Hayde had done considerable research into goalposts which she presented to the meeting. She had also investigated the possibility of funding from the football foundation under their small grants scheme, seeking support from the Cambridge FA. She agreed to take this forward, liaising with Cllr Nathan and Mr Stearn. **Action: Cllr Hayde**

Memorial bench – Cllr O’Byrne and Cllr Blocke to look at possible benches. **Action: Cllr O’Byrne Cllr Blocke**

Asset register – this has now been returned by the internal auditor. The Clerk would look at a system for the asset list to be divided up and checked by councillors, with new assets to be added. **Action: Clerk All councillors**

Playpark – Dan Pettit had agreed to be part of the quarterly maintenance plan. A meeting had been planned with him, Cllr O’Byrne, Cllr Nathan and the Clerk to move this forward. **Action: Cllr O’Byrne, Nathan, Clerk**

Carpark drainage – the Clerk had identified three contractors who would carry out an initial onsite FOC visit. These would be arranged with Cllr Jackson present, if possible, and survey costs produced. **Action: Clerk**

Garage door – access had now been gained to the garage side door and a new padlock fitted. Once the size of access required via the front door had been ascertained the likely costs would be advised. **Action: Cllr Jackson**

Alarm – another false alarm had taken place. The engineer had confirmed that the roof sensors were not fit for purpose and an alternative had been suggested. The Clerk would take this up with the alarm company. **Action: Clerk**
Memorial – this item was ongoing. **Action: Cllr O’Byrne**

Funfair – the childrens’ funfair had been advertised on Facebook. It had been requested that, if any residents had concerns or questions that had not been previously addressed on the published Minutes, they should contact the clerk.

Website – Cllr Grappe outlined the costs of setting up, and running, the website. It was suggested that the Parish Council agree with the recommendations from Andrew Cock-Starkey and set up a budget of £250 annual costs. This would be identified as a separate item in the precept. Agreed by all. It was noted that registration would be required by credit card. In the interim this could be done by a councillor and claimed back but the possibility of obtaining a Parish Council credit card would be looked into by the RFO. **Action: RFO**

Website introduction – the website would be set up in phases, with initial information such as agenda, Minutes and Councillor details, as phase 1. **Action: Cllr Grappe Clerk**

Website information – councillors were asked to write a short personal statement and submit this, together with a ‘selfie’ to the clerk. This was not compulsory. **Action: All councillors**

New noticeboard – the Clerk suggested that the new noticeboard be funded via a community chest grant. This had been done by other parish councils and she had sought advice from the relevant clerks. This way forward on this would be investigated. **Action: Cllr Grappe Clerk**

Northern entrance to village – the weeds etc had been reported on the County Council website on 16 May 2015 reference no NM-92352. **Ongoing.**

ITEM 6 Reports

- i) **County Councillor Report** – none received
- ii) **District Councillor Report** – Cllr Lockwood reported that the Local Plan had been suspended as a result of concerns raised regarding the Green Belt, this was an ongoing matter. The application to build 220 houses at Barrington had been approved at the old cement works. This raised concerns re increased traffic through Harston and additional patients at the Harston surgery. The increase of patients to the surgery was already a concern as a result of the development at the former Bayer site. Trumpington Meadows – the 500 planned houses and sports facilities at this site, with an extension south of the motorway, was a concern. The fact that this was Green Belt would be an important planning consideration. Bayer site – the second application had been refused. The highways access to the A10 had been deemed inadequate.

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- iii) **Planning & Housing Working Party Report** – Applications Attachment 1
A 'for information only' report had been sent direct to Cllr O'Byrne regarding 16 Church Street with a minor modification.
The internal auditor had pointed out, to the RFO, some procedural issues with the planning process. This raised concerns with the turnaround period given for planning applications. Cllr O'Byrne suggested that a meeting be sought with Jo Mills, head of planning. **Action: Cllrs O'Byrne Grappe Clerk**
- iv) **Transport & Environment Working Party Report** – the traffic island opposite the war memorial had been hit again, now repaired. Foliage had affected the interactive speed light, this had been reported twice.
- v) **Recreation and Amenity Working Party Report including Burial Ground** – no matters arising.
- vi) **Finance Committee Report** – Attachment 2
Cheque list approved. Proposed: Cllr Baxter Seconded: Cllr Wilson Agreed by all.
It was queried whether all invoices received should be addressed specifically to Harston Parish Council. The RFO would check this point. **Action: RFO**

ITEM 7 Correspondence – a list of recent correspondence was circulated to the meeting.

ITEM 8 Notified Business

- i) Play area – Two places had been booked on a play area routine inspection course. As Cllr Nathan was unavailable on the course date it would be attended by Cllr O'Byrne and the Clerk. The Clerk would attend to take course notes and to provide back-up at the planned quarterly play equipment inspections. **Action: Cllr O'Byrne Clerk**
- ii) Recreation ground – table tennis tables. Some residents had expressed concern regarding the siting of the table tennis tables and associated noise. This would be taken into account. **Action: Cllr Nathan**
PSPO – the Clerk outlined the option to consider placing a public space protection order on the recreation ground, with relation to dog fouling. The note that keeping dogs under control or on leads would be advisory only. The Parish Council would look at the possibility of more dog waste bins on the far end of the recreation ground and this would be put on the notified business at the next meeting. **Action: Clerk**
- iii) Garage – discussed under Matters Arising
- iv) Pavilion risk assessment – a survey had been carried out and the action points were circulated to the meeting. These would be acted upon and reported back by the Clerk. **Action: Clerk**
As part of the risk assessment a new Fire Safety policy and Fire Procedure had been drafted. These were circulated to the meeting for approval. Voted to be approved and agreed by all.
- v) Bus shelter – discussed under Matters Arising
- vi) War Memorial grass cutting – the Clerk had arranged for the grass to be cut and had obtained details from Dan Pettit re a regular cut. The need for this was agreed by all. This would be discussed with Dan at the planned meeting on Weds 10 June with Cllr O'Byrne, Cllr Nathan and the Clerk. **Action: Cllr O'Byrne Cllr Nathan Clerk**
- vii) Harston Football Club – discussed under Matters Arising
- viii) Code of Conduct – a draft had been circulated to all councillors prior to the meeting for consideration. No amendments were required so it was agreed that the draft be approved. Proposed Cllr Nathan. Seconded Cllr Wilson. Agreed by all.
- ix) Queens Close noticeboard – discussed under Matters Arising
- x) Parish website – discussed under Matters Arising
- xi) Bridleway no 1 – an email had been received from Lucian Hatfield (Haslingfield Parish Council) regarding some proposed work by Haslingfield PC on the bridleway. As Harston PC currently had a grant of £500 for repairs to this path it was hoped the two councils could work together on this. Cllr O'Byrne would request that Mr Hatfield contact Cllr Blocke on this matter. **Action: Cllr O'Byrne Cllr Blocke**
- xii) Meeting with highways – discussed under Matters Arising
- xiii) duplicate point
- xiv) ACV – the clerk was asked to look at the way forward on this matter. **Action: Clerk**
- xv) RFO/mileage claims/expenses – these matters would be discussed at a planned meeting with the Chair and Clerk. The various options would then be put to all councillors for discussion at a meeting where the clerk and RFO were not present. **Action: Cllr O'Byrne Clerk**
- xvi) Asset register – discussed under Matters Arising

ITEM 9 Matters to be raised for the next meeting – dog bins on the recreation ground, control of length of parish council meetings, football club hire contract.

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There being no other business the meeting closed at 10.20pm

The next Meeting of the Parish Council will take place on 2nd July 2015 in the Pavilion at 8.00pm

Signed: (Chairman Harston Parish Council)

Dated: