STEEPLE MORDEN PARISH COUNCIL

**Minutes of the Parish Council Meeting held in Steeple Morden Village Hall on**

**Monday 14th October 2019 at 7.30pm**

Present: Councillors: G Belson (Chairman), A Drew, N Badger, K Austin

District Cllr Williams, County Cllr Kindersley (part)

In attendance: Mrs S Walmesley (Clerk) and 1 member of the public.

**PARISH COUNCIL MEETING 7.30 PM**

**In the absence of Cllr Clayton the meeting was chaired by Cllr Belson.**

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| **1.** | | **APOLOGIES FOR ABSENCE AND DECLARATIONS UNDER THE CODE OF CONDUCT AND REQUESTS FOR DISPENSATIONS**  Apologies were received from Cllr Clayton, Cllr Traverse-Healy, Cllr Wheatley, Cllr Courtney, Cllr Upchurch.  Cllrs Badger and Drew declared a non pecuniary interest under Item 12.1.3 as neighbours. Cllr Belson declared a non pecuniary interest under Item 13.3 as a member of Steeple Morden PTA. |  | |
| **2.** | | **COUNTY AND DISTRICT COUNCILLOR REPORTS**  2.1 District Council  Cllr Williams started her report by advising that she had been successful with a motion agreed by the council for additional leave when officers had a premature birth of a baby.  Community Chest grants were again available.  The end of year accounts for South Cambridgeshire District Council were still to be agreed. Councillors had been told that it could be the end of January when they would be concluded. There had been issues raised but there was no suggestion of financial mismanagement.  Councillor allowances had been increased with some being doubled. Cllr Willliams explained that some Councillors were now able to receive two allowances with a 35-36% increase. She did not think that this increase was fair in relation to officer salaries and had voted against the motion which was agreed.  There had been communication from a developer of 12-14 Station Road who had asked to attend the next Parish Council meeting to advise on a proposal. This was now classed as an exception site. When a previous application was discussed there was a lot of opposition.  The Clerk advised that the agent would be invited to the next meeting on the 13th November. The Chairman stated that it was important that the public were aware and the meeting would be advertised on the website, and also the village Facebook page, which the Clerk was asked to arrange with Cllr Kindersley.  2.2 County Council  Cllr Kindersley had circulated a report. He reported that the next meeting of Cambridgeshire County Council would be held on the 15th October. There was a light agenda with the main proposal to investigate planting of trees on all County Council owned estates.  The Hertfordshire County Councillor, Steve Jarvis, had posted an update on the village Facebook page on the A505 which was not particularly helpful for Steeple Morden residents. He had also stated that around one vehicle per day turned right from the Odsey turning onto the wrong direction lane. Cllr Kindersley confirmed that he would continue to urge senior Cambridgeshire County Council officers to put pressure on their Hertfordshire colleagues.  Cllr Kindersley then advised that Cambridgeshire County Council had stopped routine drain and gully clearing. This was now only carried out on a reactive basis. He urged that any issues be reported on the County Council website.  The Chairman advised that the Parish Council had received correspondence from a resident of Church Street who had been affected by flooding and was liaising with Highways. She added that the resident had carried out a lot of proactive work. Cllr Kindersley agreed to follow up adding that it was a real concern as a lot of gullies collapse and they were expensive to repair.  A response was still awaited regarding the East West Rail proposal. A meeting had been held in Shingay-cum-Wendy where a consortium had agreed to match funds should a Judicial Review take place. Cllr Kindersley advised of the process for this action adding that any pledges or commitment of financial contributions would be appreciated. Cllr Kindersley stated that the Cam Bed Railroad group were now in a loose coalition with local wildlife groups and together they would take a unified approach.  The Chairman thanked Cllr Williams and Cllr Kindersley for their reports. | ***-SK & Clerk*** | |
| **3.** | | COMMENTS AND OBSERVATIONS FROM PARISHIONERS AND MEMBERS OF THE PUBLIC 3.1 Newsletter Printing  Councillors were advised that Hales printers were closing their business at the end of October 2019. They had agreed to carry out the print run for the November issue of the newsletter but another company would need to be found following that. Quotations had been sought and the Parish Council would be kept updated.  A discussion took place on the current arrangement with the temporary website. It was suggested that the website link could be put on the village Facebook page which would be arranged. |  | |
| **4.** | TO APPROVE THE MINUTES OF 4.1 The Parish Council Meeting held on 2nd September 2019  On a proposition by Cllr Drew, seconded by Cllr Badger, the minutes as circulated were taken as read and then approved as a true record and signed by the Chairman. | | |  |
| **5.** | MATTERS ARISING AND CARRIED FORWARD 5.1 A505 Junction  Cllr Kindersley had updated Councillors in his report.  5.2 Station Car Park Update  There was no update available. It was noted that a planning application had not yet been received.  5.3 Street Lighting Investigation for 2020/21  The Clerk advised that the quotations for a non metered supply were progressing. She had now received the MPAN for the Parish Council and was using a Broker to obtain the quotes. Once available these would be circulated to Councillors.  5.4 Request for Dog Waste Bin (Bogs Gap Lane)  There was still no update. Cllr Williams had spoken to the Waterbeach officers who advised that they would make contact with the Clerk. This had not happened. The officers would be contacted again.  5.5 Clerk Appraisal  A date to carry out the appraisal had been suggested but unfortunately this was not suitable for all involved. The Chairman and Cllr Upchurch would liaise and let the Clerk know their availability.  5.6 Operation London Bridge  It was anticipated that the Parish Council would be kept up to date with arrangements by the County and District Councils when needed. | | | ***-HW & Clerk***  ***CU, GB & Clerk*** |
| **6.** | FINANCES 6.1 To receive the financial statement and to approve the payment of bills  The invoices were checked by Cllr Drew  E-ON  Reading Room electricity October DD £ 35.00  IN & OUT  Disabled toilet clean September 2019 £ 15.00  HALES PRINTERS  Newsletters September 2019 £42.00  Newsletters October 2019 £47.00 £ 89.00  STEEPLE MORDEN VILLAGE HALL  Hire of meeting room 14/9.19 £10.00  CAMBRIDGESHIRE COUNTY COUNCIL  Contribution towards LHI scheme 2018/19 (MVAS) £353.55  PKF LITTLEJOHN LLP  External Audit 2018/19 (inc £48.00VAT) £288.00  LITLINGTON PARISH COUNCIL  Contribution towards stationery £ 34.54  AMAZON PAYMENTS UK LTD  Purchase of printer (inc £35.27VVAT) £211.62  Purchase of android tablet £ 66.36 £277.98  A CHAMBERS  Re-imb for expenses September 2019 £ 31.56  MRS S WALMESLEY  Clerks salary & expenses July 2019 –September 2019 £1183.82  HMRC  PAYE 1/7/19-30/9/19 £286.00  TOTAL £ 2604.45  AGREED PROPOSED Cllr Drew SECONDED Cllr Austin  6.2 Conclusion of External Audit 2018/19  The Clerk had circulated the Audit report which stated that the Parish Council should consider its high level of reserves when considering future precept requests. This was noted by Councillors. | | |  |
| **7.** | **RECREATION GROUND/CONSERVATION AREA**  7.1 Adoption of Tree Policy  Cllr Drew was in the process of tweaking the draft policy before circulation.  7.2 Tree Behind Village Hall  The Clerk had asked the grasscutting contractor for a quote to remove some of the lower branches. She had not yet received this but would urge.  7.3 Agreement of Contractor for Tree Survey  Two quotations had been received from Arborists. The two contractors were discussed where it was agreed that tags of the trees surveyed would be preferential to the trees being plotted on a digital map. On a proposal by Cllr Drew, seconded by Cllr Badger, it was agreed that Acacia Tree Surgery be asked to carry out the survey at a cost of £375.00 plus VAT. All Councillors in agreement. The Clerk to advise the contractors.  7.3.1 Recreation Ground Trees on Hay Street  These trees were to be included in the tree inspection by the Arborist.  7.3.2 Trees by Play Area  These trees would also be included in the tree inspection.  7.4 Leylandii Tree Work ( Village Hall) update  It was reported that attempts had been made to get the Football Club and the neighbouring property owner to liaise over the floodlight positions. It was not known if this had taken place. Councillors expressed their frustration at the amount of time this issue was taking. A discussion took place on the ownership of the trees which was unknown due to insufficient information on the boundary. It was acknowledged that the trees needed to be reduced in height as a safety issue and the ownership needed to be proven so that the liability for the tree work could be confirmed.  Cllr Williams offered to speak to the South Cambridgeshire District Council Tree Officer to see if she could help confirm ownership. The Parish Council could then revisit their decision if needed.  7.5 Disabled Toilet  Cllr Drew advised that the light in the toilet was on all of the time. The Clerk was asked to arrange for an electrician to look.  7.6 Fallen Tree  It was reported that there was a hawthorn tree by the football pitch which needed to be removed. The Clerk was asked to arrange.  7.7 Conservation Area  The Clerk confirmed that she had reminded the contractor about the cutting of the area before the Firework event on the 2nd November 2019. | | | ***-AD***  ***-Clerk***  ***-Clerk***  ***-HW***  ***-Clerk***  ***-Clerk*** |
| **8.** | **MAINTENANCE**  8.1 Footpaths/Footways  8.1.1 Craft Way Footway  There was no further update.  8.1.2 Footpath 10 –Report of Meeting with County Rights of Way Officer and Definitive Map Officer  The Clerk had attended the meeting with Cllr Drew. They were advised by the Definitive Map Officer, James Stringer, that in 1994 an order was made to divert the footpath which now ran through the children’s play area. Cllr Drew thought that this might have been to direct the path away from the football pitch. The official route for the footpath therefore ran diagonally through the mound with the slide. Mr Stringer had stated that as that was the official footpath it had to be unobstructed. The options were for the mound to be moved, and access gates installed to allow pedestrians to walk through, or the Parish Council could make an application to divert the footpath. That action would cost around £3,000.  Cllr Drew suggested that the diversion of the footpath was the preferred, and probably cheaper, option which Councillors agreed. The cost of the diversion would be considered during the budget discussions for 2020/21.  8.2 Litter Pick  The Chairman reported that two litter picks had been carried out since the last Parish Council meeting. There were nine bags of rubbish collected the previous Saturday. The Chairman added that the litter picks continued to be well supported by the village. | | | ***-Cllrs*** |
| **9.** | **TRAFFIC**  9.1 MVAS Update  Cllr Austin reported that he believed the signs were slowing traffic down through the village although there were still some vehicles travelling at 70mph. He had tried different sequencing of the advisory messages to find out the reaction of drivers. He added that the batteries for the oldest unit did not last as long as the recently purchased sign. He reminded Cllr Williams that she was going to find out from the SCDC Planners if there was a need for planning consent for solar panels to charge the units. Cllr Williams confirmed that she had tried to find out previously but would now try again.  Cllr Austin asked Councillors what he should do with the information gathered from the signs. He now also had the tablet to download the information which needed to be transferred to his PC. The Chairman stated that as the signs were a village asset an update on their findings should be made in the newsletter which Cllr Austin agreed to do.  9.1.1 Update on reforming of Community Speedwatch Team  There was no progress to date as the potential team leader was still unwell. Cllr Austin advised that there were several people in the village willing to join a team but not take on the co-ordinator role.  9.2 Details of locations/times for Police Support  The locations to be confirmed.  9.3 Vehicle Weight Restriction in Village  This suggestion of a weight restriction would be discussed at the next meeting when Cllr Traverse-Healy and Clayton would both be in attendance. | | | ***-HW***  ***-KA*** |
| **10.** | **OMYA LIAISON GROUP**  Cllr Drew, Cllr Traverse-Healy and Cllr Courtney had put their names forward to be involved with the group. Cllr Courtney had also suggested that other Odsey residents might be interested. The Clerk to advise Mr Tem Kaluwa the OMYA representative. | | | ***-Clerk*** |
| **11.** | **UPDATE ON PARISH COUNCIL WEBSITE**  Cllr Drew had received two quotations for the setting up of a new website. She was having difficulty obtaining the third. She would make contact and give a deadline for a response by the beginning of November. | | | ***-Cllr Drew*** |
| **12.** | **PLANNING APPLICATIONS**  12.1 To consider Planning Applications  12.1.1 Planning Ref S/2949/19/FL  Cheyney Bury, 46 Cheyney Street –Garage conversion with two storey extension to form annexe  ***Recommendation-Support***  12.1.2 Planning Ref S/3005/19/LD  27 Hay Street –Certificate of lawful development for an existing use of a non agricultural occupancy  The situation was discussed. There were no comments to make.  12.1.3 Planning Ref S/3300/29/FL  62 Station Road –Single storey detached outbuilding with gazebo and extension to driveway  ***Recommendation –Support*** | |  | |
| **13.** | **TO CONSIDER CORRESPONDENCE RECEIVED INCLUDING**:  13.1 Greater Cambridge Housing Trajectory and Five Year Housing Land Supply  Details had been circulated to Councillors for information. Cllr Williams advised that she had complained about the short consultation period. She urged any comments to be returned to South Cambridgeshire District Council anyway as this would feed into the preparation of the next Local Development Plan.  13.2 Church Street Flooding –Request for Parish Council Support  The flooding was discussed under the County Councillor report where Cllr Kindersley agreed to follow up the position.  13.3 Steeple Morden Primary School PTA –Fireworks 2nd November 2019  It was ratified that the PTA could use the recreation ground for the annual fundraising event. | | |  |
| **14.** | **COUNCILLORS’ ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK**  14.1 CCTV  Cllr Austin asked the procedure for the reporting of incidents recorded on CCTV. It was stated that the CCTV footage would only be examined if evidence was needed and only then viewed by an authorised person. It was stated that all incidents should be reported directly to the Police as the more reports there were the more change of a police visit. | | |  |
| **15.** | **DATE OF NEXT MEETING –Wednesday 13th November 2019** | | |  |

There was no further business and the Chairman declared the meeting closed at 9.10 pm

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Chairman Date