

**STEEPLE MORDEN PARISH COUNCIL**

**Minutes of the Parish Council Meeting held in Steeple Morden Cricket Pavilion  
on**

**Monday 10<sup>th</sup> June 2019 at 7.30pm**

Present: Councillors: G Belson (Chairman), S Traverse-Healy, K Austin, J Courtney, C Upchurch, A Drew, S Wheatley  
County Cllr Kindersley  
In attendance: Mrs S Walmesley (Clerk) and 2 members of the public.

**PARISH COUNCIL MEETING 7.30 PM**

**In the absence of Cllr Clayton the meeting was chaired by Cllr Traverse-Healy until the arrival of Cllr Belson during Item 2**

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

Apologies were received from Cllr Clayton and District Cllr Williams. It was noted that Wendy Jeffs had resigned from the Parish Council on the 9<sup>th</sup> May 2019. The process for co-option had commenced.

There were no declarations made.

**2. COUNTY AND DISTRICT COUNCILLOR REPORTS**

2.1 County Council

Cllr Kindersley had circulated a report.

He updated Councillors on highlights from the report starting with the consultation being carried out by Highways England on the duelling of the A428 from the Black Cat roundabout to Caxton. He suggested that if anyone had strong feelings about the route to check them out and take part in the consultation. The proposed route would cut through some bridleways which would need to be moved elsewhere.

There was also currently a drop in session for the Cambourne to Cambridge bus way. Cllr Kindersley stated that his view was that this should be delayed until the route of the East West Rail was announced.

The Clerk had received a response, from the Hertfordshire County Council Strategy and Programme Manager, to the proposals for the A505 which had been circulated to Cllr Kindersley and Councillors.

The feasibility study was confirmed with a limited fund identified to investigate interim cost effective measures/short term improvements within the budget for 2019/20. When the county councils hazardous sites list was produced Royston Road/ Litlington junction appeared on the list and was prioritised for investigation. The project is in the preliminary design phase and it is envisaged that the project would be delivered during 20/21 financial year subject to funding being available.

The Station Road junction referred to as the Odsey junction did not appear on the hazardous sites list, furthermore the feasibility study for the A505 between Royston and Baldock included a review of all of the junctions for conflicting movements.

The suggestion of signs showing a change from an Urban to Local traffic for the road between Royston and Baldock to warn drivers of local vehicles leaving and accessing the A505 would be passed on to designers to assess whether something like this could complement the interim measures being investigated.

It was noted that there was a lot of criticism on the village Facebook page over the lack of progress. Cllr Traverse-Healy suggested that an update using this information from the Hertfordshire Officer be relayed on the page. He also suggested that the criteria used by Hertfordshire County Council be challenged but it was noted that the local villages had joined forces in the past with this aim but were unsuccessful as there was no guarantee that attention would be paid.

After further discussion it was agreed that the Clerk write to the HCC County Councillor, Steve Jarvis, advising him of the points raised in the communication from the Strategy and Programme Manager, copying the letter to Oliver Heald MP.

Cllr Kindersley then reported that members of the CamBed Railroad group had met with a QC in London and he had given a sense of direction to look at once the announcement on the route was made. He agreed that the consultation and other issues were unfair and agreed to investigate further. The QC was also going to write formally to East West Rail.

**-Clerk**

The Chairman referred to the information on the Community Right to Challenge and questioned whether a station bus could be an option. Cllr Kindersley suggested that an approach be made sooner rather than later. A reference was made to the discussions with the landowner regarding a station car park. Cllr Kindersley confirmed that he had heard nothing further.

Cllr Kindersley was thanked for his report.

#### 2.2 District Council

A report was not available.

The Chairman thanked Cllr Kindersley for his report..

### **3. COMMENTS AND OBSERVATIONS FROM PARISHIONERS AND MEMBERS OF THE PUBLIC**

#### 3.1 Village Website

A resident advised that he had been made aware that the Parish Council was looking for a new website and he offered his services. He was a website designer by profession and worked on projects for large organisations. He had been given permission to work on the Parish Council website if accepted. There would be a charge but he would also offer some of his time free.

Cllr Drew, who had been investigating the setting up of a new website, agreed that the best way forward was for her to compile a list of requirements and liaise with the resident to obtain an estimate of the cost.

*-Cllr  
Drew*

### **4. TO APPROVE THE MINUTES OF**

#### 4.1 The Parish Council Annual General Meeting held on 9<sup>th</sup> May 2019

On a proposition by Cllr Drew seconded by Cllr Austin 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

This was discussed under the County Councillor report. The Clerk to write to HCC Councillor, Steve Jarvis, coping in Oliver Heald MP.

#### 5.2 The Wagon and Horses Public House –re-nomination of ACV

South Cambridgeshire District Council had confirmed that the Wagon and Horses had again been added to the List of Assets of Community value for a further five years.

#### 5.3 Station Car Park Update

Cllr Courtney gave an update on the situation so far. He reported that a draft action plan had been compiled at the beginning of April 2019. A meeting had taken part with a landowner who was in the process of submitting a planning application to develop some property which would then release capital for the car park. A meeting was held with around 40 residents in Odsey on the 24<sup>th</sup> April 2019 where a mixture of views were expressed. The landowner had employed a Consultant that specialised in car parks and both the landowner and consultant were at the meeting. Since then Cllr Courtney had tried to contact both for an update but with no success. Cllr Courtney was aware that the Parish Council Chairman, Cllr Clayton, had been in discussion with OMYA about land by the station.

A discussion then took place on the one off payment of £80,000 for Tier 1 stations most affected by the timetable changes. There was an invitation for ideas of things that could be done to help the community using the station. The Chairman advised that the Rail User Group were keen to put in security measures. The lack of a disabled access to the station was discussed but Councillors agreed that this was the responsibility of the rail company.

It was then proposed by Cllr Traverse-Healy that a letter be sent to the landowner and also to OMYA, after confirmation from Cllr Clayton, asking for an update on the current position. This was agreed by Councillors.

#### 5.4 Street Lighting Investigation for 2020/21

This was an action for ex Cllr Jeffs to pursue. It was noted that it was a very time consuming exercise which had been investigated before without success. It was agreed that this would be kept on the agenda to see if any further information, on taking over the electricity supply sourcing, became available.

#### 5.5 Update on Co-option of Councillor

The Clerk reported that South Cambridgeshire District Council had now given the go-ahead for co-option and this would be advertised. The Clerk was aware that there was one parishioner interested. Co-option would take place at the Parish Council meeting on the 8<sup>th</sup> July 2019.

*-Clerk*

*-Clerk*

## 6. FINANCES

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

Item 9.1.1 was discussed before the approval of the bills.

It had been suggested that a further three units be purchased to be sited at all entrances to the village. After discussion it was agreed that at this time one MVAS be purchased. A further application for funding would be made under the LHI scheme 2020/21.

The invoices were checked by Cllr Drew

E-ON

Reading Room electricity April 2019 DD £ 19.00

IN & OUT

Disabled toilet clean April 2019 £ 15.00

HALES PRINTERS

Newsletters June 2019 £ 48.00

BASSINGBOURN PARISH COUNCIL

Contribution towards stationery £ 21.42

PLAYSAFETY LTD

RoSPA Play area inspection 2019 (inc.£19.30VAT) £115.80

LGS SERVICES

Internal Audit 2018/19 (inc.£19.00VAT) £ 114.00

CAMBRIDGE WATER BUSINESS

Water rate Recreation Ground 23.10.18-30.04.19 £135.88

Allotments £ 19.29 £155.17

ANGLIAN WATER BUSINESS

Sewage charge Nov-May 19 £193.26

CAPALC

Membership 2019/20 £352.38

GDPR Membership 2019/20 £ 50.00 £402.38

MORELOCK

MVAS purchase (inc £515.60 VAT ) £3093.60

TOTAL £4177.63

PROPOSED Cllr Traverse-Healy SECONDED Cllr Austin

### 6.2 Internal Audit Report 2018/19

The Internal Audit Report had been circulated to Councillors. The following actions were identified –

#### 6.2.1 Section 137 contribution towards burial ground maintenance

Councillors attention was referred to NALC Legal Bulletin L01-18 which was updated guidance on donations towards open burial grounds. It was noted that caution was advised because there had not been a challenge in court. The Clerk was asked to seek the view of CAPALC. *-Clerk*

#### 6.2.2 No Evidence of Employee Annual Review

It was agreed that an annual appraisal and review would be arranged with the Chairman and Cllr Upchurch. Clerk to provide some background information. *-Clerk*

#### 6.2.3 Asset List Values

This was an ongoing project. The asset values needed to be coordinated with the insurance values. The Clerk was progressing. *-Clerk*

## 7. RECREATION GROUND/CONSERVATION AREA

### 7.1 Recreation Ground Maintenance –working group update

Cllr Drew referred to a car which had broken down on the road and then been towed into the village hall car park to await removal. A 21 day notice had been issued by the Council and it was confirmed by CCTV footage that a breakdown truck had tried to remove the vehicle but in doing so did further damage to the bodywork. It was agreed that if the vehicle was not removed within the next few days it would be reported.

Cllr Drew confirmed that the grass matting had been put down in front of the goals and seemed to be working well.

The light in the disabled toilet appeared to be on all the time. The Clerk was asked to contact an electrician. *-Clerk*

Sturdy A5 signs for dog fouling and ‘no dogs allowed’ were requested and agreed. Clerk was asked to source these. *-Clerk*

The Smarties recycling clothes bank was again overflowing. Cllr Drew advised that every month

she had to request the company to empty the bank. It was agreed that a letter be sent to SMARTIES reminding them of their responsibility to monitor and arrange emptying when needed. -Clerk

It was advised that the Gun dog trainer was still using the conservation area which was causing damage to the grass. The Clerk was asked to remind him that he had permission to use the recreation ground but not the conservation area. -Clerk

#### 7.2 Tree Inspection (Recreation Ground)

Compilation of the tree plan was in hand. Cllr Drew advised that the tree at the back of the village hall needed attention as there was ivy and suckers on it. It was suggested that this could be a job for the grasscutting contractor so would be an agenda item for discussion at the July 2019 meeting

#### 7.3 Leylandii Tree Work

An updated quote would need to be arranged so that the work could be scheduled for the Autumn.

#### 7.4 Play Area RoSPA Report 2019

The RoSPA report had been circulated. Cllr Drew advised that the inspection had been carried out before the recent repairs to the play equipment so she needed to look again. She had received a quotation for replacement handles for the Rota Bounce. This was for £414.74 plus VAT. The expenditure was agreed. Clerk to place the order. -Clerk

The overgrown Leylandii trees around the play area boundary had been identified as an issue. It was suggested that a quotation could be obtained so that these trees could be cut back when the tree work by the village hall took place.

Cllr Traverse-Healy suggested that signage be put up in the play area for the smaller children so that parents had something to refer to when older children used the structures. A discussion took place on signage and it was agreed that the area should be self policed.

### **8. MAINTENANCE**

#### 8.1 Footpaths/Footways

It was noted that Black Lane had been cut back and looked very tidy. The Clerk was asked to send a letter of thanks to the resident responsible. -Clerk

##### 8.1.1 Craft Way Footway

There was no further update. It was noted that this had been ongoing for over a year. Some cutting back had taken place but not enough. It was agreed that the Clerk write again reminding the officer of the overhanging shrubbery and copy in Cllr Kindersley. -Clerk

##### 8.1.2 Footpath 10 –Minor Highway Improvement Scheme 2017/18 Application

There was no further news.

### **9. SPEEDING TRAFFIC**

#### 9.1 MVAS Update

Cllr Austin and those involved were thanked for their work on the positioning of the equipment and the gathering of data. Cllr Austin advised that the sign was currently on Litlington Road, on the 40mph section, so he had to change the speed parameters. He added that the battery life didn't appear to last too long although the batteries were charged to 100%. There was to be a training session on the 27<sup>th</sup> June which he would attend.

A discussion then took place on Community Speedwatch. Cllr Austin had been speaking to a member of the original team who advised that he would be willing to take over the role of co-ordinator. Cllr Austin was also aware that other ex members may consider resuming the group. He would investigate further. -KA

The whereabouts of the Speedwatch equipment, which was shared with Whaddon and Litlington, was unknown. This would also be investigated.

##### 9.1.1 Agreement to Purchase an additional MVAS

It was agreed under Item 6 to purchase the additional sign.

##### 9.2 Offer of Cones loan to Primary School

As discussed at the last meeting the Clerk had written to the Head Teacher offering the use of the cones on a trial basis. She had not received a response. The Chairman had also been speaking to the school caretaker who had offered to place the cones out if needed. The Chairman agreed to follow up with the Head Teacher. -GB

##### 9.3 Request to Police for Support

Sergeant Priestly had responded to the update made by the Clerk by congratulating the Parish Council for their work on the speed monitoring. He agreed that support would be arranged and

asked if there were specific sites/locations/dates that would be best for the Police presence. Councillors agreed that they would wait until the next meeting, when the complete picture and statistics would be known, before replying.

Cllr Clayton had suggested that some funding be allocated to the cost of a PCSO occasionally to monitor the parking. The Chairman stated that the council should wait to see if the cones have any effect on the parking issues first. They would be available for the rest of this half term.

#### 9.4 LHI Scheme 2020/20

Cambridgeshire County Council had advised that they were now accepting applications with a submission deadline of the 4<sup>th</sup> August 2019.

Councillors agreed that they would again apply for funding towards another MVAS.

## 10 PARISH COUNCIL WEBSITE

- . This was discussed under Item 3.1. Cllr Drew to liaise with the resident.

## 11. ANNUAL PARISH MEETING (Matters Arising)

### 11.1 Traffic

Traffic was an ongoing issue for the Parish Council.

#### 11.1.1 30mph bin stickers

It was suggested at the Annual Parish Meeting that the bin stickers might help to remind drivers of the speed limit. It was agreed that the Clerk obtain a quote for 30mph and 40mph stickers for further discussion at the next meeting. -Clerk

#### 11.1.2 Request to refresh white lining at junction

The Clerk to made the request for white line refreshing around the Hay Street/Cheyney Street junction on the County Council website. -Clerk

## 12 PLANNING APPLICATIONS

### 12.1 To consider Planning Applications

#### 12.1.1 Planning Ref S/1167/19/LB

Flecks Lane Farm, Shingay Road –Render replacement/repair of property

#### ***Recommendation Support***

#### 12.1.2 Planning Ref S/1444/19/FL

5 The Green –Demolition of existing single storey side extension and replace with two storey side extension and single storey extension to the rear. Changes to fenestration on the front, side and rear elevations, including a Juliette balcony on the side elevation

#### ***Recommendation Support***

***Whilst the building works are taking place the access road must be kept clear because of the movement of farm vehicles. This proposal will not impact on the listed neighbouring Willows***

#### 12.1.3 Planning Ref S/1744/19/PA

Barn 1 Rectory Farm –Prior approval for a proposed change of use of agricultural building to a dwelling house (Class 3) and for associated operational development

#### ***Recommendation –Object***

***Isolated location which would not enhance the immediate rural aspect of the area which does not have any housing***

***This building is in the parish of Steeple Morden and not Guilden Morden as stated on the application form***

#### 12.1.4 Planning Ref S/1862/19/FL

1 Ashwell Road –Two storey front, rear and side extension and two storey rear extension and single storey rear extensions. Raised roof to existing rear single storey utility and bathroom

#### ***Recommendation –No Recommendation***

***The Parish Council would like the extension materials to retain the character and nature of the existing cottage as this is one of the last remaining in the village.***

## 13 TO CONSIDER CORRESPONDENCE RECEIVED INCLUDING:

### 13.1 CAPALC Clerks and Councillors Annual Conference Day 28<sup>th</sup> June 2019

Details had been circulated to Councillors. The cost per ticket for member councils was £50. It was agreed that the Clerk attend. -Clerk

### 13.2 Bluegrass Festival 2020

A request had been made for a provisional booking to use the Recreation Ground and facilities from the 19<sup>th</sup> -21<sup>st</sup> June 2020 for the Festival. This was agreed. Clerk to reply. -Clerk

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

**14.1 Request for dog waste bin**

Cllr Austin reported that he had received the request as there was not a dog or litter bin at the Bogs Gap Lane end of the village. The Clerk to enquire with South Cambridgeshire District Council whether this would be possible and report back at the next meeting.

*-Clerk*

**14.2 CCTV Camera Maintenance**

Whilst investigating the abandoned car, reported under Item 7, it was found that one of the CCTV cameras was not working. It was advised that there was not a maintenance contract for the equipment in place. The Clerk was asked to contact the supplier and arrange a visit. A discussion then took place on the keys to access the recorder. One set was available but it was not known if there was a second set. This would be investigated and if necessary duplicates would be cut.

*-Clerk*

**14.3 SMARTIES Update**

The Clerk confirmed that SMARTIES had been invited to the Annual Parish Meeting to give an update on their financial position since the loan of £6000 made by the Parish Council at the beginning of 2019. There had been no representative at the meeting. It was agreed that the Clerk invite the committee to the July Parish Council meeting

*-Clerk*

**14.4 Jubilee Award**

It was advised that the box of nominations was filling. The Parish Council had agreed to announce the recipient of the award for 2019 at the September Parish Council meeting. Councillors agreed that, in order to get the award prepared for presentation, the nominations would be discussed at the July meeting.

**15 DATE OF NEXT MEETING**

8<sup>th</sup> July 2019

There was no further business and the Chairman declared the meeting closed at 9.25 pm

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Chairman

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Date