

## **Minutes of the Annual Parish Council Meeting of Hildersham Parish Council held in the Village Hall, High Street, Hildersham, Cambridge, on Wednesday 27<sup>th</sup> May 2009.**

**Present:** Keith Day (Chairman), Dan Gresham, Jean Kelly, Jim Tarry, Andrew Westwood-Bate, County Councillor John Batchelor, District Councillor Trisha Bear, Paula Harper (Clerk), and 5 members of the public

### Open forum started at 7.30pm- public participation

A sign at the crossroads with the Back Road has fallen over – **action: Clerk** to advise the Highway Dept.

Lynn Hartland sent a message of support (via Lizzie Gresham) for the idea of a community orchard being created.

### Formal meeting started at: 7.32pm

**1. Election of Chair** - Keith Day was proposed by Andrew Westwood-Bate and seconded by Dan Gresham. He accepted the nomination.

**2. Keith Day signed a declaration of acceptance of office**, which was witnessed by the Clerk.

**3. Members of the Council checked and updated their register of members' interests' forms-** only Keith Day amended his form and Dan Gresham completed a new form.

**4. Election of Deputy Chair** – Andrew Westwood-Bate was proposed by Keith Day and seconded by Jim Tarry. He accepted the nomination

**5. Apologies** – there were none

**6. The minutes of the last meeting on 11<sup>th</sup> March 2009 were approved and signed**

### **7. Feedback on actions from the last meeting**

Work on the tap by the barn would take place in the summer.

The insurance policy would be reviewed later during the meeting.

Andrew Westwood-Bate reported that he had spoken with Mr and Mrs Moore about their offer of a new streetlight.

Dan Gresham had looked at the hazardous bench in the play area, and had fixed the problem.

### **8. Village Hall Charitable Trust (VHCT)**

a) VHCT had requested that the Parish Council share the costs to update the village hall's health and safety signage and other requirements; the cost would be £375.00 to the Council. Andrew Westwood-Bate confirmed that all the new equipment would be transferable to a new hall. The Council authorised paying up to £375.00 towards upgrading the halls health and safety equipment - this was proposed by Jean Kelly and seconded by Dan Gresham.

b) Update from VHCT:

The Trust now had all the necessary policies in place to satisfy all hirers' requirements. The Trust had received the initial response from the planners about the proposed hall design, and the design of the hall was likely to be a small 'L' shape. There were plans to hold a public meeting to show the hall plans to villagers.

**9. Update on Council's request for a temporary weight restriction** to be introduced on the Back Road to Linton. A meeting with Linton Parish Council had been delayed until the wind farm issue had been dealt with. **Action: Andrew Westwood-Bate** agreed to arrange a

meeting with Linton Council to discuss the problem of the construction traffic using the Back Road.

Dan Gresham and Jim Tarry declared an interest in the next item, as they both have an allotment.

#### **10. Allotment area**

- a) A retrospective request to erect a shed on plot 6 was approved for David Palmer; on the basis that this would be his second and final structure on this plot.
- b) A partly retrospective request from Lizzie Gresham to erect a fence around her allotment was approved.
- c) Mark Huntsman's request to convert a shed into a chicken shed was approved. Andrew Westwood-Bate explained that the existing large henhouse and run was on David Palmer's plot, not Mark Huntsman's.
- d) A retrospective request from Tim Swain to fence around his allotment was approved.
- e) Recommendations from an informal meeting about the allotments on 16<sup>th</sup> April:
  - i) It was suggested that the allotment agreement be amended from September to include a clause stating that permission must be sought to keep livestock, and that the location and size of the run must be agreed with the Council. It was also proposed that the new agreement include a clause stating that produce cannot be sold for personal gain or for charitable purposes, with one longstanding exception to this rule (Mrs Gwen Cutter).
  - ii) David Palmer kindly agreed to produce a newsletter reminding users to park by the barn, drive considerably down Blench Lane and that subletting was not permitted.
  - iii) The idea of having a communal bonfire area was discussed and the concept of creating a community orchard was raised, but would be a long-term project. The views of allotment holders would be sought. It was reported at the meeting that some domestic rubbish was being burnt at the allotments; it was agreed that this should not be happening.

All of the above motions were proposals by Andrew Westwood-Bate and seconded by Keith Day.

#### **11. Tree work update**

- a) Since the Council agreed to replace the cherry trees with crab apple trees, a meeting had been held with the District Councils Trees Officer and she had offered to supply 5 varieties of birch trees instead, which would be planted by Acacia in the autumn- Keith Day proposed and Andrew Westwood-Bate seconded this change to the type of tree to be planted.  
The bill for the work undertaken by Acacia had been received.
- b) Work had been undertaken on the oak tree along Beech Row and the bill had been received.
- c) Alexander Talbot had contacted the Clerk to confirm that he would arrange for a soundness test to be undertaken on the pine tree

#### **12. Village maintenance**

- a) Shine asked the Council what to do with bottles that had been urinated in and left at the bus stop. **Action: Clerk** to contact the environmental health dept to collect the bottles. **Action: Clerk** to find out whether a solar powered light existed that could be installed at the bus shelters.
- b) In preparation for the Hildersham Fete the grass by the rivers edge on the Recreation Ground, needed cutting. Jim Tarry kindly volunteered to cut the grass.

#### **13. Risk management of Parish Council's assets**

a) The Clerk read through the insurance policy detailing how much cover the Council had for its assets and liabilities. The Clerk explained that the original renewal policy had been incorrect, as the insurance for the hall had not been increased as requested last year and 4 bus shelters had been listed on it too. The amended policy had been received and was correct, however there was an additional premium to be paid of £107.94  
Andrew Westwood-Bate proposed that the additional premium be paid and Keith Day seconded this proposal.

#### 14. Correspondences

- a) Cambridgeshire County Council had invoice the Council for the light in Beech Row again. The Clerk was trying to get this bill cancelled.
- b) SCDC – Housing futures update - circulated
- c) Information Commissioners Office – CD on the freedom of information act - circulated
- d) Letter from Hildersham Village Hall Charitable Trust requested the Council share the costs to ensure the village hall complied with statutory Health & Safety requirements. Discussed earlier in the meeting.
- e) The Parish Council agreed to await feedback from Andrew Westwood-Bate on whether the Village Hall Trust would become a member of Cambridge ACRE, instead of the Council.
- f) The Parish Council agreed to renew its subscription to ‘Clerks & Councils Direct’ at a cost of £10.00 – proposed by Keith Day and seconded by Andrew Westwood-Bate.

**15. Working for Quality Status – Action Clerk** to arrange a meeting of the working party at the hall on a Monday morning or on a Friday from 10.00am.

#### 16. Finance

- a) The Council authorised the payments and approve the financial statement dated 27.05.09 prepared by the Clerk, except the payment to Cambridge ACRE- proposed by Dan Gresham and seconded by Jean Kelly.
- b) The end of financial year figures were agreed and signed off by the Chairman. These consisted of receipts & payments with bank reconciliations, a list of all the income & expenditure for the year and a supporting statement.
- c) The Chair and Clerk signed the annual return statement of accounts and the statement of assurance. **Action Clerk:** to ask the internal auditor whether she would undertake an interim audit for the Council.
- d) The public inspection period for the audit would run from 25th May –22nd June
- e) The Highways Dept had sent a grass-cutting rebate for 2009-10 of £425.18.
- f) Adjustment had been made to Clerk’s wages this month to correct a duplicated claim for stationery and ‘phone calls. Two cheques had been raised and cashed to Mr Andrew Westwood-Bate for £3.50, when only one was required. Mr Westwood-Bate gave the Clerk £3.50 to correct the overpayment.

#### 17. Planning

Reference:	For:	At:	Proposal:	Decision:
S/0425/08/F	Mr & Mrs Tarry	12 Beech Row	Extensions	District Council approved

Tree work application from Mr Myer, Woodside, High Street  
 Tree work application for 2 Church Cottages

#### 18. Items for the next meetings agenda

3P’s – as there had been no constructive contact for this department – **Action: Clerk** to contact the manger Kate Day.

Meeting closed at 8.26pm

### Open Forum

Lizzie Gresham suggested that a meeting be held with the allotment holders to discuss the proposed changes to the agreement. It agreed that this was a good idea and that the Councillors should meet beforehand to determine what changes they felt were required. This meeting would be held before September.

Next meeting Wednesday 8<sup>th</sup> July 2009