

**GULDEN MORDEN PARISH COUNCIL****Minutes of the Annual Parish Council meeting held in the Village Hall  
on Monday 15 May 2006 at 8.30pm.**

Present: Cllrs: J Holroyd (Chairman), B Spall, Mrs J Davis, K Baker, J Kennedy, Mrs D Mitchell, B Holme and R Murfitt

In attendance: Cllr Mrs C Murfitt (District Councillor), 1 member of the public and Mrs G. Stoehr (Clerk).

**Comments and observations from members of the public**

Mr Hopkins raised concerns about the lack/poor communication by Cambridge County Council (CCC) in response to letters sent by the Parish Council. Mr Hopkins also outlined his concerns about the lack of maintenance of the area which in turn is causing problems within Mr Hopkins garden the lights from cars and youths accessing the rear of the village hall and causing damage to his property. It was noted that the Parish Council had considered the latter matter at a previous meeting and Mr Hopkins had been informed of the outcome. The other matters relating to the highway area are the responsibility of the County Council.

**1. Elections and Annual Meeting Business****1.1 Chairman and declaration of acceptance of office**

The proposal by Cllr R Murfitt, seconded by Cllr Mrs J Davies that Cllr J Holroyd be elected Chairman was carried unanimously. Cllr Holroyd signed the declaration of acceptance of office.

**1.2 Vice-Chairman**

The proposal by Cllr Mrs D Mitchell, seconded by Cllr R Murfitt, that Cllr B Holme be elected as Vice-Chair was carried unanimously.

**1.3 Appointment of Committees, Working Groups, Representatives on Outside Bodies**

It was agreed that this should stand as at present with the exception of the Health and Safety Officer which is to be consider at the next Parish Council meeting.

**1.4 Appointment of Charity Trustees**

On a proposition by Cllr Mrs D Mitchell, seconded by Cllr B Holme it was agreed that Mr J Dellar and Mr T Osbourne should continue as Charity Trustees if they are willing to do so. It was agreed to carry forward the discussion on Parish Plan to the next meeting.

**1.5 Member responsibilities**

On a proposition by Cllr B Holme, seconded by Cllr R Murfitt it was agreed that this should continue as follows:

	Responsibility
Cllr B Holme	Allotments/Craft
Cllr Mrs D Mitchell	Burial Grounds
Cllr R Murfitt	Cambridgeshire Association of Local Councils & Cambridgeshire Acre
Cllr R Murfitt and Cllr B Spall	Finance
Cllr B Spall	Footpath & Highways
Cllrs Mrs J Davis and Mrs D Mitchell	Mobile Warden Scheme
Cllr R Murfitt	Neighbourhood Watch/Police Consultation meeting

Cllr J Kennedy	New Village Hall Steering Committee
Cllr K Saban	Recreation Ground
P Dellar	Ruddery Pit Warden
Cllr K Baker	Transport Information
Cllr J Holroyd C Paget-Wilkes	Trees & Conservation Tree Warden
Cllr J Kennedy	Village Hall Committee
Cllrs Mrs J Davis and Mrs D Mitchell	Welfare Matters /Warden Scheme
Cllrs Mrs D Mitchell and J Holroyd	Worboys Grave Fund Trustee
Cllr J Holroyd	Planning
Mr J Dellar (2010) Cllr B Holme (2008) Mr B Went (2008) Mr T Osbourne (2010)	The Poors Charity and Townlands Charity
Cllr J Holroyd P Dellar J Dellar	Ruddery Pit, Vineyard Ruddery Pit Honorary Warden Vineyard Honorary Warden
Cllrs Holme, Holroyd, Baker and Cllr Mrs Davis	Village Appraisal

It was noted that Terms of Reference would continue as previously agreed at the first and annual meeting.

1.6 Review of standing orders, financial regulations and risk assessment

A review of the current procedures and processes of the standing orders, financial regulations and risk assessment was undertaken by the Parish Council. It was agreed that no change was required at present.

1.7 Annual Report

The Annual Report was noted and thanks were expressed to the Chairman for all his hard work.

**2. To receive apologies for absence and declarations of interest**

2.1 Apologies were noted from Cllr Mrs Oliver and Cllr K Saban.

2.2 Declarations of interest:

Cllr R Murfitt declared prejudicial interest in item 8.2.1 as adjacent landowner.

Cllr B Holme declared a prejudicial interest in item 6.1 as Miss Flint's father is a customer of his.

**3. To approve the minutes of the last meeting on 27 March and 18 April (including confidential minutes)**

On a proposition by Cllr B Holme, seconded by Cllr K Baker the minutes of 27 March were approved as a true record and signed by the Chairman.

It was agreed to carry forward the approval of the confidential minutes to the end of the meeting.

**4. Matters arising to note or carried forward for discussion/decision**

4.1 (3.2) Village Hall vesting of lease in the Official Custodian

It was noted that this has now been completed. A copy of the vesting order had now been received

4.2 Clerk's terms and conditions

It was agreed to carry this item forward to the end of the meeting.

5. **To receive the report of the County and District Councillors**

The County and District Councillors had nothing further to report.

6. **To consider correspondence/communications & members reports received**

6.1 Helen Flint – The Vineyard

Cllr B Holme having declared an interest in this item duly left the meeting whilst the matter was being discussed. A letter from Miss H Flint, Cold Harbour Farm complaining about recent spraying at the Vineyard and enclosing photographs was considered. The history of the site and the Parish Council's ownership of the Vineyard were noted.

On a proposition by Cllr Spall, seconded by Cllr Murfitt it was agreed to ask the Parish Council's solicitor to formally register the land based on the land conveyance at an approximate cost of £500. It was also agreed to cease spraying for the time being and to reply to Miss Flint reiterating the Parish Council's ownership of the Vineyard etc and also to inform the Tree Warden and the Honorary Warden not to spray.

Cllr B Holme re-joined the meeting.

6.2 Troy Corser – proposed diversion to footpath

It was agreed to carry this item forward to the next meeting to allow a site meeting to be undertaken. A signed declaration from residents regarding their unrestricted access to the path between The Bells and the church for period of nearly sixty years was noted. It was agreed to pursue both the status of the path and ensure its continued enjoyment by Guilden Morden residents with Countryside Services Team at Cambs County Council.

6.3 ROSPA Report - It was noted that there were no high risk items identified and in light of Phoenix proposals it was agreed to monitor the other items.

6.4 Planning Pack – To be circulated.

7. **Financial, procedural and risk assessment matters**

7.1 Tree monitoring reports

Reports on tree checks undertaken by members were noted. There was no urgent action identified.

7.2 Finance report and to approve the payment of bills

The financial report was received and considered. Invoices for payment and supporting papers were checked by a member before payment. On a proposition by Cllr J Kennedy, seconded by Cllr B Holme the following payments were approved for payment:

Allianz Cornhill	£1106.49
Buchans Landscaping (grass cutting)	£274.96
PT Pinner and Son	£5.88
RNID	£16.6
CALC	£235.04
Play Safety Ltd (ROSPA report)	£70.5
LGS Services	£590.46

It was noted that the P60's have been issued and P14's and P35's filled online.

7.3 Insurance review and fidelity guarantee

A review of the fidelity guarantee was undertaken and on a proposition by Cllr Murfitt, seconded by Cllr Spall it was agreed to increase the level of cover to £87,500.

- 7.4 To approve the accounts and the Statement of Assurance  
On a proposition by Cllr B Holme, seconded by Cllr Mrs D Mitchell the accounts were approved by resolution of Guilden Morden Parish Council and the statements in section 2 of the Annual Return were all answered 'Yes'. The Chairman signed sections 1 & 2 and the supporting accounts on the Parish Council's behalf.
- 7.5 Play equipment grant applications – Awards for All  
On a proposition by Cllr Holme, seconded by Cllr Spall it was agreed that the Parish Council would apply for the Awards for All grant based on the information in the application drafted by Phoenix.
- 8. To consider planning and tree works applications received/considered since the last meeting**
- 8.1 Planning
- 8.1.1 S/0899/06/F Snook, 7 Thompsons Meadow – extension and conservatory  
As this application had not as yet been received it was agreed it should be carried forward to the next meeting.
- 8.1.2 S/0754/06/F & S0753/06/LB Fordham, Odsey Park, Conversion of barn into dwelling  
On a proposition by Cllr B Holme, seconded by Cllr K Baker the application was recommended for approval as follows:
- It will not directly affect anyone.
  - Subject to conditions imposed by Listed Building officials.
- 8.2 Tree works
- 8.2.1 Christie – High Street  
The Parish Council had no comment to make on this item.
- 8.3 SCDC decisions  
S/0459/06/F The Holt 30 Dubbs Knoll Road – approved by SCDC for 6 months change of use.
- 9. Councillors' items for the next agenda and closure of meeting**  
It was agreed that any points raised at the APM should be put on the next agenda for discussion/consideration.
- Village Hall Project Manager – The skills of the village's residents should be used.
  - APM – It was highlighted that all members should attend APM and meetings where possible.
- The next two items were taken together.
- 4.2 Clerk's terms and conditions**
- 3. To approve the minutes of the meeting on 18 April (confidential minutes)**  
On a proposition by the Chairman, carried unopposed, in accordance with S1 (2) of the Public Bodies (Admissions to Meetings) Act 1960 in view of the confidential nature of the business to be transacted, that is the Council considering the Clerks terms and conditions and the confidential minutes of 18 April 2006 the public and Clerk were temporarily excluded from the meeting and were instructed to withdraw.
- The Clerk left the meeting and did not return.
- The meeting was re-opened at           pm. At           pm there being no further business the Chairman declared the meeting closed.

Signed \_\_\_\_\_ dated \_\_\_\_\_