

GULDEN MORDEN PARISH COUNCIL

**Minutes of the Annual Meeting of the Parish Council meeting held in the Village Hall
on Monday 12 May 2008 at 7.30pm.**

Present: Cllrs: Mrs J Davis, J Holroyd (Chairman), Mrs D Mitchell, B Holme and Dr J Townsend-Stojic

In attendance: Cllr Mrs Murfitt (District Councillor), Mrs L Hazel (LGS Services) and 6 members of the public.

Before the meeting started all members signed their declaration of acceptance of office and also the bound declarations book.

Comments and observations from members of the public and from the County & District Cllrs

Cllr Mrs Murfitt gave her apologies as she will have to leave early. She also requested that when the Parish Council is arranging their meeting could they bear in mind that Steeple Morden met on the 1st Monday of the month so there are no clashes of meetings.

1. To elect a Chairman

1.1 Cllr Holroyd indicated that having been Chairman for several years he would prefer to stand down as Chairman and invited nominations.

The proposal by Cllr Townsend-Stojic, seconded by Cllr Mrs Mitchell that Cllr Holme be elected Chairman was carried unanimously.

Cllr Holme on behalf of the Parish Council expressed thanks to Cllr Holroyd for all his hard work over the last 4 years and congratulations to Cllr Mrs Murfitt for her re-election and his hopes that everyone will be able to work close together.

1.2 To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received

Cllr Holme signed the bound declarations book.

1.3 In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations

Chris Freeman of New Road, Anna Hoad of Pound Green, Tim Bartlett of Thompsons Meadow and Tony Oakes of Buxtons Lane had all expressed an interest in becoming a parish councillor. On a proposition by Cllr Holme, seconded by Cllr Holroyd it was unanimously agreed that all four people should be co-opted onto the Parish Council. All new members signed the declaration of acceptance of office and were welcomed to the meeting.

1.4 To elect a Vice-Chairman

The proposal by Cllr Mrs Davis, seconded by Cllr Mrs Mitchell, that Cllr Holroyd be elected as Vice-Chair was carried unanimously.

1.5 To appoint committees, working groups or any other representatives which the Council deems necessary

It was agreed that no committees are required at this time.

The following working groups were agreed:

1.5.1 Terms of reference for Parish Plan Working Group

- Background: In 2002 a village appraisal was undertaken which sought the views of all residents. Current trend is for a parish plan i.e. taking the findings from a survey and turning it in to an action plan.
- Brief: The Parish Plan Working Group is to consider all matters relating the village appraisal/parish plan and to make a clear recommendation/s to full the Council for its consideration.
- Administrative matters: No formal agenda, minutes or meeting room required etc as a group not a committee
- Financial matters: No delegated budget spending.
- Membership: Cllr Mrs Davis, Cllr Dr Townsend-Stojic and Cllr Mrs Hoad.

The Group

- Must have due regard for the Parish Council's Standing Orders.
- May seek advice or information from the Clerk, District or County Councils and/or other body to enable it to understand or carry out its duties more effectively.
- Should liaise with other Parish Council committees, working groups, members and the Clerk as appropriate.

1.5.2 Terms of reference for the Village Hall Project Group:

- Background – Guilden Morden Parish Council own the village hall which is leased to the Village Hall Trustees/Management Committee. It has been identified that the current hall either needs to be replaced or fully refurbished. The Annual Parish Meeting has asked that the Parish Council take urgent steps to attend to this:
- Brief: the Village Hall Project Group is to consider all options and to make a clear recommendation/s with cost implications to full the Council for its consideration. *(No delegated powers to commit the Council to anything unless this has been formally determined at a full Council meeting)*
- Administrative matters: No formal agenda, minutes or meeting room required etc as group not committee
- Financial matters: No delegated budget spending.
- Membership: Cllrs Holroyd, Bartlett and Oakes.

The Responsible Member/Group

- Must have due regard for the Parish Council's Standing Orders.
- May seek advice or information from the Clerk, District or County Councils and/or other body to enable it to understand or carry out its duties more effectively.
- Should liaise with other Parish Council committees, working groups, members and the Clerk as appropriate.

1.5.1 Member responsibilities:

The following terms of reference and member responsibilities were agreed:

Terms of reference for groups is in brief:

- Brief: the members is to consider matters relating to their area of responsibility and to make a clear recommendation/s to full the Council for its consideration.

Administrative matters: No formal agenda, minutes or meeting room required etc as group not committee

- Financial matters: No delegated budget spending.

The Responsible Member

- Must have due regard for the Parish Council's Standing Orders.
- May seek advice or information from the Clerk, District or County Councils and/or other body to enable it to understand or carry out its duties more effectively.

Allotments/Craft	Cllr Mrs Hoad
Burial Grounds	Cllr Mrs Mitchell
Finance	Cllr Freeman
Footpaths & Highways	Cllr Holroyd
Planning	Cllrs Holroyd and Oakes
Recreation Grounds (includes Thompsons Meadow)	Cllr Holme
Transport Information	Cllr Bartlett
Trees & Conservation & Honorary Warden for Ruddery Pit, the Vineyard and Buxtons Lane.	Cllr Dr Townsend-Stojic assisted by Georgina Boost
Welfare Matters /Warden Scheme	Cllrs Mrs Davis and Cllr Mrs Mitchell
Website	Cllr Mrs Hoad
Clerk Review/Line Manager	Cllr Bartlett

1.6 To appoint representatives on any other organisation or authority, which the Council deems necessary

PCALC & Cambridgeshire Acre	Cllr Holroyd
Mobile Warden Scheme	Cllrs Mrs Mitchell and Cllr Mrs Davis
Neighbourhood Watch/Police Liaison	Cllr Freeman

1.6.0 Appointment of Charity Trustees

The Townlands Charity and the Poores Charity – Cllr Holme and Cllr Dr Townsend-Stojic (appointment until May 2012).

The Village Hall Charity/Trust – Cllr Oakes

The Worboys Grave Fund – Cllrs Mr Holme (Chairman), Mrs D Mitchell and the Vicar.

It was noted that the Village Hall AGM is to be held on Wednesday 14 May 2008.

1.7 To inspect any deeds and trust instruments in the custody of the Council:

Carried forward to the next meeting.

2. Apologies for absence and declarations of interest

2.0 Apologies had been received from Cllr Spall, Cllr Mrs Oliver and Mrs G Stoehr (Clerk).

2.1 Declarations of interest were received as follows:

- Cllr Holme declared an interest in item 6.3.1 and any items relating to the Townlands Charity.
- Cllr Holroyd declared an interest in item 6.2.1 as the applicant

It was noted that all members had been issued with information on the Code of Conduct and a register of members interests form to complete and return to the Clerk.

3. To approve the minutes of the last meeting on 17 March 2008

3.0 On proposition from Cllr Dr Townsend-Stojic and seconded by Cllr Mrs Mitchell the minutes of the last meeting on 17 March 2008 were approved as a true record and signed by the Chairman.

3.1 On a proposition by Cllr Holroyd and seconded by Cllr Dr Townsend-Stojic the confidential minutes of 17 March 2008 were approved as a true record and signed by the Chairman.

Cllr C Murfitt asked that Democratic Services be informed of the name of the new Chairman. She reported that any planning applications that go to the Chairman's Delegation, a full breakdown of how they arrived at their decision will be provided. As the Parish Council did not have any questions for Cllr Mrs Murfitt she left the meeting.

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

4.1 (5.1) NATS Flight Path Consultation

Cllr Dr Townsend-Stojic gave a brief summary on the consultation which is due to end on 22 May. It was noted that Cllr Mrs Oliver had challenged the application on both the noise implications and the short consultation time limit. Residents had been urged to look at the website and fill in the online questionnaire as individuals.

4.2 (3.1) Doctors Surgery

Cllr Holroyd reported on the meeting that is due to take place shortly between Guilden and Steeple Morden, providers of the service and the Doctors Surgery. It was agreed that Cllr Holroyd should attend the meeting and represent the Parish Council and also to bring a report to the next meeting.

4.3 Matters discussed at the APM including Newsletter, Path by the Church etc

The following was noted:

- the APM did not support the suggestion of a Parish Council newsletter
- the APM did not want the soil removed from the path between The Bells and the Church however it did want the path to be identified in some way either by a sign or by being added to a footpaths plan. It was noted that the Council has some funding in its reserves to update the parish footpaths leaflet if this is chosen.

It was agreed that Cllr Holme would look into updating the Footpath leaflet and report to a future meeting.

4.4 (3.5.2) Encroachment P15 near the cemetery – to consider the reply from CCC & decide if the Parish Council wishes to take action

The reply from Kate Day stating that CCC would not take any further action and that the Parish Council could, if it so wished pursue it under the Highways Act itself. The Parish Council was disappointed with this response.

4.5 (7.2) Complaint planning procedure Three Tuns PH– to consider the reply from SCDC

The replies from the Planning Portfolio Holder and Planning Officer were considered and it was agreed that the Planning Team Leader should contact Cllr Holroyd should a similar situation arise.

4.6 (6.5) Bench at Connors Corner – to agree location

It was noted that Dennis Vacher has no objections to a bench being sited at Connors Corner. On a proposition by Cllr Holme, seconded by Cllr Holroyd it was agreed that Cllr Mrs Mitchell should arrange for the bench to be installed just inside Church Street.

4.7 Housing needs survey – ACRE & Bidwells

4.7.0 The reply from ACRE was noted and considered. It was noted that Rob Hopwell of Bidwells has called to ask, on behalf of the Luminous Group (a housing association) if the Parish Council think there is need for more affordable housing in the village. He wants to work with the Parish Council and can arrange to fund the ACRE survey and then depending on the results hold further discussions with the Parish Council on how Luminous can meet any need identified. On a proposition by Cllr Holme, seconded by Cllr Oakes it was unanimously agreed that the Parish Council would like to hold further discussions with Bidwells.

4.7.1 The letter from SCDC on ‘Housing Future’ was noted and considered. It was agreed that letter should be put in Gamut and on the/Website inviting any comments. A reply is to be sent to SCDC acknowledging the letter highlighting that the Parish Council will respond in due course and requesting that they date any future correspondence. This is to be an agenda item for the next meeting.

5. To consider correspondence/communication received

5.1 Parish Ponds Survey

It was noted that Cambridgeshire and Peterborough Biological Records Centre coordinating a pond survey. It was agreed that an article is to be put in Gamut with full details inviting residents to take part if they so wish to.

5.2 CCC– Proposed changes to Service 127

On a proposition by the Chairman the meeting was briefly closed to allow Mr Perry to expand on his letter of concern.

On a proposition by Cllr Holme it was agreed that the Parish Council should respond once all the relevant information has been received. Cllr Dr Townsend-Stojic is to circulate the recent letter received to all members and Cllr Bartlett is to be asked to draft a response which is to be sent to the Chair and Vice-Chairman for consideration. This item is to be an agenda item for the next meeting for further consideration.

5.3 The Wildlife Trust The Ruddy Pit

The letter from the Wildlife Trust seeking permission to survey the Ruddy Pit for selection as a potential Wildlife Site (CWS) was considered.

It was agreed that The Wildlife Trust should be asked to undertake a survey and inform the Parish Council of the outcome and if it is highlighted that there are any challenges to recommend how the site can be improved.

6. To consider planning and tree works applications and decision notices received since the last meeting

6.1 Planning applications

6.1.1 S/0701/08/F – Edward VII Public House 2 Foxhill Road – Extension

On a proposition by Cllr Dr Townsend-Stojic, seconded by Cllr Holroyd it was agreed to approve that application but highlighting that the Parish Council are concerned for the execution and that appropriate safe guards for use should be implemented.

6.2 Tree works

6.2.1 Holroyd, 36 High Street – tree works

Noted.

6.2.2 Guilden Morden Parish Council – tree works

Noted.

6.3 SCDC decision notices

6.3.1 S/0202/08/F – Red Barn Ashwell Road – Erection of Office Building – Approved

Noted.

S/0177/08/LB The Three Tuns PH – Approved

Noted.

S/0140/08/LB – Odsey House, Baldock Road – Approved

Noted.

7 Finance and procedure

7.1 To receive the financial report and approve the payment of bills

The financial report was received and considered. Invoices for payment and supporting papers were checked by a member before the cheques were signed. On a proposition by Cllr Freeman, seconded by Cllr Holroyd the following payments were approved for payment:

Cambridge Water Co (water bill)	£11.18
Buchans (grass cutting)	£1359.71
LGS Services (admin support)	£477.27
Lawson Tree (bus shelter glass)	£65.00
Mrs L S Barley (St Mary's church reimbursement grass cutting)	£238.56
Mr J Holroyd (workshop reimbursement)	£36.00
Allianz (insurance policy)	£1191.46
LG Stoehr (salary)	£233.22
LGS Services (admin support)	£830.67
LGS Services (Online returns)	£52.88

Noted:

- End of year return has been submitted to Inland Revenue and the employee P60's issued.
- Decimal points are to be included in future finance reports.

It was agreed that Cllr Oakes should become a signatory. The Clerk is to be asked to sort out the necessary paperwork for this.

7.1.1 Insurance policy and fidelity guarantee review

A review of the Insurance and fidelity guarantee was undertaken and on a proposition by Cllr Holme, seconded by Cllr Holroyd it was agreed that no changes are required at this time.

7.2 Annual Reviews

7.2.1 Standing orders, Financial Regulations and Risk Assessment review

On a proposition by Cllr Holroyd, seconded by Cllr Holme having undertaken a review of the current procedures and processes of the standing orders, financial regulations and risk assessment it was agreed that no change was required at present.

Meeting dates for the year and members contact details are to be circulated.

7.3 To approve the accounts, complete the annual return and the statement of assurance

On a proposition by Cllr Freeman seconded by Cllr Bartlett 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' apart from Trusts which was N/A. The Chairman signed Sections 1 & 2 and the supporting accounts on the Parish Council's behalf.

- 7.4 To receive the tree monitoring reports and to consider any work identified
 Reports on tree checks undertaken by members were noted. It was agreed to carry this item forward to the next meeting so that the plan showing the location of the trees can be reviewed and areas allotted to members.

8. Councillors' items for the next agenda and closure of meeting

- 8.1 Cllr Mrs Davis suggested that each member individually in turn spent 5 minutes before each Parish Council meeting with the new members explaining their roles/areas of responsibility and what it consists of. This was agreed and Cllr Mrs Davis will explain the Mobile Warden Scheme to new members before the start of the next meeting.
- 8.2 Details of training courses are to be passed to all members when available.
- 8.3 A copy of Guilden Morden's budget is to be provided to all members for their information.
- 8.4 Cllr Mrs Hoad will approach all groups in the village to provide up to date details for inclusion on the website and pass these to the webmaster.
- 8.5 Cllr Holroyd raised the village hall approval/proposal presentation. He was advised to go through the Clerk.
- 8.6 It was noted that a new allotment plot has been let.

There was no further business and the meeting was declared closed at 10.00 pm

Signed _____ dated _____