

GULDEN MORDEN PARISH COUNCIL

**Minutes of the Meeting of the Parish Council held in the Village Hall
on Monday 17 May 2010 at 7.00 pm.**

Present: Cllrs: J Davis, A Hoad, G Harper, B Holme (Chairman), J Holroyd, D Mitchell and T Oakes.

In attendance: Lorna Hayes (MAGPAS), Cllr Mrs Cicely Murfitt, (District Councillor), 2 members of the public and Mrs G Stoehr (Clerk).

Comments and observations from members of the public and from the County and District Councillors

Ms Lorna Hayes attended an open discussion on the Community First Responder Scheme and its history, operation and benefits.

A resident, Mr D, urged that a complaint be sent to Herts County Council regarding poor visibility at the Odsey turn on the Royston Road, as the verges are in need of cutting, and the road markings are not clear.

It was observed that a new boundary fence in Dubbs Knoll Road was causing encroachment on the Parish Path to the Church.

A hedge in the Trap Road vicinity needs cutting back. A letter is to be sent to the resident.

Further work to remove stumps on Pound Green and enable grass cutting was urged.

The Parish Council acknowledged the hard work of volunteers.

1. Annual Business

1.1 To elect a Chairman

Cllr Holme was unanimously elected Chairman ^(Prop JH, 2nd DM)

1.2 To receive the Chairman's declaration of acceptance of office

The declaration of acceptance of office was signed by the Chairman.

1.3 To elect a Vice-Chairman

Cllr Holroyd was unanimously elected Vice-Chairman ^(Prop AH, 2nd GH)

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

The Terms of Reference were reviewed and agreed and the following member responsibilities were agreed ^(Prop BH, 2nd TO)

Terms of reference for groups in brief:

- Brief: the member 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 him/her to understand or carry out his/her duties more effectively.

School Liaison Officer	Cllr Hoad
Allotments/Craft	Cllr Hoad
Burial Grounds	Cllr Mitchell
Finance	Cllr Harper and Cllr Holroyd
Footpaths & Highways	Cllr Holroyd
Planning	Cllrs Holroyd and Oakes
Recreation Grounds (includes Thompsons Meadow)	Cllr Davis
Transport & Transport Information	Cllr Bartlett and Cllr Holroyd
Trees & Conservation & Honorary Warden for Ruddery Pit, the Vineyard and Buxtons Lane.	Cllr Davis
Welfare Matters /Warden Scheme	Cllr Harper and Cllr Mitchell
Website	Cllr Hoad
Clerk Review/Line Manager	Cllr Bartlett
Environment Agency & Anglian Water Liaison	Cllr Holme
Gamut	Cllr Holroyd

The working groups and membership were unanimously agreed ^(Prop BH, 2nd TO) as follows:

Parish Plan Working Group: Cllr Hoad and Cllr Davis (Convenor)

Village Hall Project Group: Cllrs Holroyd, Oakes, Bartlett with Mr Alan Boyd and Mrs Judith Davis-Roach (co-opted)

Affordable Housing Group: Cllr Davis and Cllr Harper.

Sustainable forum – carried forward

Village Maintenance working party: Cllr Holroyd

Assets review: Cllr Holme, Cllr Harper.

It was noted that Cllr Townsend-Stojic intended to resign as a member and therefore was not allocated an area of responsibility.

1.5 To appoint representatives on any other organization or authority, which the Council deems necessary

The following was unanimously agreed ^(Prop BH, 2nd TO)

Parish Forum representative – Cllr Oakes

Mobile Warden Scheme – Cllr Mitchell and Cllr Harper

Neighbourhood Watch/Police consultation meeting - Cllr Holme and Cllr Oakes.

The Village Hall Charity – Cllr Oakes.

Townlands and Pools Charity – Mr Dellar and Mr Osbourne.

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

Townlands and Pools Charity – noted.

Village Hall lease – noted.

Pound Green – Pump site and Ruddery Pit – Statutory declarations are required. It was agreed to place an article in Gamut.

On a proposition by the Chairman, it was agreed to vary the order of business to take item 4.7 at this point.

4.7 Parish Plan – to decide whether to progress this or not

It was agreed to leave two people on the working group to find volunteers ^{via} for Gamut and ~~for~~ the website.

The decision on a representative for the sustainable forum was carried forward pending finding someone with drive and determination.

2. To receive apologies for absence and declarations of interest

Apologies were noted from Cllr Mrs Linda Oliver, Cllr Townsend-Stojic and Cllr Bartlett.

Cllr Holroyd declared an interest in item 8.1.3, the planning application for 99 High Street.

Cllr Mrs Murfitt's report included the vacancy on the Standards Committee, and an update on the withdrawn planning application at Fox Hill. She undertook to follow up a report of problems with soil spilling out onto the pavement causing a hazard.

3. Approval of the minutes of the last meeting on 19 April 2010

The minutes of the previous meeting were approved as a true record and signed by the Chairman. ^(Prop TO, 2nd AH), after the addition of 25 Church Street to the item on tree works applications, and substitution of the word "planning" for "tree" under declarations.

4. Matters arising

4.1 (4.1 of 15.3.10) Affordable Housing

Discrepancies were noted in the data provided by SCDC and ACRE. Concerns were expressed with the location and the infrastructure. It was noted that 8 units were proposed at Steeple Morden, and that it had not been mentioned that the development would have an impact on the Guilden Morden pumping station. A letter is to be sent to Schuyler Newstead seeking clarification of the figures.

4.2 (4.2 of 15.3.10) Transport Options

Carried forward.

4.3 (4.3 of 15.3.10) BT kiosk adoption – to consider possible uses

A local information point was suggested. The matter was carried forward pending developments from SCDC and BT.

4.4 (10.4 of 15.3.10) First Responder Scheme

Cllr Harper undertook to place an article in the newsletter inviting volunteers. The Parish Council supports the scheme in principle.

4.5 (2.2 of 19.4.10) Village Hall Project Group report on the preferred contractor appointment

Tenders received for the site engineer (£9000) and the anticipated costs for the CDM co-ordinator (£2,000) and soil analysis (£2,000) and already approved architect costs (£9,000) meant that the project costs were anticipated to be approximately £22,000. This was considered and it was unanimously agreed ^(Prop JH, 2nd TO) that it was necessary to approve project costs of £22,000 and to put the next stages of the project in hand which included the appointment of Kashec Ltd as the Structural Engineer and to put the CDM co-ordinator and soil analysis out to tender.

4.6 (6.1 of 19.4.10) Consultative meetings regarding aircraft

Carried forward.

4.7 Parish Plan

Taken earlier.

5. Financial, procedural and risk assessment matters

5.1 To approve the accounts, complete the annual governance statement of assurance for FY 2010

The accounts were unanimously approved ^(Prop TO, 2nd DM) and these and the supporting papers were signed by the Chairman. The questions in the statement of assurance were considered and questions 1-8 answered "Yes" and question 9 answered "not applicable" before being signed by the Chairman ^(Prop GH, 2nd AH).

5.2 To appoint an Internal Auditor

Thanks were expressed to Mr Dick Lynch for carrying out this responsibility and he was unanimously reappointed as Internal Auditor if he was willing to accept the position.

5.3 Review of policies, standing orders, including review of handling planning applications received between meetings

The new model Standing Orders from NALC were considered and adopted ^(Prop JH, 2nd JD - unanimous) with the addition of the following amendments and details:

Length of meetings – maximum 2.5 hours.

Frequency of meetings - it was agreed to maintain the status quo with planning meetings taking place in alternate months.

Time for public comment (including councillors) – 15 minutes

Time for individual speakers – maximum 5 minutes, 3 minutes for members

Rescission of previous decision – 3 members to request

Extraordinary meeting – If Chairman has not called in 7 days, then request signed by 2 members.

Existing standing orders on contracts to be integrated.

Matters affecting employees – review by Chairman as line manager who will report to Council with a recommendation.

7 days for agenda items and questions to Clerk

FOIA Data Controller – Clerk as Proper Officer and Chairman or Vice-Chairman when Clerk is compromised.

Section 31 – carried forward pending clarification.

Current levels of spending and delegation identified in the existing financial regulations to remain.

Other policies including the Financial Regulations, Code of Conduct, Complaints Policy, Freedom of Information and Data Protection, Child Protection, Equal Opportunities and Race Relations, Health and Safety (for employees) were reviewed and no changes were required at this time. ^(Prop JH, 2nd JD - unanimous).

5.4 Gamut request for S137 financial support

The request for financial assistance from Gamut was considered. In accordance with its powers under Section 137 of the Local Government Act 1972, the Council unanimously agreed ^(Prop TO, 2nd JH) to make a donation of £70 to Gamut, which, in the opinion of the Council, is in the interests of the area and its inhabitants.

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

The financial report was received and considered and checked by a member against the invoices and statements before the cheques were signed. It was agreed that the payments as listed in the financial report should be paid ^(All, JH), plus £868.39 (Came and Company – Insurance). It was agreed to renew affiliation to CPALC.

LGS Services (admin support)	£572.85
LG Stoehr (salary)	£133.23
Buchans Landscapes (grounds maintenance)	£1547.91
CPALC (affiliation fee)	£289.61

Receipts between meetings were noted.

5.6 Training/councillor development

The importance of members undertaking regular training was considered. The Clerk is to continue circulating member training opportunities and the Council will consider this further at a future meeting when a joint training session with Steeple Morden or another Parish Council can be considered.

5.7 Assets list – hearing loop out of order

Cllrs Harper and Holme are to review the assets list and to make a recommendation on this and also the hearing loop.

5.8 Tree reports

Tree reports were received and it was noted that no work was required at this time. It was agreed that Cllr Davis would take over the responsibility for checking the Vineyard, Ruddery Pit and Buxtons Lane and Cllr Harper would take over the trees on Potton Road. All other members would continue with their already allocated areas.

6. **Members items for discussion and decision**

- 6.1 Report on community clean up meeting attended at SCDC
Cllr Holroyd had been unable to attend.

7. **To consider correspondence/communications received**

7.1 Central Beds LDF Gypsy and Traveller consultation on proposed sites

Cllr Holroyd reported. The Central Beds proposals were noted and the Parish Council has no objections. ^(Prop JH, 2nd TO, unanimous) It was agreed to comment on security and access to the site, policing and seek assurance that this would not become a no-go area.

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

8.1 Planning Applications received

- 8.1.1 S/0424/10/F – 12 Pound Green – Conversion of clay batt building and extensions
Item included in error.

8.1.2 S/0329/10/F – 1 Little Green – amendment – Extensions

The Parish Council's response was noted. It was noted that Cllrs Holme and Holroyd had both declared a personal and prejudicial interest in this application. The Parish Council had recommended approval.

8.1.3 S/0487/10/F – 99 High Street – Erection of garage, fence and gates

The Parish Council's response was noted. It was noted that Cllrs Holme and Holroyd had both declared a personal and prejudicial interest in this application. The Parish Council had recommended approval.

8.2 SCDC Decisions and notifications

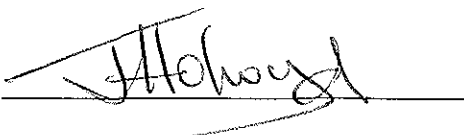
- 8.2.1 S/0301/10/F – 53 High Street – re-siting of oil tank – SCDC approved
Noted.

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

Highways and the condition of the High Street are to be an agenda item for the next meeting.

There being no other business, the meeting closed at 10.32 pm.

Signed



dated

