

GULDEN MORDEN PARISH COUNCIL**Minutes of the Annual Meeting of the Parish Council held in the Village Hall
on Monday 16 May 2011 at 7.30 pm.**

Present: Cllrs: A Hoad, G Harper, B Holme (Chairman), D Mitchell, J Davis-Roach, D Thorpe and T Bartlett.

In attendance: Mrs G Stoehr (Clerk).

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

On a proposition by the Chairman, it was agreed to vary the order of business to take this item later in the meeting.

1. Annual Business**1.1 To elect a Chairman**

Cllr Holme was unanimously elected Chairman ^(Prop DM, 2nd AH). Thanks were extended to Cllr Holme for a sterling job as Chairman.

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 GH, 2nd TB)

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 AH). No committees were appointed.

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 the full 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 (public rights of way)	Cllr Holroyd
Planning	Cllrs Holroyd and Thorpe
Recreation Grounds (includes Thompsons Meadow)	Cllr Davis-Roach
Transport & Transport Information	Cllr Bartlett
Conservation & Ruddery Pit, the Vineyard	Cllr Holme.

and Buxtons Lane.

Welfare Matters	Cllrs Harper and Mitchell.
Website	Cllr Hoad
Clerk Review/Line Manager	Cllr Bartlett..
Environment Agency & Anglian Water Liaison	Cllr Holme
Gamut	Cllr Holroyd
Police liaison and Neighbourhood Watch	Cllr Davis-Roach assisted by Cllr Holme
CPALC and ACRE	Cllr Harper
First Responders	Cllr Harper

Cllr Holme will speak to Mr Dellar regarding his offer of assistance with the Vineyard, Buxton Lane and Pound Green.

Clarification is to be sought on the term of office for the Parish Council trustee appointment for the Mobile Warden Scheme but in the meantime Cllrs Harper and Mitchell will continue.

The appointment of the Trustees to the Townlands and Pools Charity is to be checked but it was thought it was 2012 for the next two appointments.

The working groups and membership were unanimously agreed as follows:

Parish Plan Working Group, including Affordable Housing: Cllr Hoad and Cllr Thorpe (Convenor), and Mr V Friedlander (co-opted).

Village Hall Project Working Group

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)
- To work closely with the appointed architect for the project
- Administrative matters: No formal agenda, minutes or meeting room required etc as group not committee
- Financial matters: No delegated budget spending.

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

Village Hall Project Group: Cllrs Harper, Bartlett and Cllr Davis-Roach as required, with Mr Alan Boyd (co-opted) and Mrs Gilly McCulloch (co-opted if she is willing to accept).

Sustainable forum (SPEP) – a SPEP representative is to be invited to the September or November meeting.

Village Maintenance working party: Cllr Holroyd

Parking: Mr A Boyd (co-opted)

Assets review: Cllr Holme, Cllr Harper.

Speeding working group: Cllr Davis-Roach and Mr Gary McCulloch (co-opted and convenor). A recent incident in Ashwell Road was noted and is to be taken up via Neighbourhood Watch.

Trees responsibilities were allocated as follows:

- Recreation Ground – Cllr Davis-Roach
- Cemetery – Cllr Mitchell
- Trap Road – Cllr Bartlett
- The Craft, Pound Green, Dubbs Knoll Road – Cllr Hoad
- Ashwell Road – Cllr Holroyd, Cllr Davis-Roach
- Potton Road – Cllr Harper
- Buxtons Lane and The Vineyard – Cllr Holme

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

As above under 1.4 plus the Village Hall Charity – Cllr Thorpe

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

Land registered already with Land Registry and leases in operation were noted.

Registration of Pound Green and The Pump, Dubbs Knoll Road is still outstanding due to a lack of statutory declarations which are required. Members were encouraged to prepare a declaration based on 12 years minimum knowledge of the facts and to encourage others in the village to do the same.

The Ruddy Pit is in now the Higher Level Stewardship scheme and is also part of the Wildlife Trust's scheme and a SSSI

It was agreed that the day to day management of the Ruddy Pit should be carried out by the Townlands Charity on the Parish Council's behalf with a sum from the Higher Level Stewardship Scheme coming to the Parish Council.

2. To receive apologies for absence and declarations of interest

Apologies were noted from Cllr Linda Oliver, Cllr Cicely Murfitt and Cllr Holroyd (out of parish).

There were no declarations of interest.

Cllr Davis-Roach is to do the Gamut report for this month.

3. Approval of the minutes of the last meetings on 21 March 2011 and 18 April 2011?

The minutes of the previous meeting of 21 March 2011 were approved as a true record and signed by the Chairman. ^(Prop AH, 2nd DM), after the addition of the words "to the applicant" to Item 7.3.1, and an amendment to Item 8.4 to read "Vineyard and Ruddy Pit".

As there were no confidential minutes available for the March 2011 meeting the Council agreed that the outcome of the Clerk's appraisal and the LGS Services review was as detailed in Cllr Bartlett's report which had been discussed at that meeting.

4. Matters arising

- 4.1 (3.4) It was noted that the dog bin outside the Vicarage had been moved to the other side of the road by Church Lane.

- 4.2 (5.1) Mr Michael Sharp had agreed to replace the damaged tree.
- 4.3 (8.4) Spoil at the cemetery – no problem as it was put in ruts. Matter closed.
Potholes in Church Street have been repaired.
- 4.1 (8.6 (2 & 3) of 21.3.10) Footpaths
Cllr Holroyd's report was noted. It was agreed to join the CCC Parish Paths Partnership scheme but noted that no grant was required.

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

County Councillor Mrs Oliver's apologies were noted and her written report covered the continuance of the Bus Service 127, a Broadband meeting is to take place at Whaddon on 19 May. Residents' are to be given the power to alter speed limits and the Guided Busway handover.

The Chairman will attend the Broadband meeting on 19 May.

Cllr Murfitt had urged the Parish Council to respond to the Standards Committee consultation regarding the operation of the Code of Conduct.

5. Financial, procedural and risk assessment matters

5.1 Internal Auditor report and to appoint an Internal Auditor for FY 2012

The Internal Auditor's report had found everything to be in order. A letter of thanks is to be sent to Mr Dick Lynch Cllr Harper viewed the accounts and the report. Mr Lynch is to be asked if he would be willing to continue as Internal Auditor next year.

5.2 To approve the accounts, complete the annual governance statement of assurance for FY 2011

As the assets review had not been completed the assets values as drafted were agreed. The accounts were unanimously approved ^(Prop DM, 2nd GH) 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.

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

Consideration was given to the Code of Conduct and the Parish Council will respond to the letter from SCDC that it supports a voluntary code but that it requires clarification on the proposed ~~changes~~ *changes* *AmH*

All policies including the Financial Regulations, Code of Conduct, Complaints Policy, Health and Safety (for employees) were reviewed and no changes were required at this time.

It was agreed to add the wording "This Parish Council will endeavour to make as much information as possible available under this scheme however, on occasion other Acts such as the Data Protection Act or the exemptions in the Freedom of Information Act have to be considered prior to information being released and sometimes it may be necessary for information to be withheld or redacted." To the Freedom of Information (FOI) publication scheme.

FOI and Data Protection to be dealt with by the Clerk as Proper Officer or by the Chairman if the Clerk is compromised and unable to do it herself.

The number of FOI requests was reviewed and it was agreed ^(Prop TB, 2nd GH) that if a long term Freedom of Information request was received, such as a standing request for

minutes or agenda, or multiple requests, an annual charge at cost would be made using the already published charges laid down in the FOI policy.

The Parish Council agreed to be mindful of the requirements of the Equality Act 2010 which supersedes the Race Relations and Equal Opportunities Policies.

The draft Child Protection policy is to be considered further at the next meeting.

5.4 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 ^(AH, DM), plus Algar Signcraft £737.47 (dog signs), RoSPA £136.80 (playground inspection), and LGS Services £580.83 (admin support)

Buchans (Grass cutting and cemetery works)	£1041.08
LGS Services (annual report)	£332.50
LGS Services (admin support)	£712.89
LG Stoehr (salary)	£166.33
LG Stoehr (salary)	£166.33

Receipts between meetings were noted. A credit note from Algar Signcraft in respect of the cost of posts was noted. Twelve dog signs are to be added to the assets list.

It was noted that Thompson Meadow grass had now been included in the agency services agreement but that CCC was offering no additional money. The Parish Council agreed to contract Buchans to continue to cut with no increase in price.

It was agreed ^(Prop AH, 2nd DM) to accept the quotation for insurance cover from Came and Company for 3 years with four months free cover..

6. Members items for discussion and decision

6.1 Report on SCDC Parish Liaison meeting held on 29 March
Noted.

7. To consider correspondence/communications received

7.1 CCC application for Civil Parking Enforcement Powers consultation
Noted. Comments are to be given to the Clerk.

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/0945/11 – Beverley Farm – Two storey extension to side and rear
The Parish Council made no recommendation.

8.2 SCDC Decisions and notifications
None.

8.3 Tree Works applications
None.

A member raised a matter relating to privately owned trees in Trap Road. It was noted that the member would speak to the resident if necessary. The Chairman reported that he had spoken to a resident regarding overhanging trees.

9. To consider reports for information only

9.1 Police and Neighbourhood Watch

Cllr Holme reported on the Police Panel Meeting. It was observed that there seemed to be little understanding of local matters.

9.2 Transport

Nothing to report.

9.3 Allotments and the Craft including report on Allotment holders' meeting

It was noted that there was full take up of and possibly one new tenant.

9.4 Ruddery Pit and Vineyard^(BH)

The Vineyard had been cut by Steve Scott. The agenda item should be amended in future to read "Vineyard and Buxtons Lane" and the initials changed to BH.

9.5 Village Hall and Management Committee

Nothing to report.

9.6 Highways and Footpaths

The overhanging hedge on Town Farm meadow is to be dealt with by Cllr Holroyd.

9.7 Burial Grounds

Cllr Mitchell reported that the gates had been temporarily removed while the lych gate was being refurbished.

9.8 Recreation Grounds

The bollards had been rectified. The padlock's combination was given to Cllr Davis-Roach. The RoSPA report was considered and the high risk arising from the BMX track, due to such equipment was noted. The report was passed to Cllr Davis-Roach to review fully and make recommendation to the next meeting if and as appropriate.

9.9 Parish Plan

Nothing to report.

9.10 Website

The edict of the Information Commissioner's Office regarding cookies was noted. The Parish Council agreed to be mindful of the regulations and was taking all reasonable steps to deal with this. The Parish Council noted that this represented an enormous task. Cllr Hoad is to discuss the matter with CPALC.

9.11 School

Nothing to report.

9.12 Speeding Working Group

Mr Alan Boyd's report and recommendations regarding parking were considered. It was agreed to send a letter of thanks for the detailed report and good recommendations. It was agreed to accept the report and the recommendations and place an article in Gamut. It was agreed to write to SCDC regarding Cannons Close.

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

Potholes in New Road and High Street were considered dangerous and are to be reported to the Highways Supervisor.

The interior of the telephone kiosks had been repainted and it was agreed to reimburse Cllr Holme for the materials used.

It was agreed to obtain a four new signs from Algar Signcraft for the book exchange and information kiosk.

There being no other business, the meeting closed at 10.10 pm.

Signed Ae M Hoad dated 18-07-2011