

GUILDEN MORDEN PARISH COUNCIL

NOTICE OF MEETING

The Meeting of the Parish Council will be held in the Village Hall on Monday 20 November 2017 at 7.30pm

The Public and Press are cordially invited to be present

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon business to be transacted as set out below



Signed, Gail Stoehr, Clerk

13/11/2017

AGENDA

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

- 1. To receive apologies for absence and declarations of interest and to note resignation**
 - 1.1 To receive written apologies and reasons for absence
 - 1.2 To receive declarations of interests from councillors on items on the agenda
 - 1.3 To receive written requests for dispensations (if any) and to grant any requests as appropriate
- 2. To approve the minutes of the September and October meetings**
- 3. Co-option to fill casual vacancy – to consider applications received if any**
- 4. Matters arising from last or previous meetings carried forward for discussion/decision**
 - 4.1 (4.1) Website – to consider quotations and the way forward ^(JDR)
 - 4.2 (4.2) To consider quotation for RoSPA repairs if received
 - 4.3 (4.3) Assets review – to consider estimate for repair costs and if the insurance cover should be increased and the Clerk's advice on removal of assets at The Vineyard
 - 4.4 (4.6) Ashwell Road trees sucker removal - to consider response to request for quotation and to discuss encroaching hedges along Ashwell Road
 - 4.5 (6.2) Use of the Village Hall as a Polling Station – to consider Village Hall Trustees' response
 - 4.6 (7.2) LHI bid report and to consider the Parish Council's required contribution of £1500
 - 4.7 Emergency Plan – to consider response from the Village Hall Trustees
- 5. Financial, procedural and risk assessment matters**
 - 5.1 To receive the financial report and approve the payment of bills
 - 5.2 Risk assessments including play inspections and tree reports
 - 5.3 To note actions taken under Clerk's delegated powers
 - 5.4 To consider the General Data Protection Regulations Bill 2017 and its requirements
- 6. Members, Working Groups items for discussion and decision**
 - 6.1 Proposal that the Parish Council considers changing the Ashwell Road/High Street information box to a box exchange ^(BH)
 - 6.2 Proposal that the Parish Council considers expenditure on 4 Speedwatch signs at the village entrances ^(KL)
 - 6.3 Proposal that the Parish Council purchases a warning triangle for Speedwatch ^(KL)
 - 6.4 To consider request from Cllr Lock that he be reimbursed for purchasing hi-vis jackets for Speedwatch ^(KL)
 - 6.5 Speedwatch Co-ordinators report ^(KL)
- 7. To consider correspondence/communications received**
 - 7.1 Resident – Recreation Ground trees near Bells Meadow
 - 7.2 Guilden Morden Village Hall Trustees – electricity supply charges for equipment at the Village Hall
 - 7.3 Allotment Holders meeting minutes and proposals
 - 7.4 SCDC Taxi consultation – licensing policy and conditions
 - 7.5 PKF Littlejohn – external audit conclusion
 - 7.6 Rural Services Network – Rural services questionnaire
 - 7.7 CCC Winter Health Packs
 - 7.8 Cynthia Worboys request the Council pays the Church £240 for the floodlights
- 8. To consider planning and tree works applications and decision notices received since the last meeting**
 - 8.1 Planning applications received ^(GB)
 - 8.2 SCDC Decisions and appeal notifications
 - 8.3 Tree works applications
 - 8.3.1 S/3707/17/TC – 35 Church Street
- 9. Items for the next agenda and closure of meeting**

GUILDEN MORDEN PARISH COUNCIL
Clerk Report to the Parish Council meeting on 20 November 2017

1. Apologies – None at the time of writing.
2. To approve the minutes of the last meetings on 18 September and 16 October (both attached)
3. Co-option to fill casual vacancy – to consider any applications received
None at the time of writing.
4. Matters Arising
- 4.1 (4.1) Website – to consider quotations and the way forward
Cllr Davis-Roach to report.
- 4.2 (4.2) To consider quotation for RoSPA repairs if received
A quotation will be brought to the meeting if received.
- 4.3 (4.3) Assets review – to consider estimate for repair costs and the Clerk's advice on removal of assets at the Vineyard
John Dellar's report below:
"Thoughts on the Church Wall, The Parish Pump and the Lytch Gate
Church Wall
Should the wall need to be completely rebuilt then my estimate would be as much as £ 11,000. Repairs for part damage perhaps £ 3,000.
Parish Pump
Possible damage repair is estimated at £ 3,500.
Lytch Gate
To rebuild the Lytch Gate my estimate would be around £ 35,000. Possible damage repairs up to £ 5,000.
Since most damage is likely to be caused by vehicles it may well be possible to claim on the vehicles' insurance.
The Lytch Gate is the only asset likely to ever need replacing as a whole. The Parish Pump and the Church Wall would most likely only sustain part damage.
Remember these figures are only guides and not accurate estimates which could only be given when the full project (replacement or repair) was established.
I see no reason to insure the Church Wall or the Parish Pump as whole replacements."
- The Clerk will advise on the decision made at the September meeting "RESOLVED, given that they probably have no value now, that the posts in The Vineyard should be removed from the Assets List. (Prop BH, 2nd GD, unanimous)
- 4.4 (4.6) Ashwell Road trees sucker removal – to consider response to request for quotation and to discuss encroaching hedges along Ashwell Road
Buchans have reported as follows:
"I met with Cllr Newman yesterday we drove all the way down Ashwell road and looked at all the trees, he had also inspected them with Barry Holmes the day before.
They are both still say there is no further work needed at this present time? I have left it with them that they will contact you."
- 4.5 (6.2) Use of the Village Hall as a Polling Station – to consider Village Hall Trustees' response
"In response to your letter of 27th September, we are similarly 'dismayed' that the Parish Council has used its time discussing an unfounded rumour relating to the use of Guilden Morden village hall. A simple call or email to the trustees before the Parish Council meeting would have confirmed that no such decision has been made and we expect the village hall to be available as a Polling station in future, subject to the hirers meeting agreed conditions of hire.

The issue of whether the committee room is an appropriate space does not therefore arise, however, it would be for the Polling Officers to decide whether it meets their requirements for size, disability access etc.

Regards

All trustees (listed alphabetically)

Graham Dellar, David Fenner, Sophie Johnston, Alec Porter, Pete Stojic, Rachel Tanser, Janet Townsend-Stojic”

4.6 (7.2) LHI bid report and to consider the Parish Council’s required contribution of £1500
Cllr Lock to report.

Prior to submitting the application Cllr Lock wrote:

“With the LHI Initiative providing a maximum fund of £10k with minimum 10% contribution from the PC, the Highways team have informed me that an application for a pavement from the school to Fox Hill Corner will not meet the criteria due to cost, apart from anything else.

Ron Newman and I met an officer of the Highways team on site last Friday and it was suggested that a part of last year’s application would meet the criteria, that is a 25m length x 1.5m wide pavement on council owned verge in front of No. 26 next to the school, which is currently uneven and muddy in winter and generally unused in favour of the road.

We would need to use £1000 of the GMPC £1500 Highways Improvement Scheme reserve for that purpose. For an additional £500 (using the whole £1500 reserve), we could also resurface a 15m length of existing pavement in front of the school which is in poor condition and should probably be covered under maintenance (which the Highways team are looking in to).”

4.7 Emergency Plan – to consider response from the Village Hall Trustees

“Thank you for the copy of the Parish Emergency plan. The trustees have reviewed it and have the following comments on those parts of the plan which relate to the village hall.

The first contact for the village hall should be a Parish Councillor as the Parish Council holds two keys; and the Parish Council is the coordinator in the Emergency Plan. It should be clear that any other names should only be used if the Parish Council keys are not available. Note also that the Trustees and therefore key holders (booking secretary and caretaker) change annually in April, and so the Emergency plan will need to be updated and redistributed accordingly.

If the hall is to be used in an emergency, before entering the hall, the Parish Council must carry out a Risk Assessment, as required for any user of the hall, to ensure that it is sufficiently safe for people to use the hall given the circumstances at the time. The Trustees and caretaker are not the hirers and it is not their decision. As with any hirer the Parish Council may choose to nominate someone to carry out this task but the nomination must be explicitly given to, and understood by, the person tasked.

The plan does not address the situation where another user has already booked the hall and the Parish Council wishes to take it over. The grounds for removing another user and the authority to do so are not clear and it may be appropriate for the Parish Council to compensate users in such a case.

The contact details given for the village hall are not consistent - those on page 4 are not the same as on page 5.

We also have a number of general observations:

☐ We found the structure / layout of the document difficult to follow; people would be much more likely to be confused in an emergency.

- It would be useful to include postcodes for the addresses of the relevant buildings etc as these are asked for by the emergency services
- In an emergency there is likely to be a failure of the communications network. Therefore it would be useful to include addresses of the key individuals.

Regards,

All the trustees (Graham Dellar, David Fenner, Sophie Johnston, Alec Porter, Pete Stojic, Rachel Tanser, Janet Townsend-Stojic)”

Other

(9.0.1) Parking

PCSO James Lynch has responded as follows:

“I will try my best to view the situation for parking issues if and when I get a chance. Calls for service comes first and at the moment with the number of PCSO’s on duty at any one time we are normally dealing with jobs around the whole of South Cambs.

It might be a good idea to contact Highways regarding yellow lines as the other issues i.e parking on pavements and bends are down to our interpretation if a vehicle is causing an obstruction.

Every village has issues with some type of parking offence and whilst doing patrols around many South Cambs villages, Guilden Morden is one of the better ones for parking issues.

I will try my best to view it.”

5. Financial, procedural and risk assessment matters

5.1 To receive the financial report and approve the payment of bills – attached.

5.2 Risk assessments including play inspections and tree reports

5.3 To note actions taken under Clerk’s delegated powers

The Clerk used her delegated powers between meetings to:

- Exclusive rights V17 and interment.
- Transfer exclusive rights L1
- Exclusive rights and interment J32
- Transfer exclusive rights R24

5.4 To consider the General Data Protection Regulations Bill 2017 and its requirements

Attached.

6. Members’ items

6.1 Proposal that the Parish Council considers changing the Ashwell Road/High Street information box to a box exchange ^(BH)

Cllr Holme to report. He writes:

“The information box in Ashwell Road/ High Street has never been the success that the Book Exchange in Church Street has been.

Any leaflets suffer from lack of people taking them and snails eating them. The suggestion is that we have another Book Exchange in this box, similar to Church Street - Jane Boyd has volunteered to keep a watching brief.

Please add this to the agenda for the November meeting as we will have to re. Kit with shelves etc.”

6.2 Proposal that the Parish Council considers expenditure on 4 Speedwatch signs at the village entrances ^(KL)

Cllr Lock to report. He writes:

“expenditure for 4 signs at the village entrances “Community Speedwatch Operates in this Area”. They are available to be supplied and fitted by Cambridgeshire Highways Dept. at a cost of £88 each (minimum order is 2).”

- 6.3 Proposal that the Parish Council purchases a warning triangle for Speedwatch ^(KL)
 Cllr Lock to report. He writes:
 “The Guilden Morden Community Speedwatch Group is limited in how much use it can make of the sensor (shared with Harlton) because there are not enough warning triangles to share between the villages. Some groups have bought their own sensor (£2500) but not bought their own triangle. This means the triangles have to be shared more widely.
 If we were to buy our own triangle it would be a very cost effective way of getting access to a sensor more regularly. The police have to source the triangle for us. It costs £125+ VAT (VAT not payable by the PC?)”
- 6.4 To consider request from Cllr Lock that he be reimbursed for purchasing hi-vis jackets for Speedwatch
 Cllr Lock has written:
 “Janet and I met officers from Cambridgeshire Constabulary Speedwatch Team yesterday. We need 5 Hi vis vests which will cost under £25... The actual cost was £23.38.”
7. To consider correspondence/communications received
- 7.1 Resident – Recreation Ground trees near Bells Meadow
 A resident of Bells Meadow has written:
 “Who looks after the trees on the rec, we live at XX bells meadow and have some concerns over their current size and root paths...
 In recent months we have had various cracks in the walls around the house & doors beginning to not to fit frames
 Additionally the footpath that runs along with the trees is also beginning to become very uneven...
 Hopefully someone can take a look before any major issues if there are any?”
- 7.2 Guilden Morden Village Hall Trustees – electricity supply charges for equipment at the Village Hall
 David Fenner, Village Hall Treasurer, has written:
 “Please find attached a letter to Guilden Morden Parish Council regarding payment for the electricity consumed by community equipment installed on the village hall.
“Electricity Supply Charges for equipment at the Village Hall
 There is I believe agreement that the Parish Council will pay the electricity charges incurred by the Village Hall for community equipment installed on or within the Village Hall and thus connected to the Village Hall electricity supply. The particular items of equipment of concern at the present time are the Vodafone femtocell and the defibrillator.
 A recent assessment of electricity usage when all other equipment in the hall was not in use has allowed us to estimate usage to be currently valued at £43 per annum.
 I therefore propose, subject to your agreement, to add a one off charge to the first annual invoice for the Parish Council use of the Village Hall of £43 to cover the electricity supply costs of this equipment.
 The Village Hall Management Committee will undertake to reassess this charge on an annual basis and to provide to the Parish Council an annual updated estimate to reflect any changes in usage or the cost of electricity.
 I look forward to receiving confirmation from you that this meets with the approval of the Parish Council.”
- 7.3 Allotment Holders’ Meeting minutes and proposals
 Attached.
- 7.4 SCDC Taxi Consultation – licensing policy and conditions
 SCDC has written:
Taxi Consultation Licensing Policy and Conditions
 “We are proposing to introduce a licensing policy and conditions that will apply to all Private Hire and Hackney Carriage drivers, vehicle proprietors and operators holding or wishing to obtain a licence.
 The new policy proposes to adopt a stringent standard for new and existing license holders. The key changes being proposed include:

- A more stringent convictions policy for all applicants and existing drivers
- A new Hackney Carriage policy so all vehicles are wheelchair accessible
- Introduction of CCTV in all licensed vehicles
- A new knowledge test for all applicants and existing drivers
- Changes to the frequency in which medical examinations are required for all drivers
- Introduction of a new Disclosure and Barring process so we are informed quickly if a licensed driver receives a conviction

Our proposed policy puts public safety at its heart and sets one of the highest bars that vehicles and drivers must pass before being granted a licence.

We want to hear your views.

The policy and attached conditions (Appendices A to H) can be viewed in full in either of the following ways:

1. By visiting the South Cambridgeshire District Council website at:
<https://www.scambs.gov.uk/consultations> and follow the link to submit your comments
2. By visiting the Council office in normal working hours where a hard copy of the consultation may be viewed

Alternatively, your views can be put in writing to: Resources Team, South Cambridgeshire District Council, Cambourne Business Park, Cambourne, Cambridgeshire, CB23 6EA.

The deadline for receiving views is no later than Friday 5 January 2018 at 23:59 hrs.”

Resource Team

7.5 PKF Littlejohn – external audit conclusion

PKF Littlejohn have reported that:

“No matters have come to Littlejohn’s attention giving reason for concern that the relevant legislative and regulatory requirements have not been met.”

7.6 Rural Services Network – Rural services questionnaire

“We are the national organisation that seeks to speak for rural areas across England. We fervently believe in community input and think that networking across all rural areas is massively important. We cannot take the current difficulties away but we can all work together to seek to help each other and to establish the rural consensus view nationwide. You can see how we are structured and what we seek to do by going on www.rsnonline.org.uk

Rural areas are disparate across the country and getting consensus rural views is therefore more difficult but with email networking systems it is now achievable. At the present time we believe we communicate and work with some 50,000 people each week. We seek in 2017 to quintuple the number of contacts we have across the rural areas of England. We want to achieve a network of 250,000 rural residents so that the clear consensus rural response system can be established to matters of the day. We will also set up a system of specific Sounding Boards and a Rural Panel to allow whoever is interested in rural issues to input three times a year in a little more detail. If we want government to listen to what rural areas have to say collectively, we need to demonstrate we can work together and set up a system that communicates with that number of rural residents.

We are writing to you asking for your help. We are also writing to the other 10,000 Parish/Town contacts in a similar way. If we can get all the information sought in our questionnaire from each rural parish we will have the information to be able to put together that network of a quarter of a million people.

Please can you help us?

Could you please discuss with your Parish/Town Councillors and complete the online survey here:-

[Survey Monkey – Growing a Rural Community](#)

Thank you for your help. This is a really important issue.”

Kind Regards

David Inman

Director
Rural Services Network

7.7 CCC Winter Health Packs
Attached.

7.8 Cynthia Worboys request the Council pays the Church £240 for the floodlights

8. Planning

8.1 Planning applications received

8.2 SCDC Decision notices - Are available on the Planning Portal.

8.2.1 S/2922/17/DC – 23 Pound Green – Discharge of Conditions 3 (Boundary treatment) and 4 (Materials) of planning permission S/2418/14/FL – Permission granted.

8.2.2 S/3304/17/DC – 63 High Street – Discharge of Conditions 4 (Brick) and 5 (Precise details) of listed building consent S/0803/08/LB – Permission granted.

8.3 Tree works applications

Tree works applications and decisions are now published on the SCDC Planning Portal where the details may be viewed.

8.3.1 S/3707/17/TC – 35 Church Street

9. Items for the next agenda and closure of meeting

GUILDEN MORDEN PARISH COUNCIL FINANCIAL STATEMENT

Summary of Month
 Balance brought forward

Nov-17
 £
 110,519.66

Adjustments/Corrections

Expenditure approved at last/between meetings

CAME AND CO	INSURANCE	-641.14
PKF LITTLEJOHN	AUDIT	-240.00
MAGPAS	S137	-100.00
NEST	PENSION	-90.37
NEST	PENSION	-90.37
NEST	PENSION	-90.37

Receipts

PLOT Y25	PLOT PURCHASE	115.00
PLOT L1	MEMORIAL INSCRIPTION	72.00
PLOT 23C	ALLOTMENT RENT	10.00
PLOT 12D	ALLOTMENT RENT	5.00
FLOODLIGHT TRUST	FUNDRAISING	45.00
CCC	VERGES GRANT	1040.22
COIF	INTEREST	61.47
FLOODLIGHT TRUST	FUNDRAISING	70.10
PLOT 14E	ALLOTMENT RENT	7.50
PLOT V17	PLOT PURCHASE	230.00
PLOT V17	INTERMENT FEE	558.00
UKPN	WAYLEAVE	17.28
PLOT L1	TRANSFER FEE	25.00
PLOT J32	INTERMENT FEE	394.00
SCDC	PRECEPT	16875.00
COIF	INTEREST	72.61
PLOT 14F	ALLOTMENT RENT	5.00
PLOT 12B	ALLOTMENT RENT	5.00
PLOT 12C	ALLOTMENT RENT	5.00
PLOT 13E	ALLOTMENT RENT	5.00
PLOT 14B	ALLOTMENT RENT	5.00
PLOT 12A	ALLOTMENT RENT	5.00
FLOODLIGHT TRUST	FUNDRAISING	25.00

Total Adjustments	18400.93
Balance revised after adjustments	128920.59

Bank Reconciliation

Account	Funds	Statement	Outstanding
Barclays Community Account	39,469.10	39,140.47	328.63
Barclays Tracker Account	16,928.25	16,928.25	
Cambridge & Counties Account	72,523.24	72,523.24	
Total	128,920.59	128,591.96	328.63

Expenditure for approval at meeting

£ Chq #

	SALARY	123.96
	SALARY	124.16
NEST	PENSION	90.37
PARISH ONLINE	ONLINE MAPPING	39.20
ALGAR SIGNCRAFT	CAR PARK SIGN	63.00
BUCHANS	GRASSCUTTING	972.34
BUCHANS	GRASSCUTTING	1157.40
K LOCK	HI VIS JACKETS	23.38
LGS SERVICES	ADMIN SUPPORT	832.34
LGS SERVICES	ADMIN SUPPORT	810.15
VILLAGE HALL	ROOM HIRE	80.00

Total	4316.30
Balance C/F	124,604.29

Gail Stoehr
 Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting

Draft minutes from a meeting of Allotment Holders held on Wednesday 4th October 2017 at 19:00 in Guilden Morden Village Hall.

Present: Anna Hoad, Cllr Ron Newman, David Parry, John Huggins, Alec Porter, David Fenner, Nicky Robinson, Barry Holme

Apologies were received from: Janet Tynan, Jackie Dean

1. The minutes from the previous meeting were agreed.
2. There will be no change to the annual rent for a plot.
3. AH had issued payment reminders by email where possible and by hard copy to those without.
4. A brief discussion took place about recruitment of new allotment holders, looking to attract younger members of the community who are time poor. AH will put out another advert in Gamut inviting people to consider sharing plots if interested. It was noted that Jeffrey Clarke has expressed an interest in taking on Plot 13c with a friend.
5. John Huggins reported that the gates on the Craft had been repaired since the last meeting. Cllr Newman replied that one of the gates will need further attention from himself.

The meeting closed at 19.07.

My ref: Winter Health Packs

Date: 10 November 2017

Contact: Val Thomas

Telephone: 01223 703624

E Mail: Val.thomas@cambridgeshire.gov.uk



Public Health Directorate
Box SH1108
Cambridgeshire County Council
Shire Hall
Castle Hill
Cambridge
CB3 0AP

Dear Colleague

The effects of cold winter weather on the health of vulnerable people are well known and often result in unplanned hospital admissions. For several years the Cambridgeshire County Council Public Health Directorate has been working with different organisations in the county to provide, to those most at risk, information about the steps that can be taken to mitigate the effects of cold weather and the support that is available locally.

As part of this work Public Health has put together and funded a "Winter Health Pack" which includes information on staying warm and well during the cold winter months, a recipe card, a tea bag and useful contacts.

These packs have been very popular, and many Parish Councils assisted in previous years in identifying and distributing the packs to vulnerable members of their communities. It would be great if again this year you could distribute these among your communities, especially to those who are most vulnerable e.g. older and frailer people, young children from impoverished families, and those who are more deprived.

There is no cost associated with the pack.

If you would like to receive these packs please contact Marissa below, who will arrange this, stating the number of packs you would like (in multiples of 10). Due to demand we have had to print additional copies and they should be available for distribution from the 27th November, but do send in your orders as soon as possible.

Marissa Broadhurst: Marissa.broadhurst@cambridgeshire.gov.uk

Best wishes

A handwritten signature in black ink, appearing to read 'Val Thomas'.

Val Thomas
Consultant in Public Health
Cambridgeshire County Council