

GULDEN MORDEN PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held in the Village Hall on Monday 20 May 2019 at 7.30 pm.

Present: Cllrs: B Holme (Chairman), G Dellar, G Harper, K Lock, R Newman and J Davis-Roach.

In attendance: Pat Heavey and Peter Leete (Guilden Morden Football Club), District Cllr Heather Williams, County Cllr Sebastian Kindersley, and Mrs Gail Stoehr (Clerk).

1. Annual Business

1.1 To elect a Chairman and to receive the Chairman's declaration of acceptance of office
RESOLVED that Cllr Holme be elected Chairman. Cllr Holme signed the declaration of acceptance of office. (Prop KL, 2nd GH, carried with 1 abstention)

1.2 To elect a Vice-Chairman
RESOLVED that Cllr Harper be elected Vice-Chairman. (Prop GD, 2nd JD-R, unanimous)

1.3 To appoint committees, working groups or any other offices which the Council deems necessary

1.4 To appoint representatives on any other organisation or authority
RESOLVED that no committees were required.
RESOLVED that member responsibilities be as follows:

Website/Webmaster	James Lungley (Parish Council Websites) and Cllr Davis Roach
Allotments/Craft	Cllr Newman, assisted by Mrs Anna Hoad if willing
Affordable Housing	Cllr Harper and Cllr Dellar
Play Inspection	Cllr Dellar
Police liaison and Neighbourhood Watch	Cllr Davis Roach assisted by Cllr Holme
School Liaison Officer	Cllr Davis Roach
Burial Grounds	Cllr Mitchell with Cllr Dellar
Environment Agency & Anglian Water Liaison	Cllr Holme
Finance	Cllr Harper and Cllr Lock
New Village Hall Funding Project	Cllr Harper
Parish and Neighbourhood Plan	
Planning	Cllr Lock and Cllr Dellar
Recreation Grounds (includes Thompsons Meadow)	Delegated permission to Cllr Dellar and the Clerk in accordance with Parish Council policy
Speeding	Cllr Lock
Transport & Transport Information	Cllr Dellar
Trees & Conservation & Honorary Warden for Ruddery Pit, the Vineyard	Cllr Holme (All members have responsibility for an area of the village for tree monitoring)

and Buxtons Lane.	
Welfare Matters /Warden Scheme	Cllrs Harper and Mitchell
Highways	Cllr Lock and Cllr Buckland
Footpaths (P3)	Cllr Newman
Gamut articles	Cllr Davis Roach
Voluntary Dog Warden	Mr Peter Leete
Tree Reports Recreation Ground Cemetery and New Road Trap Road The Craft Pound Green, Dubbs Knoll Rd Ashwell Road Buxtons Lane, Ruddery Pit, The Vineyard Potton Road	Cllr Dellar Cllr Mitchell Cllr Dellar Cllr Newman Cllr Buckland Cllr Newman Cllr Holme Cllr Harper

RESOLVED that Speedwatch is not a Parish Council appointment.

RESOLVED that the Council still requires a regular report and that Cllr Lock should ask Jerry Watkins for a regular report.

RESOLVED that delegation to employees should be as set out in the Standing Orders and Financial Regulations or as per previous delegations.

RESOLVED that there be no delegation to other local authorities.

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

County Cllr Kindersley reported on:

- Climate change. Officers are to write a strategy. The aim is to be carbon neutral by 2050.
- Air pollution and air quality.
- The debate on the tender for moving Shire Hall being awarded to Brookgate.
- The dragon patcher had been through the village.

District Cllr Williams confirmed she was happy to support the Parish Council's invitation to the Combined Authority Mayor. She reported on:

- Three IT outages at SCDC and her apologies for any delay to her reports.
- The Community Chest grants review taking place. Based on the number of dwellings rather than the number of electors. Parish Councils are expected to contribute 50% if they use a Parish Council facility The Parish Council would not qualify for a new sign at Ruddery Pit.
- Marshalls Cambridge airport. The joint Local Plan with Cambridge City Council was considering an alternative site.
- The Waterbeach development had been granted planning permission with 30% affordable housing.
- Retail rate relief for commercial premises.
- Fly tipping
- The SCDC accounts and audit and governing committee delay to the publication of the 2018 accounts which will lead to the 2019 accounts also being delayed. Cllr Williams is a member of the Audit task finish group.
- The organisational review.

- Cllr William's role as part of the Recycling Championship scheme.
- Cllr Williams offered support for the request for a bin by the Cemetery.
- Apologies were expressed for the road name sign erected by a prankster.
- A new sign was requested for Pound Green.
- Nothing further had been heard on SCDC's rail stance. They had supported a station at Cambourne.

2. To receive apologies for absence and declarations of interest

2.1 To receive written apologies and reasons for absence

Apologies were received from Cllrs Mitchell (unwell) and Buckland (out of parish).

2.2 To receive declarations of interests from councillors on items on the agenda

None.

2.3 To receive written requests for dispensation for disclosable pecuniary interests (if any) and to grant any requests as appropriate

None.

3. To approve the minutes of the March and April meetings

RESOLVED that the minutes of the meeting of 18 March be approved and signed by the Chairman. (Prop GH, 2nd KL, unanimous)

RESOLVED that the minutes of the meeting of 15 April be approved and signed by the Chairman. (Prop GD, 2nd RN, carried with 1 abstention)

4. To consider resolutions from the Annual Parish Meeting if any

4.1 To consider Gamut funding and provision of information by the Parish Council

RESOLVED, noting that Gamut needs £800.00 per annum to cover printing costs, that the Parish Council will cover funding of up to £800.00 over twelve months on receipt of the printing invoice. (Prop KL, 2nd GD, unanimous)

RESOLVED the Editor be asked to give consideration to publication of an online copy, thereby reducing the number of printed copies.

4.2 To consider request for a mobile MVAS sign

RESOLVED that the Parish Council is supportive of a bid under the LHI scheme later this year and that Cllr Lock should draft the application. (Prop KL, 2nd JR, unanimous)

4.3 To consider request for a dog bin to be provided at the recreation ground

RESOLVED to decline the request for a dog waste bin as the Recreation Ground bins can be used to place an article in Gamut so that residents are aware.

RESOLVED to ask SCDC to place signs on the highway bins to advise users that bagged dog waste can be put in the bins; and that the Parish Council should put signs on the Recreation Ground bins.

4.4 To consider application for designation of The Three Tuns as an Asset of Community Value

Cllr Lock declared an interest in this item and the existence of his dispensation.

RESOLVED to accept the report from Cllr Lock that the ACV designation was no longer in place due to the change of ownership.

RESOLVED to decline the renewal of the listing as The Three Tuns was already a Community Asset.

5. Matters arising from last or previous meetings carried forward for discussion/decision

5.1 (9) Defibrillator and First Responders Scheme and to consider publicity and if training is required

An email from Wayne Cox was considered which indicated that the Community First Responders Scheme was still in operation.

RESOLVED to ask Wayne Cox why the First Responders were not contacted when the Guilden Morden defibrillator was recently used was not contacted and why the Steeple Morden defibrillator was not used.

5.2 (9) Proposal to invite the Combined Authority Mayor to a meeting

RESOLVED, given concerns at the increase in the Mayor's costs, to invite the Mayor to a public meeting in order to find out what benefits there are to Guilden Morden, and if the Mayor is able to attend, to invite Steeple Morden and Litlington to the meeting.

5.3 Land registration of Pound Green – to consider an application for adverse possession

RESOLVED not to make an application for adverse possession of the land which is within the adjacent property's title. (Prop GH, 2nd JD-R, unanimous)

6. Financial, procedural and risk assessment matters

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

RESOLVED that the financial report be received and considered, having been checked by a member against the invoices and bank statements before the cheques were signed at the end of the meeting, and that the payments as listed in the financial report (below) should be paid, plus Buchans (Grass cutting) £2361.14 and LCPAS (Replacement cheque) £90.00, and to note that the payment to LGS Services should be £796.61 and not £796.53 as listed in the Finance report. (Prop GH, 2nd GD, unanimous)

Guilden Morden Community Pub (S137)	£2500.00
LGS Services (Admin support)	£826.55
LGS Services (Admin support)	£796.61
Playsafety Ltd (RoSPA report)	£128.40
CAPALC (Affiliation fee)	£327.53
Canalbs (Internal Audit)	£119.93
Hibbett & Sons (Refund – overpayment)	£109.00
Curwens (Land Registry site fee)	£80.00
ICCM (Affiliation fee)	£95.00
Foxcotte Fencing (Mower service)	£99.00
Village Hall (Room hire)	£100.00
Buchans (Grass cutting)	£1998.29
LGS Services (Payroll)	£185.40
Salary	£51.66
NEST (Pension) (DD)	£162.67

RESOLVED that the invoices from CCC for £1334.72 and £500.00 should be put on hold as the fee for the privately funded highways project was not approved, due to the cost being stated as £700.00 in total and an admin fee was not expected.

Credits, including receipt of the precept, were noted.

6.2 Risk assessments including play inspections and tree reports

RESOLVED to write to Buchans as the bin by the seat parallel to the road on the recreation ground is not being emptied.

RESOLVED to receive tree reports for Trap Road, Recreation Ground, Ashwell Road and The Craft.

RESOLVED to note that Cllr Newman had removed ivy from a tree on the entrance to the recreation ground from New Road.

6.3 To note actions taken under Clerk's delegated powers

RESOLVED to note that the Clerk had used her delegated powers to:

- grant permission to North Road Cycling to use the rec ground for parking for its event.
- agree to pay Curwens £80 for Land Registry to undertake site visits to Pound Green and Ruddery Pit.
- accept a quote from Buchans to move the bench in the cemetery which will be funded by the Worboys Grave Fund at a cost of £170.00.
- grant permission for a charity event in July in line with the Council's policy.
- grant permission for a bouncy castle for a 40th birthday on 25 May
- grant exclusive rights of burial for plot I32 and also interment in the grave

6.4 To consider the RoSPA report

RESOLVED that the service gate will be locked.

RESOLVED to ask RPM to repair a small hole in the basket swing safety surface. (Prop JD-R, 2nd BH, unanimous)

On a proposition by the Chairman, the order of business was varied to take item 8.1 next.

8.1 Football Club request that the Parish Council purchases materials including grass seed, top soil, weedkiller and fertiliser for Recreation Ground pitch repairs

RESOLVED to reimburse the Club for materials on receipt of the receipts. Copies of their insurance and licences are to be provided to the Council.

RESOLVED to cancel the contract with Buchans for weedkiller and fertiliser as this would now be done by the Club.

RESOLVED to remind Buchans of the required lengths for grass cutting in the contract as the grass had been cut too low recently, and to allow another centimetre would be fine.

RESOLVED to order 6 tonnes of top soil from Ridgeons with delivery the recreation ground for the Club to spread.

6.5 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1st April 2018 and 31 March 2019)

RESOLVED that the Council considers the system of internal controls to be robust.

6.6 To consider the Internal Auditor's report

RESOLVED to note the Internal Auditor's report.

6.7 To prepare the Annual Governance Statement (Section 1 of the Annual Return)

RESOLVED that the statements in the Annual Governance Statement be all answered "Yes" apart from Question 9 on Trust Funds which was not applicable.

6.8 To approve the Annual Governance Statement by resolution

RESOLVED that the Annual Governance Statement be approved and signed by the Chairman on the Council's behalf. (Prop KL, 2nd GH, unanimous)

6.9 To consider the Accounting Statements (Section 2 of the Annual Return)

The Accounting Statements were considered.

6.10 To approve the Accounting Statements by resolution

RESOLVED that the Accounting Statements be approved. (Prop KL 2nd GH, unanimous)

6.11 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting

RESOLVED that the Accounting Statements be signed and dated by the Chairman on the Council's behalf. (Prop KL 2nd GH, unanimous)

6.12 Annual Reviews

6.12.1 Standing Orders, Financial Regulations, Risk Assessment and other policies review
RESOLVED that no changes are required.

6.12.2 Assets, Insurance policy and fidelity guarantee review
RESOLVED that no changes are required.

7. Members, Working Groups items for discussion and decision

7.1 Proposal for supply and installation of 4x 30W LED floodlights to replace existing floodlighting at a cost of £480.00
RESOLVED to accept the quotation from PJ Robinson for £480.00 plus VAT, being the only contractor willing to quote. (Prop JD-R, 2nd GH, unanimous)

8. To consider correspondence/communications received

8.1 Football Club request that the Parish Council purchases materials including grass seed, top soil, weedkiller and fertiliser for Recreation Ground pitch repairs
Taken earlier.

8.2 The Salvation Army – request to site a clothing recycling bank in the village
RESOLVED to decline the request as the village has a clothing bank already and is adequately serviced, and has no space for another.

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

9.1 Planning applications received

9.1.1 S/1319/19/RM – 11 Dubbs Knoll Road – Approval of matters reserved for access, appearance, landscaping, layout and scale following outline planning permission S/1586/17/DC for the erection of two detached dwellings

RESOLVED to object on the following grounds

- Scale - the outline planning application was for 2 4 bedroom homes and the Parish Council thought that they were too large for their surroundings. This application is now for 2 very large 2 storey five bedroom homes.
- Layout – the close proximity of the buildings to both edges of the plot will restrict the ability to screen the development.
- Highway safety – The Parish Council remain concerned at the adequacy of parking for the application. Dubbs Knoll Road is a narrow road with no footpath which is used by children walking to and from school and pre-school. Directly outside the application site the road is very narrow and any parking on the highway by this site will restrict other vehicles including school buses and emergency vehicles passing.
- The District Council should be rigorous its traffic management plan requirements. No construction vehicles should be allowed to be parked on the highway whilst building works take place.
- The Parish Council unanimously endorses all comments made by the resident and should the Planning Officers be minded to approve the application, the Council requests that it should be referred to the Planning Committee.

9.1.2 S/1320/19/DC – 11 Dubbs Knoll Road – Discharge of conditions 6 (Ecology) and 7 (Archaeological evaluation report) of planning permission S/1586/17/OL for outline planning permission for erection of two detached dwellings with all matters reserved
Noted.

9.2 SCDC Decisions and appeal notifications
None.

9.3 Tree works applications

9.3.1 S/1362/19/TC – 25 Church Street
RESOLVED to note that this had been approved by SCDC.

- 9.1.3 S/1280/19/LB – (Adj) 53 High Street – Internal and external works as detailed in the submitted specification and schedule of works, including re-thatching, new and replacement footings, repair and reconstruction of brick plinth, replacement of timber frame, rewiring and recladding
RESOLVED to support the application. (Prop KL, 2nd JD-R, unanimous)

10. Gamut items

RESOLVED that Cllr Davis-Roach should place the following in Gamut

- that dog waste can be put in the Recreation Ground bins,
- a reminder to residents that the minutes of the Parish Council's recommendations on planning applications can be viewed on the website when the draft minutes are available,
- the invitation to the Mayor
- the vacancy for a councillor.

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

There being no other business, the meeting closed at 9.50 pm.

Signed _____ dated _____