

GULDEN MORDEN PARISH COUNCIL

Minutes of the First and Annual Parish Council meeting held in the Village Hall on Monday 18 May 2026 at 7.30 pm

Present: Cllrs: T Frost (Chairman), D Brigstocke, Marian Chapman (MEC), J Davis-Roach, T Dean, C Greenwood, P Greenwood, and K Lock.

In attendance: Graham Dellar and Mrs Dellar, District Cllr H Williams and Mr Ben Stoehr (Clerk).

Cllr Marian Chapman read a message of thanks to Graham Dellar and presented a gift to him from the Councillors. Everyone present wished him a happy birthday.

1. To elect a Chairman and to receive the declaration of acceptance of office

Cllr Lock, on stepping down as Chairman, thanked Councillors and the Clerk for all their support over the years.

RESOLVED to elect Cllr Frost as Chairman. (Prop KL, 2nd JD-R, unanimous)

Cllr Frost signed the Chairman's Declaration of Acceptance of Office before taking the Chair.

2. To elect a Vice-Chairman

RESOLVED that Cllr Michael Chapman be elected as Vice-Chairman. (Prop JD-R, 2nd CG, unanimous)

3. Delivery by councillors of their declarations of acceptance of office

Declarations of Acceptance of Office were received from all members present.

RESOLVED that Cllr Michael Chapman, who was not present, should sign his Declaration by the next full meeting.

4. Apologies for absence and declarations of interest

4.1 To receive written apologies and reasons for absence

Apologies were received from Cllr Michael Chapman (unwell).

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

Cllrs C and P Greenwood declared an interest in any matter affecting the allotments as allotment tenants.

Cllr Brigstocke declared an interest in item 13.4.1 as the applicant.

4.3 To receive written requests for dispensations (if any) and to grant any requests as appropriate

None.

5. To approve the minutes of the last meetings on 16 March 2026 and 20 April 2026

RESOLVED that the minutes of the meeting of 16 March 2026 be approved and signed by the Chairman. (Prop KL, 2nd MEC, unanimous)

RESOLVED that the minutes of the meeting of 20 April 2026 be approved and signed by the Chairman, after adding Cllr Davis-Roach to the list of attendees. (Prop KL, 2nd MEC, unanimous)

6. To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled

None.

On a proposition by the Chairman, the order of business was varied.

Comments & observations from members of the public on items on the agenda below and from the County and District Councillors

District Cllr Heather Williams reported and thanked those present for their support locally. The report included:

- Approximately half of Councillors at SCDC were new so a great deal of training was being organised.

- The Local Plan was progressing. SCDC is looking to consult this summer.
- Local Government Reorganisation updates will be issued over the summer and are expected shortly before the Government recess.
- In response to a question about the four-day week, Cllr Williams replied that the Government was not in favour but there was not much they could do and they have other priorities at the moment.
- Cllr Williams had reported a considerable number of potholes, lines and signage issues.

7. **Annual Business**

7.1 **Review of delegation arrangements to committees, working groups, employees other local authorities and volunteers**

The Council only has standing delegations to the Clerk (and Chairman in some circumstances) as defined in Standing Orders.

The Clerk has been authorised to administer the Burial Grounds and Allotments in line with the Council's policies, regulations and tenancy agreements

RESOLVED that no committees were required.

RESOLVED that the Sports Club Working Group should consist of Cllrs Michael Chapman, Cllr P Greenwood, and Cllr Lock.

7.2 **Review of the terms of references for committees and working groups**

RESOLVED that there should be no changes.

7.3 **Receipt of nominations to existing committees and working groups**

RESOLVED that member responsibilities be as follows:

Website	Cllr Davis Roach
Allotments/Craft	Cllr C Greenwood and Cllr Lock
Affordable Housing	Cllr Dean
Rec Ground Play Equipment and Inspections	Cllr Brigstocke
Police liaison and Neighbourhood Watch	Cllr Davis Roach
School Liaison Officer	Cllr Davis Roach and Cllr Frost
Burial Grounds	Cllr C Greenwood
Environment Agency & Anglian Water Liaison	Cllr Lock
Finance	Cllr Dean, Cllr Frost and Cllr Lock
Planning	Cllr Michael Chapman and Cllr Dean
Recreation Ground Sports Field	Cllr P Greenwood and Cllr Lock
Speedwatch Liaison	Cllr Lock
Thompson's Meadow	Cllr C Greenwood
Transport & Transport Information	Cllr Marian Chapman
Highways	Cllr Marian Chapman
Footpaths	Cllr Marian Chapman
Gamut articles	Cllr Davis Roach
Tree Monitoring	
Recreation Ground	Cllr Brigstocke
Cemetery and The Craft	Cllrs P and C Greenwood
Trap Road	Cllr Dean
Pound Green, Dubbs Knoll Rd	Cllr Frost
Ashwell Road	Cllr Davis-Roach
Buxton's Lane, Ruddery Pit	Cllr Dean
The Vineyard	Cllr Frost
Potton Road	Cllr Frost

Cllr P Greenwood reported that he was willing to carry out repairs.

Cllr Frost reported that the fitness equipment was due to be installed in early June.

The arrangements for cleaning the existing equipment were discussed.

RESOLVED that Cllr Brigstocke and Cllr P Greenwood should cut back the tree growth in the play area.

A flyer is being prepared to advertise the opening of the fitness equipment to the village. The launch will take place at 11 am on Saturday 13 June.

RESOLVED to ask Mr Clayton to deal with the tree in the High Street.

RESOLVED to note that the Village Hall caretaker is carrying out the defibrillator checks.

7.4 Appointment of any new committees and working groups

None.

7.5 Review and adoption of standing orders, financial regulations, risk assessment arrangements and other policies

The Standing Orders, Financial Regulations, Risk Assessment arrangements and other policies were reviewed and adopted with no changes.

7.6 Review of arrangements (including legal agreements) with other local authorities not-for profit bodies and businesses

RESOLVED to note that The Parish Council cuts the highway verges under an agreement with CCC Highways in return for a fee (Agency Services). The Parish Council also cuts Buxtons Lane on behalf of CCC.

There are no delegations to any other local authorities.

7.7 Review of representation on or work with external bodies and arrangements for reporting back

RESOLVED that the representation on and work with external bodies and arrangements for reporting back be reviewed and should remain as before, as follows:

Mobile Warden Scheme – Geoff Harper and Cllr Michael Chapman

Village Hall – Cllr Michael Chapman

Townlands Charity – Cllr Frost

Liaison with ZCM – Cllr Lock

7.8 Review of inventory of land and assets

The inventory of land was reviewed and noted, as follows:

Cemetery New Road (freehold)

Recreation Ground (freehold)

Thompsons Meadow POS (freehold)

The Vineyard (freehold)

Ruddery Pit (freehold)

Pump site, Dubbs Knoll Road (freehold)

Pound Green, (being registered with Land Registry)

The Craft (leased from Ely Diocesan Office)

The assets list was reviewed and noted.

7.9 Review and confirmation of arrangements for insurance cover in respect of all insured risks

RESOLVED to note that the insurance policy with Clear Council (Ecclesiastical) is due for renewal on 1 October 2026.

7.10 Review of the Council's and/or employees' memberships of other bodies

RESOLVED to note that the Council is affiliated to CAPALC & ICCM and that the Council contributes towards the Clerk's SLCC affiliation.

7.11 Review of the Council's complaints procedure

RESOLVED that there should be no changes.

- 7.12 Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
Noted. RESOLVED that there should be no changes to the existing policies and that Freedom of Information requests and Data Protection matters should continue to be handled by the Clerk.
- 7.13 Review of the Council's policy for dealing with the press/media
RESOLVED that the Press/media should be dealt with by the Chairman in conjunction with the Clerk.
- 7.14 Review of the Council's employment policies and procedures
Noted.
- 7.15 Review of the Council's expenditure incurred under S137 of the Local Government Act 1972
RESOLVED to note that during FY26 the Parish Council made the following S137 payments:
MAGPAS £500
East Anglian Air Ambulance £500
Mobile Warden Scheme £1000.
- 7.16 Setting the dates, times and place of ordinary meetings of the full Council
RESOLVED that the meetings should continue to be held at 7.30 pm in the Village Hall on the third Monday of each month, except for August and December, with full meetings in odd months and planning meetings in even months.
Cllr Frost gave his apologies for the June meeting (out of parish).
- 7.17 Review of dispensations required under the Code of Conduct to enable the Council to conduct its business
None
- 7.18 Review of banking arrangements and appointment of any bank signatories
RESOLVED that the signatories should continue to be Cllrs Lock, Frost, and Marian Chapman with the addition of Cllr Dean.
- 7.19 Member training arrangements
RESOLVED to forward the link to the training courses to all Councillors.
- 8. To consider resolutions from the Annual Parish Meeting if any**
- 8.1 (10.3) Speeding in the village
RESOLVED to note that an LHI application would be required to reduce the speed limit on New Road. MVAS equipment could be located on New Road to record speeds. Cllr Lock reported on the process for obtaining approval for MVAS locations.
- 8.2 (10.4) Request that the play area be cut as usual during No Mow May
RESOLVED to note that the play area was not part of No Mow May.
- 9. Matters arising from last or previous meetings carried forward for discussion/decision**
- 9.1 (4.1) Provision of additional parking – to consider response from CCC if received
RESOLVED noting that nothing had been received from CCC, to invite County Cllr Stuart and the MP to meetings.
- 9.2 (4.2) Village Hall lease – to consider any updates
Cllr Marian Chapman reported that she had chased this matter but there was no update.
- 9.3 (4.4) To consider the Village Hall survey – update
There was no update.
- 9.4 (4.7) Painting of the lych gate – to consider quotations received

RESOLVED to defer this item pending the Grave Fund meeting, when making a 50% contribution will be considered, and to ask the contractors whether there is any possibility of reducing the quotations.

9.5 (6.1) Notice board in Church Street – to consider quotations if received

RESOLVED, noting that there had been no response, that Cllr Frost should contact the resident.

9.6 (6.1) Letterbox for the Village Hall – update and to consider quotations if received

RESOLVED to note that the Village Hall Committee had agreed to take this forward, but the Parish Council would be happy to fund this if required.

9.7 (7.3) Offer of free beech tree – to consider proposed location

RESOLVED, noting a resident's comment that the only potential location was on the Recreation Ground and space was running out, that Cllr C Greenwood should make enquiries whether anyone could identify areas where trees could be planted, and that Cllr Frost should approach the school.

10. Financial, procedural and risk assessment matters

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

RESOLVED that the financial report be received and considered, and questions were asked and answered.

RESOLVED that the payments as listed in the financial report (below), plus RoSPA (Play inspection) £142.80, and MD Landscapes (Grass cutting April) £4,480.00, should be paid.

Salaries		£869.13
CAPALC	Affiliation fee	£446.06
Root to Crown	Rec Ground tree works	£540.00
MD Landscapes	Grass cutting	£1540.00
Hunts and Coombs	Pound Green interim registration	£343.20
Suffolk CC	Street lighting energy	£496.90
Carter Jonas	Lease	£350.00
LGS Services	Admin support April	£1113.54
LGS Services	Admin support March	£1001.63

Credits, including bank interest, Floodlight Trust income and receipt of the precept, were noted.

10.2 Risk assessments including play inspections and tree reports

RESOLVED to note the reports. No issues had been reported.

10.3 To note actions taken under Clerk's delegated powers

None.

10.4 To consider any matter which is urgent because of risk or health and safety

None.

10.5 To consider the Annual RoSPA report

RESOLVED that Cllrs Frost and Brigstocke should take a look and to defer this item to the next meeting.

11. Members, Working Groups items for discussion and decision

11.1 Proposal that the Parish Council considers introducing a clause to the allotment tenancy agreements requiring a minimum percentage of each plot to be cultivated annually

RESOLVED to add a clause to the allotment tenancy agreements requiring a minimum percentage of each plot to be cultivated annually and to sort with Cllr C Greenwood for the next Parish Council meeting.

11.2 Proposal that the Parish Council sets up a Facebook page to share news, updates and events via the Guilden Morden Today community page

RESOLVED that Cllr C Greenwood should be the administrator, along with any other interested members, for posting Parish Council information only. A test page is to be circulated.

11.3 Proposal that the Parish Council considers moving a bench in the cemetery to deter anti-social behaviour

RESOLVED, having considered the options, that Cllr C Greenwood and Cllr Davis-Roach should report issues to the Police and then monitor the situation.

11.4 Proposal that the Parish Council considers the recommendations of the working group concerning additional parking on the Recreation Ground on match days, pitch use and the location for various sports

Cllr Lock reported on the Working Group meeting. It had been recommended to remove the square and move the football pitch which would allow an area that could be used for temporary match day parking, with a collapsible bollard to control access. The alternative recommendation was that the rugby club could use the far football pitch with permanent rugby posts.

RESOLVED to note the email from Guy Dyke-Price on behalf of the Morden Magpies, and the request from the Baldock Under 13 team.

RESOLVED that the Parish Council is agreeable to moving the pitch and to obtain a quotation from MD Landscapes, and ask them to contact Cllr Lock and Cllr P Greenwood to meet on site and discuss.

RESOLVED that the Parish Council is happy for touch rugby training to take place, but not matches with permanent posts. A proposal would be required covering the space, facilities, dates and times requested.

RESOLVED that the Working Group should be the contact if required.

12. To consider correspondence/communications received

12.1 Relative request for permission to place a memorial bench in the village

RESOLVED to grant permission to locate a bench near the Queen Elizabeth II memorial tree on The Craft. This is to be a freestanding bench so that it can be moved around if required.

12.2 Request for feedback on a local mobile grocery service

RESOLVED, given that Sarah's Farm Shop nearby is very popular and it is very easy to obtain home deliveries from supermarkets, that the Parish Council does not think there is a perceived demand for a mobile grocery service.

12.3 Resident – heap of spoil left on The Craft and possible felled tree

RESOLVED to write to the resident and reaffirm that the spoil is to be removed.

12.4 East Anglian Air Ambulance – Cambridge Air Base Appeal and request for publicity

RESOLVED to note the correspondence and to consider the request further when S137 grants are being considered.

RESOLVED to ask that the information be sent to Cllr C Greenwood for Facebook.

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

13.1 Planning applications received since the last meeting – to be considered

None.

13.2 Planning applications for which a response has been made between meetings using delegated powers – to be noted

13.2.1 25/05060/OUT – Land east of Bells Meadow and south of New Road - Outline application for the development of up to 8 No. self/custom-build dwellings, internal road, open space, SuDS, landscaping, and associated works, with all matters reserved except for access – amendment

The Council's previous response was re-iterated with the additional comment that the development cannot benefit Guilden Morden and the revisions change nothing.

13.3 SCDC Decision notices, appeals notices, enforcement notices and planning correspondence for information only

None.

13.4 Tree works applications

13.4.1 26/0380/TTCA – 87 High Street

Cllr Brigstocke, having previously declared an interest in this item, left the meeting at 10.12 pm.

RESOLVED that the Parish Council has no objections.

Cllr Brigstocke re-joined the meeting at 10.16 pm.

13.4.2 25/0483/TTCA – 2 High Street

RESOLVED that the Parish Council has no objections.

14. Items for the next agenda and closure of meeting

Frank Huffer of Beverley Farm wishes to make a presentation regarding a dog park.

RESOLVED that Cllr Lock should invite Mr Huffer to the July meeting, and ask for a proposal ahead of the meeting to enable the Parish Council to look at it.

There being no other business, the meeting closed at 10.21 pm.

Signed _____ dated _____