

HAIL WESTON PARISH COUNCIL

Minutes of General Meeting of the Parish Council Held on TUESDAY 15th September 2009 In HAIL WESTON VILLAGE HALL AT 8.00pm

Present:	Mr N Farnden	NF	Chairman
	Mr I Wilkie	IW	Vice Chairman
	Mrs S Buchanan	SB	
	Mr B Easom	BE	
	Mr M Frank	MF	
	Mrs D Salter	DS	
	Mrs S Penton	SP	Parish Clerk
	Mrs R Easom	RE	Temporary stand-in for Parish Clerk
Also present:	Mr P Downes	PD	County Councillor (arrived at 8.35pm and left at 9.25pm)
	Mr J Gray	JG	District Councillor

90915-1 APOLOGIES were received from Mr P Chandler.

90915-2 MEMBERS' DECLARATION of INTEREST for items on the agenda
NF declared a Personal Interest in item 6, as his daughter presented the Play Area petition to the Parish Assembly last year.

90915-3 TO APPROVE and SIGN MINUTES of the General Meeting of the Parish Council held on Tuesday 28th July 2009.
The minutes were accepted as a true record. All in favour.

90915-4 OPEN FORUM – for all members of the public and press present including District and County Councillors
JG outlined the approval of the Local Development Framework, which is a new streamlined planning process, which will be binding on the District Council.
JG also reported, the Police Forum, which IW was a Parish Council representative, is being replaced by the new Neighbourhood Forum. The first meeting will be 28th September 2009. IW agreed to attend and requested Terms of Reference and Agenda.

PD reported on the County Council's bid for £500m from the Government's Transport Innovation Fund. A condition of which is the implementation of a congestion charge in Cambridge city. The Council are due to vote on this matter on 13 October 2009. He felt that HDC would receive very little benefit in the event that the bid was successful.

SIGNED by Chairman.....N. Farnden..... Date.....27th October.....2009

PD also reported the Guided Bus would be handed over to the Cambs CC at the end of October and it would be trialled for a month. He voiced his concern that there was still no proposal for a park & ride facility in Huntingdon.

90915-5 MATTERS ARISING – Definite response requested by Little Paxton Parish Clerk re Councillor Professional Development Training Courses. The costs will be less than stated in July Minutes due to the take-up so far being greater than minimum of 10.

SB and **DS** agreed to attend. **MF** was unable to commit himself at this early stage. Course dates are: 10th December 2009; 14th January and 28th January 2010. It was agreed that **SP** would book 3 places and **BE** would attend if **MF** was unable to. **SP** to send copies of course dates and contents to **SB**, **DS**, **MF** and **BE**.

New Grit Bin and a litter bin is to be ordered by **BE**.

90915-6 PLAY AREA

1. Refurbishment Project:

The Chairman explained the item g) would be discussed first.

g) To receive reports from Playing Field Project Group including recommendations.

DS had circulated her report prior to the meeting. As **SP** unable to open the email attachment **DS** will provide copy of report to be attached to these minutes.

The newly revised plan was on display at the Village Fete last Saturday (12th September) and was displayed at this meeting.

The whole project is being divided into 4 stages:

Project	£
1	31,518
2	15,865
3	20,620
4	<u>46,910</u>
Total cost (approximate)	<u>£114,913</u>

The result of the funding application Part A is that Play Pathfinder have made a conditional offer of £30,000. Out of 31 applicants Hail Weston's application was placed 5th with 108 points.

BE explained that certain elements need to be included in order to achieve the funding. For example, a natural element in the form of the willow tunnel and the tree on sand play area.

BE has produced a comprehensive spreadsheet detailing projected costings and timetable. Funding for first stage should be received in October, once part B of the application is completed and this funding must then be spent by March 2010. **BE** said the committee were now putting together bids for funding from Awards for All and Biffa.

e) To agree works to Playing Field to be funded by Parish Council.

In Project 1 there is presently £1,418 not funded. However, in the other projects there are items such as mulching the existing toddler play area and providing new gates to conform to current

SIGNED by Chairman.....N. Farnden..... Date.....27th October.....2009

standards. Estimated cost of the mulch is £450 and the gates £1,750. These items have been included in the capital cost of the project, however, they are items which the Parish Council would have been obliged to have funded without the playing field project. Inclusion of these items within the project helps to demonstrate commitment of local funding, which is always helpful when applying for external funding.

There was a proposal to underwrite this shortfall if the cost cannot be reduced or if funding cannot be obtained from elsewhere. The proposal was duly seconded and the majority were in favour. 5 for and 1 abstention (IW). The motion was carried.

a) Approval to enter into legal agreement with Cambridgeshire County Council Play Pathfinder funding – copy of Agreement circulated to all prior to meeting.

DS proposed that the Parish Council should enter into a legal agreement with Cambridgeshire County Council Play Pathfinder funding. The proposal was duly seconded and the majority were in favour. 5 for and 1 abstention (IW). The motion was carried.

b) Approval of selection of preferred contractors.

BE reported that quotations had been sought from three manufacturers and suppliers but were not comparable specifications. Two suppliers are favoured for the equipment – Fenland Leisure and Lappset. Both suppliers are on the Eastern Shire Purchasing Organisation (ESPO) list and are therefore vetted by ESPO on behalf of CCC to ensure financial propriety, appropriateness of materials and insurances are in place. The third supplier is not on the list. Fenland Leisure are a local company (Wisbech) and Lappset is a Finnish company. The Lappset products were considered to be of superior construction and for that reason they have been chosen to supply the zip wire. Whilst Fenland Leisure products were of a high standard and to a design appropriate to the rural setting which received considerable support at the consultation events.

The Parish Council are currently negotiating with Lattenbury Services regarding works to the Cemetery and there are advantages in using them for the ground works and co-ordinating operations. Lattenbury Services are not on the ESPO list but are a long established local company who carry out work for public authorities including the Environment Agency and HDC.

The proposal for the adoption of preferred contractors: Fenland Leisure and Lappset as suppliers of the equipment and Lattenbury Services for provision of groundwork services was seconded and the majority were in favour. 5 for and 1 abstention (IW). The motion was carried.

c) Variation of Parish Council's Financial Regulations with regard to procurement of Play Pathfinder funded works.

BE recommended to the Parish Council that Financial Regulations be waived in relation to contracts for the expenditure of the funding obtained for the Playing Field Project to enable prices to be negotiated without competition. The assurances and reasons are as set out in item 6(b) above. **NF** added that Peter Chandler, who had submitted his apologies for the meeting, had told **NF**, prior to the meeting, that he supports this course of action.

This proposal was seconded and the majority were in favour. 5 for and 1 abstention (IW).

SIGNED by Chairman.....N. Farnden..... Date.....27th October.....2009

d) Approval of Deed of Dedication for Playing Field – Draft circulated to all prior to meeting.

It was proposed to obtain a Deed of Dedication as per the draft circulated to all prior to the meeting.

This proposal was seconded and the majority were in favour. 5 for and 1 abstention (IW).

It was noted that legal opinion is being sought regarding the registration of the land with the Land Registry.

f) Maintenance Budget

It was agreed that the proposal for a £5,000 rolling budget, over a three year period, from the Parish Council to be placed on the agenda for discussion at the October meeting. **SP** to action.

It was noted that the replenishment of the mulch is part of Stage 2 and was approved at previous meetings.

2. Toddlers' Play Area – Replenishment of surface

The mulch is to be ordered. It was anticipated that a village work party would be arranged to spread the mulch.

3. Possible improved access including new vehicular front gate to field and new disabled-friendly pedestrian entrance to field and toddlers' area. These works to be included in the Council's budget proposals to be considered at the October meeting.

90915-7 PLANNING

i) **Update from Karen Tozer requested again on 1st September re 3 Green Lane, Hail Weston – ad in Hunts Post to let out property, reported to Karen Tozer, Planning Enforcement. Breach of Planning Permission Application no 0603902FUL. Copy of ad. sent to her. JG to follow this up.**

ii) **Alteration to diversion of footpath at Hail Weston Springs.**

This application was recommended for approval by the planning committee prior to this meeting.

90915-8 BUS SHELTER – Progress Report – Email sent to Sean Barnes 10th September requesting update and as yet no response received. NF requested SP chase up within 2 weeks.

90915-9 PAINTING OF POST BOX adjacent to telephone box

SP reported that she has been in touch again with Royal Mail, on 10th September, requesting this work be carried out and had been given yet another reference number and been given assurance that the matter will be progressed. Councillors offered to provide **SP** with reference number from mail box in order to expedite the matter.

90915-10 BRIDGE OVER FORD – Work completed – BE has questioned some aspect of the work with Robert Mulundika, CCC. A resident had reported that debris had been left in

SIGNED by Chairman.....N. Farnden..... Date.....27th October.....2009

the ford following the work on the bridge, which could prove hazardous to children and animals. **BE** had pointed out to the resident that the advice from Anglian Water was that children should not play in the water in the ford. However, he had reported the debris to CCC. He had also reported the outfall from the ditch alongside the road is now blocked following the works.

90915-11 CEMETERY – Authorisation for obtaining loan finance from Public Works Loans Board.

NF gave the following report:

- The purchase price of the site has been informally agreed with the land agents as £15,000 plus the sellers' legal costs up to a maximum of £2,000.
- The Parish Council's legal costs will be in addition.
- Lattenbury Services have given a worst-case scenario estimate for the site clearance, fencing, site access, gating and planting of site as £25,000. However, it is hoped that the final cost will be less.
- It is planned to fund the purchase of the site from reserves allocated for the project whilst the development of the site will be funded with a loan from the Public Works Loan Board.
- It is estimated that the new cemetery will give approximately 80 burial plots plus room for ashes. Which, at the current rate of burials, should last for more than 100 years.
- It is proposed that the £25,000 loan shall be repaid over a 15-year period.
- The interest rate is fixed for the term of the loan and currently stands at 3.61%, however, **NF** warned that the rate fluctuates daily and the Parish Council will not know the rate until the loan is agreed. At 3.61% the half yearly loan repayment would be £1,060.
- The repayments for the loan are broadly in line with the amount budgeted this year for the cemetery. Therefore, the project should not lead to a significant increase in precept, beyond grass cutting and maintenance. Additionally there will be an income as burial plots are sold.

It was proposed that the Parish Council should apply for a loan from the Public Works Loan Board in the sum of £25,000 for a period of 15 years.

IW proposed acceptance. This was duly seconded and carried. 5 for and 1 abstention (DS).

90915-12 VILLAGE HALL

DS reported that she had obtained the Village Hall Management Committee's Accounts. **Fete held on 12th September** - All agreed that the Parish Council's congratulations should be passed on to Mr. Peter Mailer and the Village Hall Management Committee for such a splendid effort in organising such a successful village fete. All the hard work was much appreciated.

90915-13 COUNCILLOR RESPONSIBILITY REPORTS

a) Highways & Environment

- i) Street light PC8 Green Lane reported as needing attention but it was discovered that it is not on the list of 14 street lights subject to the Maintenance Contract with CCC.

SIGNED by Chairman.....N. Farnden..... Date.....27th October.....2009

Authorisation is required to have this added to the contract if thought necessary. The previous year's charges were £17.85 for maintenance plus £43.50 for energy.

All agreed to add PC8 Green Lane to contract. SP to make arrangements.

ii) **New Recycling Centre** – Situated in Marston Road, St Neots, is due to open on 16th October.

Members noted this.

b) Council controlled open spaces

SB had nothing to report regarding allotments.

Risk Assessments - Members agreed that a safety log, which monitored risk assessments carried out on the playing field equipment, should be instigated. **BE** suggested nominated Parish Council members should carry out monthly checks with the log being included in the Minutes.

SB agreed to action this.

SB was also preparing a Policy Statement for the playing field, which will then be included in the Part B Play Pathfinder funding application. The Policy Statement and risk assessments will become part of the Parish Council's formal documentation.

c) Communications

i) Newsletter / Annual Report

MF reported that the latest Parish Council newsletter would be delivered around the village with the Village Newsletter later this month.

ii) Website

SP is to ask Martin Baughan to put an item on the web site reminding residents that they have free admission to St. Neots museum.

d) Liaison with other Authorities – Mark Greenhalgh's email explaining the new Neighbourhood Forum now being run by HDC replacing the Safer Neighbourhood meetings forwarded to all prior to the meeting. October meetings that would have been run by the police being replaced by a Neighbourhood Forum meeting on 28th September being run by HDC and is at 7.00pm in the Priory Centre, St Neots. **IW** will be attending.

90915-14 PRIVATE ROAD STATUS of NEWTOWN

BE reported that during the playing field project consultation the issue of Newtown not being an adopted road was raised. Five householders, who had improved the road when their houses were built, had expressed concern that the improved playing field could increase their liability. The sewers have been adopted by Anglian Water. **IW** pointed out that there are several other private and housing association properties also on the road. **NF** asked **IW** to give the issue some thought and report back to the next meeting of the Parish Council. **IW** agreed.

90915-15 FINANCE

i) Finance Report and Accounts for Payment.

All payments were approved. All in favour.

SIGNED by Chairman.....N. Farnden.....

Date.....27th October.....2009

- ii) **Budget for 2010/2011 to be discussed at October meeting with a view to approval at November meeting. Precept application will be due at the beginning of December.**

It was proposed to transfer £5,000 from the deposit account to the current account. The proposal was seconded and all were in favour. SP had prepared letter for the bank, which was duly signed by NF and IW.

- iii) **Other Finance.**

BE handed £102.65 to SP for banking. This being money raised at the village fete specifically for the playing field project.

90915-16 EAST OF ENGLAND PLAN

As the documentation was not successfully forwarded to **SP** prior to the meeting, **NF** handed it to **IW** at the meeting. **IW** will present a paper at the October meeting.

90915-17 HDC – Development Management Questionnaire for completion

BE agreed to complete this questionnaire.

90915-18 HOUSING AND HEALTHY AGEING FOR OLDER PEOPLE – Notification of

Consultation – views by 23rd October if any action is proposed.

IW agreed to respond to consultation.

90915-19 CORRESPONDENCE

There was no separate list as any correspondence was incorporated in various agenda items.

90915-20 ANY OTHER BUSINESS

NF asked **SB** to get a lock for the water supply at the playing field, which had been mislaid following the fete.

SP was asked to convey the Parish Council's compliments to Peter Round, the grass-cutting contractor, for the excellent job done, particularly the playing field.

90915-21 DATES of NEXT MEETINGS

20th October 2009

17th November 2009

The meeting closed at 10.25pm.

SIGNED by Chairman.....N. Farnden.....

Date.....27th October.....2009