

# HAIL WESTON PARISH COUNCIL

## Minutes of General Meeting of the Parish Council

Held on TUESDAY 16<sup>th</sup> March 2010

in HAIL WESTON VILLAGE HALL at 8.00pm

### Present:-

Mr. N. Farnden	NF	Chairman
Mr. I. Wilkie	IW	Vice Chairman
Mr. B. Easom	BE	
Mr. P. Chandler	PC	
Mrs. S. Buchanan	SB	
Mr. M. Frank	MF	
Mrs. S. Penton	SP	Parish Clerk

**Also present** –County Councillor Peter Downes (**PD**) and District Councillor Jonathan Gray (**JG**)

**100316-1 APOLOGIES** - Mrs. D. Salter still in hospital (See item 6)

### **100316-2 MEMBERS' DECLARATION of INTEREST for items on the agenda**

**NF** declared a Personal Interest in Item 10, as his daughter presented the Play Area petition to the Parish Assembly in 2008.

**NF** also declared a Personal Interest in Item 15b(i) as his Wife is one of the allotment tenants affected by the dispute.

**SB** also declared a Personal Interest in Item 15b(i) as her Husband is one of the allotment tenants affected by the dispute.

**MF** also declared a Personal Interest in Item 15b(i) as his Wife is one of the allotment tenants affected by the dispute.

**PC** declared a Personal Interest in Item 13 as his wife has an interest in the plot of land adjacent to the site the Parish Council has purchased for the new burial ground.

**100316-3 TO APPROVE and SIGN MINUTES of the General Meeting of the Parish Council held on Tuesday 16<sup>th</sup> February 2010.** The Minutes were accepted as a true record. All in favour.

### **100316-4 OPEN FORUM – for all members of the public and press present including District and County Councillors.**

**PD** updated the Parish Council re. the position on St. Neots Community College.

Mid-April is the target for trialling the Guided Bus.

**JG** reported that the Council Tax would be increased by 2.49% for the coming year.

Glass can now be put in the blue bins for recycling.

**PD & JG** left the meeting at 9.18pm.

### **100316-5 MATTERS ARISING**

The revised General Health and Safety Policy prepared by **SB** and distributed to all prior to the meeting was adopted. All in favour.

**100316-6 DI SALTER'S SICKNESS LEAVE** – **NF** will be writing to her sending best wishes for her continued speedy recovery and informing her that the Parish Council has given her six months leave of absence, which can be extended at the end of that period.

### **100316-7 PLANNING**

**Enforcement Cases** – No update received from Enforcement. **SP** to follow up these cases.

Signed by the Chairman.....Mr. P. Chandler.....

Date.....18<sup>th</sup> May.....2010

**100316-8 PARISH ASSEMBLY – SP** to make arrangements for refreshments to be available.

**100316-9 VILLAGE HALL – SB's** report is attached to these Minutes and distributed to all prior to the meeting. VHMC AGM 7<sup>th</sup> June. Barn Dance 12<sup>th</sup> June with proceeds being split between VH and Church.

**100316-10 PLAY AREA** including:-

- (i) Transaction Report from commencement of project will be produced later to show most recent additions to playground equipment.
- (ii) RoSPA Safety Inspection for Playing Field. Payment authorised for Post Installation Inspection at a cost of £395 + VAT. All in favour. Date to be agreed with **BE**.

**BE's Report includes the following:-**

The Willow Tunnel was constructed on 10<sup>th</sup> March.

Zip Wire to be installed by Lappset on 27<sup>th</sup>/28<sup>th</sup> March.

Volunteers had commenced the tree-planting scheme the previous weekend.

Poor ground conditions have resulted in the proposed working party weekend for cleaning existing equipment etc. being deferred until mid April.

It became apparent that additional work was needed included drainage and, therefore, **BE** has successfully applied to Play Pathfinder for additional funding of £1,500. This was based on £600 for additional plant movements, £200 for land drain, £400 for reinstatement of grass area damaged due to wet weather conditions and £300 for reinstatement of gravel gateway area.

**BE's** full report is attached to these Minutes

**100316-11 PLAYING FIELD INSURANCE** – So far £25,000 has been added for new play equipment and installation. But invoices just received amount to £29,306 ex. VAT. This is to be increased in line with future development.

**100316-12 DEED of DEDICATION for Playing Field** – Draft Agreement being revised by Fields in Trust. This item is to be carried over to a later meeting.

**100316-13 CEMETERY**

**BE's Report includes the following:-**

Transaction Report from commencement of project to be compiled later.

Initial works were progressing well until the recent wet weather, which meant that work had to be stopped.

However, the electricity stays and pole could be moved. Also EDF devised a scheme obviating the need for a new lighting standard resulting in a possible saving in the region of £2,000.

Initial approaches to BT Openreach regarding the possibility of removing the telephone pole and the wiring moved to one of the new electricity poles were unsuccessful. However, this work is not considered essential so will not hold up the project.

**BE's** full report is attached to these Minutes.

The Chairman proposed a sincere vote of thanks to Barry Easom for his sterling work both on the Cemetery project and the Playing Field project.

**100316-14 PAINTING of POST BOX next to telephone box (no. PE19 5JW -130)** – No progress

**100316-15 COUNCILLOR RESPONSIBILITY REPORTS**

**a. Highways & Environment**

**BE's Report includes the following:-**

Broken Water Main – Anglian Water have repaired one broken water main and **BE** has reported a second leak.

Refuse Collection – HDC are emptying all litterbins every 2/3 weeks, including the new one.

County Highways have erected the new “Ford Closed” signs at the east and west entrances to the village.

**BE's** report about potholes in the High Street was dealt with promptly and a meeting between **BE** and the Highways Engineer has resulted in an undertaking of more extensive repairs.

The Village Litter Pick will take place in April or May and there is a possibility of more regular litter picks by volunteers.

Signed by the Chairman.....Mr. P. Chandler.....

Date.....18<sup>th</sup> May.....2010

A working party is needed to prune the saplings on the Ford Lane Tree Trail and coppice some of the older trees. HDC Tree Warden, Bridget Halford, is willing to give advice.

Dog Fouling continues to be a problem particularly on the playing field and the area of grass surrounding the new litterbin.

**BE's** full report is attached to these Minutes.

#### **b. Council controlled open spaces**

(i) **Allotments Dispute** – Allotment Disputes Committee's response to letter from a tenant distributed to all prior to meeting. **SP** to acknowledge letter and point out that the items had already been covered in the Parish Council's previous letter.

(ii) **Annual Safety Inspection** – The Inspection is due to be carried out in April, but in view of the development of the playing field and play area a Post Installation Inspection is required. The Play Safety charge of £395 +VAT was accepted. All in favour.

The report will include a Risk Assessment and **BE** and **SB** to accompany the inspector. **SP** to contact Play Safety to arrange a date towards the end of April.

(iii) Village Notice Board – This work is in hand.

(iv) Village Grass Cutting contribution from Cambs. CC is to remain the same as last year - £301.35.

(v) **SB** to contact the grounds maintenance contractor, Peter Round to discuss requirements for the coming season and to include weed spraying.

#### **c. Communications**

(i) Newsletter will be ready for distribution by the end of March

(ii) Web Site – Domain renewal and hosting package renewal.

Martin Baughan had renewed each of these and payments are approved. **SP** to ask Martin to change the contact name to Matt Frank for each of these accounts.

#### **d. Liaison with other Authorities**

**IW's Report includes the following:-**

**IW** reported that the next meeting of the Neighbourhood Forum would be on 29<sup>th</sup> March. The matter of Speeding and Motorbikes on the B645 will be raised automatically.

At the Forum meeting on 26<sup>th</sup> January **IW** asked Councillor Ian Bates about collaboration between local and County police teams to ensure that speeding was addressed. Cllr. Bates suggested that this be raised on the feedback form for the area. This was done and **IW** was awaiting the result.

**IW** also reported that management of St. Neots Community College and Longsands School is set to be merged in September to form a federation.

**IW** also reported the latest crime figures.

**IW's** full report is attached to these Minutes.

#### **100316-16 FINANCE**

(i) Finance Reports and Accounts for Payment including:-

a. Account Balances to date – Project a/c £11,353.80, Deposit a/c £17,920.09 and Cheque a/c £16,560.46.

b. General Transaction Report – Manually prepared updated statement for the Playing Field project account was circulated to all.

c. Separate Transaction Reports for Playing Field & Cemetery from the commencement of each project. Deferred until the next meeting.

Reports generated by the accountancy software, once it has been upgraded, will be distributed for the next meeting.

(ii) Internal Auditor, Gerald Whitfield, is relinquishing his audit post at Bedford, but is still willing to continue carrying out our Audit. This will entail mileage costs for collecting relevant documents – either for myself to deliver and collect or for him to come to me. He lives in Haddenham.

(iii) Forecast of year end position - 2009/10

(iv) Annual Review of Clerk's Salary

This item was discussed after all other business was dealt with and in the Clerk's absence. **SP** left the meeting at 10.20pm.

**Signed by the Chairman.....Mr. P. Chandler.....**

**Date.....18<sup>th</sup> May.....2010**

(v) Other Finance – **PC** has installed a basic SAGE package on **SP**'s computer, which will be upgraded in the new financial year. **PC** to be reimbursed with cost of package when it has been purchased in April.

**PC** reported that he had reviewed all transactions for the year to date and confirmed that they were in accordance with decisions.

**100316-17 CORRESPONDENCE**

No list but 2 late items were received:-

- 1) Letter from an allotment holder regarding the recent disputes. See Item 15 b(i)
- 2) Letter from the Treasurer of Parochial Church Council requesting consideration of a donation towards the cost of church insurance. This item is to be carried forward to a later meeting.

**100316-18 ANY OTHER BUSINESS - None**

**100316-19 DATES of NEXT MEETINGS:-**

**April 20<sup>th</sup> (Parish Assembly)**

**May 18<sup>th</sup> (AGM)**

**June 15<sup>th</sup>**

**July 20<sup>th</sup>**

**September 21<sup>st</sup>**

**October 19<sup>th</sup>**

**November 16<sup>th</sup>**

**The meeting closed at 10.40pm**

**Signed by the Chairman.....Mr. P. Chandler.....**

**Date.....18<sup>th</sup> May.....2010**