

HAIL WESTON PARISH COUNCIL

Minutes of General Meeting of the Parish Council Held on TUESDAY 27th October 2009 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.

91027-1 APOLOGIES

Mrs. Di Salter who is very ill in hospital. Everyone wishes her well. The Chairman remarked that Di has done an immense amount of work, in particular regarding the Playground Project and has made a massive impact in her short time on the Parish Council.

District Councillor Jonathan Gray (JG).

91027-2 MEMBERS' DECLARATION of INTEREST for items on the agenda

NF declared a Personal Interest in Item 7, as his daughter presented the Play Area petition to the Parish Assembly last year.

NF also declared a Personal Interest in Item 6 as his Wife is one of the allotment tenants affected by the dispute.

SB also declared a Personal Interest in Item 6 as her Husband is one of the allotment tenants affected by the dispute.

BE declared a Prejudicial Interest in Item 15(ii) in respect of his wife's payment for her services in taking and producing the September Minutes.

91027-3 TO APPROVE and SIGN MINUTES of the Planning Committee Meeting and the General Meeting of the Parish Council both held on Tuesday 15th September 2009.

Both sets of Minutes were accepted as a true record. All in favour.

The Chairman expressed gratitude, on behalf of the Council, to Ruth Easom for compiling both sets of Minutes.

91027-4 OPEN FORUM – for all members of the public and press present including District and County Councillors

PD reported that the drivers are being trained for the Guided Bus Way and it will be functioning by the end of November.

PD also reported that the new Recycling Centre in St. Neots that opened on 16th October is under cover and is very well designed.

91027-5 MATTERS ARISING

3 Green Lane, Hail Weston Breach of Planning Permission Application no 0603902FUL. Sandy Kinnersley now handling this matter and awaiting some further information from owners.

Streetlight no. PC8 Green Lane will be added to the list for maintenance and power supply.

91027-6 ALLOTMENT HOLDERS' DISPUTE – Including Update to Health and Safety Section of the Allotment Tenancy Agreement and Allotment Policy.

Signed by the Chairman...N. FARNDEN.....

Date....24th NOVEMBER.....2009

Further to last year's meeting on these matters another meeting was held on 4th October with a view to solving problems between tenants mainly regarding differences in allotment sizes.

Paths have also been altered and work has been done on the gate without the permission of the Parish Council. One tenant has threatened to sue the Parish Council if her husband should suffer any injury whilst at the allotment site. However, it should be noted that the paths are now deemed to be unsafe due to her own actions. It was unanimously agreed to set up a Disputes Committee for Allotment Matters. The Committee members are **IW, PC & BE**.

It was also unanimously decided that **SB** is to compile a letter to be sent to all tenants, which must come from the Parish Clerk. Among other points, the letter is to state that no paths are to be altered and that the paths must be reinstated.

91027-7 PLAY AREA

(i) Report on Progress of Project Group – **BE**'s spreadsheet circulated prior to the meeting. The Play Pathfinder Project is for £33,000 and Part B has been submitted.

A further application for £9,600 has been submitted to Awards for All. The response is expected by the first week in December. If this is unsuccessful then application will be made to WREN or BIFFA.

(ii) Rolling Budget required for Capital Expenditure on Play Area Project. This was approved in the sum of £5,000 for 2010/11. All in favour. £1,400 to be underwritten was approved at the last meeting.

SB has produced Risk Assessment, Policy Statement and Equipment Safety Log.

91027-8 CEMETERY

Item (iii) was considered first

(iii) **NF** recommends to the Parish Council that Financial Regulations be waived in relation to Lattenbury Services regarding works to the Cemetery and to enable prices to be negotiated without competition as similarly agreed at the September meeting in relation to the Playing Field Project.

BE reported that there is a limited number of suitable contractors and Cambridgeshire County Council was unable to recommend any alternative contractors.

IW proposed and **SB** seconded the proposal to waive the Financial Regulations in relation to appointing Lattenbury Services. All in favour.

(i) Appointment of Contractor to prepare site. The quotation from Lattenbury Services for preparation of the cemetery site includes some work for the play project. This was discussed in detail and it was subsequently agreed to appoint Lattenbury Services. The total of the quotation amounts to £17,700 + VAT.

(ii) Letter received from the solicitor confirming owners of the spinney wish to proceed with the sale. Formal approval is required that the Parish Council agrees to pay abortive costs up to £2,000 if the appropriate consents are not received by them to cover all work undertaken whether or not the matter formally exchanges contracts.

IW proposed that the Parish Council agrees to pay the costs of £2,000 as described above. Seconded by **PC**. All in favour.

A letter from T. R. Harris, Arnold & Co., the solicitor for the executors of the landowner, had been received by the Parish Council's solicitor Gross & Co. who, in turn, have requested that the PC puts them in funds to support the undertaking, which makes Gross & Co. responsible for the payment. Cheque for £2,000, therefore, to be paid to Gross & Co.

(iv) Approval is sought for the additional cost for the provision of a lighting column and an underground supply from the new electricity pole to the column. EDF Energy have agreed to pay for the pole to be moved after the site has been cleared.

Proposed by **PC** and seconded by **MF**. All in favour

91027-9 BUDGET 2010/11 – The Budget, projected for the next 3 years, prepared by **PC**, was circulated to all at the meeting and discussed at length. The final budget will be discussed at the November meeting when the Precept for 2010/11 will be set.

Signed by the Chairman...**N. FARNDEN**.....

Date....**24th NOVEMBER**.....**2009**

91027-10 PLANNING

The following application was considered by the Planning Committee prior to this meeting. Application reference 0901290REP – Repeat of application 0402851FUL approved by HDC in November 2004 for Extension to dwelling – 5 Manor Way, Hail Weston. There were no objections.

91027-11 BUS SHELTER – Work still outstanding.

91027-12 PAINTING of POST BOX next to telephone box (no. PE19 130) – No further information as to when the job will be done.

91027-13 CEMETERY - As above

91027-14 COUNCILLOR RESPONSIBILITY REPORTS

a. Highways & Environment

Including complaint from Mr. C. D. Owen re. Ford Lane traffic.

BE has ordered the new litterbin and grit bin, which will be delivered to his address.

A resident had complained about the lack of signs in Ford End warning drivers of the single-track road. This was taken up with Sharon Piper of the Highways Department who refused to take any action.

b. Council controlled open spaces – See item 6 re. Allotments.

SB had purchased a new padlock for the Playing Field water point and was reimbursed with the cost.

SB will recommend revisions to the Parish Council's General Health & Safety Policy.

c. Communications

(i) Newsletter/Annual Report

(ii) Web Site – Martin Baughan is continuing to update the web site as and when required.

d. Liaison with other Authorities

(i) **Older People to be given control of their social care** – Email and attachment circulated to all prior to meeting. **NF** has suggested including a short paragraph on the web site and newsletter directing people to their website.

(ii) **IW attended the East of England Regional Assembly Consultation Evening. Held on 30th September at the Commemoration Hall, Huntingdon.** His report is attached to these Minutes and was circulated to all. It was discussed at length and **IW** recommended that our District and County Councillors convey the Parish Council's views to the EERA by the due date, 24th November.

91027-15 FINANCE

(i) Finance Reports and Accounts for Payment – **SP** circulated reports at the meeting showing accounts for payment and actual income and expenditure to date. The accounts for payment were approved. All in favour. **SP** has invoiced the Village Hall Management Committee for the Parish Council to be reimbursed for the insurance costs. A reminder had also been sent to the Chairman of the VHMC but no payment has yet been received.

(ii) Payment to Ruth Easom for taking and producing September Minutes – **NF** recommends 5 hours at Clerk's current rate of £10.734ph. **PC** has advised that tax is deductible at the standard rate.

It was resolved to make this payment with tax deducted at the standard rate. All in favour.

(iii) **SP's** computer had failed and had to be replaced at a cost of £470. This included delivery and set up charge for the new computer amounting to £30. **NF** recommended that **SP** be reimbursed for this charge. The remainder to be paid by **SP**, which is covered by Clerk's Annual Expense Allowance currently £300pa. All in favour of **SP** being reimbursed with £30.

(iv) Salary award recommended by NALC & SLCC based on agreement by NJC for Local Govt. Services w.e.f. 1st April 2009. Current Rate £10.734ph. Recommended adjustment £10.841ph. This was approved and, therefore the back pay for 7 months amounting to £20.78 net was authorised for payment. All in favour. The amendment to the bank's monthly Standing Order was duly signed.

Signed by the Chairman...**N. FARNDEN**.....

Date....**24th NOVEMBER**.....**2009**

(v) Accounting Software – **PC** has installed Quicken on **SP**'s new computer and all data files have been restored. However, **PC** recommends that SAGE would be a better option as authorised at the AGM in May 2005. In view of that being over 4 years ago a fresh approval is sought.

This was unanimously approved. **PC** will proceed with the purchase of SAGE.

(vi) Review of Financial Regulations as per **PC**'s recommendations circulated to all prior to this meeting. **PC** reported that the model regulations use the word “regularly” instead of bi-annually and proposed the Regulations are changed accordingly. Also in the current climate he recommends that such things be kept under constant review.

Also, in view of the Internal Auditor's recent advice **PC** proposed a new section 18 under Internal Control and Security of Data and the existing section 18 to become 19 as per his report attached.

BE seconded all of the above. All in favour. **SP** to revise Fin. Regs. accordingly and distribute to all.

91027-16 REVIEW OF TITLE DEEDS – **PC**'s report circulated to all prior to this meeting and attached to these Minutes including maps showing Allotments, Playing Field and Garden of Rest. The package containing Deeds and various other documents all relating to these properties or old leases for the Village Hall was handed to **SP** to be deposited in the HSBC bank for safe keeping.

91027-17 CORRESPONDENCE – The list attached to these Minutes covers only items circulated to all prior to the meeting. There was no new correspondence.

91027-18 ANY OTHER BUSINESS

91027-19 DATE of NEXT MEETING:- 17th November (Later changed to 24th November)

The meeting closed at 10.15pm

Signed by the Chairman...N. FARNDEN.....

Date....24th NOVEMBER.....2009