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|  | **Minutes of the Parish Council meeting held on Wednesday 27th July 2016 at Horningsea Village Hall** | Action |
|  | **Present**: Margaret Starkie, Tessa Pleasants, Michael Gingell, Jessica Kitt, Robert Balm, Andy Greed.  Hayley Livermore, Parish clerk  2 members of the public. |  |
|  | **Open Forum:**  The buses were discussed and at present the service is confirmed to be running until at least April 17.  A member of the public raised the issue that the jubilee garden toilets are being used for storage which they should not be and makes it difficult to clean them. TP as HRA liaison to investigate this.  The cycle path which runs north from Fen Ditton to the entrance to Horningsea is beginning to be encroached by the overgrown hedge again. Clerk to contact Quy estates who are responsible for the maintenance of this. | Clerk to contact Quy Estates |
| 45/16-17 | **Apologies** were received from Cllr. Andy Neely. The meeting was declared quorate. |  |
| 46/16-17 | **Declarations of disclosable pecuniary & other interests – None** |  |
| 47/16-17 | **To approve the minutes of the meeting 25th May, 8th June and 6th July 16**  The minutes were signed and approved by the chairman. |  |
| 48/16-17 | **Matters arising from the minutes of 25th May 16**  Following an inspection by RoSPA in April of this year, a number of defects were highlighted in their report. Most were of a minor nature, but the most significant was the presence of rot in some of the timber posts supporting the main climbing apparatus.  The HRA has obtained £1500 funding for essential repairs from SCDC Community Chest, and has an additional £1000 already allocated in its account. Proposals for the methodology of the repair are currently being sent to RoSPA for comment, and prices are being sought for the work.  Additionally, the HRA is investigating the possibility of funding for wholesale replacement of the equipment via the A14 Community Fund and other sources, but this is a long term strategy, and by no means certain of success. |  |
| 49/16-17 | **District Councillors Report**  The devolution deal between Cambridgeshire and Peterborough is moving forward. This will give £20 million per year for infrastructure for 30 years. As part of this deal there is to be an elected mayor.  Details of the Local Plan.  The Inspectors examining the Cambridge and South Cambridgeshire Local Plans have released a new programme, and matters and issues for the first blocks of the South Cambridgeshire only hearing sessions.  The hearings programme now includes:  · dates for the first blocks of the South Cambridgeshire only hearing sessions to take place in November and December 2016 (starting on 1 November 2016);  · revised dates for the first blocks of the Cambridge only hearing sessions that are currently underway and now programmed to finish on 7 September 2016; and  · a revised skeleton programme for the South Cambridgeshire only hearing sessions and remaining joint hearing sessions to take place in 2017.  Matters and Issues have also been released that relate to the first blocks of the South Cambridgeshire only hearing sessions. These Matters and Issues relate to climate change policies, housing allocations at villages, housing policies, provision and protection of services and facilities policies, and environmental health policies. |  |
| 50/16-17 | **County Councillors Report**  Councillor Williams did not attend and no report was sent. |  |
| 51/16-17 | **To update Asset register**  The asset register was discussed as the internal auditor has highlighted that values must be purchased value and not insurance values. This is very difficult as some assets date back to over 50 years ago. It was agreed to add a separate column in the asset register when original value is unknown. | Clerk to update register |
| 52/16-17 | **To agree addendum to financial regulations**  It was suggested by the internal auditor that we adopt an addendum to our financial regulations stating which companies we use for different services. This means that the clerk will not need to obtain 3 quotes each time. This was approved and adopted by the council.  Proposed by TP, seconded by AG. |  |
| 53/16-17 | **To receive Internal audit report and action plan**  The internal auditors report was discussed. 2 issues were highlighted and need to be rectified. This is that clarification was needed over who owned the playground equipment. It was agreed to remove the playground equipment from the asset register as this was purchased by the HRA with a grant given by PC. All other assets were verified as being owned by the Parish council. Clerk is in the process of reviewing the asset register.  The internal auditor also stated that in relation to risk assessment **‘**A one page risk register is available. The Council should, following my recommendation last year, include more detailed consideration of financial and similar risks.’ Clerk to conduct a full review of the financial risk assessment. | Clerk to review financial risk register |
| 54/16-17 | **Cambs ACRE AGM 27th September**  Cambs ACRE are holding their AGM on 27th September. Most councillors are not available that day to attend. RB to check if he is available and notify clerk. |  |
| 55/16-17 | **Report on CCC Highways Open Day:**  MS attended the CCC Highways open day. This was an opportunity to meet team and discuss local issues.  Gulley clearance & flood risk - recent flash flooding in High Street cleared by 6am the following morning. Our Highways officer, Nicola Burden, says that linear and lateral gulleys were hosed annually but due to cuts now only for a severe problem; none currently planned for Horningsea. She advised residents with entrances below street level to purchase sand bags. In the event of severe flooding of property, residents are advised to contact the Fire Brigade. Persistent low risk flooding, blocked gulleys to be reported on the CCC portal  Verge grass cutting - CCC cuts village three times yearly & between villages twice yearly.  Paths - not prioritised outside village, e.g. Clayhithe Road. Issues on paths within the village can be reported through CCC portal  Policy & Regulations – this team handles the legal necessities around such matters as double yellow lines and painting the road by creating Traffic Regulation Orders (TROs).  More information - http://www.cambridgeshire.gov.uk/info/20081/roads\_and\_pathways |  |
| 56/16-17 | **To consider possible bid to LHI for speed measures**  MS has contacted other Parish councils for feedback on the speed measures they have and has received the following which was discussed:  Milton – give way traffic island at northern entrance from A10 not effective because of road width. Full width speed cushions near shops cause noise and vibration.  Fen Ditton – 2015 Traffic density Horningsea Rd. 14,737 daily. High Ditch Rd. eastern entrance give way traffic island effective at peak times; traffic leaving village speeds up. Road width and conditions similar to Horningsea High Street with parked cars on northern side at western end. Road narrowing at northern entry Horningsea Road mainly effective  Bottisham – Bell Road – speed cushions and vehicle activated signs have produced considerable reduction in speed – from 40% over 35mph to 15%. The cost was £7.5K.  Quy – To get a 30mph speed limit, a physical measure had to be introduced; they chose pinchpoints. However they are currently in the process of trying to remove them and replace with speed cushions as they appear more dangerous than effective. Drivers speed up to get past and bollards are frquently knocked over. Posts were added to prevent drivers going around the island and onto the path.  Teversham - Mixed feelings about the effectiveness of their speed restrictions. There are three pinch points and there have been problems with congestion at peak travel times. They discounted repeat speed cushions because of swerving and noise.  Fulbourn – no specific speed measures except 30mph signs. Issues with speeding at right turns to Shelford, Balsham and Babraham Roads  Waterbeach – recently installed pedestrian crossing at southern entrance; no physical measures on Car Dyke Road or Denny End Road.  Harston A10 travelling north –count down signs plus flashing sign – effective at peak times. Road width and density not comparable to Horningsea.  The Maximum contribution from CCC is £10K; PCs contribute at least 10% of total project cost. Applications must be received by Nov ‘16; and delivery of successful schemes will be Aug. 2017 to March ’18.  Cllr Turner confirmed that speed is not enough of a problem in Horningsea to warrant a speed camera.  All options were discussed. Concern was expressed about noise and vibration from speed bumps, flashing speed signs were looked upon favourably and most councillors agreed that pinchpoints would be most effective. The general consensus was that action is needed. MS has asked Anna Chylinska-Derkowska LHI engineering officer to visit the village and advise.  It was agreed to gather all information between now and the September meeting and make a decision on what the LHI bid will consist of then. |  |
| 57/16-17 | **Action for bus shelter opposite Biggin Lane**  Following correspondence from Fen Ditton PC who had been maintaining the bus shelter opposite Biggin Lane it was established that this is in fact in the parish of Horningsea and therefore Horningsea PC responsibility.  Both Richard Pleasants and Andy Greed have looked at the bus shelter and agree that the brick structure is sound. The roof is charred but can be repaired for £2-300.  It was agreed to monitor litter, the condition of the bus shelter and activity taking place for 6 months and then discuss further. |  |
| 58/16-17 | **Report from Police Panel Meeting**  MS attended the police panel meeting on 15th June 16. Report circulated prior to the meeting and appended to these minutes. |  |
| 59/16-17 | **Report from SCDC Parish councils liaison meeting**  MS attended the SCDC Parish councils liaison meeting,  This included updates on City Deal, Devolution and Boundary  Review. The questions at Open Forum showed scepticism on  the value of consultations on City Deal transport schemes and  appointment of Mayor as part of Devolution. Boundary  Review number and cost driven and not on location or history. |  |
| 60/16-17 | **Report from A14 Meeting**  Report circulated before the meeting and appended to these minutes |  |
| 61/16-17 | **To consider request from SCDC for ideas on siting of ‘bus hubs**  The PC has been contacted by SCDC asking for suggestions for sites on which ‘bus hubs’ can be built**.**  It was suggested to either extend Waterbeach rail station to include a bus hub or a bus hub could be built on land opposite Cambridge Motor Boat Club on Clayhithe Road, Waterbeach. | Clerk to respond to SCDC |
| 62/16-17 | **Finance**   1. Payments since last meeting   None   1. The following payments were approved   1) Reimbursement mileage for meetings MS - £71.55- 614  2) Hayley Livermore expenses and work from home allowance- 116.97-615  3) CGM- £327.60- 613  4) H Livermore wages- £85.23-616   1. Receipts   PC have received £150 from Dixon Phillips which was held on A/C.   1. Budget update-16-17   Budget compared to spending was looked at. We are currently 1/3 of the way through the financial year and we are currently £1600 over budget with spending. This is however due to the PC giving HVHT an extra £1500 over the £2000 allocated to them. However this was received from SCDC by way of the community chest grant. All other spending is in line with budget.  The clerk explained that the £2000 allocated for road improvements will not be spent in this financial year as even if we are successful with the LHI bid this will not be implemented until Summer 2017.   1. Bank reconciliation   Circulated before the meeting. As of 15/7/16 the PC has £28,717 across its 2 accounts. |  |
| 63/16-17 | **Clerks report**   1. The Parish plan was discussed at the last meeting, The clerk has responded to RP regarding anything labelled as ‘PC action’. Awaiting response 2. A claim for £872.89 was submitted to HMRC for the VAT refund on 01/07. 3. A cheque for £3500 has been sent to Michael Hellowell as chair of HVHT along with a letter. 4. The clerk and MH will be conducting a review of the insurance to ensure that everything is included. The wall and the bus shelter opposite Biggin abbey will need to added as well as any new equipment in the hall. 5. The clerk has spoken to Rachel King who has informed her that the allotments are now in a much better state. Clerk has advised Rachel of the procedure to get a water source at the allotment. |  |
| 64/16-17 | **Update on Jubilee Garden wall**  The jubilee garden wall has now been replaced with suitable bricks. Cllr Greed highlighted that the wall needs repointing in places and will obtain a quote which can go on the agenda for the next meeting. |  |
| 65/16-17 | **To consider application to SCDC for supply of dog bin at Jubilee Garden**  The is currently no dog bin at the jubilee garden and MS has witnessed people depositing dog mess in the normal litter bin which is unhygienic. Clerk to liaise with Richard Pleasants about a suitable site for the bin and organize this with SCDC. | Clerk to contact SCDC |
| 66/16-17 | **Correspondence**   1. Waterbeach scoping application 2. Anglian water- Pumping stations 3. Connecting Cambridgeshire 4. SCDC Local Plan hearing programme 5. A14 Cambridge to Huntingdon Community fund | Noted  Noted  Noted  Noted  Noted |
| 67/16-17 | **HR decisions**  Following the clerks appraisal with JK and MS, her hours have been increased to 9 per week. This is to cover extra meetings, return from holiday catch up and training. |  |
| 68/16-17 | **To Accept notices & Matters for the next Agenda**  **LHI bid**  **Repointing of Jubilee Garden wall** |  |

**Appendix**

**Item 1.**

58/16-17 Police Panel Meeting 15 June 2016

Objectives are to highlight trends in crime & ASB, note concerns from individuals, PCs,, volunteer organisations etc, decide areas of concern for the community and Police to consider prioritising and provide a updates on actions taken for chosen priorities or other emerging trends.

Update from Chief Inspector Sutherland: Sgnt. Sandra Davidson has retired after 30 years with the force; replaced by Sgnt Rachel Bull. Inspector Jane Doughty has joined the force & was present at the meeting.

Monthly burglary prevention events are held in larger villages which have Neighbourhood Watch schemes. Online home security assessment at: http://tinyurl.com/bad-wolf-test

Cyber crime - becoming more sophisticated; 3 PCSOs doing OU course on prevention.

Speeding – three deaths at Gamlingay in last two years. Special constables being trained as trainers for speed gun use by regular officers and specials.

Speedwatch – Brian Robbins has resigned as volunteer coordinator

Parking not a priority for police unless illegal & hazardous. Pilot for PCs to employ PCSOs on overtime to address parking issues not likely to continue

Anti-human trafficking action – raids at Swavesey car wash showed illegal immigrants employed. Cannabis factory at Milton imdustrial park showed legal migrants from Eastern Europe were subjected to sophisticated slavery schemes.

Child exploitation – some in Peterborough but fewer in South Cambs. All year 10 pupils being shown Chelsea Choice play to warn about grooming.

**Item 2**

60/16-17 A14 Meeting – The order in force from 22 June 2016 with no challenge to the Secretary for State and currently acquiring land for compounds. Main construction work starts late 2016 and will open to traffic in 2020. Section 1 is A1 /A14; Histon to Milton (Section 5) mid-2018 to Sept. 2019 dependent on completion of Section1. Legacy funding will feature largescale environmental projects, such as water storage at borrow pits. Community Fund applications for projects in themes such as reducing vehicle use, community safety and healthcare and developing skills for employment are invited from 1st September 2016. Grants up to £10k; total fund of £400k. Public Information Exhibitions to be held from September ’16; nearest is Milton All Saints Church Hall Tuesday 11th October 2pm to 8pm. Information on night road closures on www.highways.gov.uk/A14C2H