|  |  |  |
| --- | --- | --- |
|  | **Minutes of the Parish Council meeting held on Wednesday 25th January 2017 at Horningsea Village Hall** | Action |
|  | **Present**: Margaret Starkie, Jessica Kitt, Robert Balm, Andy Neely, Tessa Pleasants  Hayley Livermore- Parish clerk  4 members of the public |  |
|  | **Open Forum:**  PC were informed that one of the toilet seats in the Jubilee garden toilets is broken. Will be investigated and fixed.  A member of the public mentioned that they have not been receiving the South Cambs Magazine. Rob Turner will follow up on this as important information is included in the magazine**.** |  |
| 123/16-17 | **Apologies** were received from Cllr Michael Gingell and Cllr Andy Greed. The meeting was declared quorate. |  |
| 124/16-17 | **Declarations of disclosable pecuniary & other interests** – Cllr Pleasants declared an interest in item 128/16-17 due to the proximity to her house. |  |
| 125/16-17 | **To approve the minutes of the meeting 30th November 16-** The minutes of the meeting 30th November 16 were approved and signed with one addition. |  |
| 126/16-17 | **Matters arising from the minutes of 30th November 16**  None |  |
| 127/16-17 | **Application to carry out tree works subject to a tree preservation order or situated within a conservation area:**  **S/0063/17/TC**  **Dallas, St Johns Lane, Horningsea, Cambridgeshire, CB25 9JQ**  Application to remove 17 x Leylandii because of excessive shading and height.  Application was approved with no comments. Proposed by TP, seconded by RB | To SCDC |
| 128/16-17 | **Planning application:**  **S/0025/17/FL. The Shed, St Johns Farm, St Johns Lane, Horningsea, CB25 9JQ. Single storey side and rear extension**  Previous planning application in 2016 was refused by SCDC. Plans for roof has been lowered and less angular. No change to anything else in application and no change in building materials which are in keeping with conservation area. Approved with no comments. Proposed by JK, seconded by RB. | To SCDC |
| 129/16-17 | **Planning application: S/0122/17/FL****. New access and dropped kerb and partial removal of fence, The Orchards, High Street, Horningsea**  Application covers removing part of the fence next to The Orchards, replacing the grassed area next to the house with gravel and dropping the kerb. To allow off street parking with a different entry/exit than is currently afforded by the lane next to the house.  Approved with comments. Care needs to be taken during construction in this part of the village, and that preferably there should be a means of improving visibility such as a mirror for pedestrian safety and preferably no reversing onto the highway  Proposed by AN, seconded by JK. | To SCDC |
| 130/16-17 | **District Councillor report**  Cllr Turner has investigated the speed stickers and unfortunately these are no longer free and must be purchased.  There are going to be changes to bin collection days in South Cambs. It is unsure as to whether this will affect Horningsea yet.  Mayoral candidates have now been confirmed and the election will take place in early May.  Local plan hearing dates have been confirmed. Date for the Waterbeach development is 28th March.  Cllr Turner attended the meeting of the cycling group and will be involved in further discussions. |  |
| 131/16-17 | **County Councillor report**  Cllr Williams was not present and no report was sent |  |
| 132/16-17 | **Budget 17-18 and setting of precept**  Clerk had prepared and circulated budget for 17-18. Projected outgoings are 20,074. This is an increase on previous years due to increase in clerks wages, money budgeted for cycle path works, village sign refurbishment and meetings and communication with Urban and Civic regarding the Waterbeach development.  It was agreed that due to a deficit between incomings and outgoings, to increase the precept from 14,025 to 14,525, an increase of 3.5%. Proposed by MS, seconded by RB.  HRA Grant for £1000 towards playground works was approved. |  |
| 133/16-17 | **Plans for Urban and Civic meetings regarding Waterbeach development**  A meeting with Urban and Civic will take place on 22nd February at 7:30pm. This has been advertised in Horningsea Herald and New life magazine. The objective of this meeting is to give residents an opportunity to make suggestions on how Horningsea can benefit from this development as well as clarification on plans from Urban and Civic.  Refreshments will be provided and Urban and Civic are covering the costs of the meeting. It was agreed that following the session with Urban and Civic, residents will be able to voice concerns and have discussions without them present. Cllr Kitt and Cllr Balm to lead this session. |  |
| 134/16-17 | **Grounds Maintenance Contract**  Clerk has obtained a quote from CGM. This includes an increase from 12 to 14 cuts per year and extra hedge work. It was agreed to proceed with a 3-year contract with CGM at a fixed price of £2823+VAT per year. | Clerk to respond to CGM |
| 135/16-17 | **SCDC-Tree Health and safety service**  SCDC are offering a new service providing tree health and safety services and are asking Parish councils if they would be interested in using this service. It was agreed that the PC would not be interested in using this service. Clerk to respond. | Clerk to respond to SCDC |
| 136/16-17 | **Asset register**  The asset register was finalized and agreed and signed by the chairman. |  |
| 137/16-17 | **Financial risk assessment**  At the last internal audit, it was highlighted that the existing financial risk assessment was not sufficient. Clerk has produced a new document which was circulated before the meeting. This will be reviewed annually. Agreed and signed by the chairman. |  |
| 138/16-17 | **Finance**   1. Payments since last meeting   1) Norris and Fisher- £985.11- Insurance  2) H Livermore- £108.70-Salary  3) Cambridge Water- £12.73   1. The following payments were approved and signed   1) J Harrison- £296.00- Gate repairs-645  2) Information commissioner- £30.00- Data Protection registration-646  3) Cambs ACRE-£36.00-Payroll-647  4) H Livermore-£108.70-Salary-648  5) H Livermore expenses £45.19-649   1. Budget update-16-17   Budget update given. Spending is in line with budget.   1. Bank reconciliation   Circulated before the meeting. As of 19/12/16 there is £26,439 across the 2 accounts.   1. Change to clerk wages standing order- Letter to Lloyds re change of standing order amount for clerks wages was approved and signed. |  |
| 139/16-17 | **Clerks report**  None |  |
| 140/16-17 | **Correspondence**   1. Rob King-Cycle path clearance 2. CCC - Gritting schedule 3. Jubilee Gardens - completion of work 4. Preparation for LHI bid 5. Local Plan-Hearings programme update 6. Frank Hopkirk- Horningsea Connect   Bert Santilly attended the meeting and spoke on Horningsea Connect. A small number of residents have formed a special action group called Horningsea Connect. Now the time has come when the Waterbeach development is effectively about to progress and, at the same time, the County Council has proposed development of cycling routes around Cambridge in its Greenways plan where Waterbeach and Horningsea are listed. However, these proposals do not take account of the need for a direct route from the village on the east side of the river, as proposed by the Parish plan review, to obviate the need for cyclists to ride on the B1047 to Waterbeach, considered dangerous and unpleasant. This will be even more relevant as the Waterbeach development continues and the traffic flow increases and this will affect the increasing number of cyclists who use this route between the two villages at the moment.  Horningsea Connect is taking this issue forward with the relevant development and cycling bodies. The first meeting of the group took place in the Crown and Punchbowl on 10th January and Cllr. Turner kindly attended to offer his support for the meeting and to advise on how to take this matter forward. We are now in the process of surveying the B1047 and surroundings for alternative routes between the two villages before taking further advice. The general proposal has already had positive responses from members of the Cambridge Cycling Campaign. | Noted  Noted  Noted  Noted  Noted  Noted |
| 141/16-17 | **Local recognition of volunteers**  It was suggested by a member of the public that volunteers in the parish should be recognized for their work by the parish council. It was agreed that this was a good idea and that a presentation will take place at the Annual Parish meeting every year. Further discussions will take place at the March PC meeting. |  |
| 142/16-17 | **To Accept notices & Matters for the next Agenda**  Publications policy  Local recognition of volunteers  Meeting closed at 21:30 |  |