

## **HORNINGSEA PARISH COUNCIL**

### **Minutes of Meeting Held on 27<sup>th</sup> July 2011**

**OPEN FORUM** – Emergency Planning by Lawrence Green from SCDC

The purpose of the plan is for SCDC to make contact with residents in the event of an emergency. The plan should be kept generic to deal with any kind of emergency but should consider issues such as

1. Logistics
  - a) Where could the police use as an incident room and who would Lawrence contact to gain access to it
  - b) Where in the parish could we store sandbags which could be distributed in case of flooding
2. Pre-planning
  - a) If the village was cut off how would we survive before emergency service can get to us
  - b) Identify vulnerable people who would require help first

There is no legal obligation for an Emergency Plan to be completed but it is best practice. Emily Asplin will work on the Parish Emergency Plan with assistance from Catherine Morris

25-11/12 **Received** apologies from Duncan Apthorp and Michael Gingell

26-11/12 No declarations of interest personal and/or prejudicial and the nature of those interests relating to items on the agenda

27-11/12 **Approved** minutes from the Ordinary Meeting on Wednesday 26<sup>th</sup> May 2011 and 22<sup>nd</sup> June 2011

28-11/12 **Received** County Councillors report from Nick Clarke

29-11/12 Clerks report – Linda Browne will assist if there are continued problems with contact from SCDC in relation to adoption of the telephone box

30-11/12 **Public Forum** – Mary Fishpool would like a zebra crossing at the bus stop for the school children

31-11/12 **Reviewed** the Risk Register - new register attached

### 32-11/12 Reports on Statutory Obligations

- a) CPALC – All councillors received written updates
- b) SCDC – Report – The planning forum looked at the conservation old buildings

### 33-11/12 To Report on Allocated Responsibilities

- a) Horningsea Parish Charities – Report - payment from Bottisham Utd Charities to Horningsea Parish Charities of sum of £74 - Lindsay Davis
- b) Strategic Planning – Report – A14 scheme has now been cancelled and orders for acquisition of land has been revoked as the scheme has been deemed unaffordable - Richard McMahon
- c) Children and Youth Issues – Info Only – Waterbeach new Village Hall will now open in September Helen will continue to liaise with Trisha Small from WAY. Should Parish Teenagers wish to use the WAY youth centre there will be an expected donation of approx £250 per annum

### 34-11/12 Financial Report and decisions

- a) Not agreed for the Parish Council to finance works to establish a herb garden in the Jubilee Garden: materials cost £195 + VAT (ref. Mike Hellowell email of 5 July). Lindsay Davies identified that the Jubilee Gardens are HPC land not residents association land. Councillors have requested that more information be provided including location and sketch of the design of the proposed garden. It was suggested that the position be instead of the current Petanque pit as it is not used except by local cats. Item is to be re-looked at on September agenda
- b) Agreed in principal - that the PC agree to employ as Parish Clerk Mrs Margaret Starkie for 18 weeks from Wed 28 September. She would be paid £10.50 per hour for an expected 16 hours per month. Peter Davison to take over the role of Financial Responsible Officer, and cheque signatories would not be amended. Suggested by Current clerk that start date be brought forward to 10<sup>th</sup> September to include preparation of September agenda. MS will look at availability and confirm
- c) Agreed
  - a) The Parish Council pay Groomfields the sum of £2000 + VAT for annual maintenance work to land
  - b) To pay an annual grant of £1500 to the Village Hall and Green Trust
  - c) That the PC support an application expected to be lodged by the Village Hall Trust to South Cambs DC for a 'Community Facility Grant'. The grant would be towards the costs of upgrading car parking and extending the hall to provide additional storage space. It was agreed that that PD be authorised to complete the form on the PC's

behalf and that the financial contribution from the PC towards the project be of the sum of £5,000, representing 40 months' annual grant, payable all at the time of the work being completed to the satisfaction of the Village Hall Trust.

- d) **Agree** for quotes to be gathered for repairing of village pumps and their surrounds. MS will send though details of the company in Milton. LD/RM will contact the conservation officer at SCDC to ascertain what works can/need to be completed

35-11/12 **Implementation** of high and medium priority parish plan actions with Parish Plan Steering Group and Linda Browne from SCDC

Page/Item	Action	Owner
29.1	Village Events forward planner will be available	
29.4	Who is responsible for ensuring new resident get a copy of the Plan	BS
29.5	Draft Minutes will be available within 2 weeks of Meeting	EA
	Monthly meet with a Councillor in The Plough and Fleece	PD
31.4	Will ask PCSO to ticket offending vehicles parking on pavement	EA
31.5	No work to be undertaken at present as CCC undertaking project	
	Nick Clarke will update at September Meeting	
33.5	Linda Browne will look in to the issue	LB
35.1/2	Bus Subsidy review on ice due to new case law, halted until April next year	
	Better community transport system still going ahead	
35.3	Linda Browne will ask relevant people make contact	
35.4	Linda Browne unable to give advice. SCDC meet with ACRE on Aug 15 <sup>th</sup>	
	So should have more information after	

36-11/12 **No action** will be taken on the Village sign plinth as both are stable. Should be re-looked at in 4-5 years

37-11/12 **For Action** PD and RM will relook in to tree planting as at this time no sites within village boundary have previously been identified. Councillors suggested sites to include Quy Fen Layby, alongside the cycle path, one to be given to each villager who would like one or to each new child in the village. It was also noted that Pippa Noon from the Cam Conservancy had stated that she would be able to use some. Fen Ditton Parish Council will re-look at the item on their Sept agenda to consider using some and sharing the cost

38-11/12 **Discussed** - the MoD announcement of closure of Waterbeach Barracks – Robert Turner advised that the application has not yet been lodged but that District councillors have identified in the Local Development Framework that the infrastructure is not in place. When the localism bill comes in, the land could go up for housing but it would be 4/5 years away until the legislation is passed in parliament. LD will keep a close eye on the issue and maintain communication with Waterbeach PC.

39-11/12 **Discussed** SCDC Draft Parish Charter with Linda Browne – Councillor thought that the charter identified what was already happening. Any comments must be sent to EA by 10<sup>th</sup> August

40-11/12 **No sites identified** for nomination of a field or open area for protection

41-11/12 **Information only**

- a) Local Speed Limit Policy – Frank Hopkirk and PD to look at and report back at September meeting
- b) Update to LTN 78 The Equality Act Document – noted
- c) Standing Orders 32b amendment - To be placed on September agenda for decision
- d) Any other items for verbal report only –
  - a) Councillors who had attended training felt that it was not worth the time or money spent on it. EA to look in to other options (types and providers)
  - b) Please can any councillors who cannot attend a meeting at the last minute contact the clerk by telephone or in writing through door as emails are not always received at such short notice

Signed

Date

Emily Asplin – Clerk to Horningsea Parish Council, The Orchards, High Street, Horningsea CB. 862656