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|  | **Minutes of the Parish Council meeting held on Wednesday 28th November 18 at 7.30pm at Horningsea Village Hall** | **Action** |
|  | **Present**: Cllrs. Margaret Starkie (chair), Tessa Pleasants, Robert Balm, Jessica Kitt, Keith Long. The meeting was declared quorate.District Cllrs. Daunton and Cone County councilor Anna BradnamHayley Livermore |  |
|  | **Open Forum:** Cllr Bradnam spoke about the road closure in Fen Ditton which begins on 7/1/19 and will last 3 weeks. Cllr Bradnam will obtain further information and send through to the clerk. |  |
| 91/ 18-19 | **Apologies for absence**Michael Gingell |  |
| 92/ 18-19 | **Declarations of disclosable pecuniary & other interests** TP- Item 99/18-19 |  |
| 93/ 18-19 | **Approval of the minutes of 26th September and 17th October 18**Minutes were signed and approved by the chairman |  |
| 94/ 18-19 |  **Matters arising from the minutes of 26th September and 17th October 18**Encryption of the laptop was discussed. Cllr Balm advised this would cost £150. This was agreed. Proposed by JK, seconded by MS.  |  |
| 95/18-19 | **District councillors reports** Circulated before the meeting.  |  |
| 96/18-19 | **County Councillor report** Circulated before the meeting |  |
| 97/18-19 | **Insurance renewal**Quotation has been received from Norris and Fisher with the removal of the village hall and one marquee at a cost of £483.63. MS is still in discussion, proposal was accepted subject to satisfactory wording being in place. Proposed by RB, seconded by JK. MS to inform all trustees of what is now insured/no longer insured and what action needs taking.  |  |
| 98/18-19 | **Request from Fen Ditton PC to use MVAS equipment**Clerk has received a request from Fen Ditton PC to loan the MVAS equipment. This was discussed and it was decided that due to insurance reasons we would be unable to help. |  |
| 99/18-19 | **Street Lighting St Johns Lane**Clerk received a request from a resident of St Johns Lane regarding a street lamp that has been removed and has left part of the lane in darkness, leaving it dangerous to pedestrians and an easier target for intruders. The clerk has investigated and found that the PC would need to pay themselves for the street light at a cost of £1800 as well as maintenance and electricity costs. Clerk to look into this further and discuss again at January meeting. |  |
| 100/18-19 | **RA and H&S Assessment update**MS has updated the Risk assessment document. Clerk talked this through and this was agreed by all and signed by the chair. |  |
| 101/18-19 | **Upkeep of Jubilee garden and Cemetery/Litter Pick**Cllr Pleasants following a discussion with a member of the public raised the issue of annual maintenance of the Jubilee Garden and cemetery, mainly hedge and shrub maintenance. Clerk to arrange a meeting with Cllr Pleasants and CGM at the Jubilee garden to discuss this and obtain a quote. It was agreed to proceed with this if the quote is £400 or less. |  |
| 102/18-19 | **Solar Studs A14 to Horningsea**PC will no longer have to fund this themselves and this is being done as part of the Greenways project and will be completed in January. |  |
| 103/18-19 | **Footpaths in the Village**The footpaths in the village are in a poor state most notably those outside of Kings Cottages. Cllr Bradnam advised to report this on the Online Highways portal at CCC website which Cllr Pleasants will do.  |  |
| 104/18-19 | **Village parking – proposal for residents’ meeting**Parking on the High Street is still causing problems and a meeting with residents has been proposed. It was agreed to try to arrange this for January, perhaps with an incentive for people to attend. Meeting will be open to all residents. Cllr Bradnam to obtain a large map to aid discussion. |  |
| 105/18-19 | **CGM Update**CGM attended 4 weeks ago and started the hedge cutting but have not returned. Clerk has been assured they will be returning this week. Weedkiller spraying at Jubilee Garden and outside village hall are also outstanding and will take place soon. |  |
| 106/18-19 | Finance1. No payments have been made since last meeting
2. The following payments were approved

J Harrison - £554- 751CGM - £364.80-750H Livermore- £234.19- 7521. Bank reconciliation and budget update-As of 30/10/18, there is £33036 across the 2 accounts. Spending is currently under budget for 2018-19.
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| 107/18-19 | **Correspondence received:**1. John Wilson- Remembrance events
2. John Wilson – Merchant Seaman Day
3. CBWIN
4. Cambridgeshire Insight – parish profiles website
5. Cambs ACRE re Payroll
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| 108/18-19 | **Councillor Training**Councilors took part in a training quiz compiled by the chair. Notes filed with the clerk.  |  |
| 109/18-19 | **Meeting dates for 2019**Set for the last Wednesday of March, May, July, September, November and January 23rd (Post meeting note, then changed to 30th January) |  |
| 110/18-19 | **To accept matters for the next agenda**Budget and precept |  |
|  | **The meeting closed at 21.40** |  |