

SUBJECT TO APPROVAL
GLINTON PARISH COUNCIL

PARISH COUNCIL MEETING

held on Tuesday 18th April 2017
at the Village Hall, High St.

Present: Councillors; JFW Holdich (Chairman), D Batty, R Johnson, G Kirt, D. Lane, RW Randall, P Skinner, E Spendelow, D Wragg and Mr JV Haste (Clerk). Also present 3 members of the public were recorded as in attendance.

MINUTES OF MEETING

Action

1 **APOLOGIES FOR ABSENCE** — Cllr Bysshe gave her apologies as visiting a frail relative

2 **MEMBERS DECLARATIONS OF INTEREST** – None

3 **PUBLIC PARTICIPATION** –

Mr Alan Watts of The Willows addressed the meeting about the problem of heavy plant and machinery being used for construction work at the Scotts Farm site being parked in Welmore Road and St Benedicts Close. The complaints and observations were supported by Mr David Cowcill who quoted the condition of the planning consent that these should be accommodated on site the entrance to which had to be constructed before any other works took place. Councillor Holdich had on one occasion asked the contractor to move their equipment.

Members of the public were asked to provide the clerk with photographic evidence of these occurrences. The clerk was asked to check the terms of the planning consent and if appropriate inform planning department. In the absence of appropriate planning conditions members were of the opinion that these events were road safety matters and should be reported to the police. Subject to the supply of photographic evidence the clerk to contact appropriate City Council officers and/or the police.

Clerk to co-ordinate & write to PCC

4 **TO SIGN AND APPROVE THE MINUTES OF MEETING HELD ON 21st March 2017.**

RESOLVED that the minutes be accepted as a true record and duly signed by the chairman as an accurate record

Proposed Cllr Johnson & Seconded Cllr. Wragg.

5 **MATTERS ARISING FROM MINUTES OF ABOVE MEETING** - None

6 **ANNUAL REVIEW OF SYSTEMS OF INTERNAL CONTROL & APPROVAL OF THE ANNUAL GOVERNANCE STATEMENT.**

A blank copy of the governance statement had been circulated with the agenda papers. The clerk informed the meeting that council had to review & complete the statement prior to consideration of the accounts. Members considered the processes of internal control that were in place and unanimously, **RESOLVED** to answer “Yes” to statements 1 to 8. Statement 9 does not apply as we do not administer trust funds

Proposed Cllr. D Lane Seconded Cllr. G Kirt

7 **PLANNING** –

a) Councillor Johnson reported on the current status of planning applications as per the record circulated with agenda papers

b) 17/00475/HHFUL- 4 & 6 Peakirk Rd. - single detached garage & triple detached Garage incl entrance wall and gate – by Mr John Neaverson. Members were opposed to the original plans as submitted for the construction of a single garage in the front of No.4 Peakirk road and noted that the conservation officer had made similar objections. A revised plan had been submitted which excluded the said garage. Parish council had no objections to the revised plans, It was noted that the consultation papers circulated by the planning authority were lacking in the detail available on the planning portal.

Clerk to notify planning authority of all Parish Council observations

c) 17/00277/FUL - Scotts Farm, Welmore Rd. - substitution of dwellings as approved under 15/00895/FUL – by Mr John Neaverson. Parish council noted with concern the proposal to substitute a large dwelling in place of the smaller 2 and a 3 bedroom dwelling previously approved. The Housing needs survey conducted by Cambs ACRE, and the separate household survey conducted in 2016 as part of the process for drafting a neighbourhood plan, have both shown that there is a great demand for smaller properties in the village. It was noted that all other approved development in

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the village were for larger 4 & 5 bedroom properties. Parish council were therefore unanimously opposed to the planned substitution.

- d) 17/00552/CTR - 24 High Street – Crown lift several trees to 3metres– By Mrs Hazel Wright. – Parish Council had no objections
- e) 17/00585/CTR - 20 Welmore Rd.- T1 Ash, raise to 4m above flower bed – by Mrs Field - Parish Council had no objections
- f) 17/00598/CTR - Hortus, 22 North Fen Rd – T1 Willow re-pollard, T2 remove unknown dead tree – by Mrs Gillian Drinkwater. - Parish Council had no objections, but asked that the applicant be requested to replace the felled tree elsewhere
- g) 17/00717/LBC - Scotts Farm, Welmore Rd.- substitution of dwellings as approved under 15/00895/FUL – by Mr John Neaverson. See earlier comments at 7c above.

8 FINANCE

- a) Annual Statement of Accounts for the year ended 31st March 2017 - The clerk submitted the accounts for the year just ended, these showed income of £27849.16 and expenditure in the year of £29130.71, a net transfer from reserves of £1281.55. The accounting statements included a bank reconciliation, asset listing and supporting notes all of which are attached to these minutes.

RESOLVED to note and approve the statement of accounts as submitted by the clerk

Proposed Cllr. Kirt Seconded Cllr. Randall

- b) Annual Accounting statements 2016/17 as shown in section 2 of the statutory Annual Return. The clerk presented the statement prepared on 10th April, based on the accounts at 7a above. We noted the total balances and reserves at the year-end of £36,727 and fixed assets of £26153 together with the explanation of differences to the balances brought forward at the beginning of the year.

RESOLVED to accept the Draft Annual Return and to submit these for Audit, in the first instance to the Internal Auditor Mr Russell Wright and thereafter to the external auditor PKF Littlejohn

Clerk to action

Proposed Cllr. Spendelow Seconded Cllr. Lane

- 9 **CAPALC MEMBERSHIP** – Councillor Batty reported on the governance arrangements of CAPALC and there close working with SLCC to deliver services to parish councils and clerks which included training, conferences and advice. We noted that renewal fee for full membership was the same as for 2016/17.

RESOLVED to renew membership for 2017/18 at a fee of £372.54

Proposed Cllr. Johnson Seconded Cllr. Kirt

- 10 **CEMETERY MAINTENANCE** – We were advised that the present contractor was content to renew the contract for a further year but required a small increase of £10 per month to cover increased costs.

RESOLVED to renew the contract at a revised monthly fee of £180 per month.

Proposed Cllr. Kirt seconded Cllr. Johnson

We further considered advisable, at the appropriate time, to put the work out to tender for 2018/19.

- 11 **COUNCILLOR VACANCY** – We were advised that Mrs Marion Sellwood of 4 St Benedicts Close had written to the clerk expressing an interest in co-option to the parish council. The clerk had verified that Mrs Sellwood had been resident in excess of the required 12 months and was on the latest version of the register of electors. The clerk had invited Mrs Sellwood to attend as an observer, but believed her to be absent from the village. We asked the clerk to repeat the invitation to attend as an observer to the next meeting.

Clerk to write

- 12 **REPORTS STANDING ITEM.** No councillors reported attending any meetings other than those on the agenda. The clerk reported on the meeting of the Parish Liaison Forum and the reports back to that forum from scrutiny committees. The clerk had also attended the planning customer forum which included an update on local plan policy, the housing white paper and planning fees.

Councillor Kirt reported on a site meeting in Rectory lane between himself, Cllr. Holdich, the clerk, and Lewis Banks of the City Council accompanied by a highways engineer to explore the possibility of installing a footpath the length of Rectory lane on grounds of safety. Lewis undertook to explore the implications with a highways engineer. Lewis would come back to us after those investigations.

Clerk to chase

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13 **RURAL CRIME REPORT FOR MARCH 2017.** We noted the content of the report which had been circulated with the agenda. We noted that there were 5 incidents reported within our parish, which was more than usual.

14 **HIGHWAYS**

- a. Peakirk Road, overhanging trees. We received an email from Peakirk Parish council raising concerns over the footpath on the Peakirk Road. We were advised that these issues had been raised with the Highways tree team and they were of the view that they were not dangerous. Cllr. Johnson had also raised the issue with PCC tree officer when he was in the village on another matter. The clerk was asked to forward the photographs to PCC highways and the tree officer once again, to see if some action could be taken.
- b. Bus stop street light. We noted that PCC had provided an estimate of circa £10,000 to upgrade the light. The high cost being caused, in part, by the distance to a nearby power supply. £1500 could be saved by siting the light on the other side of the road. PCC also suggested it might be possible to include some works in 2018/19 program when all lights were scheduled to be changed to LED lighting. The clerk undertook to confirm our statutory powers to provide lighting. We asked the clerk to raise the question of safety, as bus passengers regularly crossed this busy road
- c. Other highways observations by councillors – Cllr. Skinner asked if there could be a street clean of the kerbs. Cllr Holdich advised that this was done on a 12 week cycle. Cllr. Lane reported that the recent micro surfacing work had left some drains covered and mentioned one outside 3 Oak Road as an example. Cllr Randall reported a similar state in Scotts Road. Cllr Batty requested the reinstatement of double yellow lines in Beech Road.

Clerk to action with highways & PCC Tree Officer

Clerk to write to Clare George PCC Safety Officer

Clerk to notify Highways

Meeting closed at 8.25 pm.

The next scheduled meeting is to be held at 7.15pm on Tuesday 16th May 2017, preceded by the annual Parish Meeting at 6.30pm.



Original signed

Mr J Haste

Clerk/Proper Officer

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20th April, 2017

Chairman

Dated:

Distribution:

Minute Book, All Councillors, Notice Boards, Cllr P Hiller (Ward Cllr) & PCC Parish Liaison Officer

All minutes are available to view at www.glintonparishcouncil.org