

# OLD HURST PARISH COUNCIL

Minutes of the Annual Meeting of Old Hurst Parish Council  
held in The Church of St. Peter on Wednesday 20<sup>th</sup> May 2015.

**Councillors present:** Mr. G. Bull, Mr. M. Fox, Mrs. G. Godby, Mrs. J. Mackenzie, Mrs. J. Pearce, Mrs. L. Sawyer (Chairman) & Mrs. E. Taylor.

**Also present:** Mrs. D. Benham (Clerk), Mr. G. Davis (First Responder) and 7 parishioners.

**Public participation:** Mrs. Duke, one of the Village Hall trustees, advised that ACRE had suggested that the current committee stays together, recruits new members and goes forward as a group rather than asking the Parish Council to become the trustees. The Village Hall AGM will take place on 1<sup>st</sup> June 2015 starting at 7.30pm in the church.

Mrs. Edwards advised that Speedwatch sessions had recommenced now that the days stayed light longer. The first session had identified 16 speeders in one hour and the next session would take place on 21<sup>st</sup> May. New volunteers would be most welcome.

1. **Apologies for absence:** County Cllr. S. Criswell (personal).
2. **Election of Chairman and Vice-Chairman:** Cllr. Pearce nominated Cllr. Sawyer for Chairman. Seconded by Cllr. Fox and unanimously agreed. There being no other nominations, Cllr. Sawyer was duly elected Chairman and signed an Acceptance of Office form which was witnessed by the Clerk. Cllr. Sawyer nominated Cllr. Bull for Vice-Chairman. Seconded by Cllr. Fox and unanimously agreed. There being no other nominations, Cllr. Bull was duly elected Vice-Chairman.
3. **Declarations of interest:** None declared.
4. **Presentation by Mr. Davis about his role as a First Responder:** Mr. Davis explained that the First Responder Scheme had originally been set up by MAGPAS and was now run by the East of England Ambulance Service, who train volunteers to attend calls received by the 999 service and provide basic life support until the emergency services arrive. The group covering Old Hurst are currently based in Somersham and they would like to form a splinter group to cover Old Hurst, Woodhurst and Broughton. £1000 would need to be raised for a separate set of equipment including a defibrillator etc. and volunteers would be needed to join the new group.
5. **To review Standing Orders:** Councillors agreed that no amendments were necessary.
6. **To review Financial Regulations:** Councillors agreed that no amendments were necessary.
7. **To adopt a Complaints Procedure:** Cllr. Fox proposed that Old Hurst Parish Council adopt the Complaints Procedure previously circulated by the Clerk. Seconded by Cllr. Pearce and unanimously agreed.
8. **To adopt a Data Protection Policy:** Cllr. Fox proposed that Old Hurst Parish Council adopt the Data Protection Policy previously circulated by the Clerk. Seconded by Cllr. Pearce and unanimously agreed.

9. **To adopt a Training Policy:** Cllr. Fox proposed that Old Hurst Parish Council adopt the Training Policy previously circulated by the Clerk. Seconded by Cllr. Pearce and unanimously agreed.

10. **Minutes of the previous meeting held on 11<sup>th</sup> March 2015:** Unanimously approved and signed by the Chairman.

11. **Matters arising from the minutes:**

a) Repairs to roads and footpaths –

Highways Improvement Scheme 2014 (traffic island at the junction of The Lane and St. Ives Road) – The island has been installed and appears to be slowing the traffic entering The Lane. The keep left sign has been hit and the Clerk has asked Highways for it to be angled slightly to improve visibility from the south. The weight limit sign at the junction of Church Street and The Lane is damaged and has been reported to Highways.

b) Speedwatch – report given during Public Participation.

c) Repairs to street lights – The Parish Council’s insurer has appointed a loss adjuster to try to recover the costs of replacing the two street lights on Church Street. One of the lights recently stopped working and has been repaired by K & M Lighting under the quarterly maintenance scheme. The street light outside 2 Wellington Close has been vandalised. The Clerk has reported this to the police and is in the process of making another insurance claim.

d) Refurbishment of village benches – The Clerk has received one quotation and is awaiting two more.

12. **Planning:**

a) Update on applications previously discussed.

15/00305/FUL – Rear extension to provide bedroom/ensuite, alterations to form utility and roof over passageway between dwelling and garage. 2 Lancaster Close, Old Hurst, PE28 3BB.

Approved by HDC.

b) Update on the potential redevelopment of Wyton Airfield.

Cllr. Taylor advised that she had attended a Stakeholder’s Steering Group meeting on 24<sup>th</sup> April which was attended by HDC, Crest Nicolson, Curtin & Co. and various Parish Councils. The meeting was intended to give an update and to build relationships and talked about the housing and employment proposals. The development would include a GP’s surgery, leisure centre and a small supermarket. Reassurances were given that the old road from Old Hurst to Wyton would not be opened up for vehicle traffic but could be upgraded to a usable footpath. The main concern was the lack of suitable infrastructure. Traffic modelling is currently being carried out. It is planned that the Guided Bus would run from St. Ives, through the Wyton development and on to Alconbury Weald.

The Chairman, Vice-Chairman and the Clerk had attended a meeting with Curtin & Co. (Crest Nicolson’s PR Company) on 27<sup>th</sup> April for a general discussion on how the proposal might progress and what the key issues were.

The Clerk attended a meeting on 14<sup>th</sup> May that had been organised by Houghton & Wyton Parish Council to discuss the Draft Local Plan to 2036 with members of HDC. In attendance were Paul Bland (Planning), Cllr. Doug Dew (HDC), Nigel McCurdy (Corporate Director – Delivery) and representatives from various Parish Councils. Paul Bland explained that 21,000 homes and 19,000 new jobs will be required in the period to 2036. Discussions followed on how on how these numbers had been calculated. There is a duty to provide a 5 year land supply for building. If it

drops below this level, builders could put in planning applications to build in less desirable locations which would almost certainly be granted on appeal. The MOD has announced that RAF Alconbury and Molesworth will be closing but probably not until 2020/2021. HDC will not know if they will be available for housing until April 2016. Nigel McCurdy suggested that only Alconbury might be suitable and would only hold between 300 – 1000 homes. No other large sites have been put forward by any other land owners. There was a long discussion about the transport problems associated with the development of RAF Wyton and the failure of HDC to provide an acceptable solution. HDC assured the meeting that a transport solution will have to be in the final submission consultation and that any comments from the public would be packaged and sent to the Inspector.

### 13. **Finance.**

a) Result of the internal audit.

All complete with no issues raised.

b) To agree and sign the accounts for year ending 31<sup>st</sup> March 2015.

All councillors had received a copy of the accounts prior to the meeting. Cllr. Fox proposed that the accounts for year ending 31<sup>st</sup> March 2015 be accepted and signed by the Chairman and Clerk. Seconded by Cllr. Pearce and unanimously agreed.

c) To complete and sign the Annual Return for year ending 31<sup>st</sup> March 2015. Cllr. Fox proposed that the Chairman and Clerk should sign sections 1 & 2 of the Annual Return, completed by the Clerk. Seconded by Cllr. Taylor and unanimously agreed.

d) Annual Risk Assessment.

A Risk assessment had been completed by the Clerk. A copy will be annexed to the minutes.

e) Payment of outstanding debts.

Cllr. Fox proposed retrospective approval of payment of items (1) to (4) and approval of payment of items (5) to (10). Seconded by Cllr. Godby and unanimously agreed.

(1) Cq. No. 000421 - £60.00, SR Howell & Co., payroll services 1/10/14 – 31/3/15

(2) Cq. No. 000422 - £105.00, CAPALC, councillor training costs.

(3) Cq. No. 000423 - £119.99, Mrs. D. Benham, wages & expenses for March.

(4) Cq. No. 000424 - £23.20, HMRC, PAYE/NI March.

(5) Cq. No. 000425 - £106.04, Mrs. D. Benham, wages & expenses for April.

(6) Cq. No. 000426 - £23.00, HMRC, PAYE/NI April.

(7) Cq. No. 000427 - £72.00, Brian Cox & Co., internal audit fee.

(8) Cq. No. 000428 - £332.17, E.ON, electricity 1/4/14 – 31/3/15

(9) Cq. No. 000429 - £69.13, K & M Lighting Services, quarterly street lighting maintenance charge.

(10) Cq. No. 000430 - £149.59, CAPALC, annual affiliation fee.

f) Current position.

A copy of the receipts and payments was handed to each councillor.

g) Request for a donation from East Anglia's Children's Hospices.

Councillors agreed that no donation should be made.

h) Parish Council website.

Under the Transparency Code for Smaller Authorities, from 1<sup>st</sup> July 2015, all Parish Councils are required to have a website on which must be published agendas, minutes and accounts etc. the Clerk had emailed councillors with this information and suggested that AskIT Services should be contracted to build a website for their quoted price of £100 + VAT, plus the annual cost of the domain name and an annual maintenance charge of £36 + VAT. Councillors had given their permission by email and the website was currently being constructed. Cllr. Fox proposed

retrospective approval of the action taken by the Clerk in employing AskIT Services. Seconded by Cllr. Taylor and unanimously agreed.

14. **Police matters:** Crimes in Old Hurst shown on the police website: February – 3, March -2.

15. **Correspondence.**

- a) Electoral Review of Cambridgeshire – notice handed to Cllr. Sawyer for the noticeboard.
- b) UK Power Networks – Inventory of unmetered supplies confirmed as correct.
- c) E.ON – letter advising that Deemed Contract Rates are changing from 9.20p per kWh to 14.20p per kWh. Clerk to investigate alternative suppliers.
- d) Changes to local bus services – emailed to councillors on 21/4/15.
- e) CCC proposed revision of the Local Validation List for applications for planning permission.
- f) Request for information under the Data Protection Act 1998 – dealt with by the Clerk.

16. **Reports from councillors.**

Cllr. Sawyer reported that she had attended the second Joint Forum meeting. Nigel Swaby had given a presentation on planning enforcement. The police had advised that officers were now being provided with tablets so that they could complete paperwork whilst out on duty. Emma Murdon from Highways advised that verges within villages would be cut three times a year but only twice outside of villages and only one of these would be a full cut, the other being splay only at junctions. The emphasis on Highways repairs will be changing with less small repairs being carried out and more money being spent on major repairs.

Cllr. Bull advised that he had been re-elected as District Councillor. The District Council continues to drive down costs whilst trying to protect services and has let out the top floor of Pathfinder House.

Cllr. Fox had attended the St. Ives and District Area Road Safety Committee but felt that as this was a forum for discussion only and had no powers, it was not worth attending further meetings.

17. **Date of the next meeting:** Wednesday 15<sup>th</sup> July 2015, starting at 7.30pm in the Church of St. Peter, Old Hurst.

Signed.....

Date.....