

OLD HURST PARISH COUNCIL

Minutes of the Annual Meeting of Old Hurst Parish Council
held in The Church of St. Peter on Wednesday 18th May 2016.

Councillors present: Mr. M. Fox, Mrs. J. Mackenzie, Mrs. J. Pearce & Mrs. L. Sawyer (Chairman).

Also present: Mrs. D. Benham (Clerk) & 2 parishioners.

Public participation: A parishioner raised the issue of poor internet service in some parts of the village. Clerk to ask County Cllr. Criswell to investigate.

1. **Apologies for absence:** County Cllr. S. Criswell (attending another meeting) & District Cllr. Bull (attending another meeting).

2. **Result of the Parish Council election:** The election was uncontested with 6 applicants standing for the 7 available seats. There is one councillor vacancy that can be filled by co-option. The Clerk passed a copy of the Notice of Election Results and a poster advertising the councillor vacancy to Cllr. Sawyer for the noticeboard. Councillors present signed a Declaration of Acceptance of Office, witnessed by the Clerk.

3. **Election of Chairman and Vice-Chairman:** Cllr. Pearce proposed Cllr. Sawyer for Chairman. Seconded by Cllr. Fox and unanimously agreed. There being no other nominations, Cllr. Sawyer was duly elected Chairman and signed a Declaration of Acceptance of Office, witnessed by the Clerk. Cllr. Fox proposed Cllr. Bull for Vice-Chairman. Seconded by Cllr. Sawyer and unanimously agreed. There being no other nominations, Cllr. Bull was duly elected Vice-Chairman.

4. **Declarations of interest:** Cllr. Sawyer declared a personal interest in planning application 16/00711/HHFUL, being a friend of the applicant.

5. **Review of Standing Orders:** Councillors reviewed Standing Orders and agreed that no amendments were necessary.

6. **Review of Financial Regulations:** Councillors reviewed Financial Regulations and agreed that no amendments were necessary.

7. **Minutes of the previous meeting held on 16th March 2016:** Unanimously approved and signed by the Chairman.

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

- a) Repairs to roads and footpaths – The Clerk had met with Scott Parsons from Highways on 18th April to discuss requirements for the traffic calming on The Lane. Mr. Parsons will produce a plan for approval by the Parish Council, with installation likely in the autumn.
- b) Speedwatch – Report given at the Annual Parish Meeting.
- c) Refurbishment of the post box – Clerk to check whether the box had been refurbished and if not, chase with Royal Mail.

- d) Purchase of laptop and scanner – Carried forward to the next meeting.
- e) CIL money - To consider prices of small bus shelters and replacement street lights. The Clerk provided examples and prices of bus shelters from The Shelter Store and More Than Shelters. Clerk to contact HDC to see whether buying through them would be beneficial. The cost of replacing a lantern and bracket would be approximately £400 each. Item carried forward to the next meeting.

9. **Planning.**

a) New application:

16/00711/HHFUL Erection of garage. Marsh Farm, St. Ives Road, Old Hurst, PE28 3AB.

Councillor Pearce proposed that Old Hurst Parish Council recommend approval. Seconded by Cllr. Fox and unanimously agreed. Cllr. Sawyer did not take part in the vote having declared an interest.

b) RAF Wyton: Councillors unanimously agreed that they did not wish to support the letter written by the Chairman of Hemingford Abbots Parish Council to Mr Nigel McCurdy (Corporate Director, Delivery, HDC) regarding the proposed development at RAF Wyton and the Local Plan.

10. **Finance.**

a) Result of the internal audit – Completed by Brian Cox & Co. on 13/4/16 with no issues raised.

b) Risk Assessment – Completed by the Clerk on 18/5/16. A copy to be attached to the minute book.

c) To approve and sign the accounts for year ending 31st March 2016 – All councillors had been sent a copy of the accounts prior to the meeting. Cllr. Pearce proposed that the accounts be accepted and signed by the Chairman and Clerk. Seconded by Cllr. Mackenzie and unanimously approved. Chairman and Clerk signed the accounts.

d) To complete and sign the Annual Return for 2015/16 – A copy of the completed Annual Return had been sent to all councillors prior to the meeting. Cllr. Fox proposed that Old Hurst Parish Council has reviewed the effectiveness of the system of internal control and approves the Annual Governance Statement for 2015/16. Seconded by Cllr. Mackenzie and unanimously agreed. Cllr. Mackenzie proposed that Old Hurst Parish Council has considered and approves the Accounting Statement for 2015/16. Seconded by Cllr. Fox and unanimously agreed.

e) Payment of outstanding debts.

Cllr. Fox proposed retrospective approval of payment of items (1) to (7) and approval of payment of items (8) to (10). Seconded by Cllr. Mackenzie and unanimously agreed.

(1) Cq. No. 000464 - £60.00, SR Howell & Co., payroll services.

(2) Cq. No. 000465 - £101.92, Mrs. D. Benham, wages & expenses for March.

(3) Cq. No. 000466 - £23.20, HMRC, PAYE/NI for March.

(4) Cq. No. 000467 - £72.00, Brian Cox & Co., internal audit.

(5) Cq. No. 000468 - £439.44, E-ON, electricity for street lights.

(6) Cq. No. 000469 - £102.84, Mrs. D. Benham, wages & expenses for April.

(7) Cq. No. 000470 - £23.00, HMRC, PAYE/NI April.

(8) Cq. No. 000471 - £69.13, K & M Lighting Services, quarterly street lighting maintenance charge.

(9) Cq. No. 000472 - £149.59, CAPALC, membership fee.

(10) Cq. No. 000473 - £105.00, HDC, election charge.

f) Current position - A copy of the receipts and payments was handed to each councillor.

11. **Police matters:** The police crime report for February showed 2 crimes in Lancaster Close. No crimes were recorded in March. Jason Ablewhite has been elected the new Police & Crime Commissioner.

12. **Correspondence.**

- a) Local Joint Forum for Rural Parishes 24th May – Cllr. Mackenzie to attend.
- b) Older People’s and Adult Community Services Newsletter – forwarded to councillors on 21/3
- c) Schedule of weed treatment of adopted highways – forwarded to councillors on 21/3
- d) Consultation on a future model for Pharmacy Services in Huntingdonshire & Peterborough – forwarded to councillors on 24/3
- e) Joint Local Parishes Meeting RAF Wyton 22nd March – forwarded to councillors on 1/4
- f) Bluntisham Good Neighbour Scheme – Cllr. Sawyer, Cllr. Pearce and Cllr. Mackenzie attended.
- g) Town & Parish training at HDC 21st March – presentation forwarded to councillors on 11/4
- h) Transforming Lives Briefing – forwarded to councillors 24/4
- i) Cambridgeshire Highways depot open days – details sent to councillors on 18/5
- j) Electoral Review of Cambridgeshire: New draft recommendations can be viewed at <http://consultation.lgbce.org.uk/node/4143>

13. **Reports from Councillors.**

Cllr. Sawyer reported back on the Bluntisham Good Neighbour Scheme meeting. Councillors agreed with the aims of the scheme and felt that many tasks were already undertaken informally within in the village. A formal scheme would require a dedicated volunteer to organise it and councillors agreed that the Parish Council could not take it forward..

Councillors reported increasing incidents of visitors to the farm shop parking too close to the bend on Church Street, thereby causing a traffic hazard. Councillors agreed that the Clerk should write to Mr. Johnson to see if the problem could be alleviated by additional car parking signage, signage inside the shop asking customers to use the car park if possible and not to park near to the bend and/or provision of additional car parking, especially on Saturdays. Councillors also agreed that the Clerk should ask Sergeant Andy Street if police visits could be made on a Saturday to address the poor parking on Church Street.

14. **Date of the next meeting:** Wednesday 20th July 2016, starting at 7.30pm in the Church of St. Peter, Old Hurst.

Signed.....

Date.....