

**Minutes of a meeting of the Parish Council held at 7:00 p.m.
on Monday 24th January 2022 in the Jubilee Hall Meeting Room**

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| Present: | Cllrs. M. Williams (chair), H. McGovern, T. Fryer, M. Ferguson, M. Barton, D. Seal, L. Browning, S. North |
| Also Present: | E. Ellis (Clerk), J. Perretta (Asst. Clerk), Borough Cllr H. Rogers and 10 residents |
| Absent: | PCSO |
| Apologies: | Borough Cllr J. Sergison & J. Anderson, County Cllr S. Hudson, Community Warden |
| Notice of Meeting: | Public Notice of the meeting given in accordance with schedule 12, Para 10(2) of the LGA 1972. |

2. **Declarations of Interests and/or lobbying**

None declared

3. **Councillor Vacancies**

The chairman announced that there were 2 vacancies for councillors, no one came forward.

4. **Reports from County Councillor, Borough Councillors, PCSO and Community Warden**

4.1 Community Warden report attached

5.

Planning and Transportation

See separate minutes

6. **Comments from members of the public**

6.1 Emails and messages read aloud, mostly notes of thanks for the letter sent to residents of Bramley, Pippin and Russet Road for their patience with the vaccine centre and comments on the development at Brook Farm.

6.2 One resident questioned advertising of meetings. The council clarified advertisements always go on 2 noticeboards in the village and on the website – the clerk agreed to look to expand that, especially in regards to social media. Residents were asked by M. Williams to inform friends/neighbours about relevant meetings.

6.3 One resident reported living on the corner of Crown Acres and demonstrated concerns over the bus stop being relocated. The council reassured him that this would not happen and the bus stop footprint will be decreased to prevent further incident. It was highlighted that this was missed on the previous minutes which

6.4 have now been amended.

Signed: Chairman

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- 6.5 Concerns raised over slim footpath alongside Church Lane. The clerk confirmed this in on the Highway Improvement Plan and will be explored further.
Resident questioned the possibility of reinstating a Doctor's Surgery. M. Williams explained this requires a local surgery, the NHS, or a doctor with funding and none are willing to engage.

7. **Full Council Minutes**

- 7.1 Council minutes from 13th December 2021 signed. Proposed by M. Williams, subject to amendments to point 9, and resolved by all members by a show of hands for the minutes to be signed by M. Williams.
- 7.2 **Updates or information from the clerks**
No information issued
- 7.3 **Update on any matters arising not included elsewhere on the agenda**
No information issued

8. **Allotments**

- 8.1 It has been agreed to move the allotments to the site near Church Lane. M. Williams explained he has had correspondence with the landowner of the current site whom has agreed an extension to 31st March for vacating the site, as that is the date the new site is intended to be ready. The clerk is still seeking planning advice and will inform the committee and allotment holders when more information is available. M. Williams asked the clerk to ask Mark Edwards and Elm Fencing to begin works when planning is sure.
- 8.2 M. Williams had prepared a response to Mr Stephens which the council agreed. The Clerk and Asst Clerk made the council aware allotment holders had been visiting the office to discuss the plans and make preferences for their new plot, which they are all welcome to do.

9. **Jubilee Hall & Playing Fields**

- 9.1 Queen's Green Canopy and Jubilee: No response received re: canopy from S. Milburn, T. Fryer offered to take this on. L. Browning and M. Barton expressed an interest in joining a committee to plan the event – see point 11.1
- 9.2 S. North – update on future use of Jubilee Hall – deferred to next meeting
- 9.3 Asst Clerk presented quotes for sanitary bins, H. McGovern proposed, S. North seconded and a show of hands resolved to agree that the cheaper quote would be accepted.
- 9.4 Window quote discussion deferred to next meeting to await further quotes. MUGA welding to go ahead.

10. **Village matters**

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- 10.1 Loyalty Card – Clerk to ask local businesses advice on continuing the scheme
- 10.2 Container relocation – D. Seal has looked at various sites, not appropriate identified so far. Deferred to next meeting.

11. Groups & Organisations

- 11.1 M. Williams produced potential terms of reference for a Village Events Committee, this was accepted. L. Browning, M. Barton, M. Williams and J. Perretta to start committee and organise a first meeting and agree Chair and Asst. Chair. 6 resident vacancies available.
- 11.2 H. McGovern organising meeting with JD to discuss progress of Concrete Wave during early February. H. McGovern and Clerk to look into creating an agreement.
- 11.3 No update on Welcome Back Fund – deferred to next meeting
- 11.4 Subcommittee for Local Developments – M. Williams produced draft terms of reference, these were agreed. S. North, T. Fryer, D. Seal all offered to be on the committee with 6 residents. There are currently 4 residents interested in joining. H. McGovern expressed an interest in joining if there is a councillor vacancy.

12. Members who attended any meeting on behalf of EPPC not included elsewhere on the agenda will be invited to give a report.

- 12.1 D. Seal reported that the nurses fund issues is currently in progress with Natwest. D. Seal gave a background to the origin of the nurses fund.

Finance

- 13. Bank reconciliations as at 1st January unavailable due to reconciliation errors – deferred to next meeting.
- 13.2 Financial transactions for approval presented.
- 13.3 Financial transactions that have not been approved or minuted: none
- 13.4 Budget update and approval, including precept: D. Seal proposed and T. Fryer seconded, a show of hands resolved to agree that the budget and precept were approved.
- 13.5 Unity Trust: paperwork presented for new signatories (H. McGovern and D. Seal) to sign
- 13.6 Natwest: no update
- 13.7 M. Williams has given Cambridge Bank Account paperwork to Clerk who will pursue.
- 13.8 Card payments: deferred to next meeting
- 13.9 Pre-approved credit card for Clerk for small purchases: proposed by M. Williams and seconded by T. Fryer, resolved to agree by a show of hands that the Clerk can proceed.
- 13.10 Budget – see point 13.4
- 13.11 SLCC Membership for Clerk and Asst. Clerk: proposed by D. Seal, seconded by M. Williams and a show of hands resolved to agree this would be paid for with council funds
- 13.12 Quotes for approval: S. North asked the Clerk to present Planning Consultant quote from SJM to support with planning applications responses, as well as the

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- 14.1 allotments. T. Fryer proposed and H. McGovern seconded. A show of hands resolved to agree that the services of SJM be employed.
- 14. Community Resilience and Environment**
- 14.1 D. Seal presented the Community Emergency Plan. D. Seal requested that the Clerk provide him with PCSO and Community Warden contact details
- 15. Parish Council Training requirements**
- 15.1 No interest received in KALC bitesize training.
- 16. Staffing**
- 16.1 Deferred to point 21.
- 16.2 Handyperson role: S. North proposed and a show of hands resolved to agree that a Handyperson role for 8-10 hours a month, with flexibility, could be created.
- 17. Parish Online, Newsletter and Website**
- 17.1 Clerk has written a newsletter for the parish magazine which will also feature on the website. T. Fryer suggested a resident mailing list for Clerk to send agendas/updates/information to residents that are interested. The Clerk will action this.
- 17.2 No update on Parish Online.
- 17.3 Clerk requested Cllrs update their profiles, including registers of interest on the website.
- 17.4 Adopting update policies: deferred to next meeting.
- Church**
- 18. 18.1** No update.
- Planning and Transportation**
- 19. 19.1** See point 5
- Matters for Future Discussion**
- 20. 20.1** Annual report: the chair requested that all councillors prepare a profile on the life of a councillor and the work they do.
- 20.2** Excess signage around the hall was also discussed, this will be reviewed by Handyperson role, alongside Clerk, Asst Clerk and D. Seal.
- 21. Matters for Consideration in Private**
- D. Seal to work with Clerk and Asst Clerk on staffing matters at present
- Date and time of next meeting**
Confirmed as 28th February 2022

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