

LANDBEACH PARISH COUNCIL

**MINUTES OF LANDBEACH PARISH COUNCIL MEETING
held on Monday 4th June at 7.30 p.m.
in Landbeach Village Hall**

Present: Mrs. M. Hale (in the Chair), Mr. T. Dell, Dr. R. Gambell, Ms. J. Gregg, Mr. G. Hinkins, Mr. A. Wyatt, Mr. M. Williamson (County Councillor) and Mrs. A. Hinkins (Clerk)

No members of the public were present

- 1 **APOLOGIES FOR ABSENCE** were received from Mr. J. Attwood and Mr. P. Johnson (District Councillor)

- 2 **MINUTES OF THE LAST MEETING** dated 30th April were agreed and signed

- 3 **DECLARATION OF INTEREST**
There were no declarations of interest.

- 4 **CLERK'S/CHAIRMAN'S REPORT**

Walnut Farm/Granary, Affordable Housing – the Clerk reported that Stephen Conrad (who is now dealing with this project) would like to arrange a meeting with himself, the agent, who is acting on behalf of CCC and three to four Councillors to discuss this project. A number of Councillors expressed an interest in attending this meeting, and it was suggested they come to the next Parish Council meeting, if possible. If this is not possible, a separate meeting to be arranged before this date.

Draft Housing Policy – Councillors agreed to make no comments to SCDC on the Draft Housing Policy.

Ditches – the Clerk reported that County Farms had asked the contractor who carried out the laying of the hedge in Cock Fen Lane to remove the debris of twigs from the ditch. Spaldings Lane ditch will be monitored to ensure the ditch maintains its flow.

Parish Councillor vacancy – no applications had been received. Councillors to make approaches to parishioners. It was suggested to ask the Beche Residents Group at their next meeting if any of its members are interested in becoming a Parish Councillor.

Beche Residents Group – The Chairman reported on the meeting she attended on 14th May. There was concern expressed regarding safety issues of Spaldings Lane, two cars cannot pass, resulting in verge getting churned up, no pavement for children when walking to rec., suggested a possible one way system, a pavement or widening the road. Comment was made that speed checks are always carried out in the High Street in the same place, they suggested a change of location to Green End/Church area. The grass mound in Green End at the entrance to Beche Way is overgrown, the Clerk reported to the meeting that the Parish Council contractor has not previously cut this area, the SCDC contractors has previously cut it, although it appears it was not in his contract to do so.

Consequently it has not been cut this season yet. Clerk to arrange for Parish Council contractor to cut it. Cars parked in Beche Way suffer from vandalism problems, i.e. scratches, damaged tyres and windscreens.

The Chairman read out a letter of resignation from the Clerk, Mrs. A. Hinkins. It was agreed to advertise the position of Clerk on the village noticeboards and in the Cambridge Evening News.

5 ANNUAL PARISH MEETING

Councillors were encouraged to see the meeting well attended. Most organisations were represented and they felt their reports were interesting and well received. The guest speaker, Ms. Melissa Reynolds, SCDC Area Planning Officer, gave a talk on the planning process, but it was felt that the slides were too complex and difficult to see. If the content had been kept simpler it would have been more beneficial, but it was recognised that this is very complex subject

A Councillor reported that a parishioner who moved to Landbeach recently, has been unable to send her child to Waterbeach or Milton Primary schools as they are full. The child attends Shirley School in Nuffield Road, Cambridge. The Waterbeach School report given at the APM did not indicate that the school was full. Chairman to investigate if this is the case.

6 CODE OF CONDUCT

Landbeach Parish Council adopted the model Code of Conduct for Parish and Town Council (Local Authorities (Model Code of Conduct) Order 2007 No. 1159 To include 12 (2):- Where you have a prejudicial interest in any business of your authority, you may attend a meeting but only for the purpose of making representation, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

7 MANAGEMENT POLICIES

The following management policies were adopted and copies filed with Standing Orders and minutes.

Standing Orders – the Council agreed to adopt the Standing Orders published by NALC (July 2003) Edition

Insurance Policy – Councillors agreed the council had adequate cover. Fidelity Guarantee to remain at £15,000.00. Note: when new play area is completed it is to be included in insurance policy

Fixed Assets Register – Valuation of insured assets £43,302.28. Not included in these assets are the Multi-sports area fencing as it is not insurable. Register attached to the minutes

Risk Assessment – agreed and copy attached to the minutes

Financial Regulations – the model 2 of NALC Financial Regulations were adopted and signed with one addendum item 11 – Contracts (1) (a) the Clerk or RFO shall obtain three quotations (priced descriptions of the proposed supply):

where the value is above £200, the Clerk or RFO shall strive to obtain three estimates, otherwise regulation 10 (3) shall apply. Copy attached to the minutes.

Disability Policy - read out to Councillors who agreed to adopt it. This will be placed on the Parish Council noticeboard and website. Copy attached to the minutes

Grievance Procedures – A policy for Handling Complaints was adopted and a copy attached to the minutes. A Grievance Policy was adopted and a copy attached to the minutes.

Publication Scheme – the first six core classes were adopted of NALC's Publication Scheme Version 2 dated 3.10.02 to comply with the Freedom of Information Act 2000. Copy attached to the minutes.

8 **TRAFFIC-CALMING**

A draft traffic-calming questionnaire was circulated. It was agreed that this should be circulated to every household in Landbeach with the July issue of the Parish Magazine. An enquiry would be made with County Council Highways to ask if a traffic monitor that records traffic data could be set up in Landbeach to ascertain certain traffic statistics that could be used when collating the replies to the questionnaire.

9 **RECREATION GROUND**

The Clerk reported that SCDC were still in agreement to sell Recreation Grounds in their ownership to Parish Councils. Jenny Clarke the Land Officer for SCDC thought the land cost would be very small. The legal costs in the transfer of the land would incur most of the costs. The legal team at SCDC would act on their behalf, she estimated the cost to be around £300 to £400. The Parish Council would have to appoint their own Solicitor which could be more costly, she estimated, at around £500 to £600. The Councillors agreed the Clerk should write to the Lynn Trust Fund to ask, if they would support the purchase of the Recreation Ground and pay the costs incurred in the purchase. The Clerk to also write to SCDC to make a formal request to purchase the Recreation Ground.

10 **PLAY AREAS**

The yearly safety report has been received from Playsafety Ltd. There are no major problems to report. Additional bark was required for surface under climbing frame, as insufficient protective surfacing was present to meet requirement – low/Medium risk. Councillors agreed to purchase a tonne bag of play bark from Bannolds.

11 **CORRESPONDENCE**

Mrs. J. Warren – Landbeach resident reported verges were looking untidy – Clerk to write explaining, that some areas had not been cut in order for the daffodil bulbs to be fed for next year's flowering season. Also certain areas near Beche Way that were cut by the SCDC contractor last year are not this year. They have a new contractor who is only cutting what he is contracted for, whereas the previous contractors cut certain areas that he was not paid for. Clerk to speak to Truelink to make sure all areas of verge that are not cut by SCDC are cut by them

and they cut all areas of the verge on their next cut as the daffodils have died back sufficiently.

Cambridge Sports Lakes – newsletter - circulated

COPE – newsletter - circulated

Clerks and Councils direct – magazine – circulated

Cambridge Water Company, village life fund – circulated

SCDC – Appeal by Stannifer Developments Ltd. Highways Improvements to the A10 – letter read out

SCDC – consultation with the travelling and settled communities, site options – drop-in session Thursday 19th July 3-7 p.m. at Cambourne

CCC. South Cambs Traffic Management Area Joint Committee – 18th June, draft agenda received – petition from Landbeach re weight limit and traffic calming organised by James Hockney.

SCDC anti social behaviour – leaflet circulated to Parish Councillors

Cambridge Council for Voluntary Services – survey to be completed by Clerk

12 FINANCE

Chq no.	Name	Amount	VAT	Total
408	Mr. Robert Armstrong – April's churchyard grass cutting	267.50		267.50
409	Archer Safety Signs – car park	24.70	4.32	29.02
410	Mrs. A. Hinkins – Clerk's May salary	353.25		353.25
411	Mr. G. Setchell – May's care taking	60.00		60.00
412	Landbeach Village Hall – hire of hall April 06 to March 07	180.00		180.00
413	Playsafety Ltd – ROSPA yearly report	123.00	21.53	144.53
414	CALC – Affiliation fees 07/08	206.04		206.04
415	Allianz Cornhill – Council's yearly insurance	813.61		813.61
416	Truelink Ltd – April and May grass cutting	630.30	110.32	740.62
417	Mr. Robert Armstrong – May's churchyard grass cutting	111.50		111.50
418	Mrs. A. Hinkins – stationery and ink cartridge	15.19	2.65	17.84
	Total	£2,923.91	138.82	£2,923.91

Income: CCC Grass cutting maintenance payment of £742.55 received and banked

Milton Colts Football Club for use of pitch - £128.00 received and banked

VAT reclaim – for year ended 31st March 2007 of £1,027.05 claimed and credited to current account on 25th May 2007

Annual Return for year ended 31st March 2007 had been completed. Clerk presented section 1 statement of accounts and section 2 annual governance statement for Councillors approval. These were unanimously approved and signed by the Chairman and RFO. Internal Auditor will complete the Annual

return on 7th June, it will then be posted to the External Auditors, Moore Stephens.

Internal Auditor’s Report – Council should assure itself of fire certification for the building it uses for its meetings. Clerk to check with Village Hall it has a current fire certificate. Be more specific about the unspent money at the end of the year, i.e. call it a reserve fund. Earmark money for specific projects when drawing up next years budget. Full report kept on file by Clerk.

13 PLANNING

Decisions:-

S/0467/07/F – Mr. Dean Haslop, 11 High Street, garage, garden room, store building, **approved**

S/0475/07/F – Emmaus, Green End, kitchen store room, extension, **approved**

S/0503/07/A – Emmaus, Green End, 3 free standing signs, **approved**

S/0504/07/A – Emmaus, Green End, display sign on warehouse building, **Approved**

S/0530/07/F – Mr. P. Law, 30/32 High Street, garage, **approved**

14 COUNCILLORS REPORTS

Mr. Williamson reported that planning permission has been given to the relocation of the Park and Ride to Butt Lane, Milton.

Mr. Hinkins asked Councillor Williamson if he had any further information regarding the proposed relocation of the sewerage farm at Milton Road. He said he would make enquiries regarding this matter.

Mr. Wyatt reported the erection of new signage for the pre-school nursery at Stanton Farm. One has been placed at the entrance at Landbeach Road and the other on the A10 near its premises. Councillors felt they were out of keeping with the rural area and objected to their height. Clerk to write to the Planning Department at SCDC to see if they needed planning permission and if so whether is had been applied for.

Mt. Wyatt also reported the care had been crossed out of the please drive carefully sign at the Slap-Up end of Waterbeach Road. Clerk reported she had made Bob Howard aware of this on two previous occasions. She will report it to him again.

15 DATE OF NEXT MEETING – Monday 2nd July 2007 at 7.30 p.m.
The meeting closed at 10.00 p.m.

Signed Dated