

Minutes of Parish Council Meeting held on Wednesday 13th May 2015 at the Pavilion, Deep Spinney, Biddenham

Present: Peter Chase, Anna Crowther, Jon Gambold, Krzys Osuch, Francia Slade, and the Clerk were in attendance. In addition there were 4 members of the public.

1. Election of Chairman

Cllrs Slade and Chase both offered to stand as Chairman. Cllr Chase asked the Clerk what additional responsibilities the Chairman is expected to perform and approximately how many additional hours would be required every month. The clerk advised that the role of Chairman was no different from the role of a parish councillor. The Chairman does have an additional casting vote and residents usually perceive the Chairman as the first point of contact for the parish council. Occasionally the Chairman is asked to represent to the parish council at local events including the Remembrance Sunday service although this is usually well attended by other members. The clerk also contacts the Chairman in between meetings if there is something she wants to discuss regarding the management of the Pavilion or to discuss a matter that has been brought to her attention. How many additional hours you put in the role is up to you but it is probably no more than 3-4hrs per month.

With such a small number of councillors present **it was resolved** to elect Cllr Chase as Chairman of the Parish Council but that this item would be brought back onto the agenda for the June meeting.

2. Cllr Chase signed the declaration of acceptance of office of Chairman**3. Declarations of acceptance of office by remaining members**

Cllrs Osuch & Slade signed their declaration of acceptance of office (Cllr Gambold signed his declaration of acceptance of office at the end of the meeting)

4. Apologies for Absence

Cllrs Graham Bates and Terry Platt – **it was resolved** to accept the apologies

5. Declarations of interest

None

6. Co-option

Following the May elections there are currently 3 vacancies on the parish council. Anna Crowther has indicated she would like to be co-opted back onto the parish council. **It was resolved** to co-opt Anna Crowther with immediate effect and Cllr Crowther signed her declaration of acceptance of office.

7. To approve the minutes of the previous meeting held on Wednesday 8th April 2015

Cllr Osuch asked that the minutes be altered under the Parish Concerns item when he had asked the council to formally thank Breheny for the way they have undertaken the works carried out at the Deep Spinney roundabout. **It was resolved** to revise the minutes to reflect this and then they could be adopted as a true record of the meeting. The Clerk would revise and re-circulate.

Clerk

8. Matters Arising from Minutes

There were no matters arising not covered elsewhere in agenda.

9. Public Open Session

Manor Hospital planning application for MRI scanner – comments from parishioner who lives in close proximity to the hospital

Were the parish council aware of the two applications for the Manor Hospital? Both applications relate to the installation of an MRI scanner and a link to the main building.

However, the listed building application also outlined the proposed alterations to the rear of the property. Until the notices were displayed near the hospital I was unaware of the application and am disappointed that the local planning authority has not consulted with all residents living in close proximity to the hospital. Could the parish council defer their response until they have received a copy of my written views on the matter? Members agreed to delay responding until they had received the letter and it was noted that the statutory deadline for responses was the 28th May. It was noted that whilst members of the planning sub committee for Church End would consider the report there was no guarantee this would influence their decision and that if the neighbour wished to object they should do so in their own personal capacity.

JG

10 To allocate areas of responsibility within the parish council as follows:

Vice Chairman – this would be considered at the June meeting
 Town & Parish Council network – no one councillor will be required to attend and future agendas should be circulated to all members
 Play Area inspections – Karen Chase (local resident)
 Street furniture – Francia Slade
 Notice boards – Graham Bates & Krzys Osuch
 Borough Highways representative – Jon Gambold
 Planning groups – move Graham Bates to the planning sub committee with Peter Chase due to the current number of vacancies on the parish council
 Accounts – Krzys Osuch

11 To note and approve the Annual Return including the Annual Statement of Governance

It was resolved to approve the annual return and annual statement of governance for the financial year 2014-15

12 (i) To note the Internal Auditors report and consider any recommendations

It was resolved to accept the Internal Auditors report – there were no matters for consideration

(ii) To review the effectiveness of the Internal Audit and consider any recommendations as part of the Council's risk management strategy

Members were happy with the procedure followed by the Internal Auditor and did not propose any changes. Going forward Cllr Osuch would be reviewing the accounts twice a year which would strengthen the system of internal control carried out by the council.

Cllr Gambold joined the meeting

13 Planning – to note the report and comment on any new applications

The report was noted.

The Parish Council had not objected to the application for Duck End Lane. Members had felt the property was out of keeping with other properties but this was not a planning consideration. However, the council had commented regarding maintaining access for neighbouring properties at all times during the development and once the building was completed.

There were no further comments.

14 Correspondence

The clerk had received an email from a resident regarding the quality of the grass cutting in Deep Spinney. This had been circulated to all members prior to the meeting. Cllr Gambold asked whether the council would consider taking on responsibility for the whole of the Parish (except Bromham Road)? Currently Chris Horne undertakes up to 19 cuts per year (this is the maximum number of cuts carried out per year and is weather dependent). **It was resolved** to ask Chris Horne to quote for grass cutting the remainder of the parish and Jon will liaise with the Borough

Clerk

regarding a contribution towards the cost. The parish council have never received any money from the Borough as a contribution towards the grass cutting that we already undertake and this would also be raised.

Letter received from resident regarding hedges outside no's 92-98 Bromham Road. The hedges which belong to these properties have become very overgrown and have spread over the grass verge and cycle path. Historically there was a gap between the hedge and the cycle path. The situation now is becoming dangerous for pedestrians and cyclists due to the overhanging branches and restricted width of the foot/cycle path. Although the hedges are the responsibility of the owners of the properties this is now an issue for the Borough Council. **It was resolved** to ask to the Borough to undertake a site visit.

Clerk

15 To note the Clerk's report and consider any matters arising

Members discussed the item relating to the rugby post protectors which had been removed from the cricket store room and placed in the old paper store at the village hall. **It was resolved** to defer making a decision as it was unclear whether the rugby club has disbanded and at the present time the village hall committee had not requested the equipment was moved.

16 Financial Matters

- (i) Accounts for approval – **it was resolved to approve the accounts for payment** as below:

Clerk

| Ch | Payee | £ | Description |
|------|--------------------|----------------|--|
| BACS | Gary Creek | 918.00 | Groundworks for new play area |
| BACS | Gary Creek | 24.00 | Repair to existing play area fence |
| BACS | T Horton | 55.00 | Quarterly descale of showers |
| BACS | Viking | 227.50 | Toners x 3, stationery, cleaning supplies, toilet rolls, cleaning materials, hand soap etc |
| BACS | Greenthumb | 51.51 | Lawn treatment village green |
| BACS | Gill Wiggs | 85.00 | Internal Auditor |
| BACS | BATPC | 462.00 | Affiliation Fees |
| BACS | Gary Creek | 336.00 | Repairs to wire fence at Pavilion |
| BACS | Fire Safety | 360.00 | Repairs to fire doors at Pavilion |
| BACS | Broker Network ltd | 2383.42 | Annual Insurance (LTA) |
| | TOTAL | 4902.43 | |

The monthly spend against budget was noted. **It was resolved** that an additional column would be added which would be a projected year end spend although at the moment we are only in the 2nd month of the new financial year and it was too early to forecast any under/over spends. Most of the budget headings had been derived from quotes and the spend against budget is always included on the agenda. Similarly the parish council have built up reserves for the Pavilion and the Playing Field for any large one-off costs not included in the budget ie replacement boilers, showers etc.

Clerk's salary - It was resolved to approve the increase to the Clerk's salary by 1 spinal column point. The chairman would write to the Borough payroll department and

the increase would be backdated to 1/4/15 which is when the CilCA was awarded.

17 Matters in Progress

It was proposed that the letter of thanks to Glen Bartrum and Breheny for the works carried out to the Deep Spinney roundabout could also incorporate a request to be kept informed of details regarding landscaping of the Deep Spinney roundabout.

Speed humps and road markings would be carried out during the Summer.

Speeding – Borough Cllrs Rigby and Gambold are considering purchasing a pair of portable speed sensitive illuminated signs. These would be shared with Bromham Parish Council who are also concerned about road safety and excessive speeding.

Clerk

Now that all the speed surveys have been carried out it was agreed that members should meet informally before the next parish council meeting to discuss the findings and decide on a plan going forward to establish what the issues are i.e. rat running, excessive speeding. The Clerk would circulate a few dates and the meeting could take place in the upstairs meeting room at the Pavilion.

Clerk

18 Parish Concerns

Large branch has broken off the Maple tree outside the Blacksmiths Cottage (no 63 Main Road) - Clerk to report to Iain Booth as this piece of land is not owned by Wingfield, the parish council or the owners of no 63 Main Road.

Clerk

Cllr Slade reported that the drains on Main Road needed clearing – Cllr Gambold was convinced this had recently been done. Cllr Slade to check and confirm with Cllr Gambold.

FS

JG

Hedge outside no 98 Bromham Road – concern that the current owner who has undertaken extensive tree cutting/clearance at his property would remove the hedge. All the properties in this part of the Bromham Road have a hedge at the front of their properties and it is believed that a covenant relating to the properties states these hedges must be maintained. **It was resolved** to contact Iain Booth at the Borough and ask him to advise the tenant/owner when he asks them to trim the hedge back from the cycle/foot path. Copy of letter to the Borough should also be sent to Bidwells as possibly the front hedge is on land belonging to Mr Wingfield.

Clerk

Elger Close footpaths – last year some of the footpaths were repaired could the remaining sections be incorporated into the Highways schedule for this financial year? Cllr Gambold reported that they were on the list of works but was unable to advise when the work would be completed.

19 Date of Next Meeting – Wednesday 10th June 2015 at 7:30pm in the upstairs meeting room of the Pavilion

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Approved by Chairman 10th June 2015