

Earith Parish Council

Minutes of Meeting Held on Thursday 6th April 2017

Present – Councillors

Mrs Julie Seamark (Chairman)
 Mr Keith Hudson
 Mr Terry Rogers
 Mr John Fulcher
 Mrs Jenny Lloyd

Miss Ann Brennan (Vice Chairman)
 Mr Gavin Young
 Mr Jeff Nicholls
 Mr Alan Spackman

CC Mr Steve Criswell
 Mandy Pink – Clerk

2 members of the public

- Item 1** **Apologies for absence** – Mrs Marilyn Russell, DC Mr Robin Carter. DC Mr Mike Francis
Absent without apologies – Mr James Woolstenholmes

Open Meeting at 7.30pm

- Item 2** **Open Forum** – No comments made

- Item 3** **Ecops Report** – The Clerk reported that there had been a number of dwelling break ins and a burglary at the Industrial estate. Scrap metal has been stolen from a farmyard on Colne Road. A mobile phone was stolen from the Takeaway after a customer had left it behind while picking up his order. When he returned the phone was missing. A wallet, some jewellery and a child's jewellery box have been found in a car park in Earith and were taken to Histon Police Station. Car number plates were removed from cars parked in School Road and Darford. Windows in a house in Darford have also been broken. A van was broken into on the High Street and two professional builder's saws were taken.

- Item 4** **County Council and District Council Reports** – CC Mr Steve Criswell reported that Government funding has been given to build a cycleway from Earith to Bluntisham which will be positioned on the right hand side of the road and will be delivered within the next financial year. The site has been surveyed and costed and all the land belongs to the County so work can commence without any legal delays. DC Mr Robin Carter reported via email that Colne is now included in the Earith ward following District boundary changes. Mr Carter will be standing for re-election later this year.

(Close open Meeting) (Open closed section of Meeting)

- Item 5** **Code of Conduct – Dispensation received and decisions granted.** None Received

- Item 6** **Councillors declaration of interest** – The Chairman drew the Councillors attention to the legal requirement that all interests should be declared following the Code of Conduct Localism Act 2011 c7.s27(3)(b). - None

- Item 7** **To sign minutes of Parish Council meeting held on – 2nd March 2017**
 Mr Gavin Young proposed and Mr John Fulcher seconded that the minutes should be signed.
 Resolved - All in favour.

- Item 8** **Matters arising** – None

- Item 9** **Planning** – Application Reference – 17/00529/S73 – Variation or removal of condition 5 of application 16/01482/FUL- Retention of cattery – 1A Hereward, Earith
 The Council voted to reject this application as the condition to remove the cattery was part of the reason why the District Council approved this application and therefore the cattery should be removed. The Council also queried the personal use statement as normally domestic cats are housed within the dwelling and not in a cattery at the end of the garden.
 Mr Gavin Young proposed and Mrs Jenny Lloyd seconded that this application is rejected.
 Resolved – All in favour

Planning – Application Reference – 1401399FUL – 46 High Street Earith – Extension to rear of dwelling (amended description)
 The Council were asked to discuss the building materials that the balcony should be made out of and three options for glassed panels were tabled. The Council voted to reject all options as they are all unsuitable as any balcony will still overlook neighbouring properties regardless of what it is made of.
 Mr Terry Rogers proposed and Mr Jeff Nicholls seconded that this application is rejected.
 Resolved – All in favour

- Item 10 Chairman's Report** – The Chairman reported that the Annual Parish Meeting is to be held on Monday the 24th April at 7.30pm. Mayoral and County Councillor elections are on Thursday the 4th May and the Parish Council Annual meeting will be held on Thursday the 11th May. The climbing frame at the Pond play area has been repaired and the new play equipment will be installed shortly. Grass cutting has commenced within the village and Huntingdon District Council have confirmed that they will be adopting the orphan grass areas. The Chairman wished to thank the Women's Institute for the village litter pick. Both the Chairman and the Clerk are hoping to attend a training course on the 18th May regarding planning.
- Item 11 Parish Council Representatives Report –**
Road Safety and HCV – Mr Jeff Nicholls reported the Giffords' Park development was discussed at the Road Safety meeting as this will result in increased traffic movement in and around Earith if this development of houses is accepted. The housing development at Wyton has now been cancelled due to increased traffic movement. Mr Nicholls also attended the Parish Conference on the 30th March on behalf of Earith Parish Council and he reported that more decisions will now be made at local level following devolution and the election of the mayor. This will result in a cost of 2.5 million in the first year for administration and set up of office. Whilst at the conference he also attended a planning and communication workshop. Huntingdon District Council have now developed the Huntingdon Design Guide which is an online interactive planning tool that will need to be considered for all planning applications going forward. Mr Nicholls pointed out to the District Council that not all parishes have a good internet connection and it would be difficult for Earith and other parishes to use the interactive online guide but he was told that the Parish Council's would need to move with the times and invest in better equipment if they experience unacceptable online connectivity. There is to be a HCV meeting next week
Recreation Field and Play Equipment – No report
Health and Safety – No report
Hanson update – No report.
PC Cluster Meetings – No report
Saywell Charity – No report
Ouse Valley Way update – There has been a meeting which Mr Gavin Young could not attend and the minutes have not yet been received
Rights of Way – No report
Village Pond – No report
Allotments – No report
Skeeles update – No report
Earith Town Estate – No report
Community Plan – No report
Village Car Parks – No report
- Item 12 Trees and hedges to report for action to be taken and updates on visits already made**– The overhanging bush at the corner of School Road has been maintained. There are no new problems to report. The pathway from Darford Car Park through to Edwards Walk is overgrown and this needs to be reported to the District Council
- Item 13 Drains, Roads and Pavements – including advisory notes re car parking – reports for action to be taken** – There is a problem with the man hole cover on the corner of Chapel Lane and Bridge End and this was reported to CC Mr Steve Criswell during the open forum.
- Item 14 Earith to Bluntisham causeway update** – See comments from County Council in agenda item 4
- Item 15 Volunteer Policy to be adopted and ancillary paperwork concerning volunteers** – The Clerk tabled 3 documents for the Council to consider. The insurance policy will increase in price by £50 to accommodate the use of volunteers within the Parish. Mr Alan Spackman proposed and Mr Keith Hudson seconded that the £50 increase should be accepted
 Resolved – All in favour
 The Council discussed the Volunteer Policy, Application form and Terms of Reference documents. A wording change on the application form was discussed concerning the disclosure and barring certificate. The Clerk is to make the changes noted and is to also send volunteer forms to Ms Hazel Lambert concerning the volunteer work that she carries out at the pond.
 Mr Gavin Young proposed and Mr Jeff Nichols seconded that the policy and paperwork are adopted by the Council.
 Resolved – All in favour
- Item 16 ERICA update** - The Clerk has received the minutes from the ERICA meeting and the topic of discussion was the removal of rubbish, debris and unsafe material from the Island. A tree surgeon has been appointed to cut the fallen tree into manageable sizes. Short term focus will be cleaning the island and

preparing it for local habitat. Mid term focus will be slowing down erosion and long term efforts will be focused on reclaiming some of the lost surface area and banking the sides of the Island. The Clerk is to liaise with the ERICA Team to ensure that they work within the new volunteer policy.

- Item 17 Risk Assessments for play areas, village hall and allotments** – The Clerk together with Mr John Fulcher has prepared and tabled risk assessments for the areas above. The Village Hall, Pond play area and Recreation field risk assessments were all considered acceptable by the Council but a change to the Allotment risk assessment was made concerning the risk of fire and the Clerk is to make the changes to this assessment.
Mr Keith Hudson proposed and Mr Terry Rogers seconded that these could be accepted.
Resolved – All in favour
Whilst preparing the risk assessments for the allotment site at Colne Road Mr John Fulcher requested that warning signs should be erected at both entrance gates to the site to state that there is deep water in this area. The Chairman is to organise this.
Mr Gavin Young proposed and Mr Alan Spackman seconded that these can be purchased.
Resolved – All in favour
- Item 18 Play park noise levels** – The Clerk and Chairman have both received emails from a resident who has logged a noise complaint with the Police regarding the recreation field. The Clerk has contacted the police who have informed her that they will not investigate noise complaints during the day time but will attend, if resources allow, if persistent problems are noted during the quiet areas. The notice in the skate park asks users to respect the neighbouring properties and to act respectfully concerning noise etc. It is hoped that this park etiquette is followed but if persistent noise complaints are received then the Clerk will contact the Environmental Health Office at the District Council who will come and assess the noise levels to determine if it can be classed as anti-social.
- Item 19 LHI Bid update** - The Chairman reported that Earith Parish Council have been successful in their bid for a local highways initiative grant and it is hoped that speed reduction measures can be introduced on the High Street entrance to the village from High Bridge. The County Council will survey the site and develop the most cost effective way of introducing speed reduction measures in this area. An item has been placed in the Earith Echo and when more information is known letters will be delivered to the houses on the High Street up to the River View as these properties will be more closely effected by the road work.
- Item 20 Earith Echo – community engagement** – The Clerk suggested that a short welcome letter stating village facts and a copy of the Echo should be given to new residents as they move to the village. New residents that appear on the electoral role will be given this as a welcome to the village and it is hoped that this will help with community engagement.
- Item 21 Allotment well surrounds – decision to be made regarding existing safely secured wells** – When the new well surrounds were being installed at the allotment site it was noted by the contractor that two wells were safely secured and the contractor was unsure if well surrounds were needed. The Council decided that all wells on Council owned land at the allotment site needed to be made safe by the use of well surrounds and the contractor was asked to return to the site and make the surrounds for the two remaining wells.
Mr Terry Rogers proposed and Mr Keith Hudson seconded that this needed to be done for health and safety reasons.
Resolved – Mr Alan Spackman abstained to vote but all other councillors voted in favour
- Item 22 National Salary Award from April 1st 2017 as agreed jointly by NALC and SLCC for Clerks and other employees to be discussed** – Pay Scale 34 has increased from £15.517 to £15.672 and pay scale 14 has increased from £8.566 to £8.722
Mr Alan Spackman proposed and Mrs Jenny Lloyd seconded that these rates can be back dated to the 1st April 2017
Resolved – All in favour

Item 23 Finance – a) Payments to sign off

Payee	Description		£	Chq	Powers
Mrs K M Pink	Clerks Wages 42 hrs. @ £15.517	651.71			LGHA1989,s.7
	Clerks Expenses	25.00			LGA 1963, s.5
	Mobile Phone monthly rental not taxable	12.00			LGHA1989,s.7
	Total Less Tax		552.95	online	
Mrs C Shook	Caretaker hours 5.5 @ £8.566	47.11			LGA1972,s.133
xx	Booking Clerk 2.5hrs @ £8.566	21.42			LGHA 1989,s.7
	Total Less Tax		67.73	online	
Inland Revenue	PAYE & NI March 2017		136.66	2915	LGA1972,s.112-119
Mr M S Pink	Parish Handyman – Self-employed		150.00	Online	LGA 1953, s.4

	monthly contract				Page 4
Mr Ron Hodge	Pond Maintenance		8.00	2916	PHA 1953, s.4
J W Electrical	Electrical Installation and Testing Village Hall		120.00	2917	LGA 1972, s.133
Earith Timber Products	Wood for notice board installation		8.34	2918	OSA 1906, ss.9&10
Earith Timber Products	Allotment well surrounds x 3		396.00	2919	OSA 1906, ss.9&10
ALCC	Membership Renewal		10.00	2920	LGA 1972, s.143
Amazon	Lock and Chain for ECA field track		24.68	Dcard	LG & Rating Act 1997, s.31
The Bin Shop	2 x litter bins High Bridge		266.23	Dcard	Litter Act 1983, ss.5,6
Microsoft	Office 365 monthly cost		5.99	DD	LGHA 1972, s.266
CNG	Village Hall Gas monthly charge		89.82	DD	LGHA 1972, s.133
Axis	Village Hall Electricity monthly charge		21.01	DD	LGHA 1972 s.133
Total Spend for March 2017			£1,857.41		

- a) Mr Jeff Nicholls proposed and Mr Keith Hudson seconded that the payments should be signed off.
Resolved – All in Favour
- b) Online salary payments for April Mr Keith Hudson proposed and Mrs Jenny Lloyd seconded that the payments should be made. Resolved – All in favour
- c) Chairman to sign the bank statement to confirm the online salary payments for March as above Mr John Fulcher proposed and Mrs Jenny Lloyd seconded. Resolved – All in favour
- d) Finance Meeting – The Chairman reported that prior to this meeting a finance meeting was held and all payments, receipts, bank reconciliations, cashbook, invoices and VAT were checked and everything was in excellent order. The annual return paperwork was all agreed and the Clerk has arranged to carry out the internal audit on Thursday the 20th April ready for the end of year return to be presented at the May Council meeting.

Item 24 Correspondence – The Clerk has received correspondence from a resident who is concerned over the maintenance to the Hereward Car Park and they were concerned that there was no lighting in this area. The Clerk has contacted the District Council about this and they will report back when they have an update. It was hoped that the gravel could be maintained by the District council but additional lighting would be difficult to arrange. This will be an agenda item for the next meeting
The Clerk has also received a request for the Council to take over the running of the Earith Facebook page. The Council were reluctant for this to happen as they did not have the necessary knowledge to do this. The Clerk is not a face book user.
A further piece of correspondence has been received concerning the small piece of fencing at the recreation field that covers the gap in the hedge from the play area to the house on the corner of Bridge End. This is again being used by recreation field users to access the park rather than using the correct entrances on Cooks Drove or Bridge End. It was agreed that the Vice Chairman would visit the house to talk to the home owner about what can be done.
All other correspondence as per the file.

Item 25 Items for future meetings – River Slip Ways, Village Hall floor and chairs, WW1 commemoration, Bus Project, Community Defibrillator, Solar lights at Hereward Car Park

Meeting closed 10.05pm

Meeting Dates 2017
Annual Parish Meeting Monday 24th April
Annual Council Meeting Thursday 11th May
Thursday 1st June
Thursday 1st July
Thursday 4th August
Thursday 5th September

Mrs Mandy Pink – Clerk 07717 207 533

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These minutes are unadopted

www.earithparishcouncil.org.uk

Date of notice – 15th April 2017