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**Minutes of the Bluntisham Parish Council Meeting
Wednesday 7th September 2016 at 8.00pm in The Village Hall, Mill Lane,
Bluntisham**

Present: Chairman: Mrs Margaret Lumb, Mr Frank Hudson, Mrs Kathy Searle, Mrs Philippa Hope, Mr Alan Moules, Mr Gary James, Mr Rob Gore, Mr Mark Berg, Mr Ian Shepherd, Mrs Tracey Davidson (Clerk),

Also present: 7 x members of the public

124	Amendment to standing orders to allow secret ballot for co-opt – section 3.q & 8.b have been amended to allow secret ballot for co-opt votes. (<i>Proposed Mr Gary James, seconded Mr Mark Berg. All agreed.</i>)	
125	Adoption of new standing orders - It was agreed to adopt the new standing orders. (Proposed Mr Gary James, seconded Mr Mark Berg. All agreed.)	
126	Co-opt vote – the clerk handed out voting forms and the councillors voted using a secret ballot process. The successful candidates following 2 votes are as follows: Mrs Cynthia Curtis Mr Martin Crowhurst The councillors were invited to join the meeting and the clerk handed over declaration of office and register of members interest along with a new councillor pack with all policies.	
	Open Forum: - The Chairman welcomed all Councillors and members of the public and opened the open forum. Mr Joe Parker asked for detail regarding the agenda item 139 – village hall potential latent defect claim. Mrs Margaret Lumb advised questions could be asked later in the meeting when this item was discussed. Mr Steve Highland highlighted a few things from the last 3 months of PC minutes regarding the Station Road affordable housing site. The site is 7 ½ acres in size so was surprised to read that HDC considered this site is too small. The complaint about the car park gate directed to HDC was a surprise as CCC Highways advised that no gate should be put up to the fact the opening may well be considered a layby. The landscape complaint recently made was also a surprise as Mr Highland was only asked to put up a fence around the car park. Mr Highland also advised the trees removed from the orchard were not protected as they were removed from land not protected with the TPO. Meeting opened 8.15pm	
127	Dispensation Forms received & decisions given - None	
128	Declarations of interest for items on the agenda - None	
129	Apologies for absence – Mr Robin Carter advised he will be late.	
130	Minutes of the Parish Council meeting dated 3rd August to be approved and signed by the chairman – The chairman signed the minutes. (<i>Proposed Mrs Kathy Searle, Seconded Mr Frank Hudson. All agreed.</i>)	
131	Matters arising from previous minutes – Item 118 Barleycroft Lane should read Barleycroft Drove. No further information has been received from HDC regarding this application. Further correspondence from HDC Nigel Swaby was shared regarding the non compliance of planning conditions relating to the Station Road car park site. It was agreed that a hawthorn hedge was planted to satisfy condition 8 and it was also agreed the opening hours for the gym to be opened from 6.30am – 9pm could, if required, include weekends.	

	<i>(Proposed Mr Frank Hudson, seconded Mr Mark Berg. All agreed.)</i>	
132	<p>FY2016/17 Accounts to end August 2016 – Mrs Philippa Hope went through the accounts in detail and advised that to date 18% of the parish budget was salaries, 11% admin and 71% on village maintenance. The village hall budget shows an overspend on the telephone, this is due to the introduction of the answer phone service, which to date hasn't been used. It was agreed to move and change the budget line by £684 from VH equipment to VH Maintenance. It was discussed that the purchase of 2 hedge trimmers, 2 rakes, 2 brooms be made to allow further village maintenance to take place. Mr Rob Gore agreed to donate a petrol can and Mrs Kathy Searle agreed to donate 2 skip bags. All the equipment is to be stored in the hall. Total receipts £3886.12 Total expenditure £4919.97 Lloyds Bank Balance £41434.50 Cambs Building Society Balance £56901.73 <i>(Proposed Mrs Philippa Hope, seconded Mrs Kathy Searle. All agreed.) Appendix 1</i></p>	
133	<p>Accounts for payment for August payments – Mr Alan Moules & Mrs Philippa Hope authorised all payments online for August. It was agreed that Mr Mark Berg, Mr Martin Crowhurst & Mrs Cynthia Curtis be added as electronic signatories. <i>(Proposed Mrs Philippa Hope, seconded Mr Alan Moules. All agreed.)</i></p>	
134	<p>Authorise any purchase orders for August/September:</p> <ul style="list-style-type: none"> • Agree purchase of PDF pack at a cost of £47.64– <i>(Proposed Mrs Philippa Hope, seconded Mr Rob Gore. All agreed.)</i> • Agree purchase of new hard drive at a cost of £55.82 + VAT– <i>(Proposed Mr Mark Berg, seconded Mr Alan Moules. All agreed.)</i> • Approve purchase orders – Mrs Margaret Lumb signed all purchase orders. <p>The clerk is to add the software purchases to the software line and ensure the payroll software is included for March 2017.</p>	Clerk
135	<p>County Council & District Council reports Cllr Steve Criswell gave the following report: Liaison with HCV group continues & the contract for the Ely Southern bypass has now been confirmed. An informal meeting with Cllr Carter, Mr John Caswell, Mr Josh Rutherford, Mr Derek Crosby & Mrs Margaret Lumb to discuss the speed limit on A1123 through Bluntisham was held on 18th August. A copy of the notes from this meeting can be viewed as <i>appendix 2</i> Invites will be sent out soon for the new Parish Conference being held at the Burgess Hall, St Ives on 18 November. All Councillors are asked to save the date. Cllr Criswell had no further report on the cyclepath other than all land owners are being helpful. Mrs Philippa Hope thanked Cllr Criswell for his time and advice when they met with Mr Eric Brandle to discuss assets of community value. Finally Cllr Criswell offered to help the PC with their LHI application. The clerk is to arrange to meet Cllr Criswell before the next PC meeting to start the process.</p> <p>Cllr Mike Francis gave his apologies for missing the last few parish council meetings. He advised that he is now on the development management committee at HDC.</p> <p>Cllr Robin Carter emailed the following report: Operations are undertaking a full review of the refuse collection service to deal with imbalances within the service, this may result in collection day changes within the village. The go live date is currently 21 November 2016, further information will be made available by HDC in due course. Mr Neil Sloper has joined HDC as the permanent Head of Service for Operations.</p>	

	<p>The devolution consultation study came out in favour of the Mayor and combined authority, HDC considering the matter at a special council meeting on 19 October. New combined authority and Mayor elections due May 2017.</p> <p><i>Post meeting note: Cllr Criswell shared the results via email.</i></p>	
136	<p>Annual Audit return – the clerk shared the annual return which was returned from the audit office with no concerns. <i>(Proposed Mr Frank Hudson, seconded Mr Mark Berg. All agreed.)</i></p>	
137	<p>Planning:</p> <ul style="list-style-type: none"> • 16/01764/TREE – work to this tree started in March 2016, however, when they got to the top of the tree they discovered it was hollow. The application is to top the tree by 3m. It was agreed to APPROVE this application. <i>(Proposed Mrs Philippa Hope, seconded Mr Alan Moules. All agreed.)</i> 	
138	<p>Project update:</p> <ul style="list-style-type: none"> • HAGS SMP – Mrs Philippa Hope gave an update as work has now started to the play park and outdoor gym. Mr Mark Berg asked how the contractor is disposing of any waste, the clerk is to find this information out. • Cricket club grant application – Mr Richard Saltmarsh advised the clerk that at the moment the cricket club have stepped back from this application until further notice. • Phone Box – Mr Alan Moules has ordered the plastic panel and asked Mrs Cynthia Curtis if he could cut the hedge back, this was agreed and also the use of the outside tap to pressure wash the box. Work will be completed before the next meeting. • LHI Submission – Discussion around the introduction of a crossing point in the road near the garage was suggested as a submission. Mrs Margaret Lumb is to contact Mr Josh Gifford from CCC Highways for further detail. Mrs Philippa Hope agreed to work on the application with Mr Mark Berg. Further discussion around the speed limit along this road and other options was had. It was agreed to put a survey in the next newsletter asking residents about speeding concerns & the introduction of flashing signs which would have to be funded from the precept as grant funds wouldn't support this. • Assets of Community Value – Mrs Philippa Hope shared the application completed by Mr Eric Brandle to register The White Swan as an asset of community value. It was confirmed that if HDC approved this application then any change of use to the building would require a planning application and if the building was put up for sale any interested parties would have 6 months to look at ways to raise funds to purchase at the time. There is no financial obligation to the Parish Council. For more detail see <i>Appendix 3</i>. It was agreed to go ahead and submit the application form. <i>(Proposed Mr Gary James, seconded Mr Alan Moules. All agreed.)</i> Mrs Margaret Lumb thanked Mr Eric Brandle for his efforts with the application form. 	<p>Clerk</p> <p>Alan Moules</p> <p>Philippa Hope/Mark Berg</p> <p>Clerk</p>
139	<p>Village Maintenance:</p> <ul style="list-style-type: none"> • Grass cutting – it was agreed the parish council will continue to cut the orphaned site grass at the top of Orchard End and the clerk will work with HDC to establish ownership. <i>(Proposed Mrs Philippa Hope, seconded Mr Ian Shepherd. All agreed.)</i> • Hedges – the parish council agreed to purchase the hedge trimmers as item 132 above. • Bins - the decision to move the HDC bin from Holliday's Road to Orchard End and to put the other HDC bin in Short Lane. The parish council will then empty both bins on a weekly basis. <i>(Proposed Mrs Philippa Hope, seconded Mr Gary James. All agreed.)</i> 	

	<ul style="list-style-type: none"> • Pond – it was suggested the clerk contact Mr Derek Steer from Colne to obtain some advice on what can/can't be done to the pond. • Tractor purchase – Despite emails to all interested parties the clerk hasn't heard from anyone interested in purchasing the tractor. Mr Frank Hudson is to arrange a viewing with his contact. If no interest then it was agreed to take the tractor to auction. • Village hall – Mr Rob Gore advised the potential latent defect claim came about from a query regarding the high maintenance costs for the village hall. Following discussions with Mr Joe Parker it was confirmed that to replace the boilers would be possible without any removal of the roof, despite earlier concerns raised by the hall management committee. It was agreed no further action was needed with this claim. • Options for wall to old changing rooms – the clerk obtained a price to install a football wall, to reduce some of the noise against the old changing room wall. The cost of this is £4995 + VAT. Mrs Philippa Hope advised she had asked the Blasters if they had an old/spare junior net they would be willing to erect near the basket ball hoop to encourage the playing of football away from the changing rooms. • Community volunteer scheme – Mrs Margaret Lumb advised that she will discuss the possibility of cutting into the footpath along Holliday's Road during the next walkabout, however, no committee members were interested in pursuing the scheme at this stage. <i>(Proposed Mrs Philippa Hope, seconded Mr Mark Berg. All agreed.)</i> • Village walkabout – it was agreed to do this at 1pm on Tuesday 13th September. Anyone available is to meet at the village hall. 	<p>Clerk Frank Hudson</p> <p>Margaret Lumb</p> <p>All</p>
140	<p>Committee updates:</p> <ul style="list-style-type: none"> • HMC – Meeting – Mr Mark Berg updated following the recent HMC meeting, event update is below. Mrs Cynthia Curtis and Mr Martin Crowhurst agreed to sit on HMC. • Finance – Meeting – Mrs Philippa Hope gave an update as per item 132 above. Minutes on the website. Mrs Margaret Lumb asked Mrs Cynthia Curtis to sit on the finance committee. • Allotments – the annual BBQ on 4th September was a success. The clerk is to write to the plot holder of Number 7 to advise the plot needs clearing. Mrs Margaret Lumb raised concern with not all plot holders have adequate insurance for their plot and it was agreed the clerk is to re-write the tenancy agreement to include the following: <ul style="list-style-type: none"> • Storage of large machinery is not allowed • Personal liability insurance by each plot holder is to be taken out either individually or part of BALGA membership <i>(Proposed Mr Frank Hudson, seconded Mrs Philippa Hope. All agreed.)</i> • Staff Management Committee – Mr Rob Gore is to send dates for meeting to Mrs Margaret Lumb and Mr Mark Berg. • Crime - very low at the moment within the area. • Road Safety – meeting to be held w/c 12 September 2016. • Highway warden – no walkabout since last meeting. • Hanson & Envar – Hanson meeting 19th September and Envar meeting October TBC. 	<p>Clerk</p> <p>Rob Gore</p>
141	<p>Event update</p> <p>The following events have been arranged to raise funds for the village hall and to raise the profile of the village hall. All committee members are encouraged to support where possible.</p>	All

	<ul style="list-style-type: none"> • 16th October 2016 – Pop up brunch – see posters on the notice board, website and facebook • 19th November 2016 – Craft Fair – tables still available for stall holders, volunteers needed on the day for set up and refreshments. • 20th January 2017 – Ghost of Mr Dickens – tickets on sale £8 + £6, contact the clerk for full details. • 4th February 2017 – Pop Quiz – teams of 6, contact the clerk to book. • 18th March 2017 – black tie evening – further details to follow. 	
142	<p>Correspondence received</p> <ul style="list-style-type: none"> • Mr Vince Haines – BT Open reach – the committee thanked Mr Haines for his offer of the second hand hard drive but on this occasion they will purchase a new one. The installation of a new BT box has damaged the hedge along Colne Road. <i>Post meeting note: Fibre is now available again in the village.</i> • PCSO – parking in bus layby – Hannah Shepherd emailed Mrs Margaret Lumb about parking in the bus layby, it was agreed that it was ok to park there as the only bus which uses the stop is the school bus. • Ben Shepherd – play park trees – Mrs Margaret Lumb advised she was disappointed with Mr Ian Shepherd posting this on facebook. Mr Ian Shepherd explained his stance & apologised if any upset had resulted from his post and stressed that despite being sad about the removal of the trees the family were excited about the new playpark. • Joan Gutteridge – accounts Mrs Margaret Lumb advised that the accounts will only be shared on the website after they have been approved at the parish council meeting. Mrs Philippa Hope has changed the format slightly and shared this with Mrs Gutteridge who is happy with the layout. • Facebook – removal of bin from short lane – the decision to re-instate the bin was made as item 139. The clerk is to update the facebook page with this information. 	Clerk
143	<p>Items for consideration (for information only)</p> <p>Mr Mark Berg would like to raise the spending limits of HMC, also to discuss options about the IT equipment used by the clerk as it is her own personal equipment. Both items are to be added to the next agenda.</p>	Clerk

Meeting closed 10.02pm Next meeting: Wednesday 21st September 2016

Dates of Future Parish Council Meetings –2016

October	Wednesday 5 th October
November	Wednesday 2 nd November
December	Wednesday 7 th December