

HEMINGFORD GREY PARISH COUNCIL

I hereby give notice that as previously arranged, the Meeting of the Parish Council will be held on Monday 10 July 2017 in the Reading Room, High Street Hemingford Grey at 7.30pm

The Public and Press are cordially invited to be present.

The order of business may be varied at the Chairman's discretion.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out below.



Gail Stoehr, Clerk 03/07/17

AGENDA

Comments and observations on agenda items from members of the public and reports from the County & District Councillors

- 1. To approve apologies for absence**
- 2. To receive declarations of interests from councillors on items on the agenda**
- 3. To approve the minutes of the previous meeting**
- 4. Co-option to fill casual vacancy – to consider any applications received or to consider how the seats will be filled**
- 5. To consider matters arising from the last or a previous meeting for info only unless detailed**
 - 5.1 (6.6) Replacement and improvement of street lighting in Weir Road and Weir Close works – to consider quotations
 - 5.2 (8.1) Proposal to purchase pop up stands for the village market
 - 5.2 (8.5) Bin emptying when the handyman is on holiday – to consider quotation if received
 - 5.3 (5.3 of November 2016) Dog fouling signs for Daintree Green and resident request that a metal post without a sign is removed or relocated
- 6. Finance, procedure and risk assessment**
 - 6.1 To receive the financial report and approve the payment of bills
 - 6.2 Clerk report on any actions taken using delegated powers or because of risk or health and safety
 - 6.3 To consider any matter that is urgent because of risk or health and safety
 - 6.4 Grass cutting and grounds maintenance – to consider the specification and whether tenders are required or the contract be extended
 - 6.5 Appointment of Internal Auditor
- 7. To receive reports and items from committees, working groups and members for information only unless stated**
 - 7.1 Environment Working Group report and recommendations
 - 7.1.1 Proposal that the Council contracts Nick Gray to refurbish five further benches in addition to the six already agreed by the Council
 - 7.1.2 Proposal that the recently delivered bin should have a laminated sign “For dog waste only” on the lid to deter people from putting other items in it, especially boat owners
 - 7.1.3 (8.3) Proposal that the Council considers purchasing a new notice board for installation on school grounds and contracts Nick Gray to install it
 - 7.1.4 Proposal that pea shingle be put down on the entrance to the new path at the Cemetery by the Handyman
 - 7.1.5 Proposal that the ivy needs to be removed further up the trunk from the tree at the rear of the cemetery and the branches overhanging the adjacent garden need removing

- 7.1.6 Proposal that the Council routinely invites quotes from St Ives Tree & Garden when placing orders for any identified work required, as a local preferred contractor, supporting the local economy
- 7.1.7 Proposal that the Handyman cleans the grit and salt bins
- 7.1.8 Proposal that quotes are obtained from Fergusons and St Ives Tree & Garden to remove the tree in the centre of the roundabout and the whole roundabout rotovated before any small plants can be installed
- 7.1.9 Proposal that the Council is aware of the medium risks in the RoSPA report
- 7.2 To consider what information should be included in the Hemingford Directory and to note the deadline ^(JH)
- 7.3 Allotments – to consider delegation to the Clerk and Cllr Brasnell to keep the vacant allotments in relatively reasonable condition and to arrange rotovating and spraying when necessary

8. To consider correspondence/communications received

- 8.1 MAGPAS request for financial support
- 8.2 HDC – textile recycling banks

9. Closure of meeting

CLERK REPORT TO HEMINGFORD GREY PARISH COUNCIL MEETING 10 July 2017

Where I have info to support an agenda item this is below.

1. Apologies – will be reported to the meeting.
3. To approve the minutes of the last meeting on 12 June 2017 – attached.
4. Co-option to fill casual vacancies – The Council should continue to consider each month how the vacancies can be filled.
5. Matters Arising
- 5.1 (6.6) Replacement and improvement of street lighting in Weir Road and Weir Close works – to consider quotations
Quotations will be brought to the meeting if received.
- 5.2 (8.1) Proposal to purchase pop up stands for the village market
Proposed at the last meeting. Cllr Dew to report.
- 5.3 (8.5) Bin emptying when the handyman is on holiday – to consider quotation if received
A quotation has been sought from HDC and will be brought to the meeting if received.
- 5.4 (5.3 of November 2016) Dog fouling signs for Daintree Green and resident request that a metal post without a sign is removed or relocated
The approved minutes from November 2016 record -
RESOLVED to consider the Parish Council putting up its “Dogs on Leads” signage at the February meeting. (Prop JB, 2nd DD)
A resident has requested that the metal post on Daintree Green be removed or relocated.
6. Finance, procedure and risk assessment
- 6.1 To receive the financial report and approve the payment of bills – attached. Any late invoices for payment will be brought to the meeting.
- 6.2 Clerk report on any actions taken using delegated powers or because of health and safety – none at the time of writing.
- 6.3 To consider any matter that is urgent because of risk or health and safety - Is the Council aware of any?
- 6.4 Grass cutting and grounds maintenance – to consider the specification and whether tenders are required or the contract be extended
Fergusons’ contract ends on 31 October 2017.
- 6.5 Appointment of Internal Auditor
7. To receive reports and items from committees, working groups and members
Planning Committee – minutes of the meetings should be available on the Parish Council’s website.

Clerk’s advice on items for information only:

I have to advise that the Council cannot lawfully discuss anything that is not detailed on the agenda unless it is a matter of Health & Safety and high risk then there is an agenda item specifically for that.. a proposal to consider the quote from Nick Gray for chicanes at Daintree Green and the gate and fence and signpost at the path from Norman Court to Pavilion were not agenda items and therefore procedurally the Council should not have discussed them or accepted them.

Nevertheless as the Council made a decision I will contract Nick Gray to do these items. The Council is aware that Nick Gray has already been contracted for the other items mentioned in the draft minutes except the other five benches which Gray has already quoted £86 per bench some time back (quote given to the Council via Cllr Clifton).

The five other benches are an agenda item for the this meeting as the Council has already resolved to accept a quote for five benches and delegated to the Clerk the power to have a further one done (once I have been provided with info).

7.1 Environment Working Group report and recommendations

The Environment Working Group has reported as follows:

2. “Benches

Nick Gray has already quoted for the original 5 benches identified as requiring cleaning and decorating, this was accepted by HGPC with permission for The Clerk to authorise a sixth.

We believe that this has already been approved

We have now identified 11 benches in total that require cleaning and decorating. Nick Gray has now submitted a quotation for these extra 5 benches at a cost of £430.00. Would the PC please accept this quotation. (Quote emailed to the Clerk)

Locations of bins: Reading Room, School, River path x 3, Top of Filberts Walk, Pound Road/High Street. Cemetery by new gate, Daintree x 3

3. Waste Bins

3.1 The Dog waste bin has been delivered to Nick Gray and his quote for installing it at the end of the river path of £90 has been received. Would the PC please approve this quote. (Quote emailed to the Clerk) Bin received by contractor.

[Clerk’s note: Nick Gray has already been contracted to install this bin]

3.2 We think that this bin should have a laminated sign for ‘dog waste only’ on the lid to deter people from putting other items in it, especially boat owners.. Do the PC agree?

3.3 2 Round waste bins to be installed at the end of footpath 9 in Gore Tree Road and Entrance to The Memorial Field in Manor Road. Quote received from Nick Gray of £240.00 for installation. (Quote emailed to Clerk) Would the PC please approve the quote. Bins received by contractor.

[Clerk’s note: Nick Gray has already been contracted to install five. The Clerk has delegation for one more but information on the sixth has not as yet been provided. As and when it is the Clerk will place an order for the sixth bench.]

We believe that the quotes for the first 6 these have already been approved

4. Notice Boards

4.1 Nick Gray has quoted for the installation of three notice boards (Armes corner, Parish Centre and The Thorpe) at a cost of £360.00. Would the PC please approve. The boards have been delivered to the contractor.

[Clerk’s note: this has already been approved and Nick Gray contracted]

We believe that this has already been approved

4.2 We recommend a new notice board to be erected at the school as the old one has been damaged beyond repair. The board to be ordered is:

Greenbarnes Ltd Board PDN £934.00 & Posts PPK £204.35 (no head board)’

Quote from Nick Gray for installation is £140.00 Would the PC please approve. (Quote emailed to Clerk)

5. Memorial Bench on the River path

Nick Gray has quoted for the installation of the memorial bench at a cost of £320.00 (Copy emailed to Clerk) the Council is to supply the bench and fixing bolts and the bench and installation costs to be met by the family. Would the PC please approve this quote , costs to be claimed back.

[Clerk's note: this has already been agreed and the Clerk is liaising with the family]

6. Chicanes

To replace the chicanes on footpath between Apple Orchard and Weir road. Quote received from Nick Gray of £520.00 (I believe this has already been approved but if not then would PC approve.

We believe that this has already been approved

7. Bus Shelter

It was decided at the PC meeting to replace the bus shelter roof. Nick Gray has quoted £270.00 for this. Would the PC please approve. (Clerk has quote)

We believe that this has already been approved

8. Gate and Fence Norman Court

To reinstate the gate and small piece of side fence at the Normal Court entrance to the Memorial Field. Nick Gray has quoted £390.00. Would the PC please approve. (Clerk has quote)

We believe that this has already been approved

9. Cemetery

9.1` We recommend pea shingle be put down on the entrance to the new path at the Cemetery as the existing shingle has now disappeared into the ground making it muddy and slippery and a safety hazard when wet. Can be ordered from Gibbs and Dandy with whom we have an account. Can the Handyman please install.

9.2 Tree at the rear of the cemetery.
The Clerk arranged for the ivy to be cut round and near the base of the tree however the ivy needs to be removed further up the trunk and the branches overhanging the adjacent garden need removing

9.3 The leaves have still not been removed from the back of the cemetery along the fence and round the shed. Could the Clerk please arrange for Fergusons to do this. We have recommended this before and are sure that the Clerk has already asked for this to be done but they are still there.

[Clerk's note: Fergusons have been asked three times already to do. Most recently on 19th June.

In April a contract was given to Fergusons to clear the leaves against the cemetery fencing for the remaining term of his contact. Following a couple of chasing emails on 18th June, Spencer replied: "Historically we have only cleared the leaves that were immediately below the London Plane when we carried out our last cut (early November). All other leaf clearance has been done by your handy man and those leaves that are in a grave space and against the fence have been left there by him since autumn 2016.

The leaves can be cleared in the Autumn 2017 and this work will be done on an hourly basis and charged accordingly (£20 per hour including disposal of leaves).

Estimated cost would be £160 for each visit based on two visits but your council would be charged for the hours spent executing the work.”

He was asked again to clear the leaves ASAP as requested by the council in April.]

10. Pound Road Roundabout

Can the Clerk please get a quote from Fergusons and St Ives Tree and Garden (both village contractors) to remove the tree in the centre of the roundabout as it is adjacent to a main drain and is likely to cause the same problems encountered at Apple Orchard. The whole roundabout will need to be rotovated before any small plants can be installed.

11. Water Butts - Allotments

We recommend that 2 Galvanised Water butts be ordered to replace plastic ones in the allotments which warp when full. To be ordered from Ibbetts. Estimated 6 week delivery . 2 x Galvanised cattle water troughs 3' x 1' 6" x 1' approx.. at a cost of £67.82 + VAT each. To be installed by the Handyman. .

We believe that this has already been approved

12. ROSPA Report

We suggest that the PC should be aware of the medium risks in this report especially the crumbling surfaces and that these should be monitored closely over the coming months especially as children can easily pull the surfacing up in strips.

13. Tree Survey/Tree works

We would like to request that the PC considers quotes from St Ives Tree & Gardens when placing orders for any identified work required as a local preferred contractor supporting the local economy.`

14. Grit & Salt Bins

Some of these bins are in a very dirty state and should be washed down. Is this something the Handyman could do?"

Clerk's note the Handyman has already said he will do this w/c 3rd July 2017.

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- 7.1.2 Proposal that the recently delivered bin should have a laminated sign "For dog waste only" on the lid to deter people from putting other items in it, especially boat owners
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- 7.2 To consider what information should be included in the Hemingford Directory and to note the deadline ^(JH)
Cllr Hall to report.
- 8. To consider correspondence/communications received

8.1 MAGPAS request for financial support

Attached.

8.2 HDC – textile recycling banks

“Huntingdonshire District Council has been working with Planet Aid UK for just over a year to manage the 22 textile banks situated throughout the district.

We would like to increase the number of textile banks we have in Huntingdonshire to make it easier for residents to dispose of their unwanted textiles in a sustainable way.

I therefore write to ask if the parish council would like to consider having a textile bank within your community.

How the Parish Council will benefit

The district council are able to pay the parish council 3rd party recycling credits which is set at £150 per tonne for 2017/2018. These credits are paid on an annual basis.

How the District Council will benefit

Textiles are not accepted as part of the kerbside recycling facilities and are one of our highest contaminants within the blue bin. We therefore would like to encourage residents to dispose of textiles in the most environmentally way possible and textile banks make it easy for residents to do this.

How Planet Aid will benefit

Planet Aid UK was established in 1998 and is the British member of the International Humana People to People movement, which implements more than 650 projects in 45 countries worldwide. All profits from our clothes collection are donated to development work in India or Africa, either directly, via Humana People to People, or through their charity partner DAPP UK. These important projects include health, education and environmental programs and serve to improve the lives of some of the poorest people on the planet.

For more information please visit our website at www.planetaid-uk.org

Next Steps

Expressions of interest for a textile bank to be e-mailed to me by 7 July 2017 along with details of the proposed site.

I would like to thank you for taking the time to consider this initiative and ask if you have any questions please feel free to contact me.”

Kind Regards

Heidi Field

Waste Minimisation Officer

Huntingdonshire District Council

9. Closure of meeting

HEMINGFORD GREY PARISH COUNCIL FINANCIAL STATEMENT

£

Jul-17

Balance B/ Forward	187816.67
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ADJ'S + Chq's Approved at Previous Meeting		
Adjustments		
CHQ 2194	CANCELLED	37.50
CHQ 2205	CANCELLED	75.60
CHQ 22391	CANCELLED	2196.00
Payments		
CME	SALARIES	-1414.76
K&M STREETLIGHTS	STREETLIGHT MAINTENANCE	-98.10
VICTOIRE PRESS	NEWSLETTER PRINTING	-390.00
GREENBARNES	NOTICEBOARDS	-4202.85
CPRE	AFFILIATION FEE	-36.00
R WATERS	MARKET STALL	-15.00
Receipts		
SANTANDER	INTEREST	3.45
<i>Total Fund movement</i>		-3844.16
Balance revised after adjustments		183972.51

S/O

Bank Reconciliation			
Item	Funds	Statement	Outstanding
Current Acc	141996.35	169129.90	-27,133.55
Deposit Acc	41976.16	41976.16	
Total	183972.51	211106.06	-27133.55

Expenditure for month		Amount (£)	Chq/ref
K FERGUSON	GRASSCUTTING	6733.20	22493
HDC	DAINTREE GREEN RENT	37.50	22494
IBBETTS	STRIMMER SERVICE	114.18	22495
ICO	DPA	35.00	22496
BINSHOP	BINS	296.40	22497
READING ROOM	ROOM HIRE	114.00	22498
FIELDS IN TRUST	AFFILIATION FEE	50.00	22499
Total Expenditure		7380.28	

Balance c/f	176592.23
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Notes:

Late invoices will be brought to the meeting.

HEMINGFORD GREY PARISH COUNCIL

GRANT APPLICATION FORM

This form will be submitted to the Councillors to assist in their decision making.

Any financial figures should be for the last financial year of the group.

A summary statement of accounts (e.g. receipts and payments plus the bank balance) should be attached. It is preferable, but not essential, if the accounts have been audited.

Please return completed application form and attachments to:

Gail Stoehr, Clerk to the Parish Council, 30 West Drive, Highfields Caldecote, Cambridge, CB23 7NY or email: parishclerk@hemingfordgrey.org.uk

Name of voluntary organisation or charitable body	MAGPA'S AIR AMBULANCE
Contact name	MRS PAULINE LUTMAN
Position within the organisation/body	GRANTS AND TRUSTS OFFICER
Contact address	CENTENARY HOUSE ST. MARY'S STREET HUNTINGDON CAMBS. PE29 3PE
Contact telephone number(s)	01480 371066
Contact email address	Pauline.lutman@Magpas.org.uk

Name of bank account to be credited	CAF							
Account number	0	0	0	1	9	4	2	4
Sort code	40	-	52	-	40			

HEMINGFORD GREY PARISH COUNCIL

Description of voluntary organisation or charitable body and its aims.	To deliver by land and air the best 24/7 pre-hospital emergency medical service to our patients, across Cambridgeshire and beyond.
Description of the project or programme for which this application is being made.	We continually need funding support for medical equipment and supplies. An example is attached.
Please describe the direct benefit to the area or any part of the area or all or some of the inhabitants of Hemingford Grey	Whenever a local resident is in need we provide our life saving support. Please see the attached example.
Amount of grant aid applied for	Anything that you are able to provide is gratefully received
What is the total cost of this project? Please provide details of how this figure is built up. Continue on a separate sheet if necessary	It costs us £13,050 a year to provide medical clothing to our Doctors and Paramedics. Each 'Flight Suit' costs £480.00 and we require 28 per year.
Have you applied for, been promised or received Grants/Donations from any other sources for this project? If so, from whom?	We have not received any funding so far but we are currently applying to a number of Parish Councils
Number of members in the organisation/body	17 Members of staff and 30 Volunteers.
Number of members resident in the parish of Hemingford Grey	N/A
Special/other considerations	

Between £100 and £500.

Parish Councils for support.

Please complete the following declaration

I declare that the information given is correct.

A summary of accounts is attached Y/~~N~~

Name: PAULINE LUTMAN Signed Pauline Lutman Date 5/6/2017

On behalf of Maspas Air Ambulance

Position in organisation/body Grants and Trusts Officer