

**DRAFT - MINUTES OF THE COLNE ANNUAL PARISH MEETING
HELD ON TUESDAY 28TH MAY 2019
AT THE VILLAGE HALL**

Present: Cllr D. Parsons (Chair), Cllr C. Daniels, Cllr M. Day, Cllr G. Prangnell, Cllr C. Pomfret, Cllr S. Purbrick and Cllr Heylen.

In attendance: Cllrs Criswell and Neish, 1 member of the Public and Margaret Christmas (VH Treasurer).

1.00 Apologies.

1.01 None.

2.00 To elect a Chairman.

2.01 Cllr Parsons stood unopposed for re-election to the position of Chairman. Proposed by Cllr Prangnell, seconded by Cllr Daniels. Agreed Unanimously. Cllr Parsons was duly elected.

3.00 To Receive the Chairman's Declaration of Acceptance of Office or, if not received, to decide when it shall be received.

3.01 Cllr. D. Parsons duly signed the Declaration of Acceptance of Office witnessed by the Clerk.

4.00 To Elect a Vice Chairman.

4.01 Cllr Daniels was nominated for re-election to the position of Vice Chairman; he stood unopposed. Proposed by Cllr Purbrick, seconded by Cllr Prangnell. Agreed Unanimously.

5.00 To receive the Annual Report of the Parish Council.

5.01 Annual Report of the Parish Council 2018/2019.

We have had a full complement of Councillors for most of the year.

Village Playing Field

The play equipment still remains well used by all age groups of children.

There have not been any reports of antisocial behaviour, but there has been some vandalism to the small set of swings.

There had been some expenditure on the refurbishment of the two sets of swings.

Playing field Wall.

Under the transparency code, as the expected expenditure of the replacement of the wall be over £25,000, Council are required to register the Council on the Government Website and advertise the job.

This will be advertised on the gov.com website for a month, if no contractor contacts the Clerk, the job will then be advertised on the Parish Council's website and notices will be placed around the village, at this point the Clerk will be able to contact local contractors to seek tenders. The architects will then prepare the CDM Regulations 2015 Health & Safety, which is the law that applies to the whole construction process on all construction projects, from concept to completion. (i.e. Obtaining permission to

Action

close the road, safety fencing around the project, scheduling all the works, securing the playing field etc.)

Council Training.

Cllr O'Brien attained a certificate for attending and completing Councillor Professional Training in June 2018.

The Clerk has obtained her CiLCA qualification and has received her Certificate in Local Council Administration.

With a qualified Clerk and a Council that exceeds two thirds of elected councillors, the Council is now eligible to obtain The General Power of Competence, Localism Act 2011. This enables the local authorities the freedom to act; "The power to do anything that individuals may do" as long as they don't break other laws.

The B1050

Council have purchased a Speed indicator Sign, which is being managed by Cllrs Daniels and O'Brien. This is situated in several locations within the village on a rotating basis, the results are reviewed monthly. These results show that there is persistence, by a minority of motorists, in exceeding the speed limits.

The company, Mick George, applied for an access route along the old railway line, from Somersham linking to the B1040 road to St. Ives. This has now been approved, when in place, there will be a smaller percentage of lorry movements via Colne.

Colne Caring Community, the 3Cs

The 3Cs group continues to grow in size and popularity.

The Council is committed to supporting the group and have arranged financial support again for this financial year.

Allotment / Recreational Land.

Finally, the land has been released from Hastoe and is now in the hands of the Parish Council.

We have agreed on a contractor to provide fencing along South and East boundaries and the hard-standing area at the entrance to the amenity land to be provided free of charge by the company Mick George.

As part of the 106 agreement, Council are required to formulate the use and layout of the amenity, this to be forwarded to HDC for approval.

To support this, the Council has organised a public consultation with the residents of Colne, on what they would like to be included, alongside the allotments. Council will use this information and draft alternative layouts of the amenity land; these will be on view at an event held at the village hall later this year.

Police Matters & Crime

Sergeant Andrew Street has now retired, and his replacement is PS Alice Draper who is now our point of contact in reporting any issues.

The Council receive regular crime updates via the "E-Cops" including information regarding scams and guidance on how to prevent crimes in the first place.

Website

The Website plays an important part of Council business, in particular with reference to the Freedom of Information Act 2000, the Localism Act 2011 and Councils publications, to name a few.

Our website provider continues to be very supportive with setting up new applications, including the ongoing consultation.

The data generated from the Councils SID is also available for the public to view, on the website.

Parish Newsletter

We had a good response in receiving information for the Parish Newsletter and successfully produced our sixteenth edition and the feedback received has been very positive. The newsletter incorporated information for local organisations with contact numbers; it also included more general information.

I would also like to thank fellow Councillors for your time and support over the year and to Mrs Parsons for compiling the Parish Newsletter.

On behalf of the Council, I thank the Clerk for attending to the audit and finances for the year and Cllr Daniels for dealing with the payroll.

D.I.Parsons.
Chairman
May 2019

6.00 To receive a statement of the Parish Council's accounts for year ended 31st March 2019

6.01 Notes on accounts for year 2018/2019

The accounts have been maintained on an Excel spreadsheet with a budget and actuals summary presented to Council at the monthly meetings. The Receipts and Payments schedule for the year is extracted from that spreadsheet and also shows receipts and payments for the prior year.

The precept was agreed at £20,000 to allow reserves for the projected provision of allotments and amenity land overhaul.

We continued to receive a Grant from Cambridgeshire County Council towards grass cutting.

Interest received on funds on deposit was £121.60

VAT to 31st December 2018 has been recovered, an amount of £1918.98. VAT paid since 31/12/2018 will be recovered in the next financial year.

1 Section 106 (Community Infrastructure Levy Payment) has been received this year of £3,250.43, this needs to be spent within a four-year period, on a Community project.

General Admin is the payment to the bank for safe custody of Council documents, hire of hall for PC meetings and the 3Cs events, Councillor training, Parish Council Websites yearly hosting fee.

Section 137 this year, a £50 donation was made to the British Legion.

Grass Cutting costs are for 11 cuts in the year and also include costs of cutting verges.

Parks and open spaces - £2,123.35 is for tree works (£1130), and the grass matting for Old Church Lane and the swing refurbishment.

The Highways costs shown in this year, an amount of £4000 is the Council's contribution to the Local Highways Improvement Scheme for Bluntisham Road footpath.

No expenditure in General maintenance this year.

An employer National Insurance payment of £167.68 to HMRC was incurred in the year.

Funds continue to be placed on a fixed term deposit to attract interest.

K. Parsons.
RFO/Clerk
May 2019

7.00 To receive the Council's observations on its finances for the current year.

7.01 Observation on Finances for 2019/20

We started the year with a balance of just over £61,000

Council's precept of £23,000 this year has been received and a contribution to grass cutting of £700 is expected. We have also this year received £1,600 community infrastructure levy from HDC. Council therefore has funds this year of around £86,500.

The Council has a reserves policy of £14,000 which results in a working fund of around £72,500 of which funds from the Community Infrastructure Levy has use restricted to schemes agreed by HDC. It has now been agreed this can be applied to the amenity land infrastructure.

The general items of expenditure in the year are expected to be in the region of £16,000. These items include grass cutting, staff costs, insurance, subscriptions for magazines and to professional bodies, support of 3Cs, annual newsletter, general administration and maintenance, and training courses.

As part of the Council's efforts to reduce speeding and improve road safety we've budgeted for a £5,000 contribution should we submit a Local Highways Improvement scheme. The Speed Indicator Display purchased last year shows we still have speeds in excess of 70mph on the B1050 in the 30mph zone.

Progress on replacement of the playing field wall was delayed last year due to lengthy planning permission. Due to the size of the project it has to be advertised nationally to invite tenders. If none are forthcoming Council may, after the statutory period, approach contractors for a quotation. It is likely this work will be funded with a loan if we are unsuccessful in obtaining any grants and a first year repayment has been budgeted.

The final legal costs in connection with the transfer of the land at Bluntisham Road have been incurred and Council took possession of the land in August last year. In preparing this year's budget last October, £20,000 was allowed for fencing and

necessary clearance work, provision of a hard access to the land and that retained by the landowner, and professional planning advice.

Since preparing the budget the Council has recognised the need to replace the storage shed at the village hall and some of the funds budgeted for the Amenity land will be re-designated. This is achievable thanks to the generosity of Mick George Limited who carried out clearance work and provision of the hard access free of charge and the fact that the CIL payments may be used as already mentioned.

As such I believe the Council is financially sound for the forthcoming year.

Cllr C. Daniels
Vice-Chairman
May 2019

8.00 To elect representatives for the following year

- 8.01
1. **Footpaths** – Proposed by Cllr Prangnell and seconded by Cllr Parsons that Cllr Day be elected, agreed unanimously.
 2. **Playground** – Proposed by Cllr Purbrick and seconded by Cllr O'Brien that Cllr Heylen be elected, agreed unanimously.
 3. **Parish Planting Scheme** – Proposed by Cllr Daniels and seconded by Cllr Parsons that Cllr Prangnell be elected, agreed unanimously.
 4. **Grounds Maintenance Contract** – Proposed by Cllr Daniels and seconded by Cllr Parsons that Cllr Day be elected, agreed unanimously.
 5. **Telephone Box Librarian** – Proposed by Cllr Daniels and seconded by Cllr O'Brien that Cllr Purbrick be elected, agreed unanimously.
 6. **Village Hall Representatives** – Proposed by Cllr Daniels and seconded by Cllr Parsons that Cllr Heylen, Cllr Prangnell and Cllr O'Brien be elected. Agreed unanimously.
 7. **3Cs Chairperson** – Proposed by Cllr Parsons and seconded by Cllr O'Brien that Cllr Pomfret continue as chair, agreed unanimously.

9.00 To receive a report on the financial statement of the Village Hall Management Committee

- 9.01 The Village Hall Committee's Income and Expenditure Statement and Fundraising for financial year ending 31st March 2019 were handed out to councillors. See attached.
- 9.02 Margaret Christmas explained the variances and reported that at the end of March the balance was £29,979.10.
- 9.03 The Chairman thanked Margaret for all her hard work, agreed unanimously.

Cllr Day joined the meeting.

10.00 To receive a report by the Parish Council's Footpath Officer

10.01 Colne Footpath Report 2019

I have now completed another year as Footpath Officer for the Parish Council and during this time no major changes have occurred.

There is an ongoing issue along the footpath down Galleys Drove, with a landowner fencing off his land adjacent to the footpath using barbed wire. This was highlighted by

Cllr Heylen, who is dealing with the issue. He has spoken to the HDC Footpath Officer who informed him that letters she had sent to the landowner asking him to remove the fencing have been ignored and the matter is now in the hands of the Enforcement Officer.

There is still an issue to be resolved on footpath 3, where we need to determine the correct route, myself and the Chairman need to meet with the landowner to discuss this.

This year the Pathfinder Walk is to be held on Saturday 22nd June. As usual it will be incorporating some of our Parish footpaths and I will be liaising with the landowners to try and ensure that the paths are in good condition and accessible for walkers.

Due to budget cuts, none of the footpaths were mown by the Council contractor last year and we can assume the same this year.

Therefore, I would like to thank the volunteers and landowners who continue to keep footpaths that run across or adjacent to their land cut back and accessible.

Mark Day
Footpath Officer
May 2019

Cllrs Pomfret and Heylen joined the meeting

11.00 To consider resolutions of which written notice has been received

11.01 No resolutions received.

12.00 Close of Meeting

The meeting finished at 7.28pm

Min – APM 28th May 2019

Chairman's
Signature.....

Date

Minutes are posted here at the same time that they appear on the parish noticeboard which is before they are confirmed and signed as a true record. Minutes for the current and previous month should be treated with caution as they may be revised at the next meeting.