

## HAIL WESTON PARISH COUNCIL

### MINUTES OF THE ANNUAL PARISH MEETING OF THE PARISH COUNCIL HELD ON 16<sup>th</sup> MAY 2017 IN HAIL WESTON VILLAGE HALL AT 7.30PM

#### PRESENT:

V Bolton (VB) (VB left the meeting at 7.55pm)  
T Baker (TB)  
J Sugars (JS)  
J Gooch (JG)  
R Rowley-Smith (RRS)

#### IN ATTENDANCE:

J Abell (Clerk). The Parish meeting commenced at 7.32pm. One member of public attended the meeting.

#### ACTION

- 170516- 1 ELECTION OF CHAIRMAN 2017/18 AND RECEIVE THE CHAIRMAN'S SIGNED DECLARATION OF ACCEPTANCE OF OFFICE** Prior to the meeting it had been widely communicated by VB that she would be stepping down from both Chairing HWPC and from the PC. Following discussion, It was proposed by JG, seconded by JS to appoint Mr Tony Baker as Chairman. One in favour and VB abstained from vote. TB duly signed the declaration of office, recording on behalf of Hail Weston residents and PC thanks to VB for her last 6 years active membership and as Chair. Clerk to inform relevant stakeholders of changes. **Clerk**
- 170516- 2 ELECTION OF VICE CHAIRMAN** It was proposed by RRS, seconded by JS to appoint Jill Gooch as Vice Chair.
- 170516- 3 TO ACCEPT APOLOGIES AND REASONS FOR ABSENCE** Received from Cllr. G Warner who had prior to the meeting indicated he would be absent due to work commitments. All in favour to accept.
- 170516- 4 CO-OPT COUNCILLOR VACANCY** None
- 170516- 5 TO ACCEPT DECLARATIONS OF INTERESTS FOR MATTERS ON THE AGENDA** None received. Clerk to update dispensation for Cllr. R.R.S to vote in precept setting decisions. Clerk to update Members records with HDC to reflect changes. **Clerk**
- 170516- 6 TO APPROVE and SIGN the MINUTES** It was proposed by RRS, seconded by JS and RESOLVED by unanimous vote that the minutes were a true record and TB duly signed Minutes from the meeting held on 18<sup>th</sup> of April and the Extraordinary meeting held on the 10<sup>th</sup> of May 2017.

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### ACTION

- 170516- 7 OPEN FORUM FOR PUBLIC PARTICIPATION AND RECEIVE COUNCILLOR REPORTS**  
A resident encouraged further communication to advertise parish councillor vacancies and suggested the church news and fete may be an opportunity to highlight to interested residents. **TB** to organise a poster of fete. Resident asked what response the PC had to the survey monkey held in March. Clerk confirmed the week long only exercise had provided 24 Yes votes and 3 No votes with regard to street lighting upgrade. Resident asked if more can be done to highlight this particular vehicle of capturing resident's views if this was to form part of communication/consultation in the future. **TB** emphasised importance of this method and suggested leaflet drop had been sent to all residents earlier in the year to highlight these methods but more could be done. Resident enquired if Clerk could thank HDC for weekly attention of driving the Ford Road. Resident asked if PC could influence size of text in public notices in Hunts Post as not always clear which village when reading. Clerk to gain new contact details for CCC Ian Gardiner. **TB** to contact. No positive updates to report from recent fly tipping at the Ford. **TB**  
**Clerk/TB**
- 170516- 8 TO ADOPT UPDATED SOCIAL MEDIA & RISK MANAGEMENT POLICIES FOR HAIL WESTON PARISH COUNCIL** Item carried to allow all Councillors time to read. Changes to be sent to Clerk before 20.6.17. Clerk to forward all HWPC policies to RRS. **All Clerk**
- 170516- 9 TO DISCUSS PLANNING APPLICATION REF: 17/00995/HHFUL, PROPOSED SINGLE STOREY EXTENSION TO THE FRONT LOCATION: 43 ORCHARD CLOSE, HAIL WESTON, ST NEOTS, PE19 5LF** It was proposed by JG, seconded by JS and RESOLVED by unanimous vote to **Approve** application. Clerk to inform HDC by 29.5.17 stating all HWPC material considerations were met. Furthermore, no residential comments received prior to or at meeting. **Clerk**  
**b.TO RECEIVE PLANNING UPDATES**  
1 Orchard Close & 23 High street, Hail Weston now Approved by HDC.  
44 High Street – 'in progress'  
27 Kimbolton Road. - No planning consultation required from PC.
- 170516- 10 TO REVIEW MEMBERS' RESPONSIBILITIES** the following were RESOLVED as: -  
a. Village Hall Management Committee - **JG**  
b. Highways and Environment -**TB**  
c. Financial Reviewer - **JG**  
d. Communication & Publicity - **JS & TB**  
e. Tree Warden/open spaces/Checks - **RRS**

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f. Playing field working Group - **JS**

Clerk highlighted importance of checks on open spaces. Clerk to forward to RRS. Clerk to continue to administer cemetery and allotment areas.

**Clerk**

**170516- 11 TO DISCUSS ITEMS REQUIRING ACTION RESULTING FROM CIRCULATION OF COUNCILLOR RESPONSIBILITY REPORTS PRIOR TO THE PARISH MEETING** None. RoSPA report carried to 20.6.17.

**170516- 12 FINANCE**

It was proposed by RRS, seconded by TB and RESOLVED by unanimous vote to Approve: -

- a. Playing field hire costs for 2017/18 at £100 for non-residents and £50 for residents/day
- b. Allotment rents 2017/18 at £20 per half plot and £30 for a full plot. Clerk confirmed one vacant plot.
- c. Cemetery charges to remain as 2017 prices.
- d. It was proposed by RRS, seconded by TB and RESOLVED by unanimous vote to Approve account balances and bank reconciliation May 2017. Account balances: Business Money Manager £54,114.57 Community a/c £1156 and Community a/c £0.91. TOTAL £55271.91. Clerk to transfer £3000 to current account.
- e. It was proposed by RRS, seconded by TB and RESOLVED by unanimous vote to Approve payments on finance report dated May 2017: -
  - K & M Lighting Street lighting £4,560. Loan of £3085.50  
.....received. First payment of £308.55 on 1.10.17, then  
.....instalments for 5 years totalling amount borrowed.
  - Came & Company Insurance £682.77
  - J Abell Wages £414.57
  - T & S grounds contractor (2 x cuts) £450
  - HUNTS FORUM annual subs £50
  - K Wilson £180
  - Anglian Water £8.55
- f. To review Clerks, pay Item carried due to awaiting NALC SCP's. Vice-Chair confirmed progress report received.
- g. RESOLVED by unanimous vote to update Bank signatories to reflect membership and PC Account signatories as TB, JG, JS. Clerk to manage accounts only on behalf of PC.

**Clerk**

Clerk reported the Internal Audit had been completed with no issues and Clerk to manage forthcoming deadlines to advertise public rights. Clerk to now forward to External auditor.

**Clerk**

Clerk had received clarity from East of Anglian Ambulance service that the statement of accounts received on 2/5/17 were due to the fact the invoice had not be presented last year for the cabinet. As

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### ACTION

amount outstanding was £1140 Clerk to organise payment as follows: - £300 from £400 ringfenced PC money presented by CLP, £650 from CLP monies raised and VAT to be paid by PC of £190.

Clerk

### 170516- 13 TO CONSIDER GENERAL CORRESPONDENCE RECEIVED and ANY OTHER ACTIONS

CCC: 21 & 24/4. Karen Lunn - B645 change to position of signage west of village as suggested by PM and highlighted cost increase to prices from last year, 3/5 Steve Oudett - permissive path Clerk constructed Draft agreement for PC/LO and circulated to all prior to meeting.

RESIDENTS: 20/4 5 - regarding fly tipping at Ford, 28/4 B645 signage Clerk spoken with resident and fed back to PM and 3/5 permissive path.

HDC: 24/4 Lisa Jablonski - HWPC vacancies now at three, 30/5 Daniel Buckridge - Asset of Community Value information sent to all prior to meeting, 4/5 Terry Hammond & Bridget Halford - Parish owned trees seminar (email sent again) HDC looking at training for parish/town councils.

SLCC: 3/5 Mayor precept

SALIX FINANCE: 2/5 LED loan

ANGLIAN WATER: 4/5 site inspection notice failed due to inadequate backflow prevention. Clerk to seek prices to resolve.

Clerk

EAST OF ENGLAND AMBULANCE: 30/3 & 2/5/17 statement of account

ROYAL OAK: 27/4 & 2/5 request to erect signage at playing fields

CAME & COMPANY: 21/4 spring matters newsletter - risk assessment requirements for allotments Clerk to follow up.

Clerk

Village of Year competition submitted will hear 26<sup>th</sup> May if successful.

Colin Crane notified Clerk he had resigned from Parish caretaker role.

### 170516-14 TO ACCEPT NOTICES & MATTERS FOR THE NEXT AGENDA

None specified.

The meeting closed at 9.05pm.