# Minutes of the Annual Meeting of the Parish Council held on Zoom On Thursday 11 June 2020

**Present:** Kate Homan, Stephen Roberts, Giles Dobson, Paul Archer, Mary Maitland, Polly Fenwick,

Robert Foster

Edith Osborn as Clerk, County Councillor - Henry Batchelor, District Councillor - Geoff

Harvey

Members of the Public: Caroline Revitt, Catriona Syed, Jason Crooks

## 1 Apologies

There were no apologies.

The Chairman thanked Giles Dobson for hosting the Zoom meeting. He then introduced the councillors.

The Chairman also thanked the Clerk for her hard work in the past year.

#### 2 Declarations of Interest

There were no new Declarations of Interest.

#### 3 Administration

#### **3.1** Election of Chairman

The Chairman noted that he had stood as Chairman for nine years and he was happy to continue but he would expect someone else to take over from him.

Stephen Roberts was proposed as Chairman by Giles Dobson and this was seconded by Polly Fenwick. It was resolved that Stephen Roberts be Chairman until the next Annual Meeting.

#### **3.2** Election of Vice-Chairman

As no councillor stepped forward for election, it was agreed that there would be no Vice-Chairman for the current year.

### 3.3 Confirmation of Clerk as Responsible Financial Officer

Edith Osborn was proposed as the Responsible Financial Officer by Stephen Roberts and seconded by Robert Foster. It was resolved that Edith Osborn be the Responsible Financial Officer until the next Annual Meeting.

#### **3.4** Parish Council website

Polly Fenwick confirmed that she had researched the requirements of the new regulations as regards content, design etc but was unsure whether we could adapt the existing website. Henry Batchelor advised that one of the councillors in West Wickham was knowledgeable about websites and he would contact him to see if he would offer help with this issue.

#### 4 Minutes of Meeting held 13 February 2020 and matters arising

On reviewing the minutes, the Chairman noted that the War Memorial had not been cleaned yet. The Clerk advised that the date had been postponed due to Covid -19 and she would check when the firm would be attending.

The Chairman noted the new village Facebook and WhatsApp groups which Polly and Lizzie had set up which were found to be very useful.

He noted that no decision had been made on the planning application at Willingham House Stud but Mary Maitland advised that the Troy family had heard from the Planning office and had been advised to relocate the house in order to secure approval.

The scrapyard redevelopment to build four dwellings was still in abeyance.

The undergrowth on the Byway had been cut back.

He thanked Paul Archer for mending the noticeboard in Willingham Green.

The Highways issues were still outstanding with Nicola Burdon.

The tree voucher supplied under the District Council scheme had been used to plant trees within the village.

Caroline Revitt advised that the footpaths in Willingham Green had not been cut back but the farmers had promised that it will be done in the next few days.

He noted that Willingham Green would be receiving Fibre to the Premises shortly.

During the lockdown, all of the issues surrounding the Parish Room as well as repairs to the church have been on hold due to everyone's unavailability. A decision has been made by the diocese that repairs to the chancel arch of the church should take priority over any other repair work to the building. The team of parish councillors and parochial church council members are now post lockdown continuing their efforts to action the parish room project.

The acceptance of the minutes of the meeting held on 13 February 2020 was proposed by Robert Foster and seconded by Polly Fenwick.

#### 5 Finance

**5.1** The following payments were reviewed:

5.1.1	Brad Walker chq 352	£	768.00
5.1.2	BG Archives chq 353	£	25.00
5.1.3	CAPALC chq 354	£	206.70
5.1.4	CPRE subscription chq 355	£	36.00
5.1.5	Business Services at CAS chq 356	£	186.73
5.1.6	J Dockerill chq 357	£	36.00

Stephen Roberts proposed that the payments be approved and Giles Dobson seconded the proposal.

## **5.2** Receipts, payments and bank reconciliation. Year end 2019/2020 as attached.

The Chairman reviewed the accounts. He queried whether the defibrillator in the phonebox required to be insured and on the Asset Register. The Clerk will review.

**5.3** Annual Return for the year ended 31 March 2020.

## **5.3.1** Approval of the Annual Governance Statements

The Clerk advised that each section of the Annual Governance Statements was the same as last year. All the Councillors agreed unanimously on each section of the Statements. Stephen Roberts proposed that the Annual Governance Statements for the year ended 31 March 2020 be accepted and Paul Archer seconded the proposal.

#### **5.3.2** Consideration of the Accounting Statements

The Chairman reviewed the figures for the year ended 31 March 2020. The Clerk confirmed that there were no new or unusual entries from the previous year.

## **5.3.3** Approval of the Accounting Statements

Stephen Roberts proposed that the figures agreed above be entered into the accounting statements and the Certificate of Exemption for the year ended 31 March 2020 and be accepted, and Paul Archer seconded the proposal.

**5.4** The receipts, payments and bank reconciliation as at 31 May2020

Giles Dobson proposed that the accounts for the period to 31 May 2020 be approved and Robert Foster seconded the motion.

#### 6 LHI application for Willingham Green

The Chairman advised that an application was proposed to be made for Willingham Green. Last year an application was made for Carlton and Carlton Green resulting in Carlton Green's section being approved.

Robert Foster advised that he had gathered a number of letters of support for the application and a draft application had been circulated to councillors. The request was for the speed to be reduced from 60mph to 40mph. The deadline has been extended from the end of May. The application requires two small amendments; one to say that Carlton Green's reduction in speed has been approved and two that the draft budget needs to be adjusted to provide a more accurate figure for the 10% of funding required from the council. Henry Batchelor supports the application. He thanked Willingham Green residents for their support. The Chairman thanked the team in Willingham Green for their work on the application.

Stephen Roberts proposed that the application be accepted for consideration and submission and this was seconded by Polly Fenwick.

#### 7 County and District Councillors' report

Councillor Harvey started by saying that it had been a short year politically as there had been a surprise General Election and then the Coronavirus had closed everything down. He was very appreciative of parish councils working collaboratively with Sarah at SCDC. Residents had been well supported.

He reported as follows:

The Combined Greater Cambridge Plan for 2023/24 is moving ahead with the next phase in mid-2021. Climate Emergency – the targets set were thought to be achievable; the council are taking delivery of an electric collection vehicle part of a program to replace the whole fleet.

Planning – a new software system had been installed as the council needed the planning system to be more responsive. Previously the calling in of planning applications had been conducted in a gentlemanly manner but now the Planning Advisory Board are offering a best practice solution which will be adopted.

Bio-diversity – many more trees have been planted

SCDC's plan for the final tranche of Government money will be used for small companies which cannot find support elsewhere.

Councillor Batchelor reported that CCC were in a similar position to SCDC as they had shut down during the Covid period. Carlton residents did not need to be helped by the council due to people in Carlton offering so much help.

CCC are holding meetings remotely which is good for councillors particularly as CCC's premises are moving to Alconbury by next January. It was noted that registrations and ceremonies can be held across Cambridgeshire not just in Alconbury.

As there are a lot fewer cars on the road the Highways department have had the time and capacity to do work. The A14 has been completed ahead of schedule. The work on the A1307 is carrying on with traffic lights installed at the top of Linton High Street. Speed cameras will be installed on the Horseheath to Linton stretch with the road being remodelled at the Dean Road junction.

CCC are trying to go green and have set up a Committee with an environmental strategy.

Covid has pushed the elections into next year with all of them on the same day.

The Chairman had noticed that pot-holes had been filled in. He also noticed that a consultation on the dualling of A428 was open. Is CCC doing anything about electric cars?

At the District level each planning application is awarded points for use of electric vehicles. Giles Dobson noted that the private sector is moving ahead with installing charging points.

SCDC are considering what to invest in which would offer 40 points on the green scale combined with a coffee shop

## **8** Public questions

- Josephine Roberts raised a point about the amount of litter on the roadsides, she had picked up 15 bags from Common Road. Was there any support for residents with litter picking? Councillor Harvey advised that there is a group in Balsham called 'Rubbish Friends' who pick up rubbish, organised by Julia Squire. He would contact her on the council's behalf. Cameras had been tried at Smithy Fen but they were destroyed. Farmers' Weekly has a campaign running for cars using drive thrus; the packaging is printed with the car number-plate so the litter throwers can be traced. The Chairman thanked Josephine for clearing the litter.
- Could the Agenda and minutes be added to the website sooner than currently?

## 9 General observations or matters for consideration at the next meeting (formerly AOB)

Millenium Walkway – one of the boards is broken. The Chairman will contact John Mingay about that. Pumping station – brambles have been growing around the structure but not cleared by Anglian Water. The Chairman had sprayed the area with Round-up.

Caroline Revitt would like to see local climate change on future Agendas. Councillor Harvey advised that there is a Zero Carbon Communities grant available for local areas to purchase e-bikes, tree planting etc.

There is a new grant available from CCC - Communities Capital Fund.

Environmental concerns – one councillor on the parish council to take on this job and have contact with farmers

The Chairman thanked everyone for attending.

## **8** Proposed Meeting Dates

Parish Council Meeting Dates 2020/21

The Chairman proposed that future meetings be held as follows:

Thursday 6 August 2020 Thursday 12 November 2020 Thursday 11 February 2021 Thursday 13 May 2020 A G M

Thursday 13 May 2020 Parish Meeting

The Meeting closed at 9.33pm.