

**STEEPLE MORDEN PARISH COUNCIL**  
**Minutes of the Parish Council Meeting held at St Peter and St Paul**  
**Church on**  
**Monday 12<sup>th</sup> July 2021 at 7.00pm**

**Present:** Councillors: G Belson (Chairman), N Badger, K Austin, M Carroll,  
 S Traverse-Healy, M Bird, S Wheatley  
 In attendance: Mrs S Walmesley (Clerk) with one member of the public.

In the absence of Cllr Clayton the meeting was chaired by Cllr Belson.

**1 APOLOGIES FOR ABSENCE AND DECLARATIONS UNDER THE CODE OF CONDUCT AND REQUESTS FOR DISPENSATIONS**

Apologies were received from Cllr Clayton, Cllr Upchurch, District Cllr Williams and County Cllr Kindersley

**2 COUNTY AND DISTRICT COUNCILLOR REPORTS**

**2.1 County Council**

Cllr Kindersley had advised that he was preparing a report. Once received this would be circulated.

**2.2 District Council**

The Clerk was aware that Cllr Williams was having difficulty sending her report from her councillor email address.

**3 COMMENTS AND OBSERVATIONS FROM PARISHIOPNERS AND MEMBERS OF THE PUBLIC**

There were no issues raised.

**4 TO APPROVE THE MINUTES OF**

**4.1 The Parish Council Meeting held on 22<sup>nd</sup> June 2021**

On a proposition by Cllr Bird, seconded by Cllr Austin, the minutes as circulated were taken as read and then approved as a true record and would be signed by the Chairman with removal of S Traverse-Healy from attendees.

**5 MATTERS ARISING AND CARRIED FORWARD**

**5.1 Gypsy, Roma and Traveller Policy Update**

The Clerk had an action to complete the training and prepare a draft policy. Cllr Traverse-Healy asked if the Parish Council had the contact details of the SCDC Liaison officer. It was noted that Cllr Williams had offered to be the contact if there was an issue in Steeple Morden.

**-Clerk**

**6 FINANCES**

**6.1 To receive the financial statement and to approve the payment of bills**

E-ON	
Reading Room electricity July 2021 DD	£ 39.00
HAVEN POWER	
Street light electricity June 2021 DD	TBA *
THE PRINTWORKS (ROYSTON) LTD	
Newsletters July 2021	£ 50.00
MRS S WALMESLEY	
Salary and expenses April-June 21	£1444.23
K AUSTIN	
Replacement union flag (inc £15.28VAT)	£ 91.67
TOTAL	£1624.90

Cllr Bird queried the payments to Haven Power for the street lighting. The Clerk advised that she had contacted the supplier as no invoices had been forwarded since the beginning of April. The direct debit, which varied, had been collected.

Agreed Proposed Cllr Austin Seconded Cllr Badger

The Clerk advised that she had compiled the list of contributions due from the clubs and organisations towards the water/sewage/electricity usage over the past 18 months now that the invoices were based on actual usage. Cllr Bird agreed to check. As reported, and agreed by Councillors, in May 2020 the invoices had been estimated and therefore were way less than actual usage advised by in particular the Bowls Club. It had been agreed to wait until a meter reading was taken. The Clerk had discussed an accurate meter reading at the time and been advised where the main meter was located on the recreation ground. Unfortunately this was not found. Cllrs Austin and Badger would investigate further so that accurate readings could continue going forward.

**-MB, KA,NB**

#### 6.2 Banking Review for Steeple Morden Parish Council

The Clerk reported that she and Cllr Bird were now set up with Barclays for online banking. Cllrs Clayton and Wheatley were going through the process to be added. Cllr Bird expressed concern over the amount of money in the Community Account and proposed that £10,000 be transferred to the Cambridge and Counties account. This was seconded by Cllr Traverse-Healy with all Councillors in agreement. Clerk to arrange.

**-Clerk**

#### 6.3 Review of Financial Regulations

Cllr Bird reported that an updated set of regulations were being compiled and close to being ready for distribution to Councillors for approval, A document on how online banking was to be used was also being compiled. These documents would be an agenda item for approval at the next Parish Council meeting.

## 7 RECREATION GROUND/CONSERVATION AREA

### 7.1 Leylandii tree work

Cllr Badger reported that he was still waiting for quotations. He warned Councillors that the tree work was likely to be in the region of £11,000 and this did not cover the cost of replacement planting.

### 7.2 Reopening of Reading Room/Pavilion

As the restrictions had been extended until mid July 2021 the building were not yet back in use. It was noted that cricket was being played but tea was not served.

### 7.3 Recreation Ground Checks

Cllr Badger reported that general maintenance of the ground was satisfactory. There was a rota of volunteers monitoring this and nothing had been reported back.

Cllr Wheatley referred to the rule introduced to limit the number of dogs allowed per walker. She proposed that this be increased to four per walker, from three, which was agreed by all Councillors. Cllr Wheatley agreed to arrange for the signage to be updated.

**-SW**

#### 7.3.1 Use of overflow car park 6<sup>th</sup> August 2021

A request had been made to use the car park for wedding guests. A resident had offered to open the car park on the 6<sup>th</sup> in preparation for the wedding service at 2pm. All Councillors agreed that the request be granted.

## 8 MAINTENANCE

### 8.1 Footpaths/Footways

#### 8.1.1 Craft Way Footway

The Local Highway Officer had confirmed that he had written to the resident on a number of occasions but no action had been taken. The complaint had now escalated to the County Council Enforcement Officer.

### 8.2 Update on Litter Picking

The Chairman reported that she had arranged some dates for the Autumn where Odsey would receive 2 litter picks then the picks would be carried out in all other parts of the village. She added that the litter problem didn't appear to be too bad at the present time.

### 8.3 Agreement to Purchase a replacement Union Flag

It was agreed that the replacement flag, for the flagpole outside the Wagon and Horses, be replaced at a cost of £76.39plus VAT. Cllr Austin would arrange. **-KA**

#### 8.4 Grasscutting

There had been a query on the grasscutting arrangement for the football pitch furthest from the road. Due to historical issues, between the contractor and football club, the contractor would not cut this area until the issues had been resolved. Cllr Badger advised that at present cutting of this pitch was the responsibility of the Football Club.

The verge on Cheyney Street, which had been left from the last verge cuts due to the flowers, now needed to be cut. Cllr Badger would speak to the grasscutting contractor.

**-NB**

#### 8.4.1 Overgrown verges on The Green

Cllr Upchurch has expressed her concern over the omission of the verge cuts on The Green. The Clerk confirmed that the contractor had been reminded of these. She had the original County Council verge cutting maps, which were photographed by Cllr Badger, and had requested up to date maps which would include the Cheyney Street verge. Cllr Badger would discuss with the contractor.

**-NB**

#### 8.5 CCTV

Cllr Bird reported that the CCTV system is now fully operational.

#### 8.5.1 Agreement of CCTV Policy

An update had to be made to the original policy as there were now a lot more procedures which needed to be followed. A draft policy had been circulated to Councillors.

A discussion took place on access. It was noted that the footage could only be accessed if there was a reason and then it had to be through the Clerk. At present a member of the recreation ground volunteer group had access. Cllr Austin would advise the volunteer on the updated requirements to comply with the policy.

The Chairman thanked Cllr Bird for his work on this. On a proposal by Cllr Bird, seconded by Cllr Traverse-Healy, the policy was agreed and adopted. **-KA**

### 9 **PARISH COUNCIL PROJECTS 2021/22**

#### 9.1 Update on Quotations for Car Park Resurfacing

Cllr Carroll reported that he had approached three contractors who were all interested in tendering for the work. He was going to meet on site to discuss the requirements. It was noted that the work would need to be scheduled after the removal of the Leylandii trees.

#### 9.2 Update on Redecoration of Reading Room Quotations

Cllr Carroll advised that he was having difficulty finding suitable contractors. Cllr Badger would put an appeal out for recommendations through Facebook. He would liaise with Cllr Carroll.

**-MC &NB**

### 10 **PLANNING/TREE WORK APPLICATIONS**

#### 10.1 To consider Planning Applications

##### 10.1.1 Planning Ref 21/02532/FUL

Land at 16 Bogs Gap Lane –Erection of two storey dwelling to the side of the current semi-detached dwelling using current site access (to be widened) as shared driveway. Parking and sub-division of rear garden (Re-submission of 21/000810/FUL)

It was noted that this application had been submitted before and withdrawn. A lot of the houses in Bogs Gap Lane have been extended to the boundary without any complaints. It was agreed to support the application.

**Recommendation -Support**

##### 10.1.2 Planning Ref 21/02380/HFUL

The Diggings, North Brook End –Installation of air source heat pump (ASHP) for heating an existing under cover swimming pool

**Recommendation –Support**

#### 10.2 Water

Cllr Traverse-Healy reported that it had now been confirmed that Steeple Morden was a stressed area for water and there could be certain requirements for new builds.

#### 10.3 Planning Representations

Cllr Traverse-Healy was aware of concerns raised by residents over the way that the comments made to the Planning Officers, through the SCDC portal, showed up under the Clerk's home address. There was nothing obvious to state that the comments came from the Parish Council.

The Clerk advised that she had to register her home address, which was also the Parish Council correspondence address, in order to obtain access to the portal. She would speak to District Cllr Williams to see if there was another way around the recording of comments. **-Clerk**

10.4 The Jester Hotel

Cllr Traverse-Healy advised that the hotel had been put on the market.

**11 TO CONSIDER CORRESPONDENCE RECEIVED INCLUDING:**

11.1 Question through Newsletter re A505 Junction and Hay Street (School Crossing)

Concerns had been raised by a resident over the A505 junction and if there were any plans to improve the layout. The resident also asked if there were any plans to make the road safer by the school and suggested a zebra crossing.

The Clerk suggested that she reply advising that the A505 was the responsibility of Hertfordshire County Council and as far as Steeple Morden Parish Council was aware there were only plans for improvement at the Litlington junction.

With regards to the crossing request the Clerk reminded Councillors of the last visit by the County Council School Crossing Patrol Services Manager in 2018 where he had advised that the school site did not meet the criteria for a crossing. It was agreed that the Clerk reply as suggested. **-Clerk**

The resident had also advised that there was an issue with crossing the road at 1 Ashwell Road due to a lot of foliage. Cllrs were unaware of this and would take a look. **-Cllrs**

11.2 Dangerous Footpath between 34-40 Station Road

Councillors agreed that the pavement was badly broken up and a trip hazard. The Clerk would report on the County Council website if not already there. **-Clerk**

11.3 Mobile Fish and Chip Business –offer of a monthly visit

A request had been made to visit Steeple Morden once a month with a food trailer offering fish and chips. Councillors agreed that this would be a good idea providing the trailer was off the public highway and allowed for people to queue without obstructing the footpath. Clerk to reply. **-Clerk**

11.4 LHI 2021/22 Plan

A plan of the successful traffic calming scheme for the current year had been provided by Cambridgeshire County Council. This had been circulated to Councillors prior to the meeting when they agreed that the plan was acceptable and hoped that the buffer zones would slow the traffic down.

**12 COUNCILLORS' ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK**

12.1 Projects for the Scouts

Cllr Austin advised that the Scouts were looking for community projects from September and suggestions were made relating to the clearing of the stream banks at the bottom of the conservation area, to retreat and clean down all benches on the recreation ground and clear around the newly planted trees in the village.

A discussion took place on the stream ownership and ecology of the stream. Councillors agreed that the bench and tree projects were preferable.

**13 DATE OF NEXT MEETING**

Monday 13<sup>th</sup> September 2021

There was no further business and declared the meeting closed at 8.00 pm

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Chairman

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Date