

STEEPLE MORDEN PARISH COUNCIL

Minutes of the Parish Council Meeting held at St Peter and St Paul Church on Monday 13th September 2021 at 7.00pm

Present: Councillors: J Clayton (Chairman), K Austin, M Carroll, G Belson, C Upchurch
County Cllr Kindersley (part)
In attendance: Mrs S Walmesley (Clerk) with three members of the public.

1 Apologies for absence, declarations under the code of conduct and requests for dispensations

Apologies were received from Cllr Bird, Cllr Traverse-Healy, Cllr Wheatley, Cllr Badger and District Cllr Williams.

Cllr Belson declared a non pecuniary interest under Item 10.1.1 as a neighbour.

2 County and District Councillors' reports

2.1 County Council

Cllr Kindersley had circulated a report.

He referred to the resurfacing of North Brook End and hoped that the road surface was now better.

Delegated powers had been agreed for the Ashwell and Morden Goods Yard which had been discussed at a Parish Council meeting in May. The Clerk confirmed that she had emailed the officer earlier in the day.

The Local Development Plan was now in the next stage with 19 new sites identified for potential development. Cllr Kindersley advised that there had been a lot of local media debate about the outcome but confirmed that there were no sites identified from within the Gamlingay division. The Thakeham proposal was still a concern even though this was not put forward to South Cambridgeshire District Council in the call for sites. It was thought that it could be put forward as a planning application which would have to be processed in the same way as any other.

Both the County and District Councils were looking for private accommodation to house some Afghan refugees. There was Government funding towards the costs.

The Oxford-Cambridge ARC consultation was underway and the Parish Council was urged to respond.

Cllr Austin queried when the repairs to a manhole cover reported in January were likely to take place. Cllr Upchurch advised that she had also reported a problem with a leaking manhole cover where water was running down the road. Anglian Water had confirmed that this was a highway issue. Cllr Kindersley to follow up with the Local Highway Officer.

-SK

The Chairman thanked Cllr Kindersley for his report.

2.2 District Council

Cllr Williams had sent her apologies.

3 Comments and observations from parishioners and members of the public

3.1 Planning Application 21/03864/FUL

Although now on the original footprint residents expressed their concerns over the proposal for the self build dwelling as they had on the previous application. There was also the suggestion of additional building within the application.

4 To approve the minutes of

4.1 The Parish Council Meeting held on the 12th July 2021

On a proposition by Cllr Belson, seconded by Cllr Austin, the minutes as circulated were taken as read and then approved as a true record and signed by the Chairman.

4.2 The Parish Council Planning Meeting held on the 9th August 2021

On a proposition by Cllr Clayton, seconded by Cllr Belson, the minutes as circulated were taken as read and then approved as a true record and signed by the Chairman

- 4.3 The Parish Council Planning Meeting held on the 25th August 2021
On a proposition by Cllr Upchurch, seconded by Cllr Carroll, the minutes as circulated were taken as read and then approved as a true record and signed by the Chairman

5 Matters arising and carried forward from last meetings

- 5.1 Gypsy, Roma and Traveller Policy update
The Clerk reported that she had started to investigate this. Cllr Upchurch agreed to forward the contact information so that the Clerk could arrange the training. It was agreed that the training and a draft policy would be ready for the November 2021 meeting.
-CU & Clerk

6 Finances

- 6.1 To receive the financial statement and to approve the payment of bills
E-ON
Reading Room electricity September 2021 DD £ 39.00
HAVEN POWER
Street light electricity August 2021 DD £ 37.88
PRO CLEANING
Disabled toilet clean August 2021 £ 11.74
MRS P COVINGTON
Materials for phone kiosk refurbishment £ 40.13
PKF LITTLEJOHN LLP
External Audit 2021/22 (inc £40.00 VAT) £240.00
TOTAL £368.75
The Following Cheques Were Signed Between Meetings On The 8th August 2021
MR N BADGER
Reimb for toilet keys (inc £5.26VAT) £ 31.57
ST PETER & ST PAUL CHURCH
Use of Church for July Parish Council meeting £ 20.00
PRO CLEANING
Disabled toilet clean July 21 £ 7.83
SCDC (The Post Office)
Emptying of eurocontainer 2021/22 £923.00
TOTAL £1533.23

- 6.2 Update on Banking Review for Steeple Morden Parish Council
The Clerk reported that she was now registered for online banking although there was a problem with a trial transfer of funds (from Barclays to the Cambridge and Counties account). She would speak with the bank. Cllr Bird was also now registered.
The Chairman and Cllr Wheatley were on the bank mandate but were still to contact the bank to register themselves for online banking. The Clerk to remind them of the bank contact details.
-Clerk, SW & JC

- 6.2.1 Agreement of Online Banking Process
A draft policy had been circulated which detailed the process for online transactions in accordance with the adopted Financial Regulations. It was agreed that once the online registrations had been completed, and the transaction problem resolved, payments of invoices would then be made via bacs.

- 6.3 Water/electricity contributions from Club/Organisations
The Clerk had sent out the invoices which were based on an actual water rate reading which had not happened for around 3 years. There had not been any invoices raised since the last estimated water rate bill in November 2019 and therefore the amounts were high. The Clerk had worked with Cllr Bird to ensure the figures were correct.
The Cricket Club had responded to the charges of £603.76 for the period November 2019 –May 2021. They stated that they did not use the Pavilion of changing rooms for that period.
The Chairman pointed out that, even though the facilities were not used, there were still the standing charges for utilities. The invoices raised previous to November 2019 had also been underestimated. If a discount was given to one club it would have to apply to all.

After discussion it was agreed that the Clerk draft a sympathetic reply to the Cricket Club explaining that even though the services were not used the supply needed to be maintained. The calculation had been based on that agreed with the clubs and organisations in 2012. Also that previous invoices had been low due to estimated meter readings.
-Clerk & JC

6.4 Completion of Audit 2020/21

The External Auditor report had been received with no issues raised. The Clerk would arrange the advertising on the website and notice board as per the requirements.

-Clerk

7 Recreation Ground/Conservation Area

7.1 Update on Leylandii Tree Work and ratification of contractor

It had been agreed to award the contract to Top Tree Fellas and hopefully the work would be carried out towards the end of September 2021.

7.2 Reopening of Reading Room/Pavilion

The sports clubs were using the buildings now that restrictions had been lifted.

7.3 Recreation Ground Checks

There had been no issues reported.

7.4 Request to plant Rowan saplings in conservation area in memory of John Jarman

The family had asked permission to plant the saplings. Councillors agreed the request. The Clerk was asked to advise the family to liaise with the Tree planting co-ordinator.

-Clerk

7.5 SCDC Free Trees Offer

An application for the trees had been made by the Tree Planting Co-ordinator who wanted to know if the trees could be planted somewhere on the recreation ground. The Clerk to ask Cllrs Wheatley and Badger.

-Clerk

8 Maintenance

8.1 Footpaths /Footways

8.1.1 Craft Way Footway

There had been no further developments regarding the cutting back of the Leylandii hedge.

8.1.2 Road Crossing at 1 Ashwell Road

Cllr Belson had taken some photographs and explained where she thought the problem was. There was a hedge which looked as if it belonged to County Highways where the footpath ended. She agreed to report on the County Council website.

-GB

8.1.3 Overhanging hedge North Brook End

A letter had been sent to the house owner. The hedge would be monitored.

8.2 Update On Litter Picking

Cllr Belson reported that the Autumn schedule had began the previous weekend. There were around nine volunteers and was now a pile of rubbish ready to be picked up by South Cambridgeshire District Council. There were further sessions arranged for the Autumn with all volunteers keen to take part.

8.3 Grasscutting

The Clerk was asked to remind the contractor to cut the conservation area this year. The land was currently dry. Cllr Upchurch advised that the County Council grasscutting maps originally given to the contractor did not include The Green. This was why the contractor left these. The Clerk would chase up the promised revised grass verge cutting maps from the Local Highway Officer.

-Clerk

9 Parish Council Projects 2021/22

9.1 Update on Quotations for Car Park Resurfacing

Cllr Carroll advised that he was expecting three tenders to be returned in the next couple of days. He had no idea of cost at this stage.

9.2 Update on Redecoration of Reading Room Quotations

Cllr Carroll confirmed that he had contacted around ten contractors with only three showing an interest. They all stated that they would not be able to carry out any work until Summer 2022.

9.3 Future project for replacement Pavilion

Following the last planning meeting it had been suggested that the a five year project to replace the existing Pavilion and Reading Room with a new facility be instigated. The Parish Council had a healthy reserve which could be used towards this purpose with the input and financial contributions from the sports clubs.

As a first step it was agreed that an informal meeting be arranged with the clubs to find out if they were interested. The Clerk to arrange a meeting at the end of October. The Chairman to advise his availability.

-JC & Clerk

9.4 County Council LHI Bid 2022/23

The closing date for submission of applications was the 30th September 2021. It was noted that the traffic calming measures agreed under the 2021/22 scheme were yet to be installed. Councillors agreed to wait and see the results of the buffer zones so would not make an application this time.

10 Planning/Tree work Applications

10.1 To consider Planning Applications

10.1.1 Planning Ref 21/03864/FUL

2A North Brook End –Change of use, conversion and adaption of an existing building to a self build dwelling (re-submission of 21/01485/FUL)

The comments of parishioners made under Item 3.1 were taken into account. Councillors agreed that most of the reasons in the previous application for objection still remained.

Recommendation- Object

-Proposed building too tall for surroundings, not in keeping and a new build not a conversion

-Outside Village Envelope. The Parish Council had objected to other applications on these grounds and did not want to set a precedent.

-Overlooking windows from Nos 2,4, and 6 North Brook End, loss of privacy

A request that if the planning officers were minded to approve the application the application would be referred to the planning committee. A condition would also be requested for a new ecological survey to be carried out.

10.1.2 Planning Ref S/2643/18/NMA1 (FOR INFORMATION)

130 Hay Street –Non material amendment of planning permission S/2643/18/FL alteration to position of external door to side elevation, existing bi fold door (kitchen) to be replaced with window to rear elevation. Alteration to position of velux window at first floor bathroom. Double garage door to replace (x2) single garage doors and internal layout changes to bedroom 2

10.1.3 Planning Ref 21/03856/HFUL

39 Bogs Gap Lane –Demolition of existing garage and erection of garden room

This was a re-submission of a previous application which had been withdrawn. Councillors agreed that the original recommendation of Support remained.

-Recommendation Support

10.2 Feedback from Planners on the way representations are recorded on the Planning Portal

Following the last Parish Council meeting the Clerk had contacted Cllr Williams and the SCDC Planning Officer who was going to investigate how this could be changed so that it did not show the home address of the Clerk in all representations.

10.3 Greater Cambridge Local Plan –First Proposals for New Plan

As reported by Cllr Kindersley earlier there were no sites within Steeple Morden. The Chairman added that he was aware that there was currently a challenge to the five year land supply.

10.4 Correspondence relation to 22 North Brook End

A copy of a letter sent to SCDC Planners regarding a breach in planning conditions had been received by the Chairman. The content was noted but as the letter was anonymous an acknowledgement could not be made.

11 To consider correspondence received including;

11.1 Ashwell Station Cycle/Footpath –North Herts County Council Consultation

Cllr Belson reported that she had been approached by an Ashwell resident who was looking for support for a path from Ashwell to the station. Hertfordshire County Council were interested in the idea and the resident wanted support from Cambridgeshire as part of the proposal would be in the county. Councillors acknowledged that a path from Ashwell Road would be no material benefit for Guilden or Steeple Morden residents. Cllr Belson had passed the information to the Chairman and also the Chair of Guilden Morden Parish Council.

The Chairman added that he had offered to meet with the representatives to find out more details. It was thought that the proposal could be supported but unlikely that the Parish Council would agree to contribute financially.

11.2 Cambridgeshire ACRE –Introduction to the Cambridgeshire Rural Affordable Housing Partnership

Details had been circulated to Councillors who were asked to review and respond to a short survey at the end of the month.

11.3 SCDC Oxford –Cambridge ARC consultation

As reported by Cllr Kindersley Parish Councils were being urged to respond to the consultation which would run until the 12th October 2021. In his absence it was agreed that Cllr Traverse-Healy prepare a draft response. **-STH**

12 Councillors' items for information and requiring the urgent attention of the Clerk

12.1 Mobile Warden Scheme

Cllr Belson reported that the Trustees were making a big effort to raise awareness of the scheme. They were also making sure that there was adequate cover in place for the Warden when needed.

12.2 Removal of tree in conservation area

Cllr Upchurch expressed her concern over a tree which had been removed during August from the primary school grounds which was in a conservation area. As far as she was aware there had been no consultation.

The Clerk was asked to follow up with the SCDC Tree Officer. She would also forward a reminder to the Newsletter Editor regarding the removal of trees in a consultation area which would also go onto the website. **-Clerk**

13 Date of next meeting

It was agreed that the next full meeting of the Parish Council would be held on the 8th November 2021. A planning meeting would be held before then if needed.

There was no further business. The Chairman closed the meeting at 8.10pm

Chairman

Date