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**Minutes of the Bluntisham Parish Council Extraordinary Meeting
Wednesday 5th July 2017 at 8.00pm in The Village Hall, Mill Lane,
Bluntisham**

Present: Chairman Mr Mark Berg, Mr Gary James, Mrs Kathy Searle, Mr Frank Hudson, Mr Roger Steel, Mrs Philippa Hope, Mrs Cynthia Curtis, Mr Martin Crowhurst & Mrs Tracey Davidson (Clerk)

Also present: 2 x members of the public

	<p>Open forum Mrs Joan Gutteridge asked if all correspondence detailed in item 88 could be read out in full. Mrs Sue Everest complained of parked cars along the top end of the High Street towards the Short Lane junction. The PC advised that any dangerous parking reports should be made to the police and the county council as the PC has no jurisdiction to enforce where people can and can't park. The PC had investigated the possibility of installing yellow lines and to make this a one way street, but the police and Highways confirmed this wouldn't be supported. Meeting open 8.06pm</p>	
74	Dispensation Forms received & decisions given - None	
75	Declarations of interest for items on the agenda – Mrs Philippa Hope item 80 BACS run 23 rd June. Mr Mark Berg item 88 correspondence Juliet Moynan.	
76	Apologies for absence – Mr Rob Gore, Cllr Steve Criswell, Cllr Robin Carter, Cllr Mike Francis.	
77	Minutes of the Parish Council meeting dated 7th June to be approved and signed by the chairman – The minutes were signed by the Chairman. Mrs Kathy Searle raised a grammatical error item 67 should read actioned and not auctioned. (<i>Proposed Mrs Cynthia Curtis, seconded Mr Martin Crowhurst. All agreed.</i>)	
78	Matters arising from previous minutes – None.	
79	<p>FY2017/18 Accounts to end June 2017 – Mrs Philippa Hope discussed the accounts in detail. Village Hall accounts – Hall hire income both regular & ad-hoc were high in June. The misc income is the insurance claim & the maintenance expenditure is for the replacement items which were stolen in the recent field store break ins. The old changing rooms' expenditure is high due to a boiler repair & the grass cutting is higher than average due to the weather. The IT expenditure is for the fire proof boxes and hardware to ensure fire safe electronic records are kept. It was agreed for one box to be stored in the village hall and the other to be kept with the Chairman, being passed on as the Chairman changes. Parish Council Accounts – misc income is refund from land registry work for meeting walk enquiry costs. Grass cutting income has been received. Training is for Mr R Steel & the clerk to attend a tree seminar in July. The chairman signed the accounts. Income June - £4887.67 Expenditure June - £5486.57 (<i>Proposed Mrs Philippa Hope, seconded Mr Gary James. All agreed.</i>)</p>	
80	<p>Accounts for payment for June</p> <ul style="list-style-type: none"> BACS run 23rd June - £3014.32 authorised by Mrs Cynthia Curtis & Mr Rob 	

	<p>Gore</p> <ul style="list-style-type: none"> • BACS run 30th June - £1468.85 authorised by Mrs Philippa Hope & Mr Martin Crowhurst • A cheque for £50 was signed by Mrs Philippa Hope & Mr Gary James. <p>All persons who authorised the payments signed the payment record. <i>(Proposed Mr Martin Crowhurst, seconded Mrs Kathy Searle. All agreed.)</i></p>	
81	<p>Authorise any purchase orders for June: the following purchase orders were signed by the Chairman. PO011 – £61.21 + VAT Storage boxes for the village hall kitchen supplies.</p>	
82	<p>County Council & District Council reports Cllr Steve Criswell emailed the following report: Sorry all, but I am unable to attend the meeting. Cycleway – it looks as though all land transfer issues are now dealt with, although a land registry process is still incomplete at White Bridge corner. Landowners are a little concerned that local residents think they have been obstructive through this process. You will be aware that I have always avoided apportioning any blame for this lengthy and at times complicated legal process. Some elements of the legal process have been unique to this project. Both County Council and landowners have been working to help deliver what is a local project, delivered to satisfy a local aspiration. Once we got beyond bird nesting season in early March, it was always going to be end of September before any work could commence. I’m hopeful that will now be the case. Local Highway bid – at my request this is now being considered in conjunction with the cycleway extension to Earith. If there is any common element that can help deliver a better outcome, we need to take that opportunity. Officers hope to have surveyed and arrived at a “best option” by the end of July. Streetlamp columns and utility cables/furniture are proving to be a challenge. Any provision of a central island will require the road to be widened at considerable cost and is unlikely to be covered through the LHI bid alone. Any questions or issue to report, please contact me.</p> <p>Cllr Robin Carter emailed the following report: Sorry but I am at Overview & Scrutiny so won’t be able to attend the meeting. Items of interest include: Noted that weeds have been cleared from Holliday’s Road and generally throughout the village, hopefully with the next two sprays the highway will remain relatively weed free. Noted that the dog bin is due to be installed on the Ouse Valley Way. I am awaiting dog bin signs that can be affixed to the bin and I will pass onto Mr Frank Hudson in due course. Ouse Valley Way itself is regularly walked, the stretch through to Earith Meadow has not been cut particularly well through to the sluice gate, it is passable but the nettles are starting to grow over already, it needs a double width cut in August so that a clear pathway can be maintained. Earith Meadow Bank looks a mess but I will raise this with Earith PC. No update on when the planning applications for Colne Road & Station Road will be determined. As ever any questions please let me know.</p> <p>Cllr Mike Francis – apologies sent but no further report from HDC.</p>	
83	<p>Community speedwatch – update from Martin Crowhurst – Mr Martin Crowhurst advised that due to current work load he is unable to coordinate this project further at the moment. All equipment has been returned to Adam Renwick and if there is enough interest he will be happy to pick this project up again in the autumn. It was agreed the clerk is to encourage volunteers in the newsletter.</p>	Clerk

	Mr Roger Steel asked when the speed box would be installed in Wood End as advised previously by Mrs Margaret Lumb. Mrs Kathy Searle advised the relevant staff require training before they can install the box.	
84	5 year plan –Mrs Philippa Hope updated the 5 year plan to include the suggestions raised at the open morning, this was shared among councillors via email. An article has been written for the newsletter and she suggested including a copy of the plan as a separate flyer within the newsletter. Mr Gary James suggested that some actions may be achievable on a smaller scale at a reduced cost with enough volunteers willing to get involved. The Chairman thanked Mrs Philippa Hope for this work and the clerk is to print as a separate document for the newsetter.	Clerk
85	<p>Planning:</p> <ul style="list-style-type: none"> • 17/01146/HHFUL – First floor bedroom extension over existing ground floor sun lounge – 17 High Street, Bluntisham PE28 3LD. Mrs Kathy Searle advised that despite several attempts no site visit was made. Despite this there are no neighbour objections and the proposal will not overlook anyone as it is in the back garden, a recommendation to APPROVE the application was made. <i>(Proposed Mr Gary James, seconded Mrs Kathy Searle. All agreed.)</i> • Proposed base station upgrade installation at Bluntisham Water Tower – Telefonica UK & Vodafone – a brief discussion about the introduction of another dish on the water tower concluded in a recommendation to APPROVE this proposal. <i>(Proposed Mrs Philippa Hope, seconded Mr Frank Hudson. All agreed.)</i> • Agree TOR & committee members – Mr Mark Berg discussed the need for a separate planning committee, which is recommended by the good councillor guide to give executive permission to made decisions on applications. Previous meetings made the Chairman accept that some councillors are only part of the parish council for planning. Therefore it was agreed the planning committee, consisting of a minimum of 5 members, will complete a new planning application template for all applications and share with councillors to make a decision at the next parish council meeting. The planning committee will be fair and consistent with all planning applications received and in order to do this will require a minimum of 2 week’s notice of any planning application. This will mean some extraordinary planning meetings will be necessary in order to fit in with HDC consultation periods. The clerk is to amend the TOR for approval and to create a planning template for review by the planning committee. The planning committee includes; Mr Mark Berg, Mrs Kathy Searle, Mrs Cynthia Curtis, Mr Martin Crowhurst, Mr Gary James. 	Clerk
86	<p>Village Maintenance:</p> <ul style="list-style-type: none"> • Village hall front garden – thanks to Mrs Cynthia Curtis for her hard work clearing the front and side flowerbeds and for planting the bedding plants donated by Cranbrook plants. The clerk has obtained prices for membrane and gravel to put in the front flowerbed at a cost of approx £590. Despite several attempts at obtaining these items from Mick George at a reduced rate, this hasn’t been possible. Mrs Philippa Hope proposed using the surplus funds from the hedge cutting budget to cover these works. The clerk will arrange clearance next week and all volunteers needed for 15/16th July to help with the gravel. <i>(Proposed Mrs Philippa Hope, seconded Mr Gary James. All agreed.)</i> • War Memorial – thanks to Mr Mal O’Neil for his suggestion and work to clean the war memorial. All agreed it looks great. The clerk is to write to formally thank on behalf of the PC. • Bus Shelter – Mrs Philippa Hope has found someone willing to repair the roof 	Clerk Clerk Philippa

	FOC if the PC purchase the materials. Fireproof plasterboard is needed which costs more than regular plasterboard. Mrs Philippa Hope is to chase up and to make arrangements for the work to be completed.	Hope
87	<p>Committee updates:</p> <ul style="list-style-type: none"> • HMC meeting – 12 June – the clerk shared the minutes and highlighted the forthcoming events. It was raised that in 2018 it is 100 years since the end of World War I. It was suggested having a community celebration. Mr Frank Hudson is to speak with the British Legion to discuss further. The clerk is to include an article in the newsletter asking for volunteers to help. Mr Martin Crowhurst advised he has a contact who might be able to arrange a fly past. • Finance meeting – 19 June – The finance committee approved the spending for the IT archive equipment. The paper archives are now sorted and with Huntingdon Archives and the electronic records are now stored on a separate hard drive, in a fire proof box in the village hall and the chairman’s home. • Allotments committee – Mr Roger Steel advised that no formal meetings had taken place but an allotment walkabout took place on 3rd July. A pleasing result that all plot holders are now keeping their plots maintained in line with the agreement. Discussion around compulsory insurance for all plot holders has been made and a separate meeting with the allotment committee and BALGA committee and the clerk will take place to discuss further and options. Figures show that annual costs for the entire plots would be around £150, making it a small additional cost per plot of approximately £4. • Updates from M Lumb – no meetings so nothing to report. 	<p>Frank Hudson</p> <p>Roger Steel/Frank Hudson</p>
88	<p>Correspondence received:</p> <ul style="list-style-type: none"> • Charlotte Daleworth – vehicles using access adjacent to play park. The PC discussed in detail and agreed no further action was needed. The groundsperson has been advised not to use this route when there are people in the play park. But the PC did advise that this was the route to the overflow car park and for emergency vehicles so would always be a designated area for ad-hoc vehicles. • Juliet Moynan – Tree in hedge . The PC agreed that any branches overhanging into their garden can be cut back so long as the tree isn’t totally damaged or cut down completely in the process. The clerk is to write to advise. • Naomi Peel – Potential bar & Social club Bluntisham Village Hall. The PC advised there are no funds for the parish to investigate or manage this. Hemingford Pavilion is run by a stand alone organisation and not the parish council and has been a going concern since the 1940’s. If there is enough interest to pursue this, it would need to be a community led initiative. Mr Gary James is to draft a reply. • Lloyds Bank – change to FSCS – Info no response required. • Activ security – change of business name Business Watch Group – info no response required. 	<p>Clerk</p> <p>Gary James</p>
89	<p>Items for consideration (for information only)</p> <p>Mrs Cynthia Curtis raised concern with the number of break ins and attempted break ins within the village. She suggested seeing if any local alarm companies would be willing to offer a reduced rate for alarm systems to residents if enough interest within the village. The clerk is to investigate options and include in the newsletter.</p> <p>Mr Frank Hudson thanked Mr Dolby, Mr Day and Mr Zivtins for their help and equipment with removing the damaged tree from the orchard area. The further damaged tree will be cut when the weather cools down, this isn’t dangerous.</p> <p>The clerk asked for members of the planning committee to attend the Local Plan seminar at HDC on 8th August, Mrs Kathy Searle, Mr Martin Crowhurst and Mrs Cynthia Curtis volunteered to attend.</p>	Clerk

Mr Mark Berg advised he wasn't able to attend the next meeting on 2 nd August. A show of hands identified that there were insufficient councillors available for this date so the next meeting will be rearranged for Monday 7 th August. Mr Gary James will be Chair for this meeting.

Meeting closed 9.45pm

Next meeting: Monday 7th August 2017

Future Meeting dates

Wednesday	6 th September	2017
Wednesday	4 th October	2017
Wednesday	1 st November	2017
Wednesday	6 th December	2017

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