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**Minutes of the Bluntisham Parish Council Meeting
Monday 18th May 2015 at 8pm in The Village Hall, Mill Lane, Bluntisham**

Present: Chair: Mrs Joan Gutteridge, Mrs Kathy Searle, Mr Frank Hudson, Mr Gary James, Cllr Mike Francis, Mr Mark Berg, Mr Ian Shepherd, Mrs Philippa Hope, Mrs Anne Parsons, Mr Rob Gore, Mr Alan Moules, Mrs Tracey Davidson (Clerk),
Also present: Cllr Robin Carter, Cllr Steve Criswell & approximately 25 members of the public

	<p>Open Forum: Cllr Criswell introduced himself but due to other commitments was only able to stay for public forum happy to take questions on anything including the new cyclepath. Kate Robinson – talked about the WW2 event on 15 August to get some support and help on the day. Looking for volunteers for site safety, set up, stall manning. All volunteers to sign up using the sign up sheets or contact the clerk. David Gedye – Agenda item 2099 purchase new dog poo bin to go inside the dog walk. Would like the PC to consider the amount of money which has been spent on dog walkers as there are plenty of bins in the park and along the dog walk already. Sue Everest – raised the cost of fencing to the cycleway and why BPC are having to purchase this at their expense when the path way will be used by others and not just Bluntisham residents. Cllr Criswell confirmed that one land owner has donated the land to the PC and the other for a long lease to the PC on the understanding that it is fenced off. Due to the way the cycleway is being funded it isn't a CCC project as it has been driven locally, this has only gone ahead due to the commitment from the PC and residents along with Cllr Criswell as CCC wouldn't have instigated this pathway. Mrs Everest also raised concern with huge puddles outside 20 & 22 Station Road on the new footpath David Gedye – asked at what point do you think the landowners will have signed up the lease agreement for the new pathway. Cllr Criswell advised the final design should hopefully be completed by the end of this month and the legal documents will be produced once all parties are happy with the design. The meeting started at 8.15pm.</p>	<p>Clerk to report to Highways</p>
2068	<p>Councillors to sign Declarations of Acceptance of Office – all new councillors signed their declaration of acceptance of office as witnessed by the clerk. Mrs Margaret Lumb had signed and returned to the clerk in advance of the meeting.</p>	
2069	<p>Election of Chairman – Mr Frank Hudson proposed Mrs Margaret Lumb to be elected as Chairman, seconded by Mrs Kathy Searle. All councillors agreed.</p>	
2070	<p>Chairman to sign Declaration of Acceptance of Office – signed and witnessed by the clerk.</p>	
2071	<p>Matters arising from the notes of the Annual Parish Meeting – none.</p>	
2072	<p>Annual report from the Chairman – the chairman's report was read at the annual parish meeting and thanks to all committee members for their hard work.</p>	

	The clerk is to send a copy of the report to Mr David Gedye and to ensure he is on the distribution list for minutes and agenda's.	Clerk
2073	<p>Election of Vice Chairman – Mrs Kathy Searle proposed Mr Gary James to be elected as Vice Chairman, seconded by Mr Frank Hudson. Mr Mark Berg proposed Cllr Mike Francis to be elected as Vice Chairman, seconded by Mr Alan Moules. Mr Gary James proposed a secret ballot and results were in favour of Cllr Mike Francis 8/2. Cllr Mike Francis was elected as Vice Chairman.</p> <p>Cllr Mike Francis thanked everyone present who voted for him and said “it was a privilege to be working with you all”. He went on to thank the outgoing Parish Council for their efforts and hard work. He specially thanked Mrs Joan Gutteridge for her service over many years carried out in her inimitable determined way. He wished her future good luck and good health.</p>	
2074	Election of Responsible Finance Officer – Mrs Philippa Hope proposed Mrs Tracey Davidson (Clerk) to be the RFO, seconded Mr Ian Shepherd. All agreed.	
2075	<p>Election of Committees and Representative</p> <ul style="list-style-type: none"> • Council Treasurer: Cllr Mike Francis proposed Mr Rob Gore, seconded Mr Gary James. All agreed. • Council Deputy Treasurer: Mr Ian Shepherd proposed Mrs Philippa Hope, seconded Mr Mark Berg. All agreed. • Finance committee: Mrs Philippa Hope, Mrs Anne Parsons, Mr Rob Gore, Mrs Kathy Searle, Mr Alan Moules, Mr Gary James. All in favour. • Village Hall Management Committee: Mrs Kathy Searle, Mr Mark Berg, Cllr Mike Francis, Mrs Anne Parsons, Mr Gary James & Mr Roly Searle. All agreed. • Footpaths committee: Mrs Philippa Hope proposed Mr Frank Hudson & Cllr Mike Francis, seconded Mr Rob Gore. All agreed. • Allotment Committee: Mr Mark Berg proposed Mr Frank Hudson & Mr Gary James, seconded Mr Rob Gore. All agreed. • Planning Officers: Cllr Mike Francis proposed Mrs Kathy Searle & Mr Mark Berg, seconded Mr Alan Moules. All agreed. • Village Hall fundraising officer: it was agreed to leave this vacant and for the new HMC to discuss options at their meeting. • Tree Warden: Mr Mark Berg proposed Mr Frank Hudson & Mrs Philippa Hope, seconded Mr Ian Shepherd. All agreed. • Feoffees Representative: Cllr Mike Francis proposed Mr Frank Hudson, seconded Mrs Kathy Searle. All agreed. • Highway Warden: Mr Frank Hudson proposed Mrs Margaret Lumb, seconded Cllr Mike Francis. All agreed. • Hanson Liaison Representative: Mr Frank Hudson proposed Mrs Margaret Lumb, seconded Mr Mike Francis. All agreed. • Road Safety Committee: Cllr Frank Hudson proposed Mrs Margaret Lumb, seconded Cllr Mike Francis. All agreed. • HCV Forum: Mr Frank Hudson proposed Mrs Margaret Lumb, seconded Mr Mike Francis. All agreed. • ENVAR liaison: Mr Frank Hudson proposed Mrs Margaret Lumb, seconded Cllr Mike Francis. All agreed. 	
2076	<p>Election of Village Charities Representative:</p> <ul style="list-style-type: none"> • Saywell Church Causeway, Blanche Prentice, St Thomas' Charities - Mr Frank Hudson proposed Mr Mike Bateman, seconded Mrs Kathy Searle. All agreed. 	

	<ul style="list-style-type: none"> Saywell School Charity - Mr Gary James proposed Mrs Sue Everest and Mrs Jane Godfrey, seconded Mrs Philippa Hope. All agreed. 	
2077	Confirmation of Internal Auditor for FY2015/16 – Mr Michael Williamson was confirmed as internal auditor for the parish council. (<i>Proposed Mr Frank Hudson, seconded Cllr Mike Francis. All agreed.</i>)	
2078	Adoption of Code of Conduct – identical to the one formally accepted by Huntingdonshire District Council at its meeting held on 4 July 2012, excluding references to Cabinet not relevant to Parish Councils. (Localism Act 2011 refers) Proposed Mr Mark Berg, seconded Mrs Kathy Searle. All agreed. The clerk is to get signed copy on the website.	Clerk
2079	Adoption of Standing Orders – Model Standing Orders for Local Councils NALC 2013 - Mr Ian Shepherd discussed the option of extending the public forum if relevant. Cllr Mike Francis advised need to be aware of the meeting length. The Clerk advised that the Chairman has the option to extend the public forum if needed and will advise at the start of each meeting if this is relevant. Proposed Mrs Philippa Hope, seconded Mrs Kathy Searle. All agreed.	
2080	Adoption of Financial Regulations – NALC 2013 Proposed Mr Rob Gore, seconded Cllr Mike Francis. All agreed.	
2081	Adoption of Risk Management Policy - Proposed Mr Ian Shepherd, seconded Mr Gary James. All agreed.	
2082	Adoption of Model Publication Scheme – Proposed Mr Frank Hudson, seconded Mr Rob Gore. All agreed.	
2083	Adoption of Complaints Procedure - Proposed Mrs Kathy Searle, seconded Mr Frank Hudson. All agreed.	
2084	Adoption of Equal Opportunities Policy – Proposed Mr Rob Gore, seconded Mr Ian Shepherd. All agreed.	
2085	Adoption of Data Protection Policy – Proposed Mrs Philippa Hope, seconded Mr Mark Berg. All agreed.	
2086	Annual Meeting Walk – declaration of ownership and reaffirmation of intention of Parish Council to forbid vehicular crossing of the Meeting Walk footpaths – Proposed Mrs Philippa Hope, seconded Mr Frank Hudson. All agreed.	
2087	Members to sign new Register of Members Interests – Revised April 2014 – all signed and witnessed by the clerk.	
End of Annual Meeting of the Parish Council. May meeting continues for the purpose of transacting the following business:		
2088	Dispensation Forms received and decisions given – Nothing to report	
2089	Declarations of interest for items on the agenda –.None.	
2090	Apologies for absence – Mrs Margaret Lumb	
2091	Minutes of the Parish Council meeting dated 20th April & 1st May 2015 to be approved and signed – Minutes approved and signed by the Vice Chairman. (<i>Proposed Mrs Philippa Hope, Seconded Mr Mark Berg. All agreed</i>)	
2092	Matters arising from previous minutes – Mrs Philippa Hope questioned the progress with the planning application for Sunrise Meadows, ref:220 (20.4.15). Mrs Kathy Searle advised that HDC forgot to send all neighbour consultation letters so this will cause a delay. The clerk advised in the minutes ref:2067 (1.5.15) she referred to the site as Sunrise Meadows, however it should have read Barleycroft Drove.	
2093	FY2015/16 Accounts – to end April 2015 Mrs Philippa Hope has questions on the budget but these will be discussed at the next finance meeting. Cllr Mike Francis signed the accounts. Total receipts £52643.51 & total expenditure £10404.20.	

	<i>(Proposed Mr Alan Moules, Seconded Mrs Kathy Searle. All agreed.)</i> <i>Annex 1</i>	
2094	Accounts for payment and sign cheques for May payments – the clerk advised all cheques will be presented to the next meeting for payment.	
2095	Agree new cheque signatories and complete documentation – The following people will be set up as new signatories: Mrs Philippa Hope, Mrs Anne Parsons, Mr Rob Gore, Mr Alan Moules The following people will be removed as signatories: Mrs Joan Gutteridge, Mrs Cynthia Curtis, Miss Emily Godfrey. The clerk is to complete the paperwork and share with the relevant people before the next meeting to try and speed up the setting up process.	Clerk
2096	County Council & District Council reports – No report from Cllr Steve Criswell. Cllr Robin Carter is looking forward to working with the new PC. A couple of local issues: <ul style="list-style-type: none"> • Holliday’s road; the lack of a street light outside Mrs Dunlop’s bungalow creates black spot. CCC looking at an LED solution for that area, once a price is received, he will share with the PC for their views. • The footpath outside 10 Rectory Road regularly floods causing people to walk on the owner’s driveway. The clerk is to pass onto Mrs Margaret Lumb. • Denise Young from Earith Over 60’s club report they have had a 3 fold increase in their hire charge for use of Bluntisham Village Hall. The clerk advised this will be passed onto HMC to discuss. And the latest updates from the District Council: <ul style="list-style-type: none"> • HDC have been able to make a saving on their B&B costs for emergency accommodation by converting properties to be used for this purpose. This has been done in conjunction with Luminus. • HDC have issued 19 fixed penalty notices to people caught throwing litter from their vehicle. Thanked everyone for voting for him. He will continue to support all residents. He has been invited to join the cabinet and the operations committee and will be talking to all PC’s about grass cutting and other services in due course.	Clerk
2097	Planning – Mrs Kathy Searle reported that all communications had stopped regarding the affordable housing. Having phoned the district council today they advised that discussions regarding the Station Road site have delayed any progress having been made since February 2015 Cllr Mike Francis advised that Cllr Robin Carter had stood back from direct discussions with Mr Highland because Cllr Robin Carter was a member of HDC’s Development Management Panel (DMP). Several months ago Mr Highland was ready to walk away from all discussions about the affordable housing on his land. Cllr Mike Francis started discussions with Mr Highland who is now ready to sign an agreement with the housing association Accent Nene. The sticking point with HDC is exactly where on the land the affordable housing will be placed and what land is available for this. Mr Highland has proposed a tree landscaped buffer strip between the car park and the affordable housing. Mrs Kathy Searle said “we have been here before”. Cllr Mike Francis replied “we should not be looking back to the past but look to take things forward. All parties are clear that only 12 affordable houses can be built on the land and he could see nothing untoward. Large scale development is not permitted”. If the new proposals reach the planning stage the plans will then come into the public domain and be available for the Parish Council and the public to	

	comment on.	
2098	Enforcement update – The clerk updated on the two enforcement cases. 7 Wood End have been advised they need to put a planning application in for the new garage and will be doing so in due course. 17 High Street has reduced the fence height which now forms acceptable under permitted development.	
2099	<p>Village maintenance</p> <p>a) Badger problem – youth shelter. The clerk advised on the continued problems with the digging of holes and read the recommendation received from the Cambridgeshire Mammal Group, as recommended by the RSPCA. Cllr Mike Francis advised he will talk to other wildlife groups to see if other options are available.</p> <p>b) Picnic benches – secure. The clerk advised that the benches are being moved to allow easier access to the village hall roof. Anti vandal paint will be used on the drainpipes and guttering. The clerk is to obtain quotes to secure the benches using appropriate fixings.</p> <p>c) Dog Waste bin – purchase new. The clerk was asked to obtain prices to purchase a new bin to be erected in the dog recreation area in a hope to encourage more people to pick up. It was agreed not to purchase a new bin but to get the caretaker to empty the dog waste bin on the corner twice a week and to promote the use of general bins with signage. Mr Alan Moules is to monitor the current situation and report at the next meeting.</p>	<p>Mike Francis</p> <p>Clerk</p> <p>Alan Moules</p>
2100	<p>Health & Safety</p> <p>a) Annual health & Safety review. The clerk is to circulate the report and discuss any concerns at the next meeting.</p> <p>b) ROSPA report. Mrs Philippa Hope is to look at the 7 areas and assess what we can do ourselves and what we can't and then put a costed project plan together once we are as a PC happy to go forward with our own repairs. This plan will be ready for the next meeting. The clerk is to obtain quotes for a new basket style swing, instead of the traditional flat seats. Mr Ian Shepherd advised that some of the wire fencing is starting to wear on the top and has left some sharp edges. The clerk is to ask the caretaker to check this.</p>	<p>Clerk</p> <p>Philippa Hope</p> <p>Clerk</p>
2101	<p>Reported problems – Mr Mark Berg advised that several people have commented on the flag pole and the raising and lowering of the union jack flag in Sumerling Way. The clerk is to speak to HDC to see if planning permission is required.</p> <p><i>Post meeting note: HDC Planning Enforcement advised that planning permission isn't required to erect a flag pole and so long as the flag isn't for advertising.</i></p>	Clerk
2102	Internal Audit – summary report. The committee were happy with the annual report.	
2103	Parish Council 5 year plan and annual action plan. Mr Gary James suggested bringing this to a future meeting to be refreshed having had time to think about what you would like to achieve over the next 4 years The clerk is to update the annual action plan and circulate before the next meeting.	Clerk
2104	<p>Committee updates</p> <p>a) Agree date of next HMC meeting- Monday 15 June at 8pm</p> <p>b) Agree date of next Finance meeting – Monday 22 June at 8pm</p> <p>c) Allotments committee – recent meeting notes. The clerk read the notes from the recent allotments committee meeting. It was agreed that the two Colne tenants could keep their allotment until the planned Colne allotments became available. The clerk is to speak to Colne PC and ask</p>	Clerk

	<p>if their names can be added to their waiting list. Mr Frank Hudson is to make two further plots available for allocation later this year. The decision to take over the responsibility for cutting of the grass pathways will be made once Mr Ray Frost advises how long it is likely to take and that costs can be assessed. Mr Frank Hudson is to speak to him directly.</p> <p>d) Crime, Road safety & Highway Warden update. The clerk read the report from Mrs Margaret Lumb.</p> <p>Crime - Burglaries since the last meeting is 23 up to 11 May. A van containing young men who were cold calling was stopped and they were apprehended and incidents have reduced.</p> <p>Road Safety – the committee have decided to support the BRAKE campaign to ask for stiffer penalties for dangerous driving & use of mobile phones while driving. Independent speedwatch services will operate along Colne Road soon at the request of St Helen’s School. Recent speedwatch figures were shared which show Bluntisham having a result of 7% of vehicles recorded to be exceeding the speed limit. This is the lowest for the recent report with Earith having the highest problem with 67% of vehicles recorded as having exceeded the speed limit. The clerk has been asked for any volunteers willing to be involved in Speedwatch to come forward.</p>	Frank Hudson
2105	<p>Correspondence received</p> <p>a) Email received from Mark Bramley re Bluntisham to Earith footpath. The clerk advised the email had been replied to by Cllr Steve Criswell.</p> <p>b) Facebook comments from Jonathan Heath regarding spending of CIL payment on park refurbishments. The clerk advised of the facebook comments around the CIL money and how it was spent. The committee agreed that a decision on how this correspondence would be responded to needs to be made and will be discussed in detail at the next meeting.</p> <p>c) Email from Pauline Beaumont re improvements to swings to make accessible to disabled children – it was agreed to consider a basket style swing seat and the clerk is to obtain quotes.</p>	Clerk
2106	<p>Items for consideration (for information only)</p> <ul style="list-style-type: none"> • Mr Ian Shepherd has asked for the website to be included as an agenda item for the next meeting and wanted to know how the committee felt about any cost implications. It was agreed that Ian could donate the funds but needs to advise on the ongoing running costs for the committee to approve. • Mr Frank Hudson advised that the yellow and white lining would be completed as soon as the weather allows and asked for signs to be put up advising of the disabled parking only. The clerk is to obtain quotes. • The clerk advised the Feoffees had submitted plans for the bus shelter improvements in Block Hill, she will scan and circulate these plans and will add to the next agenda for discussion. • The clerk has produced a social media policy and will circulate for comments and add onto the next agenda. • The clerk advised of the next councillor training dates: 1,8 & 15 July. Please confirm availability ASAP. This training is usually £35 per person per session and is non refundable. • The clerk asked for content for the next newsletter which is due in June. It will be delayed but if happy to continue with the format she will 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>All Councillors</p> <p>All Councillors</p>

	contact local businesses for advertising again. It was agreed to review the format of the newsletter at the next meeting with the website.	
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Meeting closed 10.20pm

Next meeting: 1st June 2015

Dates of Future Parish Council Meetings –2015

July	Monday 6 th July
August	Monday 3 rd August
September	Monday 7 th September
October	Monday 5 th October
November	Monday 2 nd November
December	Monday 7 th December

Annex 1 – FY 2015/16 accounts to end April 2015