

**Minutes of Horseheath Parish Council Meeting held on
Monday 13 May 2013 at 7:45 p.m. in the Village Hall**

Present: **Stuart Miller (Chairman)** **Denise Lindsell (Vice Chairman)**
 Ninian Bickerton **Christine Newman**
 Richard Southwell

In Attendance **Richard Barrett (District Councillor)** **Andrew Fraser (District Councillor)**
 Roger Hickford (County Councillor) **Bernard Yallop (Parish Clerk)**

The meeting began at 7:46 pm.

1. Apologies for Absence Tori McKillen sent her apologies.

2. Election or Re-Election of Chairman and Vice Chairman

Richard Southwell proposed that Stuart Miller be re-elected Chairman. This was seconded by Christine Newman and passed unanimously.

Richard Southwell proposed that Denise Lindsell be re-elected Vice Chairman. This was seconded by Stuart Miller and passed unanimously.

3. County Council Report

Roger said that this time he would give a short report on recent events before he learnt the ropes. After the recent election the county council had elected a leader. He would supply his email address to the parish clerk for distribution to the parish council. He was intending to attend most of our meetings.

Stuart asked Roger if the secondary road in Cardinals Green could be gritted. The rule is that there have to be five nights frozen in a row before it is gritted, and yet during this cold winter it was never gritted. It is a school bus route, so its status should be raised to primary. Roger said that he would look into the matter. He said that the new Highways Officer was David Gilkes.

Stuart also asked what could be done about the road area where the tarmac ends and the bricks and stones for drainage begin. During the wet summer last year the soil in this area has eroded away on miles of roadway. One resident in Cardinals Green had asked if the verges can be replaced by kerb stones. Was this feasible or does Highways have another solution to the problem?

4. District Council Report

Richard said that finance was a difficult matter last year and would be even more difficult this year. The district council was fortunate that 99% of the community charge is collected without having to resort to legal procedures. This helped the financial situation very much. To cut down on expenditure community funding would be restricted to £1,000 in the coming year. Another scheme designed to cut down expenses is referred to as joint working. A way to increase income was to build council houses using up empty spaces in villages and space occupied by garages that were too small for purpose.

Refuse collection was another area that could be made more efficient. The district council wanted to avoid landfill by recycling old textiles. He pointed out that it was not intended to compete with charities. At present recycling the contents of the black bin is the main problem as the processing plant is out of commission. The system for the blue and green bin is already working efficiently.

5. Minutes of Parish Council Meeting on Monday 11 March 2013

The minutes were agreed and signed.

6. Matters Arising

6.1 *King's Stone* The Chairman said that he had received two donations so far along with several promises. The Heritage Lottery Fund has started a fund that starts at £3,000 and this application would be pursued.

6.2 *Road Pinching and 30 mph Stickers* Roger Hickford said that he would find out if Horseheath would receive a road pinching grant. Richard Southwell said that he had received the 30 mph stickers. It was agreed that a small team of councillors would place the stickers on bins.

6.3 *Notice Board in Cardinals Green* Clive Germany carried out some necessary design changes without charging the parish council.

6.4 *Affordable Housing in Audley Way* Stuart announced that Hastoe would start building in June. Richard Barrett was asked if he could guarantee that the places would be offered to local people first

as the wording used did not seem specific enough on this point. He said they would go to Horseheath people first.

7. Planning

7.1 Parish Council

S/0531/13/FL Proposed two storey extension and single storey rear extension at 1 The Terrace, Haverhill Road for Chamberlin was approved.

S/0833/13/FL Replacement boundary wall at Mount Farm, Cardinals Green for Jeffery was approved.

7.2 District Council

S/0119/13/FL Erection of 3 affordable dwellings following demolition of existing garages at land adjacent to 9 Audley Way for Hastoe Housing Association was approved.

S/2495/13/FL Permission for change of use of B1 business use of buildings to one dwelling (a live/work unit) including alterations and extensions at 2 Limberhurst Court, Haverhill Road for KD ImpeX Ltd was approved. the application site is subject to a Planning Obligation under S106 of the Town and Country Planning Act 1990, but it does not give a figure.

S/0531/13/FL Proposed two storey extension and single storey rear extension at 1 The Terrace, Haverhill Road for Chamberlin was approved.

8. Finance

8.1 Change of Mandate

The clerk checked with the bank on 24 April for confirmation that the mandate had been changed.

8.2 Receipts

Date	Drawee	Amount	Remarks
11/02/13	Burial A/c #1	£0.05	Bank Interest
04/03/13	Allotment Fee	£35.00	Rent for Plot #1
11/03/13	Burial A/c #1	£0.04	Bank Interest
01/04/13	JJ Memorial Fund	£16.34	Dividend
01/04/13	VS Maintenance Fund	£48.58	Dividend
03/04/13	King's Stone	£200.00	Donation
03/04/13	Allotment Fee	£35.00	Rent for Plot #2
12/04/13	Precept	£4,906.50	First Instalment
16/04/13	LCTTS	£387.00	Grant
18/04/13	VAT Refund	£223.31	VAT Refund 2012 to 2013
24/04/13	King's Stone	£10.00	Donation
Total		£5,861.82	

8.3 Payments

The following payments have been made since the last meeting:

Date	Ch No.	Payee	Amount	Remarks
25/03/13		Stamps	£7.20	Petty Cash
01/04/13		District Council	£60.00	Allotment Rent
Total			£67.20	

The following payments have to be made before the end of the month or date shown

Horseheath Parish Council, £140, to pay into the Burial Fund A/c, see item 8.4.

Friends of the Roman Road and Fleam Dyke, £20, Corporate Membership.

CommuniCorp, £12, Subscription to Clerks and Councils Direct.

CAPALC, £164.89, Affiliation Fee, due before 30/06/2013.

NALC, £16.00, Subscription to LCR, due before 31/05/13.

Aon UK Limited, £757.02, Local Council Insurance, due before 01/06/13.

BD Yallop, £465.30, Clerk's Salary post dated 31/05/13.

8.4 Transfers

In the previous financial year a cremation fee of £50.00 was paid into the Burial Fund Access A/c. This money was returned to the Funeral Directors with money taken from the Treasurers A/c because the cremation space was in the churchyard not the burial ground. Also a burial fee of £240.00 was

paid into the Treasurers A/c not the Burial Fund Access A/c. To set the record straight, £190.00 has to be transferred from the Treasurers A/c to the Burial Fund Access A/c.

On 12/02/13 £1,000 was transferred from the Treasurer's A/c to the Burial Fund A/c.

8.5 *Account Balances* On 31/03/13 the balances of the accounts were:-

Petty Cash	£9
Treasurers Account	£12,170
Burial Ground Access Fund Account #1	£1,099
Burial Ground Access Fund Account #2	£19,866
Village Sign Maintenance Fund Account	£4,333
Total	£37,477

8.6 *External Auditor*

Littlejohn, Chartered Accountants has been appointed external auditor. The accounting statements and return has to be ready for public inspection by 10 June. The fully completed return has to be approved by Horseheath parish council not later than 30 June.

Littlejohn states that external auditors are required to select a 5% sample of bodies subject to a basic audit each year for intermediate audit. Horseheath parish council has been selected as part of this year's sample, an additional fee will not be charged for this.

The following additional information is required:-

1. Copies of independent evidence of the year end bank balances, e.g. bank statement, showing the balance at 31 March 2013.
2. Copy of the 'notice of appointment of date for the exercise of electors' rights' as advertised;
3. If the 2011/12 external auditor's report included any 'except for' matters, copies of minutes and the agreed plan showing the corrective action taken to address these matters.

Action was taken on item 3. An entry was made in the minutes and the internal auditor produced a letter agreeing to the scope requested by the parish council.

8.7 *Annual Return 2013*

The parish council played an active role in agreeing and signing the Accounting Statements in Section 1 and the Annual Governance Statement in Section 2 of the Annual Return 2013.

8.8 *PAYE Real Time Information*

The clerk has started the procedure. Poor internet connection hampered the process considerably. Denise said that HMRC had recently decided to delay the necessity to join the system until later in the financial year. The clerk has not been informed.

8.9 *Code of Conduct*

The district council announced recently that it has adopted a new version of the code of conduct. The parish council felt that it would make sense to adopt the same code as the district council. Denise proposed a resolution to adopt the new code of conduct. Stuart seconded the motion and it was passed unanimously.

Stuart recommended that the parish council re-affirmed its standing orders and will insert the new Code into the standing orders and distribute to HPC councillors. The meeting agreed.

8.10 *Annual Subscription, Fees and Grants for 2013 to 2014*

It was found last year that it helped to produce a table of regular annual subscriptions, fees and grants.

Subscriptions, Fees and Grants in 2013 to 2014				
No.	Date	Paid to	Service	Amount
1	01/05/13	Friends of Roman Road	Subscription	£20.00
2	09/05/13	CAPALC	Affiliation Fee	£164.89
3	12/07/13	Clerks & Councils Direct	Subscription	£12.00
4	12/07/13	Local Council Review	Subscription	£16.00
5	11/08/13	1st Horseheath Brownies	Litter Pick	£50.00
6	02/05/13	Age Concern Cambridgeshire	Warden Scheme	£300.00
7	17/01/14	Cambridgeshire ACRE	Subscription	£30.00

The meeting was happy to continue with items 1 and 2. It was not quite so sure about items 3, 4 and 7, but it agreed to renew them this year. The legal discussions in item 4 can be useful.

Richard Southwell suggested that item 5 (Brownies Litter Pick) should be increased as it had not changed for some years. He proposed a motion to increase the amount from £35 to £50. Ninian seconded the motion and it was passed unanimously.

Richard Barrett said that Age Concern Cambridgeshire (item 6) was still running. Most parishes regarded it as such an important facility that they were willing to carry on subscribing a fixed amount even when they had fewer customers than the rate they were paying for, in some cases even when they had no customers at all. For Horseheath the number of recipients had dropped from three to two. The parish council agreed to continue paying for three in order to support the scheme.

8.11 Safety Log 2013

The most recent safety inspection was completed in November 2011. Richard and Christine agreed to carry out another inspection. The clerk was asked to provide a blank form of items that need to be inspected.

9. Correspondence

CAPALC Historic Buildings and Structures Survey 2013 This task was not considered to be the responsibility of parish councils. The clerk was asked to re-distribute the original e-mail.

10. AOB

The meeting discussed the problem of finding someone who was both suitable and willing to be co-opted as a parish councillor. Stuart said that it was a common problem but it did not necessarily prevent parish councils from carrying out their business. He would continue looking for a suitable candidate.

11. Date of Next Meeting The next meeting will be on Monday, 8 July 2013 at 7:45 p.m.
The meeting ended at 9:00 pm.