Minutes of Horseheath Parish Council Meeting held on Monday 14 September 2015 at 7:45 p.m. in the Village Hall

Present: Stuart Miller (Chairman) Anita de Klerk

Rachel Paintin Ninian Bickerton

In Attendance Richard Turner (District Councillor) Roger Hickford (County Councillor)

Bernard Yallop (Parish Clerk)

The meeting began at 7:45 pm.

1. Apologies for Absence Denise Lindsell, Richard Southwell, John Miles and Andrew Fraser sent their apologies.

2. District and County Council Items of Interest

2.1 District Council

Richard Turner reported on proposed boundary changes to District Councillor Wards and the outcome of a recent meeting to which parish council representatives were invited. The importance of district councillors attending parish council meetings regularly and in person was considered to very important.

2.2 County Council

Roger Hickford talked about how the council would save more money. This is becoming a tall order for big councils.

Stuart asked about the analysis of the traffic survey. Roger said it is on the December agenda of City Guild. The whole corridor from Haverhill to Cambridge will be considered in the study of the survey.

3. Approve Minutes of Parish Council Meeting on Monday 13 July 2015

The minutes of the meeting held on Monday 13 July were approved and signed.

4. Matters Arising

- 4.1 *Clerk's Job Description* The Chairman and Clerk have examined the job description of the clerk produced around 1998 for completeness and correctness. It was noted that the clerk's duties for the burial ground were not included. A few short sentences on this task have now been added. One or two other minor changes have also been added where a specific task has altered over the years.
- 4.2 Clerk's Conditions of Employment Recent changes in pension regulations raises questions about pensions for part time employees. The new regulations say that all employers are legally required to automatically enrol staff into a pension scheme and there is a step by step guide recently produced by the Pensions Regulator. The rules for a part time employee for age 22 to State Pension Age (SPA) and from SPA to 74, when monthly gross earnings are less than £486 per month (or £112 per week) they have a right to join a pension scheme. If they ask you to, you must provide a pension scheme for them, but you do not have to pay regular contributions. Any action has to come from the clerk who has to find a suitable insurance company that sells pensions.

According to the Pensions Regulator, Horseheath Parish Council has to enrol its employees into a pension scheme on 1 May 2017, which is called the staging date

The regulations for sick and holiday pay for a part time clerk may be obtained from the CAPALC Website.

4.3 Overlap Period for Change Over of Clerks

When a clerk leaves there is a period of time during which there has to be a hand over of information such as files and proformas to the incoming clerk. There should be a prior agreement on the length of the overlap period.

- 4.4 *Linton Team Rector* Canon Maggie Guite has been appointed as Team Rector for Linton. The parish council has to obtain her permission to continue using the churchyard for pedestrian access to the burial ground for another five years. Rachel Paintin said that she would obtain the contact details for the clerk.
- 4.5 Kings Stone A grant is likely to be issued soon.
- 4.6 Burial Ground Lay-by Highways is likely to deal with this case soon.
- 4.7 *S 106 Agreement* It is feasible that an agreement will be drawn up with The Stables. The money would go towards refurbishing the Village Hall.

5. Planning

5.1 Parish Council

S/1736/15/FL Ground and first floor side extensions at Arbour House, Cardinals Green for Cunningham was approved.

S/1852/15/FL Application of white render external wall finishes to extension being built under permitted development. Extension includes: side extension, enclosure of front porch and single pitch roof with velux roof lights for McKillen was approved.

5.2 District Council

S/1852/15/FL Application of white render external wall finishes to extension being built under permitted development. Extension includes: side extension, enclosure of front porch and single pitch roof with velux roof lights for McKillen was approved.

6. Finance

6.1 Lloyds Mandates

In hand.

6.2 Receipts

Date	Drawee	Amount	Remarks
06/07/15	JJMF Gov. Stock	£8.51	Final Dividend on Redemption
06/07/15	JJMF Government Sto	ck £1,307.97	Stock Redemption
06/07/15	VSMF Government St	ock £25.28	Final Dividend on Redemption
06/07/15	VSMF Government St	ock£3,886.46	Stock Redemption
09/07/15	Burial A/c #1	£0.15	Three Months Interest
03/08/15	Allotment Plot #2	£35.00	Rent
Total		£5,263.37	

6.3 Payments

The following payments have been made since the last meeting:

Date	Ch No.	Payee	Amount	Remarks
09/07/15	622	1 st Horseheath Brownies	£50.00	Litter Pick
09/07/15	623	Friends of Roman Road	£20.00	Corporate Membership
03/08/15	624	Kleen	£30.00	Clean Metal Bus Shelters
03/08/15	5 DD	SCDC	30.00	Election Expenses
31/08/15	625	BD Yallop	£480.34	Clerks Salary for Q2
01/09/15	626	Linton Village College	£40.00	Money for Book Prizes
22/09/15	627	HMRC	£120.00	PAYE for Q2
Total			£770.34	

Caroline Derbyshire, Principal of Linton Village College asked the clerk to pass on her thanks to Horseheath Parish Council for its generous cheque of £40 for two book prizes in their Presentation Evening

6.4 Account Balances On 26/08/15 the balances of the accounts were:-

Petty Cash	£150
Treasurers Account	£6,888
S106 Agreement	£8,415
JJMF (Redeemed Government Stock)	£1,307
VSMF (Redeemed government Stock)	£3,886
Village Sign Maintenance Fund Account	£4,400
Burial Ground Access Fund Account #1	£1,140
Burial Ground Access Fund Account #2	£23,177
Total	£49,363

6.5 Saffron Building Society

On 17 September 2015 Saffron Building Society announced a decrease in its gross annual rate of interest on the Corporate Maturity Account from 0.75% to 0.50%.

6.6 Street Lighting Energy Charges for Parish Councils

The county Council has found it necessary to increase the costs for its service of administering the electrical energy on parish council owned streetlights. An increase of 15% will come into effect at the next street lighting energy period 1 October 2015 to 30 September 2016.

6.7 Completion of Review of Annual Return 2015

The review of the Annual Return 2015 was completed by the external auditors with no comments or matters arising from the review. For 2016, the completed Annual Return 2016 and associated documentation has to be submitted by Monday 13 June 2016, or 10 weeks after the financial year end. The public inspection period is 30 days between 3 June and 14 July (the earliest) and 1 July to 11 August (the latest).

7. Any Other Business

7.1 Bus Shelter on A1307 The bus shelter on the A1307 adjacent to the allotment site at Alington Terrace has been subjected to vandalism on several occasions. This time a plastic window has finally been broken off. Highways informed the clerk that the correct procedure is to report the fault using its website as follows:

http://www.cambridgeshire.gov.uk/info/20081/roads_and_pathways/10/roadworks_and_faults Then use the 'Report a pothole or other highways fault' link.

- 7.2 Gate on West Wickham Road It has been damaged again.
- 7.3 *Slavery Warden* It has been suggested that parish councils should elect a slave warden to prevent the country wide practice that has been exposed recently.
- 7.4 *Change of Clerk* The Chairman proposed that the job should be offered to Susan Orwell. The meeting approved unanimously. An overlap period with the present clerk would be in operation during the third quarter of the year, from October to December.
- 7.5 Councillor Training It was agreed to contact Jenny Richards to find out how much progress she had made towards holding a councillor training course locally. It should be possible provided parish councillors in our area are just as eager to attend a course, especially those recently elected.
- 7.6 Bulb Order There will be a slight delay.
- **8. Date of Next Meeting** The next meeting will be on Monday, 9 November 2015 starting at 7:45 pm.

The meeting ended just after 8:30 pm.