



**APPROVED MINUTES OF ELTON PARISH COUNCIL MEETING HELD IN HIGHGATE HALL ON TUESDAY  
11TH APRIL 2023 COMMENCING AT 7:30 PM**

**PRESENT:** Councillors Tim Cummins, Richard Donoyou (Chair), Malcolm McCann, Sylvi Ranford, Ian Ross, Richard Smith, Shirley Strowbridge, Kathryn Taylor, Paul Willson

**IN ATTENDANCE:** Kerry Rew, Clerk; County Cllr Simon Bywater, District Cllr Beuttell, nine members of the public

		<b>ACTION</b>
	Cllr Donoyou welcomed everyone to the meeting.	
<b>1.</b>	<b>APOLOGIES:</b> None	
<b>2.</b>	<b>DECLARATIONS OF INTEREST:</b> There were no declarations of interest in items on the agenda.	
<b>3.</b>	<b>MINUTES OF MEETING 14TH MARCH 2023:</b> Motion 1: to delete the sentence “Due to the lack of time for reviewing the report in advance of the meeting” <b>RESOLVED IN FAVOUR</b> Motion 2: to delete the sentence “Cllr Cummins to follow up with other residents whose trees are problematic” <b>RESOLVED IN FAVOUR</b> Motion 3: to delete the sentence “A majority of councillors supported in principle Parish Council management of the defibrillators” <b>RESOLVED IN FAVOUR</b> Motion 4: WITHDRAWN with the reminder that only decisions agreed by motion should be presented as fact; items represented as information should be presented as undecided. Motion 5: WITHDRAWN Cllr Cummins to re-word and re-submit for the next meeting. The Minutes were amended in longhand and duly signed by the Chair as <b>APPROVED</b> for the record. An amended approved version will be posted on-line, and the draft version deleted.	
<b>15.</b>	With agreement, Cllr Donoyou brought forward Item 15 on the agenda, <b>DEFIBRILLATOR UPDATE</b> Cllrs Donoyou, Ross, and Taylor held a meeting with Brenda Parkes to discuss the principle of managing the defibrillator network and the costs of such management. The following motions were proposed for approval:  <i>Motion i.: Elton Parish Council to provide funds of up to a maximum of £1,000 per annum for the provision of spare parts (batteries, pads), installation costs (if any), and any servicing, maintenance, and repair costs (none planned) for public-access defibrillators within the civil parish of Elton. This maximum annual sum to be reviewed annually when setting the annual budget for the next financial year. These funds will not be used to purchase or replace defibrillator units. <b>RESOLVED IN FAVOUR</b></i>  <i>Motion ii.: The parish council fund of up to £1,000 per annum to support defibrillators will be drawn down as required by call-off to the parish council</i>	

	<p><i>from either "Heartsafe Communities UK" (Registered Charity No. 1196702) or the designated "Guardian" of the defibrillators in Elton. Call-off of funds from the parish council must be supported by auditable documentation such as the invoice or order form, plus a delivery note for the item. <b>RESOLVED IN FAVOUR</b></i></p> <p>Motion iii.: WITHDRAWN to be re-worded for submission at the next meeting.</p>	
4.	<p><b>FINANCE:</b></p> <ol style="list-style-type: none"> <li>1. Cashflow update showing year end actual expenditure, was circulated by the Clerk to all prior to the meeting for information. Deposit account holds £13,353; current account holds £32,804.</li> <li>2. There were 6 payments presented for authorisation per the Schedule of Payments attached. AGREED</li> <li>3. The Clerk advised that the year-end accounts have been submitted to the internal auditor and the auditor's report is awaited.</li> <li>4. The Clerk advised that the papers have been received for submission of the AGAR (Annual Governance and Accountability Review) external audit to be prepared by the Clerk – <b>deadline 3rd July.</b></li> </ol>	
5.	<p><b>PLANNING &amp; PLANNING APPLICATIONS:</b></p> <ol style="list-style-type: none"> <li>1. <b>Newlands Land North of Peterborough Road Haddon - ref 22/00441/FUL</b> and</li> <li>2. <b>Newlands PCC ref 22/0381/FUL</b> – both applications have been withdrawn. It was noted that they are likely to be resubmitted under the Local Plan review.</li> <li>3. <b>Peterborough Showground</b> – no update</li> <li>4. <b>Solar Park Haddon - ref 22/00668/FUL</b> – no update</li> </ol>	
6.	<p><b>CORRESPONDENCE:</b></p> <ol style="list-style-type: none"> <li>1. The renewal of the CAPALC affiliation for 2023-24 for the annual fee of £386.99 was agreed. RESOLVED</li> <li>2. Information on the HDC Local Plan 'Call for Sites' consultation launch was circulated to all prior to the meeting. It was agreed that applications should be monitored for possible later discussion.</li> <li>3. Information regarding the HDC Huntingdonshire Futures Place Strategy was circulated to all prior to the meeting. There was no further discussion.</li> <li>4. Following circulation of the Cambridgeshire Matters March update, Cllr McCann will attend one of the Flood Resilience Days.</li> <li>5. Mr Mark Holman advised that the PCC is looking at an alternative surface to self-binding gravel for the churchyard footpath, as it may not be as robust as originally believed. In addition, he is awaiting approval of the 2022 accounts.</li> </ol>	
7.	<p><b>REPORTS FROM COUNCILLORS AND CLERK</b></p> <ol style="list-style-type: none"> <li>1. <b>Clerk's report</b> – updates for information: <ul style="list-style-type: none"> <li>- Further to Item 6.9 of the March minutes, Cllrs Ross and Strowbridge have been booked into the CAPALC in-person training for councillors on 17th June in Wansford.</li> <li>- Clerk has begun on-line study for the SLCC 'Introduction to Local Council Administration' qualification.</li> <li>- The new noticeboard has been ordered. The quoted lead time is currently 8 weeks, so it is likely to be ready at the end of May. A resident has volunteered to collect it, saving a further £200 in delivery charges. Permission has been granted by Cambridgeshire Highways, for this post-mounted board, to be</li> </ul> </li> </ol>	

located on the public highway to the right of the shop doorway. The Clerk will liaise with the shop owners to ensure it does not present an obstruction and to agree the precise location.

**2. 20 mph application**

Motion: *Elton Parish Council will apply for a single 20 mph zone with three entry points, being the present location of the 30 mph sign at the entrance to the village north of The Old Coach House, 37 Duck Street; the school sign on upper Middle Street, east of the former telephone box, near 18 Middle Street; and upon entering Highgate Green from the B671 Wansford Road, near Rose Cottage, 1 Highgate Green.* AGREED by majority vote. **RESOLVED.** Cllrs Ross and McCann to draw up application for submission to Cambridgeshire County Council – **deadline 30th April.**

**3. HDC bio-diversity project/Highgate Green re-wilding**

Cllr Ross circulated the results of a survey to residents around Highgate Green and opposite, as to whether they would like to see wildflowers. Half the residents responded, a majority of whom agreed to the idea. It was agreed that the wildflowers should be sown along the Back Lane edge of the Green. Further action required for this to take place. Survey details attached.

**4. Emergency Flood Plan update** – as mentioned at Item 6.4 above, Cllr McCann to attend Flood Resilience Day

**5. Overend LHI traffic calming update** – a meeting with Michael Martin, Highways Officer is to take place on Thursday, 13th April to finalise location of the raised table. Cllr Donoyou, and representatives of Elton Estates, the Black Horse, the church, and the school to attend.

**6. Wansford Road LHI update** – Elton’s application has been shortlisted and Cllrs Ranford and Smith are to attend a virtual Panel Meeting on 21st April with Cambridgeshire Highways to present the application. The Parish Council must also submit a 500-word written representation, which will be read on our behalf by County Cllr Simon Bywater, in the event of technical or time issues. Clerk to submit details of the application and supporting documentation to Cllrs Bywater and Beuttell.

**7. Speed Watch/MVAS update** – A detailed report was circulated prior to the meeting by Cllr Ross summarising the roadside and MVAS data collected since 15th March. Statistics show that an average of over 3800 vehicles use Overend on a working day. The sheer volume of traffic is an inhibitor to speeding, though there were maximum speeds recorded of 55 mph southbound, and 74 mph northbound. The MVAS has been relocated to outside Highgate Hall.

**8. PC consultations with neighbouring parishes** – Cllr Smith reported with reference to the Newlands development, that a new traffic impact report has been produced on traffic east of Haldon’s Parkway, from Rushden to the A14. There is no statement for traffic impact in the opposite direction towards Peterborough and Cambridgeshire County Council has been notified of the implications.

**9. Trees/obscured streetlights, verges, footpaths** – no update

**10. Spinney tidy** – suggestions for use of Probation Service ‘Unpaid Work’ teams and possible Augean (or other) funding not decided and to be carried over to the next meeting.

**11. Waste bins** – the replacement bins, though now available, have not been delivered to St Botolph’s Green. Cllr Beuttell to chase.

	<p><b>12. Grass cutting contract</b> – no contact from SMV Services since last cut in March. No invoice received. Pricing to be reviewed at start of year i.e., April 2023. Certificates of public liability and employer’s insurance to be renewed. Cllr McCann to chase.</p> <p><b>13. Neighbourhood Plan</b> – Next step to be the initial public engagement meeting.</p> <p><b>14. Village Greens Working Group update</b> – The 10 proposed motions on the agenda were not discussed. Cllr Donoyou outlined certain facts regarding the status of the ‘greens’.</p> <ul style="list-style-type: none"> <li>- The legal position is complex and unclear</li> <li>- The status of the green(s)/land is not completely clear</li> <li>- The Parish Council has a legal duty to maintain the land, which should constitute regular maintenance/reinstatement</li> <li>- The land is surrounded by adopted highways including verges</li> <li>- Individuals are installing protective measures; CCC has advised that to block the highway is an offence</li> <li>- The Parish Council has ignored such actions by residents (who would be liable in the event of accident or damage)</li> <li>- Liability is therefore unclear except on Cambridgeshire Highways property</li> </ul> <p>Cllr Donoyou proposed that the Parish Council should begin a programme of gradual reinstatement by re-seeding in successive strips 13m x 2m with temporary barriers to prevent vehicular damage. This was not agreed and will be carried over to the next meeting by motion.</p>	
8.	<p><b>DATE OF NEXT PARISH COUNCIL MEETING TO INCLUDE ANNUAL MEETING OF THE COUNCIL:</b></p> <p>Tuesday, 9th May 2023</p> <p>The meeting closed at 21:35</p>	

DATE	CHQ No	PAYEE	DETAILS	TOTAL
11/04/2023	102045	R L Smith	Expenses	£5.99
11/04/2023	102046	Ms K Rew	Clerk's salary March 23	£294.72
11/04/2023	102047	Ms K Rew	Clerk's expenses March 23	£31.15
11/04/2023	102048	Highgate Hall	Room hire March 23	£20.00
11/04/2023	102049	CAPALC	Affiliation fees 2023-24	£386.99
11/04/2023	102050	SLCC	ILCA qualification fee	£144.00