



**APPROVED MINUTES OF ELTON PARISH COUNCIL MEETING HELD IN HIGHGATE HALL ON TUESDAY  
6TH JUNE 2023 COMMENCING AT 7:30 PM**

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

**IN ATTENDANCE:** Kerry Rew, Clerk; three members of the public

		<b>ACTION</b>
1.	<b>APOLOGIES:</b> Cllr Strowbridge, County Cllr Bywater, District Cllr Beuttell	
2.	<b>DECLARATIONS OF INTEREST:</b> There were no declarations of interest in items on the agenda.	
3.	<b>PUBLIC FORUM:</b> Item introduced as a regular opportunity for members of the public to raise questions, concerns, requests, or comments. There were no contributions from members of the public.	
4.	<b>MINUTES OF MEETING 9TH MAY 2023:</b> Proposed Cllr Cummins, seconded Cllr McCann and APPROVED as a true record.	
5.	<b>FINANCE:</b> <ol style="list-style-type: none"> <li>1. Cashflow update in a revised format was circulated by the Clerk to all prior to the meeting for information. Spreadsheet attached showing income, expenditure, and YTD balance.</li> <li>2. There were 6 payments presented for authorisation per the Schedule of Payments below. AGREED</li> <li>3. The Parish Council is required to complete an Annual Governance and Accountability Return for the financial year 2022-2023. As both income and expenditure were each less than £25,000, the Council is exempt this year from submitting the AGAR for external review. However, all of the accounts and papers are still required to be completed, with only a Certificate of Exemption to be submitted to the external auditor. The Certificate of Exemption, Accounting Statements, Annual Governance Statement, and Internal Audit Report were duly</li> </ol>	

	<p>reviewed, approved, and signed by the Clerk and Chair. The Certificate of Exemption to be submitted to the external auditor and the papers to be posted on the website for public view.</p> <p>4. Ideas for projects suggested by residents were circulated to councillors for review. These will be collated to prioritise future projects and to prepare costs for a future budget. All councillors to prepare input for discussion at July meeting.</p>	<p>CLERK</p> <p>ALL</p>
6.	<p><b>PLANNING &amp; PLANNING APPLICATIONS:</b></p> <ol style="list-style-type: none"> <li><b>Peterborough Showground</b> – no updated information. Cllr Smith proposed setting up a meeting with Chesterton and Alwalton Parishes, which he will continue to facilitate to discuss combined efforts on the Showground development, Solar Park, and Newlands.</li> <li><b>Solar Park Haddon - ref 22/00668/FUL</b> - Cllr Smith suggested it would be appropriate to contact MP Shailesh Vara’s office, in light of input from MP Alicia Kearns with regard to Mallard Pass.</li> <li><b>Newlands</b> – article in Peterborough Telegraph indicated that developers very likely to resubmit planning application despite recent withdrawal.</li> </ol>	
7.	<p><b>CORRESPONDENCE:</b></p> <ol style="list-style-type: none"> <li>Correspondence received from Chapel Lane resident regarding the poor standard of grass cutting recently, mess left from strimming, blocked storm drains and verge damage. Cllr McCann reported that SMV had responded positively to complaints and returned quickly to rectify. Clerk reported that storm drains have been cleared. CCC Highways closed the report regarding the verge damage due to budget constraints.</li> <li>There was recently a significant water leak in Back Lane which originated from Ailington Leas. The cause was due to damaged pipework from the property’s water meter. After much wrangling between agencies, the leak has now been fixed by Anglian Water, who will also repair the damaged driveway. The AW inspector’s opinion was that the damage was caused by heavy vehicles and likely exacerbated by the lack of kerbing and verge damage outside Rectory Farm Court. Parish Council to contact CCC Highways again to emphasise that this has now become a much more serious infrastructure issue. Blocked storm drain was cleared by Highways immediately, but verge erosion will cause the problem to continue.</li> <li>Cllr Ross to attend HDC Town &amp; Parish Council Forum in St Ives on 14th June.</li> <li>Complaint received from resident about volume of surface water on Oundle Road during rain. Surface dressing of Oundle Road has been postponed until 2024 due to budget constraints. The resident pointed out that the oil drums have still not been removed from the Gated Road. Cllr Beuttell was contacted to advise on impasse between HDC and Environment Agency.</li> <li>Request received from MAGPAS Air Ambulance for donation. It was suggested that an allocation should be made in the new budget to cover such requests. For discussion in July.</li> <li>In previous years, the Parish Council has held CPRE membership, which has been useful particularly with planning applications. It was agreed that membership should be renewed at an annual cost of £36.</li> <li>Titchmarsh will be hosting an Open Gardens event on Sunday, 18th June to raise funds for the STAUNCH campaign.</li> </ol>	<p>CLERK</p>

	<p>8. The school advised that a sponsored litter pick will take place on Saturday, 10th June.</p> <p>9. Cllr Ross will attend a virtual Community Policing meeting on 13th June.</p>	
<p>8.</p>	<p><b>REPORTS FROM COUNCILLORS AND CLERK</b></p> <p><b>1. Clerk’s report</b> – notifications &amp; updates for information:</p> <ul style="list-style-type: none"> <li>i. Following the resignation of Cllr Ranford, a notice of a Casual Vacancy was submitted to the Returning Officer at HDC. This allows a 14-day period for electors to request a by-election to fill the vacancy. This period now having elapsed the vacancy may be filled by co-option and will be duly advertised. The same process will now be followed for the vacancies left by Cllrs Donoyou and Smith.</li> <li>ii. All councillors were issued with new .gov.uk email addresses, though some are yet to be set up. For security reasons, it is important to move all communication over to these email addresses ASAP.</li> <li>iii. HDC advised that it is now too late for wildflower seeding on Highgate Green though this can be done in Autumn. The strip in Hayes Walk has been cut and regrowth will be monitored. The play area in Brawn Way was mistakenly marked up by HDC for sowing but has now been removed from the project list as inappropriate.</li> <li>iv. The new waste bin has been placed next to the bus stop on St Botolph’s Green. Cllr Beuttell has requested a second one to replace the other one stolen, cost to be advised.</li> <li>v. The contract for repairs to Block Green has been drawn up and sent to SMV for signing. Cllr McCann to chase.</li> <li>vi. Clerk has emailed contact at CCC to chase rectification of Hayes Walk footpath. Out of office, yet to respond.</li> <li>vii. The white lining along the Mill House footpath has now been painted as a solid line as agreed with CCC Highways. Cllr McCann requested that white lining should be repainted in River Lane and School Lane. Clerk to advise Highways.</li> </ul> <p><b>2. Emergency Flood Plan update</b> – Cllr McCann attended a Flood Resilience Day on Saturday, May 13th. Can do nothing further until volunteers recruited. It was suggested that a wider ‘Emergency Response Plan’ should be drawn up and could be tied into recruitment of volunteers for the Neighbourhood Plan.</p> <p><b>3. Overend LHI traffic calming update</b> – works have been completed on the raised table and the new streetlight outside the Black Horse has been installed. It was noted that its effectiveness could be questionable. Cllr Smith to verify with Karen Lunn that the table height is definitely 75mm. It was noted that there will be live music and barbecue at the Black Horse every Sunday through till the end of August. The patrons’ (and school parents’) indiscriminate parking was again raised as an issue and already the newly restored verges have been badly damaged.</p> <p><b>4. Wansford Road LHI</b> - no update. Notification of results likely in July.</p> <p><b>5. Defibrillators update</b> – Cllr Ross put forward a motion to update the resolution adopted on 11th April 2023 in order to satisfy concerns raised by the resident of 6 Back Lane, who is hosting a defibrillator. The words ‘<b>and removal</b>’ to be inserted:  <i>Motion: Elton Parish Council to provide funds of up to a maximum of £1,000 per annum for the provision of spare parts (batteries, pads),</i></p>	<p>CLERK</p>

	<p><i>installation and removal 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.</i></p> <p>AGREED. <b>RESOLVED</b></p> <p><b>6. Speed Watch/MVAS update</b> – A detailed report was circulated prior to the meeting by Cllr Ross summarising the roadside and MVAS data collected. A copy is attached. It was hoped to relocate the MVAS to Duck Street, but no suitable mounting post is available, the most suitable location outside 20 Duck Street being obscured by foliage. Cllr Taylor suggested that the device should be sited in Back Lane, ideally during the harvest period, to add weight to the council’s discussions with Highways regarding erosion of the verges and consequent damage.</p> <p><b>7. PC consultations with neighbouring parishes</b> – no update</p> <p><b>8. Trees/obscured streetlights, verges, footpaths</b> – The motion proposed by Cllr Cummins was withdrawn. After discussion it was AGREED that the Parish Council would draw up a complete list of trees affecting safety of footways to be submitted to CCC Highways.</p> <p><b>9. Grass cutting</b> – updated contract to be sent to SMV. Updated plan drawings to follow showing Highgate Green and Hayes Walk wildflower areas not to be mown.</p> <p><b>10. Neighbourhood Plan &amp; HDC Local Plan</b> – Cllr Ross reported that some residents have come forward as volunteers. Elton Estates has put forward a number of potential development sites for affordable housing following the ‘Call for Sites’ as part of HDC’s review of the Local Plan. Cllr Ross and Clerk attended HDC ‘Local Plan Update Issues’ engagement session on 24th May.</p> <p><b>11. Reports from councillors</b> – Cllr Smith reported that the hedge on the corner of the Spinney is becoming overwhelmed by weeds and will be lost if these are not cleared. A volunteer group to clear ASAP. One of the residents in attendance was willing to take part.</p>	CLERK
9.	<p><b>DATE OF NEXT PARISH COUNCIL MEETING:</b></p> <p>Tuesday, 11th July 2023</p> <p>The meeting closed at 21:25</p>	

DATE	CHQ No	PAYEE	DETAILS	TOTAL
06/06/2023	102055	Allan Peacock Streetlighting Ltd	New streetlight Black Horse interim payment	£1,596.00
06/06/2023	102056	Highgate Hall	Room hire May	£20.00
06/06/2023	102057	Ms K Rew	Clerk's salary May 23	£294.72
06/06/2023	102058	Ms K Rew	Clerk's expenses May 23	£79.17
06/06/2023	102059	Greenbarnes Ltd	Parish Noticeboard	£1,879.38
06/06/2023	102060	SMV Contract Services Ltd	Grass cutting May x 2, reseeding Block Green	£1,185.00