



**DRAFT MINUTES OF ELTON PARISH COUNCIL MEETING HELD IN HIGHGATE HALL ON TUESDAY
14TH NOVEMBER 2023 COMMENCING AT 7:30 PM**

PRESENT: Councillors Tim Cummins, Justin Hawkesford, Malcolm McCann, Ian Ross (Chair), Shirley Strowbridge, Kathryn Taylor, Paul Willson

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

		ACTION
	Cllr Ross welcomed everyone to the meeting.	
1.	APOLOGIES: None	
2.	DECLARATIONS OF INTEREST: There were no declarations of interest in items on the agenda.	
3.	PUBLIC FORUM: A resident made the following observations: <ul style="list-style-type: none"> - A substantial amount of work had been done by former councillors and residents on the wildflower areas, which had looked attractive and been enjoyed by residents, all at no cost to the Parish. - Confirmation requested that the Parish Council had responded to the planning appeal in River Lane (see Minute 9.3 below) - Whether a team of volunteers had yet been set up to help in a flood emergency (see 10.10 below) - Request for grit bin in Faber Lane to be filled 	CLERK
4.	MINUTES OF MEETING 14TH OCTOBER 2023: Proposed Cllr McCann, seconded Cllr Cummins and APPROVED as a true record.	
5.	CANDIDATE SUBMISSIONS: The council received applications from Jan Speechley and Brett Walsh for the casual vacancies arising from the resignations of Richard Donoyou and Richard Smith in June 2023. Both candidates gave short personal statements to support their written applications previously circulated to all councillors.	
6.	CO-OPTION BALLOT: Councillors voted on the co-option of Jan Speechley. ALL IN FAVOUR. Mrs Speechley was duly co-opted to the Council. Councillors voted on the co-option of Brett Walsh. ALL IN FAVOUR. Mr Walsh was duly co-opted to the council.	
7.	SIGNING OF DECLARATION OF ACCEPTANCE: Jan Speechley and Brett Walsh signed the Declarations of Acceptance of Office and duly joined the meeting. Cllrs Speechley and Walsh to complete Disclosable Pecuniary Interests forms to be submitted to HDC within 28 days.	JS/BW
8.	FINANCE: <ol style="list-style-type: none"> 1. The Clerk confirmed that the switch from Barclays to Unity Trust Bank was completed at the third attempt on 10th November. Both the current and savings account have been closed with Barclays and all money transferred to Unity Trust. A small amount of interest remains owing from the Barclays' deposit account which is to be 	

	<p>confirmed. All transactions will now be done online by the Clerk but will still require authorisation by a second signatory.</p> <p>Clerk to open an Instant Access deposit account with Unity, offering an interest rate of 2.77%. Per the Council's Financial Regulations, the Clerk was granted approval to transfer £55,000 into this account once opened.</p> <ol style="list-style-type: none"> 2. The monthly Accounts and Cashflow Update for October was circulated by the Clerk to all prior to the meeting for information. Spreadsheet attached showing income, expenditure, and YTD balance. 3. There were 5 payments presented for authorisation per the Schedule of Payments below. AGREED 4. Authorisation was granted for the renewal of the Society of Local Council Clerks annual membership of £80 and payment APPROVED. 5. A proposed 2024/25 budget and financial forecast was circulated prior to the meeting. Additionally, residents were asked for suggestions regarding projects suitable for the LHI funding application and these are to be considered and costed before the budget is agreed at the next meeting. 6. The deadline for submission of the precept request is 15th December so the budget must be signed off before then. Cllr Bywater advised that HDC has approved 100% council tax relief to low-income households, which could leave a shortfall in Parish Council finances and should be taken into consideration when setting the precept. 	ALL
9.	<p>PLANNING & PLANNING APPLICATIONS:</p> <ol style="list-style-type: none"> 1. HDC Town & Parish Council Development Management – Cllr Ross attended in person, and the Clerk attended online. A presentation outlined the organisation of the Planning Department and plans for reducing the backlog of cases and speeding up approval, and the planning process. Copies to be circulated. 2. Planning Permission Consultation - Land Northeast of Bates Lodge Peterborough Road, Haddon (ref 22/00668/FUL) – Parish Council objection to the amendment submitted. 3. Appeal Consultation - Land at including 2 Stocks Green (ref APP/H0520/W/23/3319674) – Parish Council submitted reiteration of previous objections to the Planning Inspectorate. 	
10.	<p>CORRESPONDENCE:</p> <ol style="list-style-type: none"> 1. The Local Highway Improvement funding application window opened on 30th October – deadline for submissions 12th January 2024. The Local Projects team at Cambridgeshire CC are running online sessions to provide guidance and answer queries or questions. Cllr Ross and the Clerk attended on 9th November. A further session will take place on 5th January 2024 – councillors to advise Clerk if they wish to participate. <p>Residents have submitted 46 suggestions which the Parish Council will evaluate prior to deciding on a project to put forward. It was noted that community organisations may also apply. Therefore, there are two opportunities for the Parish.</p> <ol style="list-style-type: none"> 2. A Rights of Way Officer for Huntingdonshire was newly appointed by CCC after a long period of vacancy. Although dealing with a considerable backlog he is keen to reach out to parishes and review any outstanding issues pertaining to footpaths and public rights of way. Councillors and residents to advise Clerk of any matters they wish to raise. 	<p>ALL</p> <p>ALL</p> <p>ALL</p>

	<ol style="list-style-type: none"> 3. Michelle Sacks has been newly appointed as Chief Executive of Huntingdonshire District Council. She is keen to understand how best to work with parishes and maintain a close dialogue and circulated a brief questionnaire. 4. HDC has announced changes to the Christmas and New Year waste collection. Information has been circulated via the Elton email newsletter or can be found on the HDC website at www.huntingdonshire.gov.uk/bins Hangers will also be attached to household bins at the end of November. 5. Residents have reported issues with inconsiderate parking in Hayes Walk, causing obstruction and difficulties with access. The Parish Council is unable to enforce parking restrictions but will liaise with Chorus Homes to address the matter. 6. Notification was received of next year's Nene Swimrun event to take place on 9th June. The proposed route will take in Chapel Lane and Duck Street. Further details will be circulated nearer the date. 7. Concern was raised over the position of the large wheelie bin on Stocks Green which could damage the young memorial tree planted nearby. Cllr Hawkesford to ensure it is clear of the tree after emptying. 8. The managers of Carysfort Close requested clarification of responsibility for an overgrown hawthorn tree on the boundary verge. Advised to report online to CCC Highways' Faults at Cambridgeshire County Council - ReportIt 9. Several residents have reported inconsiderate and potentially dangerous parking on Middle Street and the junction with School Lane/Rectory Farm Mews at school drop-off and pick-up times. The Clerk passed these comments to the School Secretary and parents/guardians have once again been reminded in the weekly school email. These issues were more widely discussed as part of the possible projects for LHI funding. 10. Requests have been received from affected residents for sand/sandbags and assistance in moving furniture at time of flood risk. It was clarified that no financial assistance is available from any of the agencies until a volunteer Flood Group has been formed and that the onus is on individuals to be prepared. Cllrs McCann, Ross, Speechley, and Taylor and one other resident agreed to pursue setting up a Flood Action Group. Clerk to circulate flood advice to households via Elton email and website. 11. The Bullock Road will be closed for 3 days for surface patching from Monday, 20th November 08:00 – 16:00. 12. It was hoped that the no-spray policy for weed control introduced in April by CCC would be overturned. The proposal was rejected and will be reviewed again at CCC's next Full Council meeting in January 2024. 13. Following reports that the wildflower area in Hayes Walk looked unsightly, Clerk confirmed that this had now been cut by HDC. A resident has produced a very informative summary on the benefits of wildflower areas, biodiversity, maintenance, and cost advantages to their management which is to be carried forward for further discussion. 	<p>CLERK/IR</p> <p>JH</p>
<p>11.</p>	<p>REPORTS FROM COUNCILLORS & CLERK</p> <ol style="list-style-type: none"> 1. Clerk's report – notifications and updates for information: <ol style="list-style-type: none"> i. The Parish Council is awaiting further notification from CCC Highways about the 20-mph zone project design and timescale. 	

	<ul style="list-style-type: none"> ii. The new ornate streetlight has now been installed outside the Black Horse which completes the Overend traffic calming project. This will be confirmed to HDC by the Clerk in order to receive the CIL element of the funding. iii. The Clerk's request to Highways regarding the location of utilities where the noticeboard is to be installed is still pending and holding up installation. The new Highways Officer has been chased. iv. One councillor has yet to set up their personal .gov.uk email address and was again requested to do so. Clerk to arrange email addresses for Cllrs Speechley and Walsh. v. Clerk and Cllr Ross attended an on-site meeting with the resident of Ailington Leas, Back Lane and engineer David Crowther of CCC Highways Drainage and Resilience team. CCC's drainage contractors have since investigated and confirmed same findings as Anglian Water that pipe as far as soakaway at end of Back Lane is silted up. Further investigation and remedial work necessitate the road to be dug up and there is a 13-week schedule for this. Clerk and Cllr Ross are meeting with the new LHO on 21st November and this, along with other outstanding Highways issues will be discussed (although it is not the main purpose of the meeting). Customer Service contact at Anglian Water is very proactive and keen to resolve the matter. vi. All outstanding online fault reports submitted by the Clerk are pending 'planned annual maintenance this year.' These and additional ones since reported to be followed up with new LHO. vii. The overgrown towpath from Elton Lock to Warmington Lock was reported online to with North Northants, who subsequently reported as work complete. Cllr Cummins advised this is not the case – evidence (photos) to be obtained. Clerk will then report again to North Northants. viii. Due to inclement weather since last month, it has not been possible for the contractors to carry out a further cut. Clerk has chased and will follow up. <ol style="list-style-type: none"> 2. Wansford Road LHI update – no response from Highways since Cllr Ross' email on 27th October. Further information awaited regarding design review. 3. Speed Watch/MVAS – latest Speed Watch and MVAS data report (attached) circulated by Cllr Ross prior to the meeting. Clerk and Cllr Ross meeting with new LHO on 21st November to agree approved location of mounting posts in Duck Street and Back Lane pending purchase of second speed sign as agreed at the 10th October Parish Council meeting. 4. Reports from councillors – no additional comments 	
11.	<p>DATE OF NEXT PARISH COUNCIL MEETING:</p> <p>Tuesday, 12th December 2023</p> <p>The meeting closed at 21:37</p>	

DATE	TRANSACTION	PAYEE	DETAILS	TOTAL
14/11/2023	B/P	Ms K Rew	Clerk's salary October 23	£318.72
14/11/2023	B/P	Ms K Rew	Clerk's expenses October 23	£27.70
14/11/2023	B/P	Ms K Rew	Clerk's backpay April - September 23	£155.00
14/11/2023	B/P	SLCC	Annual membership renewal	£80.00
14/11/2023	B/P	Highgate Hall	Room hire, 1 x September, 2 x October	£60.00
19/11/2023	D/D	SSE	October electricity account	£90.71
TOTAL				£732.13

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