

Clerk's Report
Monday 4th September 2023

1. Silent prayer.

2. Apologies for absence.

Councillors Catmur, Davis and Ginn,

3. Declarations of Interest.

- (a) Councillors to declare any disclosable pecuniary interest in any items on the agenda:
- (b) Councillors to declare any other interest in any items on the agenda.

4. Minutes - To approve the minutes of the Parish Council Meeting and the Annual Parish Meeting held on 7th August 2023.

5. Open Forum

6. Matters Arising / points for information:

To note updates:

6.1 Mandene Gardens S106 payment: The Clerk wrote to HDC on 24th July requesting the S106 payment for loss of play equipment. The Parish Council is due the sum of £2661. However, a reply not yet received / the new S106 contact person has not yet been established.

Points of information:

References:

Mandene Gardens development:

17/00979/FUL - Demolition of existing garages and erection of two detached houses with car parking. | Between 31 And 32 Mandene Gardens Great Gransden

S106 for 17/00979/FUL – paragraph “Off Site Facilities Open Space Contribution” p5.

CIL Liability Notice for 17/00979/FUL

(In fact, because the 2 houses built were affordable housing, the developer was entirely exempt from paying CIL, as can be seen in that document) (See government website below on how this is calculated).

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CIL Reliefs and Exemptions

<https://www.gov.uk/guidance/community-infrastructure-levy>

some of the most useful paragraphs on the .gov website are:

- [Relief and exemptions](#)
 - [Calculating the levy liability](#)
 - [Spending the levy](#)
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6.2 Defibrillator – checks: Kelly Walsh, Secretary, Sports Club (GRSA) has agreed to undertake the quarterly checks and a training will be arranged. Councillor Davis will take the request for a RR defib. Rep to the RR committee at its next meeting (October).

6.3 County Broadband connection to Reading Room: The Clerk writing to County Broadband to confirm the change to their service.

6.4 Green bin charge:

HDC press release 25/8/23 – extract:

‘Cabinet Members approved the new subscription service at a meeting on Tuesday 18 July but the decision was then called-in for a review.

An Overview and Scrutiny Joint Panel meeting took place on Thursday 10 August to discuss the call-in before referring the decision back to Cabinet Members ...’

6.5 Noticeboards repair: Reference: GGPC Financial Regulations. Works under £500 should ideally have three quotes and best value should always be sought, though this this may not always be the lowest quote received.

6.6 Upcoming closures of Waresley and Gransden Woods, and Gamlingay Wood Nature Reserves: The Clerk writing to the Wildlife Trust with the council's concerns.

6.7 Gigaclear works – concerns: The Clerk writing to CCC Highways with the council's concerns.

7. Crown & Cushion - ACV – update.

8. Playing Field.

8.1 MUGA – update / actions

8.3 CIL funding.

To note: Contract received from HDC - now signed. Receipt of Funding therefore expected soon.

9. Hedge cutting and trees managed by GGPC.

- **Programming hedge and tree management** – (Councillor Capps / the Clerk).
reference: GGPC Financial Regulations – extract:

S10.3 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall check as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

S11.1. Procedures as to contracts are laid down as follows:

- Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

10. Green Space Land North East of Mandene Gardens. S106 Agreement under planning application 17/01375/OUT, ('Dutton Gardens open space') – (Councillors Pett). – Update?

Plan for reference:



Points of information:

Extract from the S106 for 17/01375/OUT Agreement Schedule pp20-21.

2.6. At the expiration of the Maintenance Period the Owner shall offer to transfer the Green Space Land in the first instance to the Parish Council for adoption

together with all rights and easements necessary for the maintenance and public use thereof and shall without delay use all reasonable endeavours to effect such transfer PROVIDED THAT if the Parish Council is unable to accept a transfer then the Owner shall submit a proposal to the Head of Development for approval detailing how a Trust/Management Company shall be set up to ensure the future maintenance of the Green Space Land

2.7. Not later than the date of the transfer of the Green Space Land to the Parish Council the Owner shall pay to the District Council for transfer to the Parish Council (where relevant) the Green Space Land Maintenance Contribution (or relevant part thereof) to cover the future costs of maintaining the Green Space Land

References:

Dutton Gardens development:

19/01467/REM Land North East of Mandene Gardens Great Gransden

CIL Liability Notice for 19/01467/REM

(S106 for 19/01467/REM – There is **no S106** for this planning approval reference number).

The S106 agreement for this development is in fact within the initial planning permission for 17/01375/OUT.

17/01375/OUT Outline planning permission for residential development of up to 40 dwellings (Use Class C3) including means of access into site (not internal roads), parking and associated highway works, with all other matters (relating to appearance, landscaping, scale and layout) reserved. | Land North East Of Mandene Gardens Great Gransden.

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11. RFO's Financial Statements:

To be circulated to councillors prior to the meeting:

Financial Report August 2023

Budget Review August 2023

12. Payments for Approval

To be circulated to Councillors:

Full List of Payments for September 2023

13. Bank signatories.

Clerk has applied to Nat West to add Councillor Davis as signatory.

- **To approve new signatory/ies: Does the PC wish to add a fourth signatory? Two names have come forward.** Councillor Day has offered to be a fourth signatory if approved by Council. Councillor Capps is noted in the August minutes as a possible signatory.
- **To approve change of bank mandate to any two signatories, out of those mandated, for any cheque transactions.**

14. Highways.

- **Any repairs or maintenance needed**
 - **AA Autos, new hedge** – update.
 - **Waresley Road flooding** – update.
- **Community Gritting Scheme applications for Winter 2023 – 2024**

Questions to Parish Council from the Clerk:

do the grit bins on the map belong to the PC or Highways?

 - Does Highways fill the bins?
 - Has the PC co-ordinated gritting volunteers for Highways before? (I can find the Highways requests but no replies / co-ordination from GG).
 - If there are GG volunteers, do they just fill in their own forms and work directly with Highways?
 - Does the Highways request get put on Touchbase?

These are our bins:

[https://www.google.co.uk/maps/@52.1866649,-](https://www.google.co.uk/maps/@52.1866649,-0.1439587,15z/data=!3m1!4b1!4m2!6m1!1s14YIUfLCf1SQZ1bxSyF4Wzxyup8STYtG3?entry=ttu)

[0.1439587,15z/data=!3m1!4b1!4m2!6m1!1s14YIUfLCf1SQZ1bxSyF4Wzxyup8STYtG3?entry=ttu](https://www.google.co.uk/maps/@52.1866649,-0.1439587,15z/data=!3m1!4b1!4m2!6m1!1s14YIUfLCf1SQZ1bxSyF4Wzxyup8STYtG3?entry=ttu)

CCC Highways request:

If you are a parish or town council looking to join the scheme, please send your completed form by 31st October 2021.

I will need a form for each of your volunteers, including those who have volunteered before. The form is required annually ensure our health and safety standards are being met.

See below for a link to the Community Gritting registration form:

http://cambridgeshire-self.achieveservice.com/service/Community_gritting_registration_form

15. Correspondence.

15.1 Correspondence with reference to conservation mowing suggestion at the churchyard.

The Clerk has received correspondence concerning the discussions for conservation mowing, with a suggestion that an update be provided to the Council. The Clerk has also received correspondence highlighting concern that the effort, care and type of maintenance by current volunteers will not be valued.

The Clerk recommends that the PC looks for further liaison and discussion with and between all involved, concerned and interested in the churchyard, with any new proposals being provided initially in a short report, written and presented to the Council.

15.2 HDC Electric Vehicle Pilot – expressions of interest by 18/9/23.

Does the PC want to send a response – re. locked car parks in village = ineligible for grant?

I have made Cllr West aware of this fact.

HDC are currently working on an Electric Vehicle Charging Strategy. This strategy aims to identify HDCs role within EV infrastructure.

As part of the development of the strategy, we are looking to pilot HDCs role as a facilitator to improve EV Charging accessibility. The support we are looking to provide is with the assessment of a sites capability to host EV charging, the options available for installation whilst prioritising rural locations. We are looking for Expressions of Interest from Parish Councils in the District primarily focusing on rural areas where HDC has no EV charge points installed in its off-street car parks.

If you are interested in participating, please provide the following info:

- Parish Name
- Land you would like to use (e.g., village hall car park)
- Land ownership status (Is land owned by the parish? if not, then who)
- Does the site have existing power? (This could be to adjacent building you own (please indicate)
- Accessibility – is the site freely accessible to the public or is access restricted?
- Photo of the area.
- Details of budget availability. Please confirm if you have allocated any funds towards EV installation or support.
- Short statement on why you feel this location would be of benefit to the local community.

15.3 Huntingdonshire Climate Conversation – all day, The Burgess Hall, Westwood Road, St Ives, PE27 6WU, 17/11/2023. – GG representation?

15.4 HDC - Meeting Invitation: How to reduce waste in Huntingdonshire, 5:30 – 6:30 pm at the Pathfinder House, St Mary's St, Huntingdon PE29 3TN, 5.30-6.30 pm, 21/9/23. – GG representation?

15.5 Action on Energy Cambridgeshire Autumn Event, Cambridgeshire Councils Partnership www.actiononenergycambs.org 10-2 pm, 11/10/23, Meadow Road Community Centre, CB242LJ - GG representation?

15.6 Police Huntingdon Community Meeting, on-line, 7pm, 12/9/23. – GG representation?

16. Planning Application:

REF. 23/01499/HHFUL - Single storey side extension with velux windows to replace the existing Conservatory 5 Webbs Meadow Great Gransden Sandy SG19 3BL.

Response by 12/9/23.

17. HR Committee Update – (see separate Clerk's Report for this agenda item).

Confidential - This item will be closed to the public.

18. Date for January 2024 Meeting.

Decision required: Tuesday 2nd Jan, Monday 8th January 2024 or other date?

19. Date of Next Meeting: Monday 2nd October 2023 which will commence at 7.30pm.

End of Report