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| *Village Sign* | | | **Ashley Parish Council**  **Minutes of the Meeting of**  **Ashley Parish Council held on**  **Monday 13th May 2024 at the Pavilion** |
| Present: | |  |  | | --- | --- | | Cllr Sarah Howell  (Chairman) | Cllr Simon Hull | | Cllr Twink MacLachlan | Cllr Sarah Summers | | Cllr Maria Parkin | Kevin Dadds (Clerk) | |  |  | | | |

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| **01.** | **WELCOME & INTRODUCTION**  The meeting commenced at 8.15 pm following closure of the Annual Parish Meeting, no members of the public was present. | |
| **02.** | **APOLOGIES FOR ABSENCE**  Georgia Winson-Pearce offered her apologies. | |
| **03.** | **ELECTION OF CHAIRMAN & VICE CHAIRMAN FOR 2024-25**  Cllr Howell indicated a willingness to stand again as Chairman. A vote was taken and it was unanimously agreed that Cllr Howell should serve another year in the role, which she duly accepted. Cllr Hull offered to continue in the role of Deputy Chairman. A vote was taken and it was unanimously agreed that Cllr Hull should serve another year. Cllr Hull duly accepted the position of Deputy Chairman. | |
| **04.** | **TO SIGN & APPROVE MINUTES OF MEETING HELD ON 8th APRIL 2024**  The Minutes were approved, proposed by Cllr Hull and seconded by Cllr Summers and signed by the Chairman | |
| **05.** | **MATTERS ARISING FROM PREVIOUS MINUTES** | |
|  | 04 – Appearance of site at 28 High Street – Clerk advised that he had been in contact with Hascombe and told that the footpath issue had been resolved. Having visited the site, the broken bough overhanging the footpath has been removed, but no other work completed. Following a further discussion with Hascombe, it was agreed that the meeting with representatives from the PC would go ahead. Clerk has agreed to arrange a suitable time. **Action – Clerk** | |
|  | 04 – Solar Lights in Church Street – Clerk advised that he had received a quote from Balfour Beatty for 3 Torino sleeve lamps on 6 metre poles at £9,907.66 + VAT. The earlier quote from K & M Lighting Services was £9,300 + VAT with 5 metre poles. The former quote includes traffic management procedures whereas the latter did not include any traffic control. It was agreed that as Balfour Beatty are authorised by, and manage Cambridgeshire’s street lighting, they would be the best option. Proposed by Cllr MacLachlan and seconded by Cllr Parkin. Cllr Howell asked the Clerk to ascertain the positioning of the poles and in particular if they encroached on any private land, and if so, what resultant liability there may be. Clerk agreed to contact Balfour Beatty and also the PC’s insurers to establish the position. Subject to satisfactory replies, the lamps will be ordered.  **Action - Clerk** | |
|  | 04 – Play Equipment at the Recreation Ground –Clerk presented 3 quotes for a wood chip dressing at the Play Area, the quotes were £1,920, £2,042 and £2214.10 all + VAT. The two lesser quotes are not known to us whereas the higher quotes is from Online Playgrounds. It was agreed that as they all offered the same product, the lower quote from CPA Horticulture Ltd would be accepted. Proposed by Cllr Howell and Seconded by Cllr Hull. Clerk agreed to ask Suffolk Tree Surgery and Landscape if they would be available to remove and replace a section of fence for delivery purposes and help with the spreading of the bark.  **Action – Clerk**  The cradle swing has broken and removed for safety reasons. The flat swing is ageing and in need of replacement, and Clerk presented quotes from the suppliers. The two swings combined cost £143 + VAT and delivery. Clerk was asked to proceed with order and they can be fitted without professional help. Proposed by Cllr Parkin and seconded by Cllr Hull.  **Action - Clerk** | |
|  | 04/10 – Notice Boards – Cllr Summers presented a quote for a new notice board at the shop for £525 + VAT. Clerk has requested a further quote. BT have not responded about the disconnection of the electrical supply to the old phone box and Clerk has chased pointing out that it has been 22 weeks since the request. | |
|  | 04 – Crown Public House - A group of 5 residents visited the pub and are due to meet to discuss their findings, and whether there is an appetite to pursue further. | |
|  | 04- Ice on the Road – Clerk advised that he had not received a reply about possible signage or surface improvement and had chased. A response was received advising that Highways will contact to discuss. | |
|  | 04 - Road Damage and Flooding Adjacent to Hascombe Stud – As no reply was received from Highways, Clerk chased and copied in Lucy Frazer MP’s office. Temporary traffic lights have today arrived on site and hopefully the road surface will be repaired and the gullies and drainage issue resolved. Clerk agreed to advise the MP’s office of events.  **Action – Clerk** | |
| **06.** | **DECLARATIONS OF INTERESTS**  None | |
| **07.** | **ALLOCTION OF COUNCILLOR RESPONSIBILITIES** | |
|  | Financial Control – Cllr Howell was re-appointed  Risk Assessment – Cllr Hull was re-appointed  Pavilion Trust Nominee – Cllr Howell was re-appointed  Footpaths/Trees – Cllr Hull was re-appointed  Website – Cllr Howell was appointed  Church Representative – Cllr MacLachlan was re-appointed.  Clerk suggested that as the younger children of the village mostly attend Cheveley Primary school it may be a good idea if one of the Cllr’s took on a school liaison role. Cllr Parkin volunteered for the role.  All appointments were unanimously agreed by all Cllrs present. | |
| **08.** | **PLANNING MATTERS**   1. Ref 24/00356/Tree G1 Group of conifers – reduce by 50% rear of 5 Ash Drive.  **APPROVED** 2. Ref 24/00331/TRE T1 Ash - trim tree located in front of house and adjacent to neighbour’s house, around reduction by 5-meter pollard to decrease potential limb failure over Bloodstock Barn house and also over neighbour’s drive where they park their cars. Bloodstock Barn Mill Road Ashley. **APPROVED** 3. Ref 24/00458/TRE T1 Horse Chestnut – Remove (bleeding Canker) Ashley Lodge, Newmarket Road, Ashley. Cllrs discussed and given the diseased nature, agreed it should be felled. | |
| **09.** | **FINANCE MATTERS** | |
|  | (a) To note following receipts in April/May | |
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|  | East Cambs District Council - precept (first instalment). | 10,330.00 |
|  | CIL Gazeley/Dalham Road development. | 3460.88 |
|  | b) To authorise the following payments |  |
|  |  | **£** |
|  | McGregor Services - village grass cutting April. | 720.00 |
|  | RBBK – Internal audit. | 51.00 |
|  | Playsafety Ltd – Play Area Inspection (ROSPA). | 122.40 |
|  | Ashley Pavilion Trust – Q1 use of Pavilion for PC meetings. | 51.00 |
|  | The Community Heartbeat Trust – Defibrillator annual maintenance contract. | 162.00 |
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| **10.** | **PAVILION TRUST**  Cllr Howell advised that there was no further news in respect of discussions with the landowners.  It was agreed to start sourcing architects, although not incur design costs prior to receiving confirmation that the build may go ahead. | |
| **11.** | **PLAY AREA**  Following receiptof the annual Playground Inspection (ROSPA) Cllrs went to the play area to discuss. The Tower is now in need of significant repair or renewal, with all the wooden legs rotting. Contractors have previously advised that the cost of repair would be high, as it would need complete dismantling and the concrete broken away from the existing legs. Replacing with metal feet is no longer an option due to the extent of rotting above ground. The ROSPA report has scored 12 (medium risk) and only one away from high risk, with comments that replacement should be considered. The Overhead Climber has had a number of posts replaced over recent years, but the remainder are now rotting and it has been deemed high risk. There are finger entrapment points following poor repairs a number of years ago and comments highlighting the height of the bars and associated risk.  Clerk met with Online Playgrounds on site, and their suggestion was to replace both items with a single Bosworth Tower that incorporates an overhead climber, and a soft base to match the other new equipment. Quote is £22,471 + VAT fully installed. A second quote for the same item was requested without reply, and a quote for a similar item from Wicksteed is awaited. Clerk has spoken to ECDC and a facility improvement grant may be available up to a maximum of £10,000 based on equal funding by the PC. All CIL monies need to be utilised before qualifying for any grant. Following purchase of the solar lamps the PC will have remaining CIL balance of £1,093.83 which would form part of the PC’s contribution of £12,471 if the full grant is received. It was agreed that Clerk should proceed with the grant application pending receipt of further quotes. Cllrs asked the clerk to obtain further information about the age suitability of the Bosworth Tower as it appears lower than the existing tower. **Action - Clerk** | |
| **12.** | **ASSET SURVEY**  Cllr Hull presented the Annual Asset Survey that he carried out in March. The report covers the closed churchyard, Waver Pond, benches, notice boards, water hydrants, pavilion shed, car park, recreation ground, speed camera, waste bins, salt bins, defibrillator, flower tubs and play equipment. A separate tree report has also been produced. It was agreed that some redecoration is required for benches, bus shelter and the green table at the Play Area, new goal nets and rotation of goal posts. Both notice boards are being replaced and agreement has been given to top up Play area surface. Quotes are to be obtained to top up the gravel at the car park and Clerk will obtain quotes for the redecoration detailed.  **Action - Clerk** | |
| **13.** | **ANNUAL GOVERNANCE STATEMENT**  Clerk presented the statement to the Parish Council. Acceptance was agreed by all Cllrs present, and signed by Cllr Howell as Chairman and the Clerk. The statement will be displayed on the website and village notice board for 30 working days to include the first 10 working days of July. | |
| **14.** | **ACCOUNTING STATEMENTS 2023/24**  Clerk presented the statements which included the completed Annual Internal Audit Report signed by Richard Brook. Acceptance was agreed by all Cllrs, and was signed by Clerk as Responsible Financial Officer and Cllr Howell as Chairman. The statement will be displayed on the website and village notice board for 30 working days to include the first 10 working days of July.  Cllr Howell confirmed that she had examined the accounting records of the PC, including ensuring that invoices and cheques were correctly authorised and fully included in the accounting records (spreadsheet). | |
| **15.** | **DUKE OF EDINBURGH AWARD SCHEME**  3 pupils from Cheveley School have been volunteering as litter pickers in the village over the last 3 months as part of the Duke of Edinburgh scheme. Cllr Parkin has been helping with the co-ordination, and as the exercise has now finished, sign off in their booklets was required. Cllrs Howell, Hull and the Clerk completed the sign off and all Cllrs thanked them for their efforts and wished them well in completing the remaining tasks. | |
| **16.** | **URGENT MATTERS/ITEMS FOR NEXT AGENDA**   1. Cllr Parkin advised that the emergency number on the Pavilion gas tank is illegible. Clerk agreed to advise APT.  **Action - Clerk** | |
| **17.** | **CORRESPONDENCE**   1. Lucy Frazer MP update – Details of visits to local villages to discuss important topics, pothole update and housing problems in Fordham and Witchford. Full details on website [www.lucyfrazer.org.uk](http://www.lucyfrazer.org.uk) 2. Draft Hedgehog Recovery Design Guidance SPD – asking developers to put measures in place to help hedgehogs when planning new building sites. Details on how to share your thoughts can be found at https://www.eastcambs.gov.uk/local-development-framework/supplementary-planningdocuments | |
| **18.** | **DATE OF THE NEXT MEETING**  The next meeting will be held on Monday June 17th at the Pavilion.  The meeting closed at 9.50 pm | |

**KEVIN DADDS**