



**Minutes of the Annual General Meeting of Gamlingay Parish Council held at Gamlingay Eco Hub Kier Suite on Tuesday 9<sup>th</sup> May 2023 at 7.30pm.**

Present: Chair S Martin, Vice Chair W Boyne, councillors A Foster, A Kirby, D Cockcroft, R Howe, J Evans and J Howell (after co-option at item 2.) Clerks K Rayner and L Bacon. County Councillor S Kindersley (delayed) and South Cambridgeshire District Councillor B Smith. 1 member of the public ( J Howell).

1. **To elect a Chair and Vice Chair of the Council.**  
SM was unanimously re-elected as Chair and signed the acceptance of office. WB was nominated and unanimously re-elected as vice chair of the council.
2. **To receive apologies for absence and to receive declarations of interest from councillors on items on the agenda. To formally receive resignation of J Darcy and D Cockcroft. To consider co-option requests: J Howell**  
Apologies from TG and RP -previous engagement. No declarations of Interest. Resignations received and accepted from D Cockcroft (present) and J Darcy. Co-Option application received from Joseph Howell. **Resolved to co-opt JH to the Council.**
3. **To receive written requests for dispensations for disc losable pecuniary interests (if any) and to grant any requests for dispensations as appropriate.**  
Reminder to councillors to update Register of Interest forms and to declare any interests at each meeting to be recorded in the minutes. JH signed co-option paperwork. BS arrived at the meeting.
4. **To approve and sign the Minutes of the Full Council meeting held 11<sup>th</sup> April 2023 and to consider any matters arising. To note the F&GP minutes of 28<sup>th</sup> March 2022 (noted typo – minutes of last F and GP were already noted at April FC meeting), and draft Annual Parish Meeting minutes 25<sup>th</sup> April 2023 to sign for publication.**  
Matter arising- preschool portacabin-JE- on the agenda. **Full Council 11<sup>th</sup> April minutes approved and signed, and APM minutes approved for publication.**
5. **To receive any representations from Members of the Public and Press relating to items of business on this agenda during a ten-minute Open Forum.**  
No items
6. **Note Correspondence from Local MP, District and County Councillors, Police and reports from local groups.**
  - i. Cllr B Smith-District  
BS advised SK notified of security issues at the First school-increased security. No changes in elections at neighbouring authorities-combined Authority stays the same. Launching 13 electric buses to do park and Ride service. Hybrid working is continuing for SCDC employees, ground floor of SCDC building is being offered for hot desking/support for small and medium

businesses. SCDC has responded to water consultation plans for two new reservoirs. Can not authorise more development as have not got sufficient water supply. Responding to proposed s.106 reform infrastructure Levy-retrospective funding is unworkable. Planning system is not broken, housing targeted to local need. BS thanked and left the meeting.

- ii. Cllr S Kindersley-County- delayed
  - iii. Gamlingay Community Safety Group, Neighbourhood Watch, Speedwatch – to consider offers for sale of flashing speed sign.  
WB updated council on recent SC Policing meeting- survey responses low, targeting knife crime, drug dealing, anti-social driving. Cambourne is the hotspot. Other issues parking outside schools, demand for patrolling. WB to supply link for social media publication to complete the survey for the next meeting. Resolved to accept highest of 6 offers for flashing speed sign £2010.52.
  - iv. Climate Action Group – chair vacancy noted. KR to offer to the wider group.
7. **To re-appoint members to serve on Committees and groups and to appoint additional members to fill vacancies. Annual pack distribution.**  
JE volunteered to join F&GP, training requirements noted and as ad hoc library representative. Other vacancies Little Gransden Aerodrome, F&GP, Planning, Staffing. Training required for Finance and Planning. JH – general training- clerk to send details. Risk Assessment areas- protocol was described , spreadsheet to be recirculated. Volunteers welcome to cover vacancies. RH- volunteered for annual risk assessment of the OMC. Dog bin outstanding issues-RH has some postcrete and LB to follow up on litter and dog bin replacements and source replacement lid for log field dog bin.
8. **To approve Standing Orders and Financial Regulations**  
**Resolved -Agreed and adopted with no amendments.** Available on the website
9. **To approve General Code of Conduct**  
**Resolved**
10. **To receive reports from other initiatives involving the Parish:-**
- i. Eco Hub a. to receive report on long term maintenance fund  
No report- deferred

- ii. Millbridge Brook Meadows a. Notes of meeting to discuss mobility scooter access and to resolve any actions. Noted. Noted speeds of more than 4mph are illegal on pathways-needs to remain safe for all users. Signage- **agreed principle of diversion signage**-clerk to pursue. Option for gate amendment to cater for larger vehicles-**resolved that quotations would be requested from contractor/s with regard to costs/feasibility- both on MBM and Lower Field entrances**-clerk to pursue. Matter to be discussed further at future meeting.  
b. Notes on first catch-up meeting-matters arising to F&GP- noted, first bulletin well received.
- iii. Open spaces a. to resolve signage requirements – draft wording and locations. **Agreed signage for BMX track, recreation Field, Millbridge Meadows, Lower Field and Chapel Field**-clerk to produce final draft for F and GP. b. Rabbit problems – to note actions taken and plans;- further action in September (noted) c. resolve tree and badger licence project-response from Bowls Club. No response from Bowls Club (reported internet problems) Bowls Club advised they cannot afford to replace trees with fencing-**Resolved to cancel tree removal and advise Ecologist and tree contractors. Clerks to advise Bowls Club.**
- iv. **Old Methodist Chapel – to receive notice of vacation of premises from Rainbow Pre School and to consider future use of building.** Hall currently operating at a loss due to high energy prices, rental does not cover running costs. Consideration of future uses of the hall were discussed, vacant from end of July onwards.  
**To note previous feasibility studies and similar conversion plans elsewhere.** Potential uses, small yoga hall, for example. Similar hall in Cottenham conversion to dwelling. Clerks to contact community for suggestions, expressions of interest concerning the future use of the hall. Clerk to calculate costs of keeping the facility open as a community hall for hire. Alternatives could involve sale of property, current budget of £90k (mainly s.106) to improve thermal efficiency of the building. Clerk to write article for publication in the next gazette-draft to F&GP.

## 11. **Information, communications, and consultation**

- i. Little Gransden aerodrome consultative committee minutes 5.4.2023-noted
- ii. East West Rail – to note upcoming consultation event-announcement likely in May.

## 12. **Financial**

- i. Financial year end 31.3.2022. To receive internal audit report  
**Approved, F and GP resolved that internal control was satisfactory in February 2023.**

- ii. To approve the Annual Governance and Accountability Statement (AGAR section 1)  
Resolved to approve.**AGAR section 1-9 all agreed, 9- not applicable. Chair signed the declaration.**
- iii. To approve the Accounting Statements (AGAR section 2)  
Resolved to approve. Variance- over 15% on other expenditure - due to Mill Hill footpath/cyclepath installation-**agreed and noted.** Advised that agenda should read 2022-23 accounting statement not 2021-2- noted.
- iv. To approve payment vouchers 11-32- payments approved 11-34, 2 additions- ROSPA invoice and ASKIT annual anti-virus software invoice.
- v. To consider purchase of replacement rug for library-**Agreed.** SK arrived at the meeting.

### 13. **Cambridgeshire County Council and South Cambridgeshire District Council items**

- i. Early years provision – update on plans from County and response to letter from Parish Council objecting to use of S106 for temporary provision and possible use of Old Methodist Chapel.  
Council noted positive response to letter concerning future use for the OMC after Rainbow vacate. Chair meeting SK/County Officers and Head on 8<sup>th</sup> June to discuss long term future for preschool provision. Current plans involve temporary portacabin on GVP site (planning application awaited). AF concern about 40 extra cars turning up at the school where significant parking problems exist- significant numbers of children brought by car from outside Gamlingay parish. SK again invited suggestions of alternative sites- was asked about reconsideration of the First school site (redundant). SK said plans ‘precluded this’. AF reiterated unsuitability in relation to traffic generation. SM-Discussion at APM- proposed unit for 3+years but no provision for 2-year-olds, or any for younger children from 9 months. Desperate need for families for this childcare- no one is plugging the gap. Previous meeting suggested Montessori could fill the gap, but longer-term plan needed. SK reiterated families will be left in need from September. County is under pressure delivering new 45 schools and only 2 officers. SK suggested Gamlingay Leisure should move to OMC. Clerk thought space was too small. Clerks are to ask Gamlingay Leisure their views on the suggestion.

#### **SK Report- item 6 (ii)**

Notes unavailable-County AGM on 16<sup>th</sup> May-SK likely to be made Chair of County Council. First debate will be Coton orchard busway issue. Route announcement EW rail expected by 26th May. Results of the Making Connections consultation will be made public. Central Beds now Independent. Potholes filling- still being addressed- very many very poor areas. Dolphins Way temporary fixes have been washed out. SK left the meeting.

### 14. **Staff and Councillor matters**

- i. To note completion of annual appraisals- noted. A few training needs identified.
- ii. Annual leave requests 4 (clerks)-**Approved**
- 15. **Routine Correspondence** – available in the office- noted
- 16. **Items for the next meeting.**  
JE- Doctors Appointments- SM requested clerks do summary paper of previous work for background. Risk Assessments- spreadsheet to be circulated. Footpath Green Acres- clerks to inquire. (RH) LPSA protocol summary for next meeting and NP policy summary.
- 17. **Dates of next meetings: -Planning and Full Council Tuesday 13<sup>th</sup> June 2023, F and GP 29<sup>th</sup> May 2023.** Noted
- 18. **Record Closure time of meeting-** 9.15pm

Signature.....Date.....