

LITTLE DOWNHAM PARISH COUNCIL

MINUTES of a Extraordinary Meeting of Little Downham Parish Council held in the Village Hall, Main Street, Little Downham, on Thursday, 25 September 2008 commencing at 7.00pm.

Councillors present: DA Adams-Payne, in the chair, DJ Badcock, CE Hall, EW Hall, RS Martin, M Oldfield, RC Stacey (7.03pm), B L Taylor (7.03pm), AJ White and KO Winters (7.15pm).

Attendees: Dist. Cllr A Bailey and 15 parishioners.

APOLOGIES FOR ABSENCE

Apologies were received from Cllrs CM Frankland, Dist. Cllr T Goodge, PCSO J Hall and PC K Humble.

96/08 **TO RECEIVE DECLARATIONS OF INTEREST** – None

97/08 **TO ADJOURN MEETING FOR PUBLIC FORUM**

7.03pm Meeting adjourned. Cllrs BL Taylor and RC Stacey arrived.

One parishioner expressed approval of the fence relating to item 98/08.2.2. Four parishioners expressed concern regarding the decision by Post Office Ltd to close the parish post office. Two parishioners wished to speak relating to item 98/08.1.4 - The Chairman deferred the latter two comments for when the item was discussed.

7.15pm Cllr KO Winters arrived.

7.20pm The Chairman reconvened the meeting.

98/08 **PLANNING MATTERS**

1.1 08/00728/FUL Mr R Yarrow, Home Farm, Third Drove, Lt Downham – Proposed new dwelling - **RESOLVED: The Parish Council had no concerns. Little Downham Parish Council recommends this application for approval for the continued welfare of this livestock business.**

1.2 08/00772/FUL Mr David Noble, 24 Park Lane, Little Downham – Single-storey rear extension and additional windows to existing dwelling – **amendment** – The removal of the first floor side elevation window and the insertion of a high level side elevation window - **RESOLVED: The Parish Council had no concerns.**

1.3 08/00850/FUL Mr K Gammon, 4 Church Way, Lt Downham – Front extension - **RESOLVED: The Parish Council had no concerns.**

7.40pm Meeting was adjourned for Ms Usher and Mrs Kumar to comment. Meeting was reconvened.

1.4 08/00868/FUL Ms Rosalind Usher, OS Land Parcel 6344, Hurst Lane, Lt Downham – Amended retrospective application for hardstanding and concrete pad, four wooden stables - **RESOLVED: The Parish Council had no concerns.**

7.50pm Cllr RS Martin gave apologies and left the meeting to attend another meeting. Two parishioners left

2. Planning correspondence

For information only:

2.1 ECDC - Applications Withdrawn: 08/00694/FUL

2.2 ECDC - Notification of Appeal

Location: 20 Ely Road, Lt Downham

Proposed Development: Retrospective planning for construction of 1.8m fence to right front of boundary

Application Reference: **08/00404/FUL**

D of E Appeal Reference: APP/V0510/A/08/208454245/WF

Appellant's Name: G A Hobbs & Sons

Deadline date: 17 October 2008

99/08 **FINANCE**

1. To approve bills and other items for payment –

1.1 Little Downham Village Hall Committee provided copies of paid invoices for the new curtains with a request for the pledged grant funding (Min.70/08.2). Proposed Cllr M Oldfield, seconded RC Stacey, agreed unanimously.

RESOLVED: To approve the pledged payment of £1500.00 grant to Little Downham Village Hall towards the cost of village hall curtains and rear terrace renovations.

1.2 RESOLVED: To approve list of payments for cheque numbers 000433 to 000438 for the total sum of £2812.91.

100/08 PUBLIC MATTERS

1. Post Office Closure (Cllr KO Winters) – Post Office Ltd confirm decision to close the parish post office. The prospect of ECDC and CCC taking over post offices as like Essex County Council were discussed.

RESOLVED: The Clerk was instructed to write to ECDC and CCC to request they go into negotiations with Mrs Atwal and consider funding for the Post Office to stay open.

8.20pm Dist Cllr A Bailey and remaining members of the public left the meeting.

101/08 ANNUAL RISK ASSESSMENT

1. To consider approval of Mr A Payne (Adams-Payne Safety) to carry out annual risk assessment – Mr Payne offered to carry out the risk assessment on his own and provide a report for the Council. Unanimously agreed.

RESOLVED: To approve that Mr Payne be authorised to carry out a free annual risk assessment and report back to the Council.

102/08 CORRESPONDENCE

1. ECDC – East Cambs Local Strategic Partnership Board – The Role of Parish, Town and City Councils in Cambridgeshire, Together & Local Strategic Partnerships’ Event Monday, 10th November at 6.45pm at ECDC Council Chambers, Ely – Cllrs CE Hall, M Oldfield, KO Winters and the Clerk expressed an interest to attend.

103/08 EXCLUSION OF PUBLIC AND PRESS – Motion passed

8.23pm RESOLVED: in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda Item 104/08, it is advisable in the public interest that the public and press be temporarily excluded from this meeting and they are herewith instructed to withdraw.

104/08 HUMAN RESOURCES

1. To consider Handyman’s Staff Appraisal Report following 3-month probation period – The Clerk carried out the Appraisal with Mr Norton on 11/09/08. Proposed Cllr D Adams-Payne, seconded Cllr KO Winters, agreed unanimously.

RESOLVED: to approve all suggestions made by the Clerk in the Handyman’s Appraisal and to take effect from 1 October 2008:

- * To amend Mr Norton’s Contract stating his hours of work are *up to 10 (ten) flexible hours per week*. Salary cheques will continue to be prepared for signing at Council meetings but based on actual timesheets received to date;
- * To amend Mr Norton’s contract to reflect his holiday entitlement in accordance with his approved hours of work;
- * To include in the Handyman’s Job Description the cleaning of bus shelters on Ely Road, Cannon Street, Main Street, Lawn Lane, Second Drove, Main Drove and Pymoor that were previously done by Mr D Ford;
- * To increase Mr Norton’s hourly rate of pay to £7.50 per week.

There being no further business, the meeting was closed at 8.36pm.