

**MINUTES of a meeting of Little Downham Parish Council held in the Village Hall,
Main Street, Little Downham, on Thursday, 13 September 2012 commencing at 7.00pm.**

Councillors present: DA Adams-Payne, in the chair, and CM Frankland, GF Frankland, CE Hall, LEA Joel, RS Martin, MM Oldfield, BGF Smith (7.40pm), BL Taylor, GH Taylor and KO Winters. **Clerk:** Mrs J Wardle

In attendance: Stewart Patience (ECDC Forward Planning Officer) Dist. Cllr A Bailey and 11 parishioners.

73/12 APOLOGIES FOR ABSENCE – Cllr BGF Smith (lateness) and County Cllr Read.

74/12 TO RECEIVE DECLARATIONS OF INTEREST

1. **Cllr RS Martin** declared a prejudicial interest in item 83/12.1.3 (Application 12/00737/FUL) because he is a tenant and owner of adjoining land (Declaration 020-2012).
2. **Cllr BL Taylor** declared a prejudicial interest in the following items (Declaration 021-2012):
 - 77/12 (ECDC Lt Downham Draft Village Vision) because his property may be included in the Vision,
 - 83/12.1.1 (Application 12/00289/FUL) because he part owns adjacent property,
 - 83/12.1.2 (Application 12/00759/FUL) because it relates to his family business and he is part owner of the building,
 - 85/12 (Cemetery Working Group Update) because he part owns land adjacent to the cemetery.
3. **Cllr GH Taylor** declared a prejudicial interest in the following items (Declaration 022-2012):
 - 77/12 (ECDC Lt Downham Draft Village Vision) because her property may be included in the Vision,
 - 83/12.1.1 (Application 12/00289/FUL) because she part owns adjacent property,
 - 83/12.1.2 (Application 12/00759/FUL) because it relates to her family business and she is part owner of the building,
 - 85/12 (Cemetery Working Group Update) because she part owns land adjacent to the cemetery.
4. **Cllr CE Hall** declared a prejudicial interest in item 77/12 (ECDC Lt Downham Draft Village Vision) because her family has an interest in land included in the Vision (Declaration 023-2012).

75/12 ECDC – A VISION FOR LITTLE DOWNHAM & PYMOOR

1. **Representative(s) from ECDC to present Little Downham Draft Village Vision and to report on progress of Pymoor Village Vision** – The Draft Village Vision document was handed to Councillors. Stewart Patience explained what he required the Council to consider in their comments regarding the Little Downham Draft Vision and had provided some questions to answer. He informed that he was waiting for further information for the Pymoor Village Vision in order to provide the Parish Council with a completed vision rather than a part copy.

76/12 PUBLIC FORUM

1. Rod Garnham explained reasons for Application 12/00759/FUL (item 83/12.1.2). Chris Eaton explained reasons for Application 12/00289/FUL (item 83/12.1.1)

7.16pm One parishioner left. Cllrs CE Hall, BL and GH Taylor left the meeting having declared prejudicial interests in the next item.

77/12 ECDC – A VISION FOR LITTLE DOWNHAM & PYMOOR

1. **To comment on Little Downham Draft Village Vision** – The Chairman thanked Stewart for the Draft Vision, but felt the Council was unable to consider answering the questions at this meeting having just received the information. He apologised for the lateness of papers and explained that there was sufficient time to allow the council to comment at the next meeting. It was agreed to defer comment on the Little Downham Draft Vision to the 11/10/12 meeting for councillors to read the papers. Pymoor Village Vision should also be available for comment then.

7.25pm Cllrs CE Hall, BL and GH Taylor were invited back to the meeting.

78/12 DISTRICT COUNCILLORS' REPORTS (Dist. Cllrs A Bailey & A Goodge) – No reports

79/12 COUNTY COUNCILLOR'S REPORT (County Cllr P Read) – No report

80/12 TO APPROVE MINUTES OF PREVIOUS MEETINGS

1. **Resolved** unanimously that the minutes of 19 July 2012 be approved and signed by the Chairman as a true record after the following:
 - Item 61/12.2.1, line 2 – insert after the word *upright.*, the words *A sandbag is also needed on Black Bank Road.*
2. **Resolved** unanimously that the minutes of 16 August 2012 be approved and signed by the Chairman as a true record.
2012 (enclosed)

81/12 MATTERS TO REPORT

1. **(Min.205/11.1.6) Lt Downham Play equipment** – Has been ordered and delivery is expected around mid October.
2. **(Min.42/12.4) External Audit** – Moore Stephens has returned the Annual Return as approved with no comments and appropriate notices and copies of the Return were put on public display as required by law. The Audit Commission has confirmed that Littlejohn LLP has been appointed as the Parish Council's External Audit from 2012/13 to 2016/17.
3. **(Min.42/12.5) Grant applications submitted to ECDC** – Applications were approved at the ECDC Community and Environment Committee.
4. **(Min.43/12.3) Lt Downham Recreation Area Fields in Trust** – It was confirmed that the Fields in Trust registration with the Land Registry has been completed.
5. **(Min.52/11.4) Installation of Memorial Seat for Albert and Percy Harrison**– completed. Thanks expressed to Mrs Sellers (niece) & Family.
6. **(Min.66/12.2) Little Downham Youth Group request the use of the Parish Council's name on future events and information advertisement** – It was noted that the Youth Group had used the Council's name on it BOSH poster during July/August. The Clerk reported that she had informed Carol Hebbard of the Council's decision requesting permission for individual events, but then had to take emergency leave to fly to Turkey (mother seriously ill). The posters were put up for the event during that period. The Youth Group has been reminded to request permission.

82/12 CODE OF CONDUCT

1. **To adopt new Members' Code of Conduct** – In accordance with the Localism Act 2011 (c. 20 Part 1 — Local Government Chapter 7 — Standards) all local authorities must adopt a new Code of Conduct with effect from 01/07/12. ECDC adopted its new Code on 26/07/12 and forwarded a Code for Parish Councils to adopt, which members had received with their agenda. Cllr GF Frankland proposed and Cllr MM Oldfield seconded to adopt the new Members' Code of Conduct. **A recorded vote was requested and the result was as follows: In favour (9) – Cllrs DA Adams-Payne, CM Frankland, GF Frankland, CE Hall, LEA Joel, RS Martin, MM Oldfield, BL Taylor, GH Taylor. Against (1) – Cllr KO Winters.**
Resolved that the Parish Council duly adopted the East Cambridgeshire District Council New Members' Code of Conduct as amended for Parish Councils.
2. **To amend Parish Council Standing Orders in accordance with the new Code of Conduct** – Cllr CE Hall proposed and Cllr CM Frankland seconded to approve the proposed amendments. **Resolved** unanimously to amend the Council's Standing Orders Clause 7c and 7d in accordance with Clause 9 and 13 of the new Code of Conduct.
3. **To delegate power to the Clerk as the Proper Officer of the Council to Grant Dispensations for Disclosable Pecuniary and Prejudicial Interests** - Cllr KO Winters proposed and Cllr GH Taylor seconded to approve delegated powers to the Clerk to grant dispensations. **Resolved** unanimously to delegate power to the Clerk as the Proper Officer of the Council to Grant Dispensations for Disclosable Pecuniary and Prejudicial Interests.
4. **To adopt new Complaints Handling Procedure** - Cllr MM Oldfield proposed and Cllr GF Frankland seconded to adopt the proposed Complaints Handling Procedure. **A vote result was as follows: In favour (9) and Against (1).**
Resolved to adopt new Complaints Handling Procedure.

7.40pm Cllr BGF Smith arrived. Cllrs BL Taylor and GH Taylor left the meeting having declared prejudicial interests in the next two items.

83/12 PLANNING MATTERS

1. Planning correspondence -

1.1 12/00289/FUL Mr Wayne Murfitt, Land south east of Willow Farm, Pymoor Common, Pymoor – New bungalow and garage/carport - **Resolved** that the Parish Council had concerns regarding this application and recommended that the following condition should be applied to any permission:

1. The proposed development should be tied with agricultural restrictions.

Reason - it is a greenfield site outside the Little Downham development envelope.

1.2 12/00759/FUL Corkers Crisps, Building At Willow Farm, Pymoor Common, Pymoor - Change of use from an agricultural storage use to a B2 (general industrial) use - **Resolved** that the Parish Council had no concerns.

8.07pm Two parishioners left. Cllrs BL & GH Taylor were invited back to the meeting. Cllr RS Martin left the meeting having declared prejudicial interests in the next item.

1.3 12/00737/LBC Mr & Mrs Rutterford and Mr & Mrs Lockwood, Tower Mill & Land to rear of 35 Ely Road Little Downham - Conversion of Tower Mill to residential accommodation and construction 4 bed house with glazed link - **Resolved** that the Parish Council had no concerns.

8.24pm One parishioner left. Cllr RS Martin was invited back to the meeting.

1.4 12/00711/TRE The Anchor, 25 Main Street, Lt Downham – Cypress Hedge – Fell – An email reluctantly supporting the removal of the old hedge was received from T James (neighbour) and read to the Council. **Resolved** that the Parish Council comment be as follows:
Little Downham Parish Council unanimously sympathises with local neighbours' concerns regarding the proposal to fell the Cypress hedge on the south east boundary of The Anchor, 25 Main Street, Little Downham. The Parish Council has no objection to the removal of the hedge but would suggest that it is replaced with a 'bird friendly' hedge rather than a Laurel and is replaced as soon as possible to maintain a barrier and privacy for local neighbours.

8.31pm Dist. Cllr A Bailey and two parishioners left.

For information only:

1.5 ECDC Applications approved: 12/00542/FUL

84/12 FINANCE

1. Monthly Internal Audit was carried out by Cllrs CE Hall and MM Oldfield.

2. To amend bank account signatories – To remove NK Missin and add Cllr LEA Joel. Cllr CM Frankland proposed, Cllr CE Hall seconded and agreed unanimously.
Resolved unanimously to amend the current account bank mandate to remove NK Missin as a signatory and to add Cllr LEA Joel.

3. To consider Balfour Beatty Parish Council Street Lights renewal contract 1 year or 3 year – The contract is for six lights in Marshalls Lane, Little Street, Pond Land and School Lane. Proposed Cllr MM Oldfield, seconded Cllr GH Taylor and agreed unanimously.
Resolved unanimously to accept the 3-year term contract with Balfour Beatty from 01/07/12 – 30/06/15.

4. To approve bills and other items for payment - Proposed Cllr CE Hall, seconded Cllr MM Oldfield and unanimously agreed.
Resolved unanimously to approve list of payments for cheque numbers 001004 - 001005, BACS payments 015 to 023 and Direct Debit for the total sum of £6505.66.

85/12 PARISH COUNCIL LAND AND ASSETS

1. Pavilion Extension and Refurbishment: Update – Tenders received for discussion later on.

8.40pm Cllrs BL Taylor and GH Taylor left the meeting having declared prejudicial interests in the next item.

2. **Cemetery Working Group: Update (Min.26/12.2)** – Cllr Oldfield reported that she, Cllrs Adams-Payne, RS Martin and KO Winters attended the Working Group meeting on 23/08/12. It was noted that ECDC had identified housing in the Village Vision on land off Cannon Street and Ely Road but not on land conditionally proposed by Cllrs B & G Taylor off Cowbridge Hall Road. The Working Group recommended that the Council should be open and transparent in this matter and invite other landowners who may have offers for additional burial land. The advert should run from 01/10/12 to 30/11/12. Proposed by Cllr GF Frankland, seconded by Cllr LEA Joel.
Resolved unanimously to advertise in local newspapers, parish magazine, website and notice boards for any offers from landowners who may have land of a suitable size i.e. 3 - 4 acres that could be purchased or donated for additional burial land. The closing date to be 30/11/12.

8.48pm Cllrs BL Taylor and GH Taylor returned to the meeting.

3. **To authorise registration with Land Registry of all unregistered Parish Council land** – The Clerk provided a list of registered and unregistered land that the Parish Council maintains. It was suggested to include Pymoor Common (Main Street) and Coffue (Corfey) Broad Piece.
Resolved unanimously to register all Parish Council and Parish Council maintained land with the Land Registry.
4. **Grant funding for CCTV equipment at Lt Downham Recreation Area** – ECDC informed that the CCTV project funding from Chambers Way development cannot be used for other projects. The Council could use the funds to obtain quotes for higher spec equipment.
Resolved unanimously to invite quotations of higher specifications from the three companies that had quoted previously.
5. **Downham Conservation Group – Request purchase of a replacement ‘Jolly Miller’ Apple tree** – Since receiving this request, the Clerk informed that East of England Apples and Orchards Project (EEAOP) had offered to donate a new tree because the previous replacement did not survive. The Clerk will email EEAOP with thanks for the donation.
6. **Downham Conservation Group – Request a ‘cut and clear’ mowing of the Community Orchard** – This is a cut of the areas the volunteers don’t cut and will tidy the Orchard for winter.
Resolved unanimously to approve a ‘cut and clear’ mowing of the Community Orchard by Truelink Ltd @ £228 + VAT.

86/12 **PARISH MATTERS**

1. **Neighbourhood Panel Meeting (01/10/12 Witchford Village Hall) – to consider issues to report** – Cllr Winters was asked to report 4x4 vehicles driving inappropriately on Pithouse Lane, Marshalls Drove and Coffue Drove in Little Downham and Bull Lane, Chettisham (Ely parish).
2. **Ely Cycling Campaign – B1411 Ely to Lt Downham proposed shared use cycle path** - The Council felt it was unable to support the Ely Cycling Campaign for the path to be officially 'shared use' because it is not wide enough and could have an adverse affect on the provision of a school bus for children in Little Downham travelling to Ely College, as like in 2004. An alternative cycle path suggestion could be Hurst Way (Byway 47 Lt Downham). The Byway runs from the south of the parish, off West Fen Road (to Coveney), north to Hurst Lane and further on to Cannon Street. It is part of the Hereward Way route, which has received funding in the past through the CCC Countryside Team.

9.13pm One parishioner left. 9.16pm One parishioner left.

3. **CCC Invitation for parish meeting re: bus service consultation 01/10/12 3.30pm Littleport** – Cllrs GH Taylor and KO Winters volunteered to attend. The Clerk will notify Ashley Whittaker.
4. **To re-arrange Council meeting 15/11/12 due to Police & Crime Commissioner Election** – The Clerk asked for the meeting to be re-arranged because she is to be a counting supervisor at the Election Count. It was agreed to hold the meeting on Thursday, 22/11/12.

87/12 **HIGHWAYS, PARISH PATHS & BYWAYS**

1. **Replies re matters reported from previous meetings** – No replies.
2. **To report current matters of concern:**
- 2.1 **Footpath No. 21, No. 51 and The Balk, Lt Downham** – Hedges are overgrown and need cutting back. The Clerk will either write to the landowner or contact CCC Countryside Team.

- 2.2 **Parish Trees** – Various trees have low and overhanging branches. The Clerk and Handyman will assess the trees for maintenance in the coming months.
- 2.3 **Gulley near St Leonards Church, adjacent to Lawns Farm entrance, Main Street, Lt Downham** - The gulley is blocked and was not cleaned out when others were done recently.
- 2.4 **Martins Lane, Lt Downham** – Water is still oozing from a drain on the pavement. This has been reported to Anglian Water.
- 2.5 **Main Street, Pymoor** – An overgrown hedge is obstructing visibility for people driving out of Pymoor Lane. The Clerk will write to the residents.

3. **P Houghton – Concern re flooding of 3 and 3A Cannon Street** – The Chairman read Mr Houghton’s email. His concern was that surface water flows down from Matthew Wren Close, past a kerb side drain opening before his house and then into his driveway because not enough water goes into the kerb drain. He asked the Parish Council’s support to request a road opening drain. The Council agreed to support Mr Houghton’s request. The Clerk will forward Mr Houghton’s email to CCC Highways. The Council also requested a CCC map of surface water drains for future reference.

88/12 **CORRESPONDENCE - For information only:**

- 1. **Cambs ACRE AGM** – 6pm on 25/09/12 at Cambridge Golf and Conference Centre.
- 2. **Ely & Dist. Citizens Advice Bureau Draw & Quiz Night 29/09/12** at Hayward Theatre, King’s Ely

9.37pm On parishioner left.

89/12 **EXCLUSION OF PUBLIC AND PRESS**

9.40pm It is hereby 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 90/12 and 91/12, 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.

9.43pm Cllr KO Winters left.

90/12 **TENDERS**

- 1. **To consider quotes for Pavilion Refurbishment and Extension at Lt Downham Recreation Area** – Four contractors were invited to tender and three quotes were received. All quotes were relatively close in total cost. The quotation from Barrow and Layn was preferred because it was the lowest and provided the most detailed breakdown of costings.
Resolved to choose the quotation from Barrow and Layn @ £182,306.90 + VAT for the Pavilion Extension and Refurbishment Project and to apply for sufficient grant funding.

91/12 **REQUEST OF ITEMS FOR FUTURE CONSIDERATION**

- 1. **Pymoor Play Area Fence** – The Clerk will obtain quotes for the Council to consider replacement.

There being no further business, the meeting was closed at 10.00pm.

Signed (Chairman) Date