

**MINUTES of a meeting of Little Downham Parish Council held in the Village Hall,  
Main Street, Little Downham, on Thursday, 14 February 2013 commencing at 7.00pm.**

**Councillors present:** DA Adams-Payne, in the chair, and CE Hall, LEA Joel, RS Martin, MM Oldfield, BGF Smith (7.20pm), BL Taylor, GH Taylor and KO Winters. **Clerk:** Mrs J Wardle

**Other attendees:** Dist. Cllrs A Bailey, T Goodge and County Cllr P Read.

**159/12 APOLOGIES FOR ABSENCE** – Cllrs CM Frankland, GF Frankland, GH Taylor and BGF Smith (for lateness).

**160/12 TO RECEIVE DECLARATIONS OF INTEREST**

1. **Cllr KO Winters** declared a personal interest in item 166/12.1.1 (Application 13/00029/FUL) because it is neighbouring land to his property and his mother-in-law's property. The Chairman suggested to Cllrs Winters that his declaration should be prejudicial and that he would be required to leave the room when the application was discussed. Cllr Winters insisted that his declaration remained as personal because he wanted to stay in the room and discuss the application.

**161/12 PUBLIC FORUM**

Dist. Cllr Goodge informed that he had taken note of Cllr Winters's actions and refusal to declare a prejudicial interest in case the matter is brought before the ECDC Standards Committee.

**162/12 DISTRICT COUNCILLORS' REPORTS (Dist. Cllrs A Bailey & A Goodge)**

- 1.1 Dist Cllr A Bailey informed of the following matters:

- Stretham and Wilburton Parish Councils are in the process of setting up a Community Trust, which is a legal trust formed of local people with an interest in land for building and open space. It is similar to the Feoffees Charity and can provide affordable housing in the parishes;
- ECDC has some funding available for low cost apprenticeships for young people;
- Malting's Cottage is going to be used by City of Ely Council for offices and part retail outlet and the lease of the Malting's restaurant is up for renewal. The restaurant will be separate to use of the main hall and a local firm is believed to be interested;
- There is interest in a multi-use cinema on the site of the proposed leisure centre off Downham Road and possibly be willing to fund an underpass from Ely;
- Ely Car Parking Consultation and ECDC Off Street Parking Places Order 2013 finish 01/03/13;
- East Cambs Local Plan Consultation finishes 25/03/13;
- Parish Councils may get between 15% and 25% of the Community Infrastructure levy, which is more flexible and replaces Section 106 agreements;
- CCC is holding a meeting for Parish Councils at Over on 07/03/13 to update on Parish Paths;
- Care Network is developing a new scheme for isolated elderly to cope in their own homes.

- 1.2 Dist. Cllr A Goodge gave financial reasons for the proposed car parking charges.

7.20pm Cllr BGF Smith arrived.

**163/12 COUNTY COUNCILLOR'S REPORT (County Cllr P Read)**

1. County Cllr Read reported that County matters are winding down at present for the County Council Elections that are taking place this May. He was recently send a list of road work repairs that he will forward to the Clerk, along with information about the horse meat scandals.

**164/12 TO APPROVE MINUTES OF PREVIOUS MEETINGS**

1. **Resolved** unanimously that the minutes of 17 January 2013 be approved and signed by the Chairman as a true record.

**165/12 MATTERS TO REPORT**

1. **(Min.141/12) War Memorial** – A grant pre-application has been submitted to the War Memorial Trust (WMT) for funding towards the restoration of the war memorial. A reply is expected in 6-8 weeks. Mr Hibble has been asked not to start work on the memorial until a response has been received from WMT. A confirmation of Order has been received from Mr Hibble.
2. **(Min.152/12.2) Cemetery working group update** - The Chairman had spoken to Susan Mills (CCC Highways) regarding her email of 14/02/13. Mrs Mills is interested in the amount of traffic generated from the Woodland Burial site and will discuss matters further with Mr Runciman. Mr Runciman has informed that he is making enquiries with ECDC and Environment Agency.

3. **(Min.152/12.4) Vehicles driving on Parish Council land at Townsend opposite The Plough Public House** – Letters had been sent to all residents living around the green. A resident has asked about the parking issues around the green that blocks access. Enquiries are being made with highways about it being a public highway. The resident has been informed that actual parking issues are a police matter, although there are two accesses around the green.
4. **(Min.153/12.3) Parish visit by Police & Crime Commissioner for Cambridgeshire, Sir Graham Bright 06/02/13** – Cllrs Adams-Payne, Oldfield and Smith attended one of the meeting sessions and asked questions regarding local policing. It was understood that the Commissioner mostly wanted PCSOs and volunteers to carry out police duties and he would not attend any Council meetings.
5. **Draft East Cambridgeshire Local Plan Public Consultation 11/02/13 – 25/03/13** – Leaflets were delivered to all dwellings in the parish. ECDC informed that 88 people attended the Little Downham session on 13/02/13 Wednesday morning and around 26 at Pymoor in the afternoon.
6. **Annual Parish Meeting** has been booked for Thursday, 25<sup>th</sup> April at 7pm in the Community Rooms, Main Street, Lt Downham. Inspector Paul Ormerod has been invited to attend to give a report on parish crime matters over the past year.

**166/12 PLANNING MATTERS**

**1. Planning correspondence -**

- 1.1 13/00029/FUL Mr R Yarrow, Home Farm, Third Drove, Lt Downham – Proposed dwelling - Resolved that the Parish Council had considered this application and comments from local residents. It has the following concerns and recommends that conditions should be applied to any permission:**

- 1. State of site and land drainage - Reason** - There appears to be a lot of water on and around the site, which could have an adverse effect on the proposed new dwelling.
- 2. Environmental Issues - Reason** - There is concern regarding seepage from the adjacent land/yard that the applicant also owns, which is used for livestock and haulage vehicles.
- 3. Agricultural Restrictions to be applied - Reason** - The proposal is development in the open countryside and the applicant is applying for a new dwelling in order to be on site to tend to the needs of his livestock.
- 4. Visibility from proposed site - Reason** - The applicant's HGVs are often parked on the highway verge and may obstruct visibility.

**For information only:**

- 1.2 ECDC - Applications approved: 12/00736/FUL, 12/00737/LBC, 12/00957/FUL, 12/00994/FUL, 12/01027/FUL, 12/01095/FUL**

**167/12 FINANCE**

1. **Monthly Internal Audit** was carried out by Cllrs LEA Joel and MM Oldfield.
2. **To formally approve E-on (EDF Energy) Lt Downham recreation area utility contract** - The Contract is due for renewal in May. The Clerk contacted new suppliers but was told that with the low consumption they could not beat E-On. The Clerk re-negotiated the contract with E-On. **Resolved to approve the E-On Fixed Price Business Electricity Plan – 1 Year Flexirate3 tariff with 4% discount for paying by Direct Debit every quarter and that comes into effective from 05/05/13 – 04/05/14.**
3. **To consider appointing Annual Play Area Inspections** – The Clerk reviewed various play area Inspectors and companies. Digley Associates were the most reasonable. **Resolved to appoint Digley Associates to carry out the annual play area inspections at Little Downham and Pymoor.**
4. **To review All Weather Court booking fees** – It was brought to the Council's attention that the fees had not been reviewed since 2003. It was agreed to increase the fees. **Resolved to approve an increase of the All Weather Court fees as listed below that will come into effect on 01/04/13:**

<b>One tennis court</b>	<b>£4.00 per hour</b>
<b>One tennis court with lights</b>	<b>£5.00 per hour</b>
<b>Whole area</b>	<b>£6.00 per hour</b>
<b>Whole area with lights</b>	<b>£7.00 per hour</b>

5. **To consider Little Downham Youth Group Service Level Agreement**– The 2013/14 summary agreement is for the provision of two senior youth workers to attend the senior youth session from 7.00 pm to 9.30 pm for 30 weeks (3 x 10 sessions per term) @ £13.81 per hour plus travelling expenses. The youth workers are provided by Community CARTS, Witchford.  
**Resolved to approve the Little Downham Youth Group Service Level Agreement 2013/14 for the provision of two senior youth workers to attend the senior youth session with effect from April 2013 to March 2014.**
6. **To approve bills and other items for payment** - Proposed by Cllr LEA Joel, seconded by Cllr MM Oldfield and unanimously agreed.  
**Resolved unanimously to approve list of payments for cheque numbers 001017 – 001018, direct debits and BACS payments 062 to 066 for the total sum of £3580.88.**  
The Clerk confirmed that the ECDC Section 106 grant of £13675.05 for the new play equipment in Little Downham Play Area had been received.

**168/12 PARISH COUNCIL LAND AND ASSETS**

1. **Pavilion Working Group – update (Min.152/12.1)** – The Clerk confirmed that the Big Lottery grant (stage 1) had been submitted and a reply is expected before the next meeting.
2. **Bus shelter adjacent 100 Main Street, Lt Downham – update (Min.152/12.3)** – Rev M Talbot replied following the Church Council meeting and informed that the Council was unable to agree to the request because of concerns regarding an old Yew tree and a sewer manhole cover near the proposed corner and the adverse affect a bus shelter might have on the future value of property. The Council noted the comments.
3. **To appoint working group to carry out annual risk assessment** - Tony Payne (Health & Safety Consultant) offered to carry out the annual risk assessment. Cllr CE Hall offered to accompany him if he required assistance.  
**Resolved unanimously to accept Mr Payne’s kind offer to carry out the annual risk assessment free of charge.**
4. **Little Downham Recreation Area and All Weather Court gates** – It was reported that cars have been driving on the recreation field again and that youths have been seen climbing the single gate to gain access to the court instead of paying the hire fee and obtaining the key from the Booking Clerk. The handyman was asked to monitor the recreation field for new car tracks, to monitor the condition of the All Weather Court gate and provide a report of sightings and comments from parishioners. The Council will consider the reports in a couple of months.

**169/12 HIGHWAYS, PARISH PATHS & BYWAYS**

1. **Replies re matters reported from previous meetings** – No replies.
2. **To report current matters of concern:**
  - 2.1 **Little Street, Lt Downham** – The dog waste bin is full.
  - 2.2 **Adventurers Drove, Oxlode, Pymoor** – The road is considered impassable and needs repairs.
  - 2.3 **Third Drove, Lt Downham** - There is a large dip outside of Home Farm, between Valhalla and No. 3 Third Drove. When it rains the water lays across the road and it is very muddy for people to drive and walk through.
3. **CCC: Parish Paths & Future Partnership meeting 07/03/13 6.30pm Over Community Centre (2 representatives)** – Cllr MM Oldfield and KO Winters expressed an interest to attend. The Clerk was not able to confirm if more could attend or whether space was limited.

**170/12 CORRESPONDENCE**

- For information only:**
1. **Cambridgeshire Local Access Forum: Meeting (Rights of Way) – 26/02/13 7pm Ely**

**171/12 EXCLUSION OF PUBLIC AND PRESS**

**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 172/12, 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.**

8.55pm The Clerk left the meeting prior to the next item being discussed. In the Clerk's absence, the minutes of item 172/12 were recorded by Cllr Adams-Payne.

**172/12 HUMAN RESOURCES**

- 1. To formally approve Clerk's staff appraisal** - The Chairman informed that after reading the Clerk's appraisal at the last meeting, a formal proposal was not made for the Clerk's salary increase in accordance with her contract. Following a proposal by Cllr CE Hall and seconded by Cllr MM Oldfield to approve the Clerk's incremental salary increase, **the result of a recorded vote was as follows: In favour (7)** - Cllrs DA Adams-Payne, CE Hall, LEA Joel, RS Martin, MM Oldfield, BGF Smith and BL Taylor, **Against (1)** - Cllr KO Winters.  
**Resolved unanimously to approve the Clerk's incremental salary increase from LC2/34 to LC2/35 with effect from 1<sup>st</sup> April 2013.**

**173/12 REQUEST OF ITEMS FOR FUTURE CONSIDERATION**

1. Bus shelter adjacent to 100 Main Street, Lt Downham
2. Internal Drainage Board, 100 ft washes (Cllr Taylor will provide information to the Clerk by the end of February for it to be enclosed with the agenda)
3. Parish Council Finance

There being no further business, the meeting was closed at 9.08pm.

Signed ..... (Chairman) Date .....

