

**MINUTES of a meeting of Little Downham Parish Council held in the Village Hall,
Main Street, Little Downham, on Thursday, 14 April 2011 commencing at 7.00pm.**

Councillors present: Cllrs DA Adams-Payne, in the chair, DJ Badcock, CM Frankland, GF Frankland, CE Hall, EW Hall, RS Martin, MM Oldfield, BL Taylor, AJ White and KO Winters.

In attendance: One parishioner.

221/10 APOLOGIES FOR ABSENCE – District Cllrs A Bailey and T Goodge, County Cllr P Read and PC K Humble.

222/10 TO RECEIVE DECLARATIONS OF INTEREST

1. **Cllr EW Hall** declared a personal and prejudicial interest in item 227/10.1.1 (Application 11/00237/FUL) because he is the applicant (Declaration 006-2011).

223/10 PARISH CRIME MATTERS

1. **Police Crime Reports** – Four crimes were reported in Little Downham and none in Pymoor.
2. **To report recent events** – None.

224/10 PUBLIC FORUM

Mrs Linden Roberts introduced herself to the Council and informed she was attending because she was a candidate in the forthcoming elections.

225/10 TO APPROVE MINUTES OF PREVIOUS MEETINGS

1. **Resolved** that the minutes of 17 March 2011 (Full Council) be approved and signed by the Chairman as a true record.

226/10 MATTERS TO REPORT

1. **(Min.212/10.4) To consider grant request from Pymoor Social Club for new wood floor covering** – Bill Dennis Chairman of the Social Club emailed to inform that the club has now managed to secure sufficient funding and the Council's assistance is not required. He thanks the Council for its considerations.
2. **(Min.158/10.2) ECDC – Future of Neighbourhood Panels in East Cambs – funding request** – ECDC informs that due to major Parish Council's will not be asked to provide finance towards
3. **(Min.214/10) Lt Downham Closed Churchyard** – ECDC has acknowledged receipt of the Council's letter and requested the date that churchyard was closed, a copy of the Closed Churchyard Order, a copy of the PCC request (letter) and a certified copy of the Parish Council's resolution requesting the District Council to take over the maintenance.
4. **(Min.212/10.2) To review renewal schedules for Cartshed and Lt Downham Recreation Ground insurance** – Suffolk ACRE Services confirmed that impact damage is covered as a peril, along with fire, lightning, explosion, etc.
5. **Cambridgeshire Search and Rescue (CamSAR)** – On 10/04/11 the CamSAR Team carried out a mock scenario of search and rescue in and around Little Downham. Courtesy notifications were sent to the Parish Council and Downham Conservation Group. The police were informed and an incident number issued for the event in case members of the public reported it as suspicious activity on the day.
6. **Little Downham Village Hall Booking Clerk** – It was reported that Elaine Talbot was retiring as the Booking Clerk after 22 years of voluntary service. Mrs Lucy Acred and Ms Amanda Cook have been appointed to take over from her with effect from 1st May.

227/10 PLANNING MATTERS

1. **Planning correspondence** –

7.14pm Cllr EW Hall left the meeting prior to the following item being discussed.

- 1.1 **11/00237/FUL** Mr E Hall, Denmark Farm, 3 Straight Furlong, Pymoor – Construction of 2no. detached four bed dwellings and access to field - **Resolved** that the Parish Council had no concerns on the application.

7.18pm Cllr EW Hall was invited back into the meeting.

For information only:

1.2 ECDC Applications approved: 11/00083/FUL, 11/00084/FUL, 11/00092/FUL

1.3 ECDC Application withdrawn: 10/00910/FUL

228/10 **FINANCE**

1. **Monthly Internal Audit** was carried out by Cllrs RS Martin and MM Oldfield.
2. **To consider Street Lighting Maintenance & Energy – 1 July 2011 onwards** – Cambridgeshire County Council confirmed its maintenance service will end on 30/06/11. The Council considered options of maintenance and service provided by Balfour Beatty, who are CCC's new contractor. **Resolved to select Balfour Beatty Option 1 Maintenance and Service programme for maintenance and service of Parish Council owned street lights with effect from 01/07/11.**
3. **Notification of External Audit and new Accounts and Audit Regulations 2011** – The Clerk confirmed that formal notices of Appointment of Date for the Exercise of Electors' Rights have been displayed on Parish Council notice boards in Lt Downham and Pymoor. The completed Annual Return must be sent to Moore Stephens by 06/06/11. The new Regulations have been noted by the Responsible Financial Officer and the Internal Auditor accordingly.
4. **To consider the provision of a salt bin on Second Drove** – The Council observed CCC Highways policies regarding salt bins, the cost to provide and fill the bin and the fact that certain level crossings have equipment that is prone to signal failure when solutions high in salt are applied across the lines. It was proposed by Cllr DJ Badcock, seconded by Cllr GF Frankland, not to provide a salt bin. A recorded vote result was as follows: In favour of the proposal – Cllrs DA Adams-Payne, DJ Badcock, CM Frankland, GF Frankland, CE Hall, EW Hall, RS Martin, MM Oldfield, and AJ White, Against – Cllr KO Winters, Abstention - BL Taylor. **Resolved not to provide a bin due to legal implications that may occur.** Cllr Winters proposed that the Council should meet with CCC Highways to request that the road is built up and that it be on the agenda of the next meeting for discussion. Cllrs Winters and Taylor requested a copy of the CCC Highways email relating to the policies.
5. **To approve and sign an application to register and access online banking** – The Clerk requested the facility in order to view statements and make internal account transfers online. **Resolved to approve the Clerk's request for online banking facilities and authorise the Chairman, Vice Chairman and the clerk to sign the bank's authorisation mandate.** A vote result was: 10 In favour and 1 Against.
6. **To approve bills and other items for payment** - Proposed Cllr RS Martin, seconded Cllr MM Oldfield and unanimously agreed. **Resolved to approve list of payments for cheque numbers 000823 to 000838 for the total sum of £3988.20.**

229/10 **LITTLE DOWNHAM BOOK CAFE**

1. **To authorise signing of CCC Service Level Agreement** – Matter agreed. **Resolved that the Chairman is authorised to sign the CCC Service Level Agreement on behalf of Little Downham Book Café.**

230/10 **ANNUAL RISK ASSESSMENT**

1. **To receive and consider risk assessment reports from Tony Payne** – A summary of the reports were observed and discussed. Mr Payne requested that two members sign the reports. **Resolved to accept the reports by Mr Payne, that the Chairman and Vice Chairman sign the reports, the handyman re-installs the BMX litter bin, the Clerk authorised to purchase more dog fouling signs for the Local Nature Reserve and re-install the BMX advisory use of track signs.**

231/10 **PARISH COUNCIL LAND AND ASSETS**

1. **To consider draft policy to regulate erection of signs and items on Parish Council land** – The policy would allow the Council to maintain its land as visual assets for parishioners and visitors, where bylaws or other regulations are not already in place. The Clerk will produce an application form and notify parish organisations of the new policy. Applications will be considered at meeting as required. A recorded vote result to adopt the policy was as follows: In favour – Cllrs DA Adams-Payne, DJ Badcock, CM Frankland, GF Frankland, CE Hall, EW Hall, RS Martin, MM Oldfield, BL Taylor and AJ White. Against – Cllr KO Winters. **Resolved to adopt the draft policy with immediate effect.**

232/10 PARISH MATTERS

1. **ECDC Core Strategy Review – to consider draft work programme** – The programme was considered too tight, but accepted due to deadlines that ECDC had to meet. It was suggested to hold a public meeting in early June and to avoid issuing the questionnaire in August because of holidays. The Clerk will liaise with ECDC regarding the public meeting.
2. **Mrs C Sellers – Request to erect a wooden bench on Lt Downham village green in memory of her two uncles that lived in the parish** – It was agreed to approve Mrs Sellars's request and ask that the wooden bench be sited on Cub Green, facing the Village Sign on Church Green, and it be similar in style to existing benches in the area.

233/10 HIGHWAYS

1. **Replies re matters reported from previous meetings:**
 - 1.1 **High Road and Adventurers Drove** – CCC Highways is not aware of any road signs or items missing, but will look when next in the area.
 - 1.2 **Main Drove to Dexters Bridge, Lt Downham** – This has already been inspected and sadly there was only so much CCC could do with the money available at the time. A bid has been made for money as a scheme to carry out further repairs. CCC is waiting to hear if that will be forthcoming in this financial year.
2. **To report current matters of concern:**
 - 2.1 **Marshall Drove, Lt Downham** – Potholes – it was noted that an order is in place to fill them.
 - 2.2 **Beild Drove, Lt Downham** – Request for planings to be put on the drove to fill in the potholes
3. **Cambridgeshire County Council (Byways Open to All Traffic No. 45 and No. 46 Ely, No. 47 and No. 48 Little Downham) (PROHIBITION OF DRIVING) ORDER 200X – consultation to 05/05/11** – It was decided that the Parish Council would not make a comment. Cllr BL Taylor and KO Winters disagreed. It was noted that individuals could make their own comments.

8.23pm The parishioner left.

234/10 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 235/10, 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.

235/10 TENDERS

1. **Lt Downham Play Area – To consider quotes for replacement of roundabout and Log World unit (Min.215/10.3)** – Three quotations were received and discussed. It was agreed that this project could be funded from the Section 106 agreement relating to the Chambers Way development, although funding is not available until 50% of dwellings are sold. A vote result was: 8 In favour and 3 Against.
Resolved to accept the quotation from Fenland Leisure Products, Christchurch, to replace the Roundabout and Log World unit with a new Carousel and Bird's Nest Swing when funding is available from Section 106 funding, Chambers Way development, Lt Downham.

236/10 REQUEST ITEMS FOR FUTURE CONSIDERATION

1. To discuss asking CCC Highways for a meeting regarding the road either side of Second Drove railway crossing (Cllr KO Winters)
2. To discuss safety surfacing at Pymoor and Lt Downham Play Areas

There being no further business, the meeting was closed at 8.35pm.

Chairman's closing remarks – It was noted that this was the last Council meeting for Cllrs Eric Hall and Alan White, who were not standing in the forthcoming election on 5 May. As the longest standing members of the Council, the Chairman expressed thanks for their years of service, which were considered to be around 40 years and 56 years respectively.

Signed (Chairman) Date