

**MINUTES of a meeting of Little Downham Parish Council held in the Village Hall,
Main Street, Little Downham, on Thursday, 15 March 2012 commencing at 7.00pm.**

Councillors present: Cllrs DA Adams-Payne, in the chair, CM Frankland, GF Frankland, CE Hall, RS Martin, MM Oldfield, BGF Smith, BL Taylor, GH Taylor, and KO Winters.

In attendance: Dist. Cllr T Goodge, County Cllr P Read and two parishioners (7.03pm).

Chairman's opening remarks – Cllr Adams-Payne welcomed everyone to the meeting and read out a letter of resignation from Cllr Nathaniel Missin due to personal commitments. The Council was disappointed to receive the resignation. The Clerk will write a letter of thanks for his services during the past year.

180/11 APOLOGIES FOR ABSENCE – Dist. Cllr A Bailey.

181/11 TO RECEIVE DECLARATIONS OF INTEREST

1. **Cllr RS Martin** declared a prejudicial interest in item 193/11.1.1 (Tenders – Myles Meadow) because his brother has submitted a tender and item 187/11.1.3 (application 12/00181/FUL) because he is a tenant of adjoining land next to Otterbush Farm. (Declaration 005-2012).

182/11 PUBLIC FORUM – No comments

183/11 DISTRICT COUNCILLORS' REPORTS (Dist. Cllrs A Bailey & A Goodge)

1. Dist. Cllr Goodge reported that the ECDC's decision to implement car parking charges has been put on hold at present for matters to be looked into it further and the Ely bypass is 'on track' as deemed necessary due to rail movements. He had also responded to application 11/01099/FUL (Deanta UK Ltd) expressing concerns with the application in Pymoor.

184/11 COUNTY COUNCILLOR'S REPORT (County Cllr P Read)

1. County Cllr Read informed that the County Council was preparing to borrow money to move quicker on providing the A142 bypass over the railway, the issue of car parking fees is back in the 'melting pot', as CCC needs to look at all evidence for schemes that might go ahead; it's possible that County parking schemes and nationwide enforcement might go ahead at the same time but need to be regulated properly, and the Ouse Washes Habitat Creation Project (in neighbouring parishes) is progressing slowly.

7.10pm Dist. Cllr T Goodge and County Cllr P Read were thanked for their reports and left the meeting.

185/11 TO APPROVE MINUTES OF PREVIOUS MEETING

1. Cllr Winters complained that the Clerk had not minuted all the points he had read in his Neighbourhood Panel report (item 175/11.1). The Chairman reminded Cllr Winters that the minutes were not verbatim and reference was made about the items of his report. A vote result to approve the minutes was as follows: 8 In favour, 1 Against and 1 Abstention.

Resolved that the minutes of 16 February 2012 (Full Council) be approved and signed by the Chairman as a true record.

186/11 MATTERS TO REPORT

1. **CCC Contracted Bus Services** – On 30/01/12 CCC Cabinet decided to phase out funding on all subsidised bus services over three years commencing in 2012/13. Subsidies are to be withdrawn for Lt Downham Parish in April 2013. CCC will begin community engagement some nine months before the scheduled subsidy withdrawal to allow time for Cambridgeshire Future Transport solutions to be developed and implemented to meet local needs.
2. **Letter from L Edwards** – Correspondence was noted stating objection to the proposed removal of the tree adjacent to the entrance to Deanta UK Ltd, Straight Furlong, Pymoor. Accompanying his letter was information about trees on Straight Furlong that had been posted through his letter box anonymously.
3. Cllr Smith expressed concern regarding a tree at Townsend but he will approach the owner.

187/11 PLANNING MATTERS

1. **Planning correspondence -**

7.25pm Prior to discussing the next item, **Cllr BL Taylor** declared a personal interest in item 187/11.1.1 (application 12/00098/FUL) because he knows the applicant well (Declaration 006-2012).

- 1.1 **12/00098/FUL** Mr & Mrs D Godsmark, 51 Main Street, Lt Downham – Single storey extension to the rear and loft conversion – **Resolved that the Parish Council had no concerns.**

- 1.2 **12/00117/LBC** Dr Michael England, 97 Main Street, Lt Downham – Rear porch –
Resolved that the Parish Council had no concerns.
- 1.3 **12/00181/FUL** Mr & Mrs Hayes, Land adjoining Otterbush Farm, The Hythe, Lt Downham – Change of use of paddock to equestrian/agricultural, to include horse exercise area & turnout pen & small storage barn for hay & equipment –
Resolved that the Parish Council had no concerns.

For information only:

- 1.4 ECDC Applications approved: 11/00237/FUL,12/00061/PDR

188/11 FINANCE

1. **Monthly Internal Audit** was carried out by Cllrs BGF Smith and GH Taylor.
2. **To receive current financial status 2011/12** – A summary of actual figures, prior to this meeting, were viewed. The Clerk requested some funding be allocated to the Pavilion Extension budget heading in order for payments to be listed under the project heading i.e. architectural fees, as no amount had been specified from the Precept. It was proposed by Cllr CM Frankland and seconded by Cllr MM Oldfield that £2000 be allocated and transferred from General Reserve Savings, as required. **The result of a recorded vote was as follows: In favour (9)** - Cllrs DA Adams-Payne, CM Frankland, GF Frankland, CE Hall, RS Martin, MM Oldfield, BGF Smith, BL Taylor and G Taylor. **Against (1)** - Cllr KO Winters.
Resolved that £2000 be allocated to the Pavilion Extension budget and transferred from General Reserve Savings, as required.
3. **Email: Downham Parish Conservation Group – request funding for AGM refreshments** – It was noted that £65 was still available in the 2011/12 budget allocated to the Conservation Group. **Resolved unanimously to approve reimbursement of expenditure up to £65 for refreshments at the Downham Parish Conservation Group AGM on 21/03/12.**
4. **Letter: Ely & District Citizens Advice Bureau – grant request** – Approved.
Resolved unanimously to donate £300 to Ely & District Citizens Advice Bureau.
5. **To approve CRB Checks for Lt Downham Book Cafe Volunteers** – Volunteer CRB checks are required for L Toynbee and P Chase. Admin charges are expected to be £13.00 each.
Resolved unanimously to approve payment of volunteer enhanced CRB checks through Cambridgeshire County Council for L Toynbee and P Chase.
6. **To approve costs of the Diamond Jubilee Commemorative Tree (English Oak)** – It was agreed to purchase, and have delivered, a 12ft tree and planting kit from Barcham Trees, Barway. It was suggested to plant the tree around the time of the Queen's Jubilee (early June) and invite school children to help with the planting.
Resolved unanimously to approve purchase of an English Oak (approximately 12ft), planting kit and delivery from Barcham Trees, Barway, at a cost of £127.75 + VAT.
7. **To consider renewal of insurance for the Cartshed and Lt Downham Recreation Area** – Policy premiums were considered from Suffolk ACRE, Came & Co and Norris and Fisher. Came & Co offered the premium on a pro-rata basis to October when the general insurance is due for renewal and the assets could be added to eliminate separate public and employer liability cover.
Resolved unanimously to approve the pro-rata (01/04/12 – 26/10/12) premium of £289.28 with Came & Co (Aviva) policy.
8. **To approve bills and other items for payment** - Proposed Cllr BGF Smith and seconded Cllr GH Taylor. **Resolved unanimously to approve list of payments for cheque numbers 000951 to 000962 and direct debits for the total sum of £6048.14.**

189/11 PARISH COUNCIL LAND AND ASSETS

1. **Pavilion Extension: Update** - Cllr GF Frankland confirmed that the plans were submitted to ECDC 20 days ago for pre-application planning advice but no response had been received yet. He will contact Neil Cutforth for an update.
2. **Burial Land: To consider results of Burial Land Questionnaires** – It was agreed that the Cemetery Working Group should assess the results and identify sites, speak to planners etc and report back to the Council. A group meeting was arranged for 22/03/12.

3. **To consider carrying out Parish Land and Assets Risk Assessment** – Tony Payne (a Health & Safety Consultant) offered to carry out the annual risk assessment.
Resolved unanimously to accept Mr Payne's offer to carry out the annual risk assessment free of charge.

190/11 PARISH MATTERS

1. **War Memorial – to consider cleaning and to add eight names** – Enquiries will be made to establish who owns the Memorial. The Clerk will obtain information about grant funding and the addition of names.
2. **ECDC Consultation on Strategic Issues (closing date 26/03/12)** – It was agreed not to provide a Parish Council response, as the questions were directed more to individuals.
3. **ECDC – Request Parish Council to hand deliver a Pymoor Village Vision questionnaire in April** – Cllrs CE Hall and KO Winters volunteered to deliver the questionnaires, due in late April.

191/11 HIGHWAYS, PARISH PATHS & BYWAYS

1. **Replies re matters reported from previous meetings:** no replies to report.
2. **To report current matters of concern:**
 - 2.1 **Street Lights** – Two lights are out again on Ely Road and the light near the Old Rectory on Main Street, Lt Downham, is flickering.
 - 2.2 **Cowbridge Hall Road, Lt Downham** - A deep pothole needs filling near the Ely Road end.
 - 2.3 **Beald Drove, Lt Downham** - Please can planings be laid to fill in the potholes.
 - 2.4 **North Fen Drove, Lt Downham** - Request for patching.

192/11 EXCLUSION OF PUBLIC AND PRESS

8.42pm 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 178/11, 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. Two parishioners left.

193/11 TENDERS

8.43pm Prior to the next item being discussed, Cllr RS Martin left the room.

1. **Grazing for 2012 season:**

- 1.1 **Myles Meadow** - One tender was received for grazing of Myles Meadow.

Resolved unanimously to accept the tender of £440 from AW Martin for cattle grazing in Myles Meadow.

8.45pm Cllr Martin was invited back to the meeting.

- 1.2 **The Holts** - One tender was received for grazing of Holts Meadows

Resolved unanimously to accept the tender of £100 from L Smith for sheep grazing in Holts Meadow.

194/11 HUMAN RESOURCES

1. **To confirm Handyman Pension details** – Monthly contributions were confirmed.

Resolved unanimously that from 1st April 2012 the Parish Council Handyman, Mr Mark Antony Wardle, be specified as a member of the Local Government Pension Scheme Regulations 1997 and that all necessary steps be taken in conjunction with Cambridgeshire County Council (LGPS Cambridgeshire), the appropriate administering authority, to carry the resolution into effect. The Parish Council and Handyman contributions will be in accordance with certified proposed rates, as set by Cambridgeshire Local Government Pension Scheme (LGPS Cambridgeshire).

195/11 REQUEST OF ITEMS FOR FUTURE CONSIDERATION

1. All Weather Court Fence.

It was suggested to invite a representative of the Ouse Washes Habitat Creation Project to give an update at the Annual Parish Meeting on 16/04/12 and the Clerk to write letter of thanks to the Littleport and Downham Internal Drainage Board for drainage works in the parish.

There being no further business, the meeting was closed at 8.54pm.

Signed (Chairman) Date