

**MINUTES of a meeting of Little Downham Parish Council held in the Village Hall,
Main Street, Little Downham, on Thursday, 15 May 2014 commencing at 7.00pm.**

Councillors present: LEA Joel, in the chair, and DA Adams-Payne, CM Frankland, CE Hall, RS Martin, BL Taylor, GH Taylor and KO Winters. **Clerk:** Mrs J Wardle

Other attendees: None

13/14 APOLOGIES FOR ABSENCE - Cllrs GF Frankland, MM Oldfield and BGF Smith, District Cllrs A Bailey and T Goodge and County Cllr P Read.

14/14 TO RECEIVE DECLARATIONS OF INTEREST

1. **Cllr BL Taylor** declared a prejudicial interest in item 20/14.1.1 (Application 14/00270/FUL) because he owns the property next-door (No. 52) (Declaration 008-2014).
2. **Cllr GH Taylor** declared a prejudicial interest in item 20/14.1.1 (Application 14/00270/FUL) because she owns the property next-door (No. 52) (Declaration 009-2014).

15/14 PUBLIC FORUM

A period of up to 10 minutes will be allowed for members of the public, and Councillors that have declared prejudicial interests, to address the meeting in relation to items on this agenda.

1. Cllr BL Taylor expressed concern regarding planning application 14/00270/FUL in that there is no provision for additional parking within the property and this section of Main Street already has a problem with on-street parking.

16/14 DISTRICT COUNCILLORS' REPORTS (Dist. Cllrs A Bailey & A Goodge) – Nothing to report

17/14 COUNTY COUNCILLOR'S REPORT (County Cllr P Read) – Nothing to report

18/14 TO APPROVE MINUTES OF PREVIOUS MEETINGS

1. **Resolved** that the minutes of 10 April 2014 were correct and signed by the Chairman as a true record.
2. **Resolved** that the minutes of 1 May 2014 AGM were correct and signed by the Chairman as a true record.
3. **Resolved** that the minutes of 1 May 2014 (general meeting) were correct and signed by the Chairman as a true record.

19/14 MATTERS TO REPORT

1. **(Min.170/13.6) Lt Downham Recreation Area Ditch** – Mr Freeman said he calculated that job would be very expensive because the waste needs removing from the ditch and the recreation area. He therefore did not provide a quote. The Council requested quotes for the next meeting.
2. **(Min.157/13.2) Application of S106 funding to cover the £5000 shortfall of funds for the Main Street Crossing LHI bid 2014/15** – The Clerk informed that the Parish Council is required to submit the S106 application to ECDC because Emma Turrell cannot apply as an individual and ECDC and CCC will expect to forward and receive funds respectively through an organisation. The Council authorised the Clerk to submit an application to ECDC as a matter of urgency because CCC needed confirmation of the funding before proceeding with the project.
3. **(Min.174/13.2) Welcome booklet** – The Clerk reported that front covers were printed and up to date organisation information was being requested.
4. **(Min.172/13.2) Lt Downham Recreation Area utility contract** - Supplier of Electricity changes on 22/05/14 from E-on to EDF.
5. **(Min.177/13.2) Lt Downham War Memorial** – The Council was informed that there are difficulties in completing War Memorial Trust (WMT) application because the memorial is not owned by Parish Council, it has not carried out a consultation on legal ownership, a decision could take 3 – 6 months, which could jeopardise getting the work done before November. The Clerk had emailed ECDC conservation officer for approval of work in the conservation area. The Council decided not to apply to WMT for grant funding but to go ahead and arrange for the work to be done if the Conservation Officer has no objections to the proposed work.

6. **(Min.12/14) Ely Soham Dial-a-Ride letter of thanks** - Chief Executive, Gillian Leeper, wrote to express grateful thanks for the council's donation that was presented to her at the Annual Parish Meeting. It was a lovely surprise and support from the Council is greatly appreciated.
7. **Irreparable damage to Frank (Dempsey) Lythell Memorial Seat near Pavilion** - The arm on the seat had been removed and it was awaiting collection to be repaired. In the meantime, four youths (3 boys, 1 girl) sat on it and two of the boys forced it to break. The Council agreed to consider quotes at the next meeting to replace it.

20/14 **PLANNING MATTERS**

1. Planning correspondence -
- 1.1 **14/00270/FUL** Mr Jonathan Flude, 54 Main Street, Lt Downham – Subdivision of existing dwelling to create 2 dwellings, including extensions and alterations –
Resolved - Little Downham Parish Council had concerns regarding this application and recommended amendments to the scheme.
Concern: No provision of off-street parking for proposed No. 56 Main Street.
Reason: The previous application to subdivide No. 54 to create two dwellings included a shared driveway and rear parking for both properties, whereas this application does not.
On-street parking has always been a problem in this area of Main Street.

For information only:

- 1.2 ECDC: Applications approved: 14/00223/FUL, 14/00346/FUL,
- 1.3 ECDC: Applications refused: 14/00281/AGN

21/14 **FINANCE**

1. **Monthly Internal Audit** was carried out by Cllrs CE Hall and RS Martin.
2. **To receive the Internal Auditor's Report for the Accounts 2013/2014** – The Report was read to the Council and two matters were brought the Council's attention. Mrs Wallace had noted the building up of year end balances for two significant capital projects and suggested that if funding is successful or the projects cost less than anticipated, then the balances should be considered when setting future precept levels. Also, that she had been the internal auditor for several years.
Resolved to accept the Internal Auditor's Report 2013/14 and the two matters of attention for future reference.
3. **To approve Section 2 of the Annual Return for the year ending 31 March 2014** - The Council completed Section 2 and approved the Annual Return.
Resolved that the Chairman and the Clerk duly sign the Annual Return 2014.
The Clerk must forward the Annual Return to PKF Littlejohn LLP (External Auditors) by 09/06/14.
4. **To approve Annual Report 2013/14** - The draft report was considered and approved.
Resolved that the Annual Report 2013/14 be approved and copies be made available in the Book Café, School, some local outlets and on the Parish Website.
5. **To consider increase of Fidelity Guarantee cover on Council funds** – The premium for cover of £200,000 was £25 to renewal in October. At renewal, the additional premium would be £44.52. It was proposed by Cllr CM Frankland and seconded by Cllr CE Hall to increase the Fidelity Guarantee cover to £200,000. **A recorded vote result was as follows: In favour (7) - Cllrs DA Adams-Payne, CM Frankland, CE Hall, LEA Joel, RS Martin, BL Taylor and GH Taylor, Against (1) - Cllr KO Winters.** Cllr Winters expressed confidence in the Clerk.
Resolved to approve payment of £25 to Came & Co for the increased Fidelity Guarantee cover of £200,000.
6. **To approve bills and other items for payment** - Items for payment were proposed by Cllr CE Hall and seconded by Cllr RS Martin.
Resolved unanimously to approve list of payments for cheque number 001046, direct debits and BACS payments 181 to 189 for the total sum of £4363.94.
Resolved unanimously for the Chairman to sign the new EDF direct debit.

22/14 **PARISH COUNCIL LAND AND ASSETS**

1. **Lt Downham Recreation Area Entrance Gate** –
- 1.1 It was noted that Mr Sear continues to daily lock and unlock the entrance gate for the Council.
Resolved unanimously to give Mr R Sear a gift of £50 for his time and effort.

- 1.2 It was noted that Joe Ison is holding keep fit sessions in the recreation area early in the morning and sometimes the gate is still locked. It was agreed that he could have a key for the duration of the keep fit course. The Clerk will contact Joe Ison accordingly.
- 2. **To consider carrying out annual risk assessment** – Cllr Adams-Payne suggested that Tony Payne would be willing to carry out the assessment. The Clerk will email Tony Payne.

23/14 PARISH MATTERS

- 1. **To consider draft letter re risk of flooding concerns** – The draft letter was discussed in detail and amended. **Resolved to send the letter as amended to the Environment Agency and copies to M Lloyd (CCC CEO), John Hill (ECDC CEO), S Barclay MP, Andrew Newton (Littleport & Downham Internal Drainage Board).**

24/14 HIGHWAYS, PARISH PATHS & BYWAYS

- 1. **Replies re matters reported from previous meetings:**
 - 1.1 **62 Ely Road, Lt Downham** – The hedge was cut back the next day.
 - 1.2 **LHI bid 2014/15 Speed Reductions on Ely Road** – CCC informed of no objections to the proposals at this stage and required the Parish Council’s decisions to proceed. The Council unanimously agreed that CCC should proceed and formally advertise the proposals.
- 2. **To report current matters of concern:**
 - 2.1 **Car parked outside No. 61B Ely Road, Lt Downham** – A car continues to be parked on the footpath causing a visibility obstruction. The Clerk was instructed to inform the police again.
 - 2.2 **Large stones on verges** – Concern was expressed regarding large stones/rocks on verges near the junctions of Chapel Lane and Martins Lane on to Cannon Street. Request that stones etc be removed.
 - 2.3 **Potholes and ruts** – The underneath of vehicles catch on North Fen Drove and Third Drove, Lt Downham. Request that potholes and ruts be filled.

25/14 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 26/14, 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.

26/14 PARISH COUNCIL LAND AND ASSETS

- 1. **Tenders for Little Downham Recreation Area Ditch** – The Clerk had no formal quotes because the contractors assumed the work was too expensive for the Council to consider. The Council instructed the Clerk to obtain quotes for the next meeting.

27/14 REQUEST OF ITEMS FOR FUTURE CONSIDERATION

- 1. Pymoor Cricket & Social Club Driveway

There being no further business, the meeting was closed at 8.50 pm.

Signed (Chairman) Date