LITTLE DOWNHAM PARISH COUNCIL

MINUTES of a meeting of the Parish Council held in the Village Hall, Main Street, Little Downham, on Thursday, 15 October 2009 commencing at 7.00pm.

Councillors present: DA Adams-Payne, in the chair, DJ Badcock, CM Frankland, CE Hall, EW Hall, RS Martin, M Oldfield, BL Taylor, AJ White and KO Winters (7.30pm).

In attendance: Dist. Cllrs A Bailey and T Goodge, County Cllr P Read and one parishioner.

Chairman's opening remarks – In Cllr Stacey's absence (the Chairman), Cllr Adams-Payne (Vice chairman) chaired the meeting.

APOLOGIES - Received from Cllr RC Stacey.

103/09 TO RECEIVE DECLARATIONS OF INTEREST

1. Cllr BL Taylor declared a prejudicial interest in item 111/09.1.1 (Application 09/00720/FUL) because he is an applicant and a personal interest in 111/09.1.2 (Application 09/00753/FUL) because the applicant is his nephew (Declaration no. 020-2009).

104/09 TO ADJOURN MEETING FOR PUBLIC FORUM

7.03pm Meeting adjourned – No public comments

7.04pm Meeting reconvened.

105/09 PARISH CRIME MATTERS -

- **1. Police Crime Report** No report on this occasion.
- **2. To report recent events** The Roller shed in Lt Downham recreation area was vandalised, alcohol bottles were smashed in the play area and car park on one occasion and left in the play area on the second occasion. CCTV footage has been passed to the police. Another break-in has occurred in Cannon Street.

106/09 DISTRICT COUNCILLORS' REPORTS (Dist. Clirs A Bailey & A Goodge)

- 1. Dist. Cllr Bailey informed of the Ely Masterplan consultation, which could affect infrastructure, parking in Ely, Roads and access to medical facilities for parishioners. The Maltings is doing well with the budget on target and a full wedding diary for 2010. The Fish Company at Pymoor has closed down but a similar business is operating at Mepal and being closely monitored. The fire at Murfitts, Littleport, is finally out and the authorities are working together to clear the site and consider concerns for future operations. If the tyre plant is to be rebuilt it is likely that a planning application will have to be submitted because of new fire precaution measures. Ely parking is to be reviewed because of decrimilisation of the centre of Ely (ECDC to enforce local parking issues). The new household waste facility at Witchford is going ahead and is due to open in one year. An application for Grunty Fen recycling to stay open for a further 17 years has been submitted in order 'finish off' the site to a specific level. A meeting of the Neighbourhood Panels' representatives and members is being held on 19/10/09 to discuss future and strategic issues and the west panel meets on 26/10/09. She informed of Witcham Parish Council's concerns regarding the County Council's inappropriate clearance of the Droves and asked if Lt Downham would consider supporting Witcham.
- **2.** Dist. Cllr Goodge suggested that the Council considers supporting the Ely Masterplan and the new sports facility on Downham Road, which could bring better access routes for Little Downham to Ely. CCTV in Ely, Soham and Littleport is being renewed. A wireless system could include Little Downham at some time. There are to be more stringent controls for ECDC targets on waste collection and recycling. Cllr Adams-Payne suggested a presentation to explain to parishioners.
- 7.30pm Cllr Winters arrived.

107/09 COUNTY COUNCILLOR'S REPORT (County Clir P Read)

- 1. County Cllr Read informed of County Waste and Aggregates Plans that are being presented around the county, the unfortunate incident of the police losing police helmets and handcuffs worth £23000, the necessity of submitting comments on the Ely Masterplan, to pass concerns or ideas to the District Cllrs regarding Neighbourhood Panel issues and to consider comments on the Internal Drainage Board's concerns regarding the Environment Agency's Great Ouse Tidal River Strategy.
- 7.35pm Dist. Cllrs Bailey and Goodge and County Cllr Read were thanked for attending and left the meeting.

108/09 TO APPROVE MINUTES OF PREVIOUS MEETINGS

- 1. <u>RESOLVED</u>: The minutes of 3 September 2009 (Full Council) were approved and signed by the Chairman as a true record following the amendment of CM Frankland to RC Stacey in items 86/09 and 9209.2.2.
- 2. <u>RESOLVED</u>: The minutes of 24 September 2009 (Extraordinary) were approved and signed by the Chairman as a true record.

109/09 MATTERS TO REPORT

- **1.** (Min. 45/09.3) Computer & accounting The Clerk has received a new computer and is in the process of setting it up. The accounting software is still being looked into and a visit has been arranged for the Clerk and two other clerks to visit Sutton Parish Council to look at *Scribe 2000*.
- **2.** (Min.68/09A) ADeC Offer of workshop for decision Members of Lt Downham Sports & Leisure Committee and the Youth Group have expressed an initial interest to attend. When a date is confirmed the Clerk will book the venue.
- **3.** (Min. 70/09.2) Youth Shelter Project in Little Downham A further survey has been carried out with the Youth Group to confirm the choice of the young people. The Clerk will obtain quotes when confirmation from ECDC of approval by the Big Lottery has been received.
- **4.** (Min.76/09.3.3) Cambs Together Rural Cambridgeshire: Ensure a Vibrant Future Cllr Adams-Payne attended the East Cambs meeting and Cllr Winters attended the Fenland meeting. He suggested that the Council considers submitting its views on the Cambridgeshire Strategy. The Clerk informed that the response forms are for individuals to comment and are available online via the Cambs ACRE website. Members were encouraged to submit their comments by 23/10/09.
- **5.** (Min.84/09.1) SLCC Seminar Cllr Oldfield and the Clerk attended the seminar and found information about the Code of Conduct, Freedom of Information and Annual Audit very useful. The Clerk will try to obtain a copy of the Code of Conduct handouts to be issued to other members.
- **6. (Min.86/09.1) Byway 47** As a result of receiving the Council's letter, Mrs Whymark informed that she has applied for funding in the next budget 2010/11 to finance this Byway either for surfacing or for a gating order. If successful with the application, the matter will be put to the Manager of the team for a definitive decision on which course is to be taken.
- **7.** (Min.89/09.3) Environment Agency Letter received from Environment Agency and read to the meeting. On receiving a letter that day from Mr Ross Chilvers (Littleport & Downham Internal Drainage Board) expressing concerns regarding the Environment Agency's Great Ouse Tidal River Strategy and future flood risks in the area, the Clerk was instructed to invite Mr Chilvers to the meeting on 05/11/09.
- **8. Requests for Speed Watch Check and more volunteers** A parishioner from Coveney read the request for volunteers in the magazine and contacted the Clerk. The Clerk passed his interest on to Coveney Parish Council. There were no volunteers from Lt Downham Parish.

110/09 LITTLE DOWNHAM SPORTS & LEISURE PROPOSAL

1. To receive report from Sports & Leisure Working Group – It was reported that the Downham Feoffees Charity, who owns School Lane, has discussed the Parish Council's wayleave and considers that it does not include access for additional facilities in the recreation area. The Charity is to consider this matter in more detail and will write to the Sports & Leisure Committee.

111/09 PLANNING MATTERS

To consider planning applications received:

1.1 09/00720/FUL Mr & Mrs B Taylor, 2 Mount Pleasant Cottages, Main Street, Pymoor – Single storev side extension.

RESOLVED: The Parish Council had no concerns.

1.2 09/00753/FUL, Mr M Savage, Head Fen Cottage, Head Fen, Pymoor – Single storey extension to front.

RESOLVED: The Parish Council had no concerns.

2. Planning correspondence

For information only:

2.1 East Cambs Infrastructure Investment Strategy - to complete questionnaire - completed.

2.2 ECDC Applications refused: 09/00558/FUL

112/09 FINANCE

- 1. Monthly Internal Audit was carried out by Cllrs CE Hall and AJ White.
- 8.30pm One parishioner left.
 - 2. To consider insurance renewal 2009/10 and options of 3-year or 5-year term offers Premiums from Suffolk ACRE, Peter Came & Company and Community First.org were considered. RESOLVED: That the Clerk makes further enquiries with Peter Came & Company to confirm that the proposed policy is at least equal to the current policy by Suffolk ACRE and if so to approve the premium of £1187.77.
 - **3. To receive audited Annual Return from External Auditors, Moore Stephens** Confirmation that the Annual Return had been approved with one minor comment that *amounts reimbursed to employees as expenses should be included in Box 6 and not Box 4 of Section 1.*
 - **4. To consider donation request from Victim Support** Declined. **RESOLVED: Not to donate on this occasion.**
 - 5. To consider donation request from Ely & Soham Dial-a-ride Approved. RESOLVED: To donate £100 to Ely & Soham Dial-a-ride on this occasion.
 - 6. To approve bills and other items for payment <u>RESOLVED</u>: To approve list of payments for cheque numbers 000604 to 000612 and direct debits for the total sum of £4117.65.

113/09 PARISH MATTERS

- 1. Neighbourhood Panel Meeting (26/10/09, The Glebe, Sutton) to consider issues to report It was agreed that Cllr Winters should express support to Witcham Parish Council regarding the inappropriate clearance of the droves by Cambridgeshire County Council.
- 2. Little Downham's Conservation Area list and boundary to consider for ECDC review No comments or observations were received to recommend amending the current status of the conservation area. It was decided not to recommend changes but to leave matters as they are and consider the ECDC draft review when received.
- 3. Trees at Straight Furlong, Pymoor to consider recommended work and to plant a new tree Following a site visit with the ECDC trees officer, it was agreed to seek tenders for work to remove one tree and trim branches from some of the others. The Clerk will draw up the specification and seek tenders.
- **4.** Little Downham Fete Request permission to allow vehicles on the recreation field (contrary to Byelaw 5) The Council agreed to limited access of the recreation area; no access to the cricket table; weight restriction of vehicles being no heavier to that of an ice cream van or ambulance; and discretion if the ground is wet.
- **5. To review Grass Cutting Contract Specifications for 2010** Specifications were agreed for the 2010 season. The Council will consider tenders at a forthcoming meeting.

114/09 RECREATION AREA

- 1. To consider an extension of Pymoor Play Area for Pathfinder Project Cllr Stacey requested permission to include the uneven area in front of the entrance to the play if the project was approved, which Cllr Taylor had offered to level. It was agreed unanimously. **RESOLVED: To approve extension of Pymoor Play Area if required.**
- **2. To update on Pymoor Play Pathfinder Project** (Min.91/09.1) Part B has been submitted and still waiting for the decision. In his absence, thanks were expressed to Cllr Stacey for his hard work in completing the application alone.
- **3. To consider request of a wedding marquee on Pymoor recreation field 10 July 2010** The request was approved.
- **4. Bill Dennis (Pymoor Cricket & Social Club) grass cutting equipment for Pymoor Play Area** It was noted that it was not in the Council's remit to contribute towards the Social Club's mower. The Clerk as asked to forward information to Mr Dennis about funding from ECDC.
- 5. To appoint representatives (2) to mediate with Sports Clubs regarding use of Little Downham recreation field Clirs D Badcock & D Adams-Payne volunteered.

115/09 HIGHWAYS

- 1. Replies from CCC re matters reported at previous meetings (Min.71/09.2)-
- **1.1 Telegraph poles on Black Bank Road, Lt Downham** Highways have made enquiries and awaiting reply. Indications are that objections should be made within 21 days of installation. There does not seem to be a set distance for the placement of poles adjacent to the carriageway.
- **1.2 North Fen, Little Downham** These will be looked at with the contractor when they do patching in the area
- **1.3 A Furlong, Downham Common, between Gravel Head Bridge and Dunkirk Bridge, Lt Downham** Highways will take a look at the brick rubble and see if there is anything that can be done.
- **1.4** Thanks were appreciated regarding the patching of Black Bank Road.

2. To report current matters of information

- **2.1 Telegraph poles on Black Bank Road, Lt Downham** A third telegraph pole has been erected adjacent to the carriageway and it can be seen where machinery has caught the others.
- **2.2 Second and Third Droves, Lt Downham** The roads are uneven and the area for patching needs extending due to further deterioration on the periphery.
- **2.3 Main Drove, Little Downham** The road requires attention near Willow Farm and Elm House.
- **2.4 Mill Hill, Lt Downham** The hedge on the corner opposite The Hythe junction needs cutting back. Mr Runciman will carry out the work soon.
- **2.5 Overgrown Pyracantha hedge, Main Street, Lt Downham** The Clerk will contact the owners to request it be trimmed back.

116/09 CORRESPONDENCE

For information only:

1. Cambridgeshire County Ely review of secondary schools in East Cambridgeshire – invitation to attend consultation meetings Stage 1 & Stage 2 - Cllr Winters expressed an interest to attend the Ely College event on 02/11/09. The Clerk will confirm his interest to attend.

For information only:

2. CCC – Forthcoming changes to A & P Coaches Service 125 – change of operator to Ely & Soham Dial-a-Ride – timetables available from Passenger Transport Team on 0845 0450675

117/09 EXCLUSION OF PUBLIC & PRESS -

<u>9.45pm</u>

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 118/09, Staff Appraisal, 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.

118/09 HUMAN RESOURCES

1. To consider Handyman's Staff Appraisal Report – The handyman's appraisal was considered in detail. A concern for lone working was expressed. It was suggested that the Clerk instructs the handyman to keep in regular contact when he working should in case he has a problem. The handyman has hurt his toe at home, it was suggested that a policy be drawn up to appoint a temporary handyman in future in cases of sickness etc.

<u>RESOLVED</u>: To approve the Handyman's Appraisal Report to increase his salary onto the salary scale for part-time employees (spinal column point 11) and backdate to 01/04/09 as recommended by the National Joint Committee, to purchase a bag holder for the litter bag and provide overalls for paintwork etc.

119/09 REQUEST OF ITEMS FOR NEXT MEETING

- 1. To invite Ross Chilvers to the next meeting (item 109/09.7).
- 2. To consider submitting a comment on the Ely Masterplan

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

Signed	(Chairman)	Date