

**MINUTES of a meeting of Little Downham Parish Council held in the Village Hall,
Main Street, Little Downham, on Thursday, 16 December 2010 commencing at 7.00pm.**

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

In attendance: One Parishioner.

150/10 **APOLOGIES FOR ABSENCE** were received from Cllrs AJ White and Dist. Cllrs A Bailey and T Goodge, County Cllr P Read and PC K Humble.

151/10 **TO RECEIVE DECLARATIONS OF INTEREST**

1. **Cllr RS Martin** declared an interest in item 157/10 (Application 10/00943/FUL) because is a churchwarden and Mrs Misson is one of his landlords (Declaration 016-2010).

152/10 **PUBLIC FORUM**

No comments.

153/10 **DISTRICT COUNCILLORS' REPORTS** (Dist. Cllrs A Bailey & A Goodge) – Nothing to report

154/10 **COUNTY COUNCILLOR'S REPORT** (County Cllr P Read) – Nothing to report.

155/10 **TO APPROVE MINUTES OF PREVIOUS MEETINGS**

1. **Resolved** that the minutes of 25 November 2010 (Full Council) be approved and signed by the Chairman as a true record.

156/10 **MATTERS TO REPORT**

1. **(Min.138/10.5) Lt Downham Book Cafe – to approve inclusion on Council's insurance policy (at no extra cost)** – A revised certificate of Employers' Liability Insurance has been received and was posted on the notice board in the Book Cafe.
2. **(Min.141/10.3) Cold Callers – to consider signs for the village** – The Clerk produced an article for the parish magazine but was informed by the editors that Trading Standards had contacted them in November and an article was in the December edition. Although the Clerk's entry had slightly different information, which was obtained from the police website, it was agreed not to duplicate the article in the January magazine. Windows stickers from Trading Standards have been put in the Book Cafe for public use.
3. **(Mins.142/10.3) To consider play area annual inspections** – An order has been sent to Digley Associates to request the Scheme 1 inspections at Lt Downham and Pymoor play areas. A date is yet to be arranged.
4. **(Min.143/10.1) Downham Parish Conservation Group – to approve proposed works in Holts Meadow (hedge)** – Keith Norton has met with the adjacent landowner and he is happy with the proposed work. The Clerk will contact Truelink Ltd.
5. **(Min.147/10.2) Lt Downham Pavilion - Periodic Electrical Inspection quotes** – The Inspection was carried out on 13/12/10.
6. **(Min.148/10.2) Handyman – To consider initial three-month probation appraisal** – Mr Wardle has signed the contract of employment and thanks the council for its considerations.
7. **(Min.147/10.1) Capital Project – Lt Downham Village Hall Rear Terrace** – Lorraine King has approved the provision of tarmac outside the village hall front doors. The grant application form has been downloaded from ECDC website and is to be completed.

157/10 **PLANNING MATTERS**

1. **Planning correspondence -**

- 1.1 **10/00943/FUL** Mrs Mary Misson, Lawns Farm, Main Street, Lt Downham – Change of use and conversion of existing outbuilding in proximity of a Listed Building
Resolved that the Parish Council had no concerns.

For information only:

- 1.2 ECDC Applications approved: 10/00905/AGN

158/10 FINANCE

1. **Monthly Internal Audit** was carried out by Cllrs RS Martin and MM Oldfield.
2. **ECDC – Future of Neighbourhood Panels in East Cambs – funding request** – ECDC was requested £450 towards the next three years of meetings. It was agreed that Neighbourhood Panels are a good idea in principle but that Parish Council's should not be expected to fund them because they are considered to derive from the old Police Liaison Meeting and the ECDC Parish Forum. A recorded vote of not to contribute was as follows:
In favour – Cllrs DA Adams-Payne, DJ Badcock, CM Frankland, GF Frankland, CE Hall, RS Martin, M Oldfield and B Taylor. Against – Cllr KO Winters.
Resolved not to contribute towards the funding of the West Neighbourhood Panel.
3. **Scribe Accounts 2010 – offer of receipt of new version prior to renewal date May** – It was agreed to request the upgraded new version for the next financial year, which will be received in February for 2011/12. There is no extra fee. Renewal for the Licence will be received in May.
Resolved to renew the Licence for Scribe Accounts Package and request the upgraded new version, Scribe 2010.
4. **Information Commissioner's Office – Renewal of Registration for Data Protection Act 1998** – The Council was still Tier 1 of the tiered notification fees.
Resolved to approve the annual payment of £35.00 paid by direct debit to the Information Commissioner's Office for the Register of Data Controllers.
5. **CCC Street Lighting Maintenance & Energy April 2011 onwards** - CCC notify of its energy and maintenance charges for 2010/11. It informed that it will continue to keep the procurement of energy 'in-house' and Parish Councils can still take advantage of the bulk buying of energy through CCC, but, it will not be providing a maintenance service after 31/03/11. Parish Councils can enter a service agreement with the same maintenance provider as CCC or seek an alternative maintenance and energy provider if it wishes. Further information will be issued.
Resolved to accept CCC street lighting maintenance and energy charges of £132.51 and 152.11 respectively (total £284.62) for 2010/11, to approve continuation of energy provision through CCC for 2011/12 and await information from CCC re its maintenance provider.
The handyman was requested to visually assess the Parish Council street lights.
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 000779 to 000792 for the total sum of £4446.42.

159/10 PARISH MATTERS

1. **Report from Neighbourhood Panel Meeting (25/10/10) (Cllr KO Winters)** – Speeding on Main Street was prioritised as requested and the police reported it had carried out speed checks in the village. Alan Roffey (Speed Watch Coordinator) requested more people from Little Downham come forward to be trained on Speed Watch. Cllr Winters informed that he didn't mention the problem with 4x4 vehicles because Coveney had done so. He reported burglaries in isolated places in Pymoor. Wilburton had concerns about certain people living near old peoples' homes.
2. **Downham, Pymoor and Coveney Parish Magazine – invitation to appoint a representative on the new committee** – Cllr Winters volunteered for the position. Proposed Cllr DJ Badcock, seconded Cllr BL Taylor, a vote result was: In favour: 6 Against: 2, Abstention: 1.
Resolved to appoint Cllr KO Winters as a Parish Council Representative on the Downham, Pymoor and Coveney Parish Magazine Committee.
3. **Water excavation east of Denver Sluice (Denver Slacker) (Cllr BL Taylor)** – Cllr Taylor requested this be deferred to another meeting when he will have more information.

160/10 RECREATION AREAS

1. **Lt Downham Pavilion extension/re-build** – The matter of whether to extend or re-build was decided. Proposed Cllr MM Oldfield, seconded Cllr CE Hall and voted as agreed unanimously.
Resolved to consider extending the Pavilion.
2. **Lt Downham Play Area – to consider replacement roundabout** – Further information is awaited. The item was deferred to another meeting.

161/10 **HIGHWAYS**

1. **Replies re matters reported from previous meetings**
 - 1.1 **Tower Road, Lt Downham** – The pothole had been filled.
 - 1.2 **Corner of North Fen and Brick Kiln Lane, Lt Downham** – The street light column has been straightened.
2. **To report current matters of concern**
 - 2.1 **CCC Street lights** – Column 10 out on Lawn Lane, columns 3 and 5 out on Ely Road and column 17 is flickering, column 25A out at Townsend.
 - 2.2 **Main Street, Lt Downham** – The drain outside The Rectory was flooded and water was across the path and part of the road. It was requested that the drains are jetted out.
 - 2.3 **First Drove Lt Downham, field entrance adjacent to drove leading to Four Ways Farm off**
 - 2.4 **Black Bank Road and First Drove Pymoor Common, Pymoor** – All were reported as being difficult for farmers to exit onto the carriageway due to height of the carriageway edge.
3. **CCC – Winter Service and the Localism Agenda – Opportunity for Third Party Working** – In light of CCC’s recently revised winter gritting route, the Parish Council was given the opportunity to get involved in providing service on a timely basis to footway areas during any severe weather. The Council was not interested in being involved.

162/10 **CORRESPONDENCE** - For information only

1. **Pymoor Agricultural & County Show – 2 July 2011 at Pymoor Lane, Pymoor**
2. **Ely & Soham Dial-a-Ride – invitation to AGM 15 February 2011, Witchford Village Hall at 11.30am**
- 3.3 **CCC – Signposting and waymarking improvements under the Fens Adventurers Rural Development Programme**

163/10 **EXCLUSION OF PUBLIC AND PRESS**

It was 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 164/10, 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.

8.36pm One parishioner left.
The Clerk offered to leave before the next item was discussed because, at the Council’s suggestion, her husband had submitted a quote. The Council requested she stay.

164/10 **TENDERS**

1. **Pymoor bus shelter notice board** – The cost of five notice boards were considered. It was unanimously agreed that MA Wardle offered best value for money and could install the notice board after Christmas.
Resolved to accept quote from MA Wardle to supply and fix stained softwood open notice board measuring approximately 1000mm x 850mm with heading stating *PUBLIC NOTICES*.

165/10 **REQUEST OF ITEMS FOR FUTURE CONSIDERATION** - None

There being no further business, the meeting was closed at 8.40pm.

Signed (Chairman) Date