

**MINUTES of a meeting of Little Downham Parish Council held in the Village Hall,
Main Street, Little Downham, on Thursday, 17 March 2011 commencing at 7.00pm.**

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

In attendance: Katie Child (ECDC Principal Forward Planning Officer), Dist. Cllr T Goodge, and one parishioner.

Chairman's Opening Remarks – The Chairman welcomed everyone to the meeting and introduced Katie Child to speak at item 203/10.

202/10 APOLOGIES FOR ABSENCE - were received from Cllr DJ Badcock, Dist. Cllr A Bailey, County Cllr P Read, PC K Humble & PCSO J Hall.

203/10 ECDC - WORKING TOGETHER TO MANAGE FUTURE GROWTH

1. Katie Child gave a powerpoint presentation on the District Council's decision to review the Core Strategy for the District following the introduction of the Government's localism agenda and its decision to withdraw regional housing targets. It will allow the District Council to work with the Parish Councils and communities to have more say on how they would like their parish to develop in the future. The District Council has prepared Masterplans for Ely, Littleport and Soham and is now ready to look at the needs of surrounding villages and critical infrastructure needs. Katie answered questions from members. It was agreed this could be a topic at the Annual Parish Meeting on 15th April. ECDC will be invited to attend.

7.25pm Katie Child was thanked for attending and left the meeting.

204/10 TO RECEIVE DECLARATIONS OF INTEREST

1. **Cllr RS Martin** declared a personal and prejudicial interest in item 219/10.2.1 (Myles Meadow Grazing) because his brother has submitted a tender (Declaration 005-2011).

205/10 PARISH CRIME MATTERS

1. **Police Crime Reports** – Two crimes were reported in Little Downham and one in Pymoor during February.
2. **To report recent events** – PC Humble emphasised in his report read by the chairman that metal thefts have been highlighted by the media and parishioners need to be vigilant about anything they think is suspicious and without putting themselves in danger report it to the police.

206/10 PUBLIC FORUM – No comments

207/10 DISTRICT COUNCILLORS' REPORTS (Dist. Cllrs A Bailey & A Goodge)

1. Cllr Goodge had no ECDC matters to report but informed that he had decided to stand again in the District Council elections to be held 05/05/11.

208/10 COUNTY COUNCILLOR'S REPORT (County Cllr P Read) – Nothing to report on this occasion.

209/10 TO APPROVE MINUTES OF PREVIOUS MEETINGS

1. **Resolved** that the minutes of 17 February 2011 (Full Council) be approved and signed by the Chairman as a true record following the amendment that Cllr GF Frankland did not attend the meeting and had given apologies for his absence.

210/10 MATTERS TO REPORT

1. **(Min.188/10.1) Dist. Cllr Goodge Report relating to Deanta Planning application** - The Application was not on ECDC Planning committee meeting agenda of 02/03/11.
2. **(Min.197.10.2.3) Shop, 29-33 Main Street, Lt Downham** – A reply from ECDC Licence Section explained the licence application and reasons for approval. Parish Councils are not directly consulted on these applications, but can comment from the statutory local advertisement that the applicant is required to make.
3. **(Min.200/10) Tree works on Ely Road and Lt Downham Recreation Area** – ECDC has issued approval of work on the two trees in the Conservation Area. Truelink Ltd will commence work shortly.
4. **Byway 47** – CCC Countryside Team informs that gates are being installed at the north and south entrances of the Byway and off the B1411 at Foxes Drove (Ely Byway 46).

211/10 **PLANNING MATTERS**

1. **Planning correspondence -**

- 1.1 **11/00084/FUL Mr & Mrs M Wild, 26 Bury Green, Lt Downham – Two storey rear extension and garage conversion - Amendment – Showing more of the neighbours property to help assess sunlight impact - Resolved that the Parish Council had no concerns on the applications.**

For information only:

- 1.2 **ECDC Applications approved: 10/01010/FUL, 10/01011/CAC,**
1.3 **ECDC Additional refused: 10/01009/FUL**

212/10 **FINANCE**

1. **Monthly Internal Audit** was carried out by Cllrs CM Frankland and AJ White.

2. **To review renewal schedules for Cartshed and Lt Downham Recreation Ground insurance** - This is year three of a 3-year term agreement. It was noted that the price increase is due to the government's increase of Insurance Premium Tax. Building values for the Cartshed and Pavilion were reviewed. The Clerk was instructed to enquire about impact damage on the policies.

Resolved to approve the Zurich policies and premiums of £401.10 and £152.98 respectively for Little Downham Recreation Area and Pingle Wood due 01/04/11 through Suffolk ACRE Services.

3. **To consider insurance for Book Café stock collection as from 01/04/11** – Additional cover for £8000 of books until the renewal date 27/10/11 will cost a minimum additional premium of £25 inclusive of 6% insurance premium tax. Each claims excess is £250.

Resolved to approve additional cover under the Aviva policy for £8000 of books until the renewal date 27/10/11 at a cost of minimum additional premium £25 inclusive of 6% Insurance Premium Tax through Came & Co.

4. **To consider grant request from Pymoor Social Club for new wood floor covering** – The Social Club applied for a contribution towards the total cost of the project, £7110. It was noted on the application form that the Downham Feoffees Charity had promised £5000. Cllr Taylor proposed and Cllr Winters seconded that the council should offer a grant of £2110. Following discussion of the club's own funds, the proposal was withdrawn for further consideration.

Resolved to defer decision to the next meeting and request copies of the latest bank statements.

5. **Holts Meadow – to report loss of lifebelt and approve purchase of new one** – The lifebelt ring has been removed for a second time. It was agreed to replace for public health and safety.

Resolved to approve purchase of a new lifebelt ring from Ely Boat Chandlers @ £24.50 inclusive of VAT.

8.10pm The parishioner left the meeting.

6. **To receive current financial status for 2010/11** – The Clerk issued up-to-date actual figures prior to the end of the financial year and explained supporting notes.

7. **To approve bills and other items for payment** - Proposed Cllr CM Frankland, seconded Cllr AJ White and unanimously agreed.

Resolved to approve list of payments for cheque numbers 000816 to 000823 for the total sum of £4832.74.

8.20pm The parishioner returned to the meeting.

213/10 **CAPITAL PROJECTS – to receive updates on the following:**

1. **Lt Downham Village Hall Rear Terrace** – Confirmation is still awaited from ECDC re approval of grant funding.

2. **Lt Downham Pavilion Extension** – It was agreed to defer to the next meeting for the working group to consider draft extension proposals produced during the meeting.

3. **Lt Downham Cemetery Additional Burial Land** – Cllr Adams-Payne reported from a working group meeting with Ian Dewar (CPALC) on 03/03/11. Matters to consider:

- The average price to set up a burial ground is £250,000. Compulsory purchase through ECDC and solicitors fees £10,000, French drains, roads and paths, Clerk training for Burials;
- Finance could be sought from the Public Works Loan Board who lends money at 1% of the gilt rate, Wren offer grants of £20,000 to £50,000, also Big Lottery with arranged match funding.

It was confirmed there were 30 spaces left in the cemetery, which could last up to three years. This will be a major project for the parish. The working group will consider suitable sites. The Clerk will make enquiries with Littleport Parish Council who is currently in the process of purchasing land.

214/10 **PARISH MATTERS**

1. **Lt Downham Closed Churchyard– to consider request to take over maintenance (Min.178/10.3)** – At the Cemetery working group meeting 03/03/11, Ian Dewar informed that if the Council did not want to take over maintenance of the closed churchyard it should write and forward the request to ECDC within three months of receipt of the Parochial Church Council's letter received 22/12/10. A vote result was 8 in favour and 1 abstention.
Resolved to refuse the request by St Leonard's Parochial Church Council that the Parish Council takes over maintenance of the closed churchyard and to give written notice to East Cambridgeshire District Council to take over the maintenance of the closed Churchyard at St Leonard's Church on expiration of the said three months notice, as in accordance with the Local Government Act 1972, Section 215 (2) & (3).
2. **Neighbourhood Panel - issues to report to co-ordinator in lieu of cancelled meeting 21/03/11** – It was agreed there were no issues to report.
3. **Lt Downham Youth Group - AGM invitation 30/03/11** – Cllr Winters expressed an interest to attend.
4. **Lt Downham Fete Comm. – Request to hold supervised pony rides on the field on Fete day** – Cllr Oldfield elaborated the request. The recreation area bylaws were considered.
Resolved to approve permission for supervised pony rides on the field on Fete day and request that adequate insurance cover is in place.
5. **Lt Downham Fete Committee – Request to store market stalls** – In order to avoid future hire of market stalls, the Fete Committee would like to purchase stalls for the parish, but doesn't have storage facilities. **Resolved unanimously to store the market stalls.**

215/10 **RECREATION AREAS**

1. **Lt Downham Recreation Area – To consider condition of white football container** – Mr Wright has not had time to view the container. The matter was deferred to another meeting.
2. **To consider Play Area Annual Inspection Report - February 2011** - It was decided to refer the report to the handyman to work through and bring essential matters back to the council for consideration.
3. **To consider replacement of Lt Downham roundabout** - Cllr Oldfield and Adams-Payne provided a proposal to replace the roundabout and Log World unit with a new carousel and Bird's Nest swing. Unfortunately, the Clerk had to inform the Council it was unable to make a decision on this occasion because according to its standing orders three quotes were required and Cllr Oldfield had left the other two quotes at home. The matter was deferred to the next meeting.

8.55pm The parishioner left the meeting.

Non-agenda item – Grant deadline due before next council meeting in April

4. **Downham Conservation Group grant requirement for deadline 31/03/11** – The Conservation Group has been awarded a conditional grant for the installation of two bee hives in Pingle Wood - £3589 in total. One condition is that it has a letter of endorsement from the parent body (Parish Council) with prescribed text.
Resolved to approve the Conservation Group's request and authorise the Chairman and Clerk to sign the required text that confirms the Council's support of the Conservation Group's application, to ensure its accounting responsibilities and it complies with the Awards for All terms and conditions of the grant.

216/10 **HIGHWAYS**

1. **Replies re matters reported from previous meetings**
 - 1.1 **Main Drove, Lt Downham** – The surface has sunk adjacent to the conifer trees leaving a vertical edge rather than a pothole. It will be included in planned patching in the new financial year.
 - 1.2 **Cowbridge Hall Road, Lt Downham** – The 40 mph sign will be reinstated.
 - 1.3 **Marshall's Lane, Lt Downham** – Repairs to potholes will be ordered.

2. **To report current matters of concern**
- 2.1 **High Road and Adventurers Drove** – It is believed that some verge signs have been removed.
- 2.2 **Main Drove to Dexters Bridge, Lt Downham** – Thanks were expressed for some work that's been done but some repairs have made the situation worse.

217/10 **CORRESPONDENCE** – For information

1. **Cllr A Bailey - Environment Agency – Invitation to Ouse Washes Public Drop-In – 1pm to 7pm on 16/03/11 at Coveney Village Hall & 18/03/11 at Sutton Pavilion**
2. **ECDC – Ely Masterplan – Public Exhibition – North Ely – Lamb Hotel, Ely on 18 & 19/03/11**
3. **CCC – Bus Service tenders commencing 04/04/11 – Lt Downham Parish 115 / 116 / 117 service has new operator, ESDAR, and timetable remains the same as at present**

218/10 **EXCLUSION OF PUBLIC AND PRESS**

9.10pm 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 219/10, 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.

9.10pm Cllr AJ White left the meeting.

9.12pm Cllr AJ White returned.

219/10 **TENDERS**

1. **Myles Meadow stock fencing** – Three contractors were invited to tender. Two tenders were received. **Resolved unanimously to award the contract to Mr E Runciman at a cost of £2360 + VAT for replacing the stock fencing in Myles Meadow as per drawn specifications.**

9.15pm Cllr RS Martin left the room before the following item was discussed.

2. **Grazing for 2011 season:**

- 2.1 **Myles Meadow** - One tender was received for grazing of Myles Meadow. A letter was received asking if the Council would consider leasing the land for hay making. The council decided it had advertised the land for grazing and should therefore consider the application received for that purpose. Consideration will be given next year for land being used for hay. Proposed by Cllr M Oldfield, seconded by Cllr GF Frankland and agreed unanimously.
Resolved to accept the tender of £440 from AW Martin for the grazing of Myles Meadow.

- 2.2 **The Holts** - No applications were received for the grazing of The Holts. It was reported that the Conservation Group has a project of wildflowers growing in The Holts. It was decided that as the land had not been advertised for hay making, it was not appropriate to approve the previous mentioned request on this land. The matter will be reviewed next year.

9.25pm Cllr Martin was invited back to the meeting.

220/10 **REQUEST ITEMS FOR FUTURE CONSIDERATION**

1. To consider the provision of a salt bin on Second Drove

There being no further business, the meeting was closed at 9.30pm.

Signed (Chairman) Date