

**MINUTES of a meeting of Little Downham Parish Council held in the Village Hall,
Main Street, Little Downham, on Thursday, 17 July 2014 commencing at 7.00pm.**

Councillors present: MM Oldfield, in the chair, and CM Frankland, GF Frankland, CE Hall, LEA Joel, RS Martin, BGF Smith, BL Taylor and GH Taylor. **Clerk:** Mrs J Wardle

Other attendees: None

43/14 APOLOGIES FOR ABSENCE – Cllr DA Adams-Payne, Cllr KO Winters, Dist Cllrs A Bailey, T Goodge and County Cllr P Read.

44/14 TO RECEIVE DECLARATIONS OF INTEREST

1. **Cllr RS Martin** declared a prejudicial interest in item 56/14 (Cemetery update), because he is a churchwarden (010-2014).
2. **Cllr BGF Smith** declared a prejudicial interest in item 56/14 (Cemetery update), because he is a member of the Church Council (011-2014).
3. **Cllr BL Taylor** – Prejudicial Declaration 012-2014 (see item 127/13.1 below)
4. **Cllr GH Taylor** – Prejudicial Declaration 013-2014 (see item 127/13.1 below)

45/14 PUBLIC FORUM

Cllr Martin suggested that the Council pursues compulsory purchase of land for additional burial land because the matter has been 'going round in circles' and the cemetery is filling up. Cllr Smith agreed with Cllr Martin's comments and reiterated his preference of re-burials in the existing cemetery.

46/14 DISTRICT COUNCILLORS' REPORTS (Dist. Cllrs A Bailey & A Goodge) – No reports

47/14 COUNTY COUNCILLOR'S REPORT (County Cllr P Read) – No report

48/14 TO APPROVE MINUTES OF PREVIOUS MEETINGS

1. **Resolved** that the minutes of 19 June 2014 were correct and signed by the Chairman as a true record.

49/14 MATTERS TO REPORT

1. **(Min.162/13.2) Pymoor Roundabout** - ECDC has approved S106 grant application for £5000 funding. The Clerk has confirmed acceptance of grant and the terms and conditions to receive the funding. Wicksteed has confirmed the order. Installation will be by mid August.
2. **(Min.177/13.2) LD War Memorial** – Work is near to completion. A small spelling mistake is to be corrected. Mrs Jean Smith, Ely, a relative of Archie Jefferson (WWII soldier) has kindly donated £100 towards the memorial project. A letter of thanks has been sent to Mrs Smith.
3. **CGM Grass Cutting** – As a result of a few issues with the grass cutting i.e. missed strimming, requested amendments to the schedule of cuts to coincide with cricket matches, height of verge and recreation ground cuts, CGM recommended an extra verge cut to reduce the height without leaving a lot of arisings on site. CGM offered this cut free of charge. The Clerk accepted the offer with thanks.
4. **(Min.36/14.3 & 4) Downham Parish Conservation Group** – Conservation Group Chairman, Mike England, and other members, expressed grateful thanks to the Council for the £300 grant and the new strimmer, helmets and gloves. The Strimmer is excellent.
5. **(Min.141/13.1) Lt Downham Recreation Field seats** – The seats were installed by Norman Butcher in June and he has done a very good job. There has been positive feedback from users of the recreation area.
6. **(Min.34/14.7) Welcome Books** – Copies of the new books were given to all members and extra copies were ready for Cllr Adams-Payne to distribute. The Clerk was collating a list of new residents.

7. **Little Downham Youth Group** – Council representatives expressed concern that they had never been invited to the Youth Group Committee meetings. The Clerk was instructed to contact the Youth Group and enquire when the next meeting is and ask for a copy of the Accounts and session attendance figures.

50/14 **PLANNING MATTERS**

1. **Planning correspondence -**

- 1.1 **14/00647/FUL** Mr A Mathias, 10 Fourth Drove, Lt Downham – Single storey side and rear extension - **Resolved - Little Downham Parish Council had no concerns.**

For information only:

- 1.2 ECDC: Applications approved: 14/00151/FUL, 14/00317/FUL, 14/00612/CLE (not consulted)

51/14 **FINANCE**

1. **Monthly Internal Audit** was carried out by Cllr MM Oldfield and Cllr BL Taylor.

2. **To approve and confirm conditions of a customer credit account at G & J Pecks** – Pecks invited the Council to open a credit account following purchase of the Conservation Group Strimmer. This was considered a good idea knowing that Peter Saberton was talking of retiring soon and the handyman would need another outlet to obtain hardware, fixings etc.

Resolved unanimously to approve the application for a credit account and to set a £50 credit limit for the handyman, DL Mitchell, and a £500 credit limit for the Clerk (JM Wardle), the latter being the maximum amount the Chairman and Clerk can authorise under LDPC Financial Regulation Clause 11.1(c) and LDPC Standing Orders 30(c)(i).

3. **To acknowledge receipt of dormant bank balance from Eagles FC** – The Clerk reported that Alan Fuller and Mark Pettifor had given the Council a cheque for £666.65, which was the dormant fund of the Eagles FC bank account after being disbanded in 2009. The Council is permitted to use it as they wish in Little Downham recreation area. The Council decided to use it to fund the Frank (Dempsey) Lythell Memorial seat.

4. **To approve bills and other items for payment** - Items for payment were proposed by Cllr MM Oldfield and seconded by Cllr BL Taylor.

Resolved unanimously to approve list of payments for cheque numbers 001052, direct debit and BACS payments 200 to 208 for the total sum of £9907.31.

52/14 **PARISH COUNCIL LAND AND ASSETS**

1. **To consider Annual Risk Assessment Summary** – A summary of the reports and actions required were observed and discussed. The Clerk confirmed she had met with the handyman and he was working through the items that were relevant to him and his duties. The Pavilion wall fan heaters will be assessed. The Clerk will contact ECDC trees officer about Pymoor trees (TPOs) and a Horse Chestnut tree at Lt Downham Recreation Area. It was noted that the handyman's ladder had been disposed of because some of the feet did not have grips on them. The handyman requested a taller ladder for reaching the Pavilion guttering. The Council was hesitant to buy a new ladder because the handyman works alone and should not be climbing ladders without someone around. Cllrs MM Oldfield and LEA Joel signed the Reports.

Resolved unanimously to accept and sign the Risk Assessment Reports produced by Mr Payne, to address the actions required that are not dealt with by the Clerk or Handyman's general duties or forthcoming projects.

Thanks were expressed to Mr Payne for producing the reports and his time in this matter.

2. **Pavilion Working Group update (Min.34/14.4)** – Jamie Conway met with the working group and gave advice on how more evidence could be obtained to support the application. Cllr Oldfield is working on answers for the questions on the new grant application form.

53/14 **PARISH MATTERS**

1. **Update on matters relating to risk of flooding concerns** – The Clerk provided information about the Cambridge & Peterborough Local Resilience Forum. Due to personal commitments, the Clerk and Cllr Martin had not discussed the Environment Agency's response.

2. **Sutton Parish Council – CCC Pilot Parish Conference meeting invitation** – Sutton PC invited all councils in the West Panel to meet and discuss local issues to take to the Parish Conference. It was considered necessary but the Clerk will attend the first meeting.

3. **Friends of Downham Feoffees School – Grant request towards whole school theatre trip -**
It was agreed to pledge £500 as like last year because the event is open to the whole school, being organised by a separate body and is extra-curricular.
Resolved unanimously to pledge £500 towards the Friends of Downham Feoffees School whole school trip to Hunstanton Theatre under Local Government Act 1972, Section 137.

54/14 HIGHWAYS, PARISH PATHS & BYWAYS

1. **Replies re matters reported from previous meetings:**
 - 1.1 **Railway Crossing on Beild Drove, North Fen and Black Bank Road** – Centurion Traffic Management informed of proposed closures from 22.00 hrs to 05.00 hrs on 11 – 12/10/14 for remedial work to track through Level Crossings.
 - 1.2 **Shops at 29 Main Street, Lt Downham** – Lorraine Brown (ECDC Conservation Officer) has written to the owner/occupiers to request that the paper be taken down from the windows.
 - 1.3 **Trees at Seven Sister, B1411 (Min.102/13.1.2)** – The Clerk was instructed to write to JO Jackson to ask when work will commence on the trees.
 - 1.4 **Path Encroachments** – CCC Highways has written to Mrs Mott at the Old Rectory to request that the front hedge be trimmed back. The Clerk arranged with CCC Highways that she would contact Mrs Misson, Lawns Farm, regarding the trees at the entrance of her driveway.
2. **To report current matters of concern:**
 - 2.1 **B1411, from Rugby Club entrance to Foxes Drove** – Brambles, vegetation and weeds encroach the footway making it unsafe for pedestrians and cyclists.
 - 2.2 **Potholes** – One outside the cemetery, Lawn Lane, and another at the entrance of School Lane.
3. **To consider LHI bid for 2015/16** – No bids or projects suggested on this occasion.

55/14 EXCLUSION OF PUBLIC AND PRESS – see Motion below

9.15pm 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 56/14, 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.

56/14 PARISH COUNCIL LAND AND ASSETS

1. **Little Downham Recreation Area Ditch** – Mr Freeman quoted to clean out the ditch.
Option 1 - to dig out and leave the debris on the side to dry out.
Option 2 – dig out and take it to the northern boundary of the field on dumper and leave in one heap to dry out.
Resolved unanimously to accept Mr Freeman’s quote of Option 2 @ £1150 + Vat - to dig out and leave the debris at the northern boundary.
 2. **Quotes for new memorial seat in Lt Downham Recreation Area (Frank ‘Dempsey’ Lythell)** – Various new seats and prices were considered. It was agreed to defer a decision to the August meeting to enable members to view wooden and plastic seats elsewhere.
- 9.30pm **Having declared interests in the next item, Cllrs RS Martin, BGF Smith, BL Taylor and GH Taylor left the meeting. As this was the last item, they would not be returning.**
3. **Cemetery update (Min.162/13.1)** – The Chairman reported that St Leonard’s Church was willing to discuss the possibility of selling Church land on Cowbridge Hall Road for use as a new cemetery. The Church must approach the Diocese for permission. The Council also asked the Church Council if re-burials in the existing cemetery had been considered.

57/14 REQUEST OF ITEMS FOR FUTURE CONSIDERATION

There being no further business, the meeting was closed at 8.53 pm.

Signed (Chairman) Date