## MINUTES of a meeting of Little Downham Parish Council held in the Village Hall, Main Street, Little Downham, on Thursday, 17 October 2013 commencing at 7.00pm.

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

Other attendees: None

APOLOGIES FOR ABSENCE - Cllr BGF Smith, Dist. Cllrs A Bailey, T Goodge and Cllr County 74/13 Cllr P Read

#### 75/13 TO RECEIVE DECLARATIONS OF INTEREST

- Clir BL Taylor declared prejudicial interests in item 81/13.1.1 (Application 13/00651/FUL) and 1 item 89/13 (Cemetery update) because he owns adjacent property and land respectively (Declaration 023-2013).
- 2. Cllr GH Taylor declared prejudicial interests in item 81/13.1.1 (Application 13/00651/FUL) and item 89/13 (Cemetery update) because she owns adjacent property and land respectively (Declaration 024-2013).

#### 76/13 **PUBLIC FORUM**

Having declared a prejudicial interest in item 89/13, Cllr BL Taylor expressed an objection to any proposals for a cemetery on land adjacent to the Little Downham Recreation Area. In his opinion, it would not be appropriate to have someone being buried when others are playing cricket or football. Also, the new cemetery and proposed woodland burial site would generate extra traffic and cause congestion on Eagles Lane and Park Lane.

- 77/13 **DISTRICT COUNCILLORS' REPORTS** (Dist. Cllrs A Bailey & A Goodge) – No report
- 78/13 COUNTY COUNCILLOR'S REPORT (County Cllr P Read) - No report

#### 79/13 TO APPROVE MINUTES OF PREVIOUS MEETINGS

Resolved unanimously that the minutes of 12 September 2013 were correct and be signed 1 by the Chairman as a true record after the word to be amended to they on line three before the word plan.

### 80/13 **MATTERS TO REPORT**

- (Min.65/13.1) Play Area Annual Inspections No reports have been received following 1. notification that the inspections were due to take place week commencing 9 Sept. An email was sent today asking for the reports or an explanation.
- 2. (Min.65/13.4) Pymoor Play Area Bow Top Fence – Photographs were sent to Total Supplies via email on 10/09/13. No response has been received to date so another email has been sent.
- (Min.69/13.3) Proposed crossing outside Downham Feoffees School, Main Street, Lt 3. Downham - Emma Turrell thanked the Council for its support and will consider what to do next.
- 4. Trees - Two trees on Ely Road at the junctions of Lawn Lane and Cowbridge Hall Road have been trimmed to increase visibility for drivers of farm vehicles, a tree has been trimmed at Bishops Close, two dead trees have been removed outside the council houses on Main Street. Pymoor, as well as the crowns lifted on other trees along the footpath.

### 81/13 **PLANNING MATTERS**

- Planning correspondence -1.
- 13/00651/FUM C N Seeds, 18 Main Street, Pymoor Erection of seed technology centre 1.1 housing seed plant and equipment, also amendment: Additional plan to show access for larger vehicles and more detail of expected vehicles visiting site. Both plans were viewed. Resolved that the Parish Council had no concerns.

**1.2 13/00785/ESO** Endurance Estates Strategic Land Ltd, Land north of Cam Drive, Ely – Residential led development of up to 1,200 homes with associated employment and community uses (including care home and extra care home). Supporting infrastructure, and open space/landscaping on land to the west of Lynn Road in Ely

Resolved that Little Downham Parish Council had concerns about this application and recommended amendments to the scheme.

### Concerns:

1. Lack of a convenience store, GP and Dentist surgery facilities on the proposed development site.

**Reason:** Due to the number of dwellings on the site and the distance from the City Centre, it is certain that most residents will use their cars to drive to the 'local' store to buy milk, daily provisions, newspaper etc. Current GP and Dentist facilities in Ely are already overstretched. The provision of these community facilities on the development site will avoid added congestion in Ely and be in place for the next development on land north of the Princess of Wales Hospital.

- 2. Traffic congestion in and around Ely and on the A10 to and from Cambridge Reason: Traffic is a huge concern in Ely and the traffic generated from this site will cause added congestion on the A10 at the Downham Road roundabout for people travelling from Little Downham and Pymoor. It is recommended that support is given to provide sufficient parking at Ely Station and to open Chettisham station to encourage more people to travel by train.
- 3. Neutral Water Measures

**Reason:** It is requested that adequate measures are in place to ensure that water runoff from the development does not cause a risk of flooding in the sub regions, which could affect the parish of Little Downham.

- 1.3 E/03005/13/CC Town and Country Planning General Regulations 1992 Regulation 3 Town & Country Planning (Environmental Impact Assessment) Regulations 2011, Land to south of Ely, A142 Ely Southern Bypass, linking Angel Drove with Stuntney Causeway: Construction of 1.7km long single carriageway road between 2 new roundabouts, including crossings of the Cambridge to Ely railway line and River Gt Ouse. Associated works to include earthworks, planting, drainage, minor road structures, lighting, signage, pedestrian & cycle provision and temporary construction compounds and are inclusive of works to the bypassed A142. The Parish Council had no objections to the proposal.
- **1.4 East Cambridgeshire Local Plan Pre-Hearing Major Modifications Consultation** 04/10/13 15/11/13 No comment.

# For information only:

**1.5** ECDC - Applications approved: 13/00490/FUL, 13/00614/FUL, 13/00625/FUL,

### 82/13 FINANCE

- 1. Monthly Internal Audit was carried out by Cllrs CE Hall and GH Taylor.
- **2. Annual Insurance Renewal** The Council's Aviva insurance policy and Long Term Agreement with Came & Co are due to expire on 26<sup>th</sup> October. The Council considered the renewal documents from Came & Co, the asset sums insured and the option of a new three-year Long Term Agreement, which reduces the renewal premium by 5%.

Resolved to approve the asset sums insured, the Aviva renewal policy and a new three-year term agreement @ £1510.13 with Came & Co.

- 3. All Weather Court Floodlights It was reported that five lights were out last month and all but one are now back on. The Clerk is unable to purchase the light bulbs, as they are no longer produced. It was agreed to consider changing the fittings when lights fail again.
- **4. Victim Support donation request** It was decided not to give a donation on this occasion.
- 5. To receive approved Annual Return from PKF Littlejohn LLP (External Auditors) The Clerk confirmed receipt of the Annual Return and that notices and copies of the Return had been put on public display in Little Downham and Pymoor as required by legislation. She reported that, although not affecting the approval of the Annual Return, the external auditors had commented on the zero in Box 9 for 2011/12 and 2012/13 with no explanation given. This was because she had inadvertently copied all figures from the Scribe 2000 Annual Return printout that does not have details of fixed assets. This will be explained and rectified on next years' Annual Return.

**6. To approve bills and other items for payment** - Items for payment were proposed by Cllr CE Hall and seconded by Cllr GH Taylor.

Resolved unanimously to approve list of payments for cheque numbers 001037 - 001038 and BACS payments 118 to 125 for the total sum of £5185.28, plus BACS payment 126 for the distribution of the Parish Pavilion Surveys @ £550 when the collection has been done.

The Clerk informed that she had not calculated the October Cambs County Pension payment following the NJC increase of salary scales 2013/14.

Resolved unanimously for the Clerk to refer the calculations to ClIr CE Hall and ClIr GH Taylor and to approve the payment as BACS 127.

### 83/13 COUNCIL MATTERS

1. Code of Conduct - To adopt revised Principles – Jeanette Thompson (ECDC Monitoring Officer) emailed to inform that y the Committee on Standards in Public Life. They are stated at the beginning of the Council's Member Code. ECDC has recently updated the wording at the front of its Code, and Parish Councils that have adopted the ECDC version are likewise advised to do the same. The revised Principles were issued to all members with their agenda.

<u>Resolved</u> unanimously to adopt the revised Principles of Public Life and approve the update of the Parish Council Code of Conduct.

Proposed Code of Conduct Training - Jeanette Thompson (ECDC Monitoring Officer) is willing to arrange a Code of Conduct Training session for all new members, those that were unable to attend the New Code of Conduct sessions last year and anyone that would like a refresher. Cllrs DA Adams-Payne, CM Frankland, CE Hall, LEA Joel, RS Martin and MM Oldfield expressed an interest to attend. The Clerk will reply to Jeanette Thompson.

## 84/13 PARISH COUNCIL LAND AND ASSETS

- 1. Pavilion Working Group update
- **1.1 Printing of Surveys (Min.68/13.1)** The Council was informed that following a change of format to A3 folded and stapled, the quote for printing was reduced by C & C Media to £435 + VAT.
- **1.2 Distribution of Surveys (Min.68/13.1)** The Clerk reported making four enquiries to distribute and collect the Surveys to every house in the parish. Only one company was prepared to do the whole parish. The information was referred to the Pavilion Working Group for consideration. Cllr Adams-Payne was not consulted because she had a prejudicial interest in the quote.

Under delegated powers, it was agreed unanimously by Cllrs GF Frankland, CE Hall, MM Oldfield and BL Taylor to approve the quote from Odd Job Ladies @ £550 to distribute four survey forms to every house in the parish and collect a week later.

Delivery of the survey forms were completed on 17/10/13. Collections will begin the week commencing 21/10/13, however, it was noted that because many people will be at work during the day, collections will have to be during late afternoon to early evening. If the occupant is out, a slip of paper will be posted through letterbox informing that the forms can be dropped in the letterbox of No. 68 Main Street, Little Downham or posted to the Parish Clerk. When collected, the Working Group will collate the comments.

## 85/13 PARISH MATTERS

- 1. Paul Quant Suggestion of a flag for Little Downham Parish Mr Quant asked if the council would support the idea of a flag for Little Downham that could be raised on celebratory occasions and when the Little Downham Anthem is sung. He had spoken to the Head of the Feoffees School for the children to design the flag and she was very positive. The Council had no objection to Mr Quant pursuing his idea, but felt it could not endorse a flag for Little Downham, as it was not for Pymoor as well.
- 2. Neighbourhood Panel Meeting (21/10/13 Witchford Village Hall 7.30pm) issues to report Cllr Winters was asked to report a car parking on the pavement on Ely Road near Leaford Drive.

### 86/13 HIGHWAYS, PARISH PATHS & BYWAYS

- 1. Replies re matters reported from previous meetings:
- **1.1 Seven Sisters, B1411** No report has been received from Amanda Mays. She is currently off for planned medical reasons. The Clerk will try to make enquiries with other highways officers.
- **1.2 Seven Sisters, B1411** The concern about the dead trees has been forwarded to CCC Arboricultural Officer, Wayne Stewart.
- 2. To report current matters of concern:

- 2.1 **Hurst Lane, Lt Downham** – Trees overhanging the road need trimming back.
- 2.2 Black Bank Road, Lt Downham - bad dip before the crossing from Downham Common and also outside No. 3.
- 2.3 School Lane, Pymoor – Brambles on the highway verge and behind the bus shelter are overgrown and need trimming back.
- 2.4 **CCC Street Lights** – Day burners near cemetery on Lawn Lane and at California.
- Oxlode Lakes, Hundred Foot Bank overgrown trees. 2.5
- Rights of Way matters: 3.
- 3.1 Footpath No. 21 - The Feoffees school Headteacher informed that CCC Grounds Maintenance would not be able to cut the branches until March 2014. The Clerk will continue to pursue this by requesting a meeting with CCC Grounds Maintenance Team Manager.
- 3.2 Footpath No. 51 - It was reported that some work had been done along the footpath. The Clerk is waiting for a reply from CCC Rights of Way.

### 87/13 **EXCLUSION OF PUBLIC AND PRESS**

It is hereby resolved in accordance with Section 1 (2) of the Public Bodies (Admission to 8.50pm 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 88/13 and 89/13, 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.

#### 88/13 **HUMAN RESOURCES**

1. To receive the resignation of Little Downham Book Café Manager and advertise new position - Tracy Chambers emailed to inform that she was resigning as the Book Café Manager but was willing to continue for the foreseeable future until a replacement was appointed. She provided a job description of her role and duties. The Council discussed the position and decided to advertise and hold interviews in November.

Resolved to appoint Clirs MM Oldfield, CE Hall and LEA Joel to review the job description, advertise the position, interview the applicants and, under delegated powers, offer the appointment.

At the Chairman's discretion and to save Cllrs BL & GH Taylor waiting to return to the meeting, the next was brought forward.

#### 90/13 REQUEST OF ITEMS FOR FUTURE CONSIDERATION

- 1. Trees and Hedges at Little Downham Recreation Area
- 2. Pymoor Play Area Hedge

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9.37pm Having declared an interest in the matter below, Cllrs BL & GH Taylor left meeting.

#### 89/13 PARISH COUNCIL LAND AND ASSETS

Cemetery - update (Min.68/13.2) - The Council reviewed the options of land offered and 1. discussed other potential sites.

Resolved unanimously to write to three landowners to ask if they would be interested in discussing the prospect of selling approximately three acres to the Parish Council for the purpose of providing a new cemetery.

Resolved to write to The Runciman Family to thank them for their offer and explain why the council had decided to reject it.

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0.05pm	The meeting reconvened as an open session.	
There being no further business, the meeting was closed at 10.07pm.		
Signed	(Chairman)	Date