

**MINUTES of a meeting of Little Downham Parish Council held in the Village Hall,
Main Street, Little Downham, on Thursday, 18 July 2013 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, GH Taylor and KO Winters. **Clerk:** Mrs J Wardle

Other attendees: Cllr County Cllr P Read and one parishioner.

37/13 APOLOGIES FOR ABSENCE – Cllr DA Adams-Payne and Dist. Cllr A Bailey.

38/13 TO RECEIVE DECLARATIONS OF INTEREST

1. Cllr CM Frankland – Declaration 018-2013 (see item 44/13.1 below)
2. Cllr GF Frankland – Declaration 019-2013 (see item 44/13.1 below)

39/13 PUBLIC FORUM

Emma Turrell spoke in relation to item 48/13.5 (proposed crossing on Main Street). She informed the council of the results of a survey she had carried out with other parents of the school and provided photographs and a 140 signature petition in support of her proposal.

40/13 DISTRICT COUNCILLORS' REPORTS (Dist. Cllrs A Bailey & A Goodge) – no report

41/13 COUNTY COUNCILLOR'S REPORT (County Cllr P Read)

County Cllr Read informed that he had also been included in correspondence from Emma Turrell and that she would need Parish Council support in order for it to happen as a Local Highway Improvement Scheme bid for 2014/2015 because of the Parish financial contribution. He confirmed that funding has been allocated to Black Bank Road, Adventurers Drove, Hundred Foot Bank and Westmoor Common and some work will commence soon.

7.25pm County Cllr Read left the meeting

42/13 TO APPROVE MINUTES OF PREVIOUS MEETINGS

1. **Resolved unanimously by those present at the June meeting that the minutes of 20 June 2013 are correct and be signed by the Chairman as a true record.**

43/13 MATTERS TO REPORT

1. **(Min.21/13.3) Audit Commission Annual Return** - The Clerk confirm that the Return had been sent to Littlejohn LLP before the deadline of 10/06/13.
2. **(Min.116/12) Easement re LNR pipes** – The resident emailed to inform that they have a buyer for the house and their solicitor (Bendall Roberts) are aware of the Parish Council's interest. The buyers have indicated that they are happy with the situation.
3. **(Min.33/13.3) To appoint Internal Auditor for 2013/14 Accounts** – Caroline Wallace thanked the Council and has signed and returned the engagement letter to accept the position.
4. **(Min.33/13.5) Friends of Downham Feoffees School: Request of funding for school trip Dec 2013** – Jane Mace thanked the council for its pledged contribution and will inform the Clerk when the grant is required.
5. **(Min.33/13.6.1) Parish Conservation Group machinery** – Came & Co confirm that the mower and strimmer have been added to the Parish Council's insurance policy and that the additional premium of £10.03 will be added to the renewal premium due in October. Renewal papers will be sent out late August.
6. **(Min.34/13.3) Mr & Mrs A Murfitt – request permission to have a Bouncy Castle on Pymoor Recreation Ground** – The Clerk consulted Tony Payne, who recommended that the Council takes advice from its insurers and that the council and the event organiser do a check of the area that will be used. A full copy of Mr Payne's advice was given to the members present at the meeting. Mr Payne was thanked for his comments.

44/13 PLANNING MATTERS

1. Planning correspondence -
- 1.1 **13/00429/FUL Mr Piers Smart, 62A Ely Road, Lt Downham – Alterations to existing conservatory - Resolved that the Parish Council had no concerns.**

Cllr CM Frankland declared a personal interest in item 44/13.1.2 (Application 13/00489/VAR) because it was realised that the property being discussed is on Martins Lane where she lives (Declaration 018-2013).

Cllr GF Frankland declared a personal interest in item 44/13.1.2 (Application 13/00489/VAR) because it was realised that the property being discussed is on Martins Lane where he lives (Declaration 019-2013).

- 1.2 **13/00489/VAR** Mr & Mrs K Scott, 101 Main Street, Lt Downham – Removal of Condition 10 (Lighting column) of decision dated 14/01/11 for construction of dwelling, garage and associated works - **Resolved** that the Parish Council had concerns about this application and recommended outright refusal of permission for the following reasons:

1. Conditions applied

The relocation of the column was obviously a requirement stipulated by the Highways Authority and accepted as a condition by the applicant in order for planning permission to be granted. In the interest of highway safety this condition should still apply.

2. Highways recommendation

The Parish Council is content to accept the recommendation of the Highways Authority regarding this application. It was noted that a separate application is to be made in relation to condition 6 relating to visibility splays (*Colin Smith Planning* letter to Ms A Caffall dated 11/06/13).

At the Chairman's discretion, the following item was brought forward.

48/13 HIGHWAYS, PARISH PATHS & BYWAYS

5. **Emma Turrell – Request for a crossing outside Downham Feoffees School, Main St, Little Downham** – The Council thanked Emma Turrell for providing additional information in support of her proposal and offering to fund raise to contribute towards the additional costs that will be required if approved as a Local Highway Improvement Scheme. The Parish Council agreed to support the proposal for a crossing on Main Street by contacting CCC Highways to request a site visit with an officer to see where the best location would be and to obtain an estimate of costs.

45/13 FINANCE

1. **Monthly Internal Audit** was carried out by Cllrs LEA Joel and BL Taylor.
2. **To review current financial status 2013/14** – The Accounts summary from April to June was observed.
3. **To approve bills and other items for payment** - Items for payment were proposed by Cllr LEA Joel and seconded by Cllr BL Taylor.
Resolved unanimously to approve list of payments for cheque number 001034 and BACS payments 094 to 101 for the total sum of £6097.69.

8.05pm Emma Turrell left the meeting.

46/13 PARISH COUNCIL LAND AND ASSETS

1. **Pavilion Working Group – update (Min.34/13.1)** - The Council made minor amendments and approved the draft survey. The Clerk was instructed to advertise in the parish magazine that the survey will be delivered towards the end of September and to ask for any volunteers to help with deliveries and collections within a week afterwards.
Resolved unanimously to print 5000 copies of the survey and to deliver to every household in the parish for all people over the age of 5 to complete.

2. **Downham Parish Conservation Group – Proposal to plant 30 free trees in the parish** – The Conservation Group had registered to receive around 30 new trees from The Conservation Volunteers organisation (TCV) under its Big Plant Project and proposed to plant some on Pond Lane and upper Townsend greens. The Council had no objection to the proposed planting of new trees in the Local Nature Reserve but considered maybe one at the greens rather three on each as proposed. The Clerk was instructed to contact CCC Highways regarding the planting of trees on the greens and the trees officer regarding what tree types would be acceptable in those locations. Two new trees will replace the damaged or dead trees on Main Street, Pymoor.

8.30pm Cllr Winters left the meeting. 8.32pm Cllr Winters returned.

47/12 **PARISH MATTERS**

1. **Report from Neighbourhood Panel Meeting (15/07/13) (Cllr Winters)** – Presentations were given on the Community Infrastructure Levy and the New Wheelie Bins that are to be delivered during September and October. Most properties in the parish will receive them, although a small number of dwellings will be exempt in remote locations and also on Main Street, Lt Downham because they do not have rear access except through the home. The Panel Priority was regarding the condition of roads in Witcham, Coveney and Downham parishes. Although there has been no re-occurrence, the police were asked to continue monitoring Lt Downham during the school holidays following the arson and anti-social behaviour that occurred during April and May.

48/13 **HIGHWAYS, PARISH PATHS & BYWAYS**

1. **Replies re matters reported from previous meetings**
- 1.1 **Footpath No.21, Lt Downham Eagles lane to the Recreation Area (Min.35/13.2.2)** – The Headteacher at the school has confirmed that the tree branches will be done when work is carried out on other trees during the summer holidays.
- 1.2 **Marshalls Drove and Coffue Drove, Lt Downham (Min.35/13.2.3)** – Contractors have levelled the drove and done a good job. Thanks will be sent to CCC Rights of Way.
2. **To report current matters of concern**
- 2.1 **Highways Road Verges and Hedges** - Concern was expressed that road verges and hedges at junctions and roundabouts are not being cut regularly enough and are causing visibility problems. Areas of concern in particular are:
 - B1411 junction at Mill Hill, High Road and The Hythe (road to Coveney) Lt Downham - the hedge opposite the junction restricts visibility when travelling south on Mill Hill and turning west to Coveney. Parishioners often complain that they need to cross the centre line in which to see if any traffic is coming from Little Downham.
 - the A10 roundabout with B1411 and Downham Road, Ely - the hedges west of the roundabout between the A10 and the B1411 obstruct visibility from the west.
 - Sand Hill Bridge, Littleport - It was noticed very soon after the accident in which Jack Ure died that the grass verge either side of the bridge was cut back.
- 2.2 **Trees at Memorial Hall, Straight Furlong, Pymoor** - The trees are located before the corner near Hundred Foot Bank and are causing problems with the road. This has been reported in the past.
- 2.3 **Barriers on Westmoor Common Bridge, B1411, Pymoor** - Concern was expressed again about the barriers being too close to the carriageway.
- 2.4 **Beild Drove, Lt Downham** - Thanks were expressed for the planings on the drove.
3. **To consider matters relating to the B1411 (Lt Downham to Ely) (Min.23/13.3)** – Amanda Mays replied informing that the extension of the white lining through both bends is progressing. The eastern bend is outside the Downham boundary so she has contacted the Local Infrastructure and Streets Officer for Ely and he seems happy to help her take this forward. She met with him on 27/06/13 to agree a design so they can get an order on the system. It will be funded by the casualty reduction budget. If the Parish wants to pursue the option to reduce the 40 mph limit, then a primary point of contact is S Piper's team who will be able to advise what that entails, what legal procedures involve and costs.
4. **CCC Local Highway Improvement Scheme 2013/14 – to approve works & parish funding** – The LHI bid for a passing place on Cowbridge Hall Road and Brick Kiln Lane was successful and the Council is required to contribute £1000 towards the project.
Resolved unanimously to approve the details and location of the two passing places on Cowbridge Hall Road and Brick Kiln Lane and authorise the parish contribution of £1000.
5. **Emma Turrell – Request for a crossing outside Downham Feoffees School, Main St, Little Downham** – This item was discussed earlier in the meeting after item 44/13.
6. **AL Lee & Sons – Propose to lay Terram & hardcore at Coffue Drove, Lt Downham** – The Council had no objections to the proposal. Cllr Winters requested a copy of the proposal.

49/13 **CORRESPONDENCE**

For information only:

1. **Centurion Traffic Management** – Temporary road closure, Pymoor Siding, Pymoor 15-16/10/13
2. **Growing Places Park Challenge** – Visiting Lt Downham Recreation Area 25/07/13 11:00-12:30
3. **Ouse Washes Landscape Partnership Scheme Conference 05/09/13 at The Maltings Ely 9am**

50/13 **EXCLUSION OF PUBLIC AND PRESS**

9.02pm

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 51/13, 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.

51/13 **TENDERS**

1. **Ditch cleaning, Hurst Lane, Lt Downham (Min.22/13.3)** - It was decided not to have the ditch cleaned during the summer but to wait until late autumn when the weeds and grass have died down. Two tenders were received for the ditch cleaning.
Resolved to accept the quotation from Alan Freeman @ £27 per hour. Work is expected to take up to 8 hours.

2. **Costs to register Parish Council and Common Land with Land Registry (Min.199/12.3)** – Christine Battersby (Hall Ennion & Young) provided a quotation of all costs to voluntarily register the various properties of the Parish Council. As well as her costs for the doing the work, the quotation includes obtaining relevant sized plans, searches and Land Registry fees. Cllr Roger Martin will provide the Statutory Declaration.
Resolved unanimously to approve and accept the terms and conditions to appoint Christine Battersby of Hall Ennion & Young to register all Parish Council and Common Land in the name of the Parish Council @ £746 + VAT (where applicable).

3. **Costs relating to installation of bus stop post and flag adjacent to 100 Main Street, Lt Downham (Min.201/13.1)** – CCC informed that the installation of the post is usually done when same work is being done in the area to reduce the cost. Unfortunately there is no work scheduled to take place for the foreseeable future, increasing the cost to an unacceptable level if done in isolation. The Parish Council decided not to pay £100 towards the cost but to wait until there was work in the area.

52/13 **REQUEST OF ITEMS FOR FUTURE CONSIDERATION**

1. Cemetery update.

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

Signed (Chairman) Date