

**MINUTES of a meeting of Little Downham Parish Council held in the Village Hall,
Main Street, Little Downham, on Thursday, 20 January 2011 commencing at 7.00pm.**

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

In attendance: Dist. Cllrs A Bailey and T Goodge and three parishioners.

Chairman's Opening Remarks – The Chairman welcomed everyone to the meeting and read the Notice of Decision from the First-Tier Tribunal (Local Government Standards in England) 06/01/11, relating to Cllr Winters's appeal against the sanction imposed by the Standards Committee on 28/07/10 (Min.94/10). The Tribunal found that Cllr Winters had failed to comply with paragraphs 3(1) and 5 of the Code of Conduct. The Tribunal has suspended Cllr Winters (not partial suspension) for 2 months and he is required to make written apologies in specific terms stated to the Parish Clerk, to each of his fellow Parish Councillors and to Mr Rick Stacey (Parish Council Ex-Chairman). In the absence signing and sending the apology to the recipients before the expiry of the 2 month period of suspension, Cllr Winters shall be suspended for a further period of 4 months to run consecutively from the expiry of the 2 month period of suspension. The Tribunal also recommends that Cllr Winters undertakes training with respect to the aspects of the Code of Conduct that he had breached but makes no requirement as to the completion of the training, which ECDC is required to organise. The sanction takes effect from 06/01/11. Any request for permission to appeal needs to be made in writing to the First-tier Tribunal within 28 days of receipt of the Tribunal's reasoned decision.

166/10 **APOLOGIES FOR ABSENCE** were received from County Cllr P Read, PC Humble & PCSO Hall.

167/10 **TO RECEIVE DECLARATIONS OF INTEREST**

1. **Cllr RS Martin** declared a personal interest in item 174/10.1.5 (Application 10/01019/FUL) because is tenant of adjoining land, and item 178/10.3 (St Leonard's Church request) because he is a churchwarden (Declaration 001-2011).
2. **Cllr MM Oldfield** declared an interest in item 174/10.1.3 (Application 10/01009/FUL) because she is a neighbour and lives opposite (Declaration 002-2011).

168/10 **PARISH CRIME MATTERS**

1. **Police Crime Reports** – During the month of December 2010, seven crimes were reported in Lt Downham and three crimes were reported in Pymoor.
2. **To report recent events** – Police carried out speed checks on Cannon Street last week. A Councillor had a pressure washer stolen from his shed but didn't report it because was unlocked.

169/10 **PUBLIC FORUM**

Mr Summersgill and Mr Eaton informed the council of matters relating to Mr Summersgill's application (item 174/10.1.4).

7.20pm One parishioner left.

170/10 **DISTRICT COUNCILLORS' REPORTS** (Dist. Cllrs A Bailey & A Goodge)

1. Dist. Cllr Bailey informed the Council of the Environment Agency's plan to develop an area of land between Mepal and Coveney as a wetland area for wildlife, she is awaiting further information; the ECDC Strategic Development Committee is to meet on 05/04/11 to look at the Core Development re Travellers proposals, which seem to be mainly near Haddenham; 500 new homes have been proposed on land to the north of Ely at High Flyer Farm.
Dist. Cllr Goodge informed of ECDC's need to save £2.7 million over the next few years. This will be considered through further staff cuts, the withdrawal of concessionary fares and grant to Dial-a-Ride, reduction of costs by holding daytime committee meetings and a reduction of councillors by increasing ward sizes as of 2015.

7.40pm Dist. Cllr Goodge left.

171/10 **COUNTY COUNCILLOR'S REPORT** (County Cllr P Read) – No report on this occasion.

172/10 **TO APPROVE MINUTES OF PREVIOUS MEETINGS**

1. **Resolved** that the minutes of 16 December 2010 (Full Council) be approved and signed by the Chairman as a true record.

173/10 **MATTERS TO REPORT**

1. **(Min.164.10) Pymoor Notice Board** – The new notice board has been put up in the bus shelter. Thanks have been expressed by a parishioner.

2. **(Min.147/10.1) Lt Downham Village Hall Rear Terrace** – The grant application will be considered by ECDC Community Services Committee on 16/03/11. Barrow and Layn have agreed a preliminary start date. A formal grant application form was approved for the Village Hall to complete as an application to request services in kind. This will formalise paperwork for VAT purposes. The Clerk was requested to send a copy of the Rear Terrace specifications to the Village Hall Committee.
3. **(Min.158/10.5) CCC Street Lighting & Energy April 2011 onwards** – The handyman reviewed the Parish Council lights and found all are fixed to telegraph poles and glassware looks dirty/old. Advance tests on equipment and lights will be carried out by the new contractor in 2011/12.
4. **(Min.158/10.3) Scribe Account 2010** – The new version has been received and will be set up for the financial year 2011/12.

174/10 PLANNING MATTERS

1. Planning correspondence -
- 1.1 **10/00803/LBC & 10/00806/FUL** Mr G King-Hall, 15 Townsend, Lt Downham – Restoration of property - **Resolved that the Parish Council had no concerns.**
- 1.2 **10/00917/FUL** C N Seeds, 18 Main Street, Pymoor – Agricultural storage building – **Resolved that the Parish Council had no concerns.**
- 1.3 **10/01009/FUL** Mr Nick Sampays, 17 Eagles Lane, Lt Downham – Extension over existing garage - **Resolved that the Parish Council had no concerns.**
- 1.4 **10/01010/FUL & 10/01011/CAC** Mr A Summersgill, The Anchor, 25 Main Street, Lt Downham – Alterations and extension to Public House - **Resolved that the Parish Council had no concerns. The Parish Council is pleased to support the application as it will enhance the village and bring employment to the parish.**
- 1.5 **10/01019/FUL** Mrs D Parr, Beald House, California, Lt Downham – Erection of orangery to rear elevation - **Resolved that the Parish Council had no concerns.**
- 1.6 **For information only:**
ECDC Applications approved: 10/00858/FUL

8.10pm Dist. Cllr Bailey and two parishioners left.

175/10 FINANCE

1. **Monthly Internal Audit** was carried out by Cllrs DA Adams-Payne and CE Hall.
2. **E-on (Electricity) – Pavilion Utility contract review** – 1-year and 2-year plans were considered. **Resolved unanimously to accept the 1-year plan, which comes into effect as of 05/05/11.**
3. **Ely & District Citizens Advice Bureau – grant request** – Request was unanimously agreed. **Resolved to donate £275 to Ely & District Citizens Advice Bureau.**
4. **CCC Cambridgeshire Pension Fund – 2010 Valuation Results – to acknowledge receipt –** **Resolved to acknowledge receipt of results and rats for 2011/12 – 2013/2014.**
5. **To consider update of budget proposals for 2011/12** – The Clerk answered questions. **Resolved that budget proposals were approved for 2011/12.**
6. **To set Precept for financial year 2011/12** – Consideration was given to work on the Pavilion and the need for additional cemetery land. **Resolved to set the Precept for 2011/12 at £72,342.00 the same as last year.**
7. **To consider re-investment of Fixed Rate Bond (expiry 28/01/11)** – Options were considered. **Resolved unanimously agreed to re-invest the capital (£30,000.66) plus interest accrued into a Standard Life Cash Savings Fixed Rate Bond @ 2% to mature 19/07/11.**
8. **To approve bills and other items for payment** - Proposed Cllr DA Adams-Payne, seconded Cllr CE Hall and unanimously agreed. **Resolved to approve list of payments for cheque numbers 000792 to 000803 for the total sum of £5269.97.**

176/10 LITTLE DOWNHAM BOOK CAFE

1. **To consider approval of draft new 3-year Local Access Point (LAP) contract with Cambridgeshire Libraries for Little Downham Book Cafe 2010/13** - It was agreed to refer the document to the Book Café Committee and defer approval to 17/02/11 meeting.

177/10 ANNUAL RISK ASSESSMENT

1. **To appoint working group to carry out the Assessment** – Mr T Payne offered his services to assist the Council and carry out the risk assessment at no cost.
Resolved to accept Mr Payne’s offer to carry out the risk assessment free of charge.

178/10 PARISH MATTERS

1. **Neighbourhood Panel Meeting (7pm on 24/01/11 at Lt Thetford) – to consider issues to report and to appoint a representative to attend** – Concerns regarding reduction of recycling rewards and loss of grant funding for Ely & Soham Dial-a-Ride.
Resolved to appoint Cllr MM Oldfield as the Little Downham Parish Representative to replace Cllr Winters following his suspension by the Tribunal Service.
2. **Downham, Pymoor and Coveney Parish Magazine – to re-appoint a representative to the new committee** - As a result of Cllr Winters’s suspension, Magazine Committee Chairman Mrs Last, requested details of a new Council representative to attend Committee’s inaugural meeting.
Resolved to appoint Cllr CM Frankland as the new Parish Council Representative.
3. **Rev. M Talbot, St Leonard's Church – 12 months notice request for the Parish Council to take over maintenance of the closed churchyard** – It was agreed to seek advice on this matter and defer the decision to another meeting.
Resolved to invite Ian Dewar, CPALC CEO, to meet with the Cemetery Working Group and report back to the Council.
4. **To consider advertising for grazing of Myles Meadow and Holts Meadows for 2011 season** – Adverts will be place on the Parish Notice Boards, website and in the March magazine.

179/10 RECREATION AREAS

1. **Lt Downham Pavilion extension – to form working group** – Cllrs D Adams-Payne, D Badcock, G Frankland, C Hall and B Taylor requested to be on the working group. Cllr Badcock was appointed as Chairman/leader of the group.
2. **John Audus Pavilion Periodic Inspection – to consider report and matters for attention** – As there were no high priority matters to be considered immediately, it was agreed to defer recommended work and consider with the new extension.

180/10 HIGHWAYS

1. **Replies re matters reported from previous meetings**
 - 1.1 **Main Street, Lt Downham** – CCC has no other reports of flooding there but is aware of the slow flowing system. Will put it on the list to be jetted through when the contractor is next in the area.
 - 1.2 **First Drove Lt Downham, field entrance adjacent to drove leading to Four Ways Farm off Black Bank Road and First Drove Pymoor Common, Pymoor** – CCC Highways believe the problem is the Drovers dropping away at the carriageway edge. CCC has no policy of making up these areas but on this one occasion it will apply materials to the entrance on Black Bank Road and First Drove, Lt Downham. CCC Countryside replied that matters are already being discussed between officers and Cllr Taylor regarding land adjacent to First Drove, Pymoor (Byway 41), and it would be expedient for him to discuss this matter with them as well.
2. **To report current matters of concern**
 - 2.1 **Park Lane, Lt Downham** – The street nameplate is missing at the Tower Road end.
 - 2.2 **Cowbridge Hall Road, Lt Downham** – The 40 mph sign at the Ely Road junction is in the hedge.
 - 2.3 **Marshalls Lane, Lt Downham** – Pothole needs filling.

181/10 CORRESPONDENCE – For information

1. **Littleport Masterplan – Draft for Consultation (10/01/11 to 21/02/10) information available on ECDC website www.eastcambs.gov.uk**

182/10 REQUEST ITEMS FOR FUTURE CONSIDERATION

1. **ECDC – Draft Sex Establishments and Sexual Entertainment Venues Policy**

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

Signed (Chairman) Date