

**MINUTES of a meeting of Little Downham Parish Council held in the Village Hall,
Main Street, Little Downham, on Thursday, 20 June 2013 commencing at 7.00pm.**

Councillors present: MM Oldfield, in the chair, and DA Adams-Payne, CM Frankland, GF Frankland, CE Hall, RS Martin and BGF Smith. **Clerk:** Mrs J Wardle

Other attendees: Dist. Cllr T Goodge and Cllr County Cllr P Read.

25/13 APOLOGIES FOR ABSENCE – Cllrs LEA Joel, BL Taylor and GH Taylor and Dist. Cllr A Bailey.
No apologies – Cllr KO Winters.

26/13 TO RECEIVE DECLARATIONS OF INTEREST

1. Cllrs **RS Martin** declared a pecuniary interest in item 32/13.1 (Application 13/00467/LBC) because the applicant is his landlord and he is a warden of the church next door.

27/13 PUBLIC FORUM - No comments

28/13 DISTRICT COUNCILLORS' REPORTS (Dist. Cllrs A Bailey & A Goodge)

1. Cllr Goodge reported that he was no longer Chairman of the Licensing Committee, that ECDC must further reduce its budgets, including its staff budget, and that although he has distanced himself from some 'political' matters, he is always happy to support and act on behalf of the Parish Council if requested.

29/13 COUNTY COUNCILLOR'S REPORT (County Cllr P Read)

1. Cllr Read informed that things had settled down a bit after the elections and that he has been re-elected as Chairman of Planning with Sebastian Kindersley as Deputy Chair. He reported that:
 - A decision is to be made soon on the proposals for a new Energy Innovation Centre at Addenbrookes Hospital that will consist of various incinerators and boilers to burn waste from the hospital, as well as woodchip and waste from other hospitals. The 'energy from waste' facility will generate heat and electricity for the hospital and have diesel generators for backup.
 - A local resident has contacted him, as well as other County officers and the Clerk, about having a crossing outside the Feoffees school. The Clerk confirmed that the matter will be on the Parish Council agenda of 18/07/13 meeting.
 - Concern has been expressed about Allens Skips dumping on First Drove and that other authorities are looking into it.
 - The Ely Southern Bypass is progressing and costings are being looked into.

7.25pm County Cllr Read left.

30/13 TO APPROVE MINUTES OF PREVIOUS MEETINGS

1. Prior to approving the minutes, the Chairman proposed that item 23/13.1.4. Clause 3 needed clarification and the words '*where the area is near his property or land*' should be added to the end of the sentence. **Resolved to amend item 23/13.1.4 Clause 3 to read as follows:**
It now considers that any proposals or issues raised by Cllr Winters to yourself regarding any road will be a personal matter and should be between him and CCC Highways, as Cllr Winters will not be appointed to represent Little Downham Parish Council regarding any future highways issues where the area is near his property or land.

Resolved that the minutes of 23 May 2013 meeting be approved and signed by the Chairman as a true record following the amendment of item 23/13.1.4. Clause 3.

The Clerk will inform Mrs Joyce of the amendment.

7.29pm Dist. Cllr Goodge left.

31/13 MATTERS TO REPORT

1. **Min.215/12.2) Bus shelter adjacent 100 Main Street, Lt Downham – update** – CCC Public Transport Network Coordinator, Andy Hunt, has proposed to put the bus stop flag on a post outside 100 Main Street. He asked the Council for confirmation that it agreed with the location or to suggest an alternative location, as he does not want to move it once installed and incur additional costs.
2. **RPA Single Payment Scheme (SPS)** – The Clerk confirmed that SPS 2013 had been completed online.

32/13 **PLANNING MATTERS**

1. **Planning correspondence -**
7.31pm Cllr RS Martin left the meeting before the next item was discussed.

- 1.1 **13/00467/LBC** Mrs Mary Misson, Outbuildings adjacent The Lawn, Lawns Farm, Main Street, Lt Downham – Change of use and conversion of existing outbuildings in proximity of a Listed Building - **Resolved that the Parish Council had no concerns.**

7.36pm Cllr RS Martin was invited back to the meeting.

- 1.2 **For information only:**
ECDC - Applications approved: 13/00288/FUL, 13/00349/AGN,

33/13 **FINANCE**

1. **Monthly Internal Audit** was carried out by Cllrs CM Frankland and BGF Smith.
2. **To approve the draft Annual Report 2012/13** – The draft report was considered and approved. **Resolved that the Annual Report 2012/13 be approved and copies be made available in the Book Café and some local outlets.**
3. **To appoint Internal Auditor for 2013/14 Accounts** - It was acknowledged that Mrs Wallace had held this position for a number of years. However, she was considered to be professional in her duties and has maintained her independence throughout the audits by having no involvement in the decision making, management or control of the Council. There were no other proposals. **Resolved unanimously to offer Mrs Caroline Wallace the position of Internal Auditor for the year ending 31 March 2014.**
The Clerk will write to Mrs Wallace with a letter of engagement.
4. **Handyman's additional hours** – It was reported that after the Little Downham Fete on 01/06/13 the drains were blocked and the Handyman unblocked them on the Sunday morning. It was proposed that he be paid additional hours for that occasion instead of incorporating the time in his weekly hours. It was noted that further additional hours had been accumulated for cutting back the weeds in the recreation area along Footpath 21. **Resolved unanimously for the Clerk to refer the handyman's additional hours to date to the Chairman for approval and that the Chairman and Clerk be authorised to approve in advance up to 5 additional hours per session subject to funds available in the budget.**
5. **Friends of Downham Feoffees School: Request of funding for school trip Dec 2013** – The request was discussed. 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.**
6. **To approve bills and other items for payment** – It was reported that the Downham Parish Conservation Group's annual insurance and subscription to The Conservation Volunteers (TCV) is due for renewal on 01/07/13. TCV is still negotiating with Zurich regarding a Tools policy. Following enquiries with the Parish Council's insurance broker (Came & Co), it was established that the Conservation Group's activities are already covered by the Council's public liability and tools can be included at a very nominal premium because the Group only works for and on behalf of the Council. The Group can still apply for annual membership of TCV for access to information, courses and periodic newsletters. **Resolved unanimously to add the Downham Parish Conservation Group to the Council's insurance policy, to add the conservation group tools to the Council's list of assets, to approve the additional insurance premium and pay the TCV annual subscription.**
- 6.1
6.2 Items for payment were proposed by Cllr CM Frankland and seconded by Cllr BGF Smith. **Resolved unanimously to approve list of payments for cheque numbers 001030 to 001033 and BACS payments 086 to 093 for the total sum of £14134.29.**

34/13 **PARISH COUNCIL LAND AND ASSETS**

1. **Pavilion Working Group** – A draft survey has been produced and is being reviewed before being presented to the Council for consideration at a meeting.

2. **To receive and consider Annual Risk Assessment reports from Tony Payne** – A summary of the reports were observed and discussed. It was reported that within days of the handyman filling in the gaps in the safety surfacing at Pymoor with replacement wetpour, someone had pulled it out. He has now filled it in with sand. It was decided that the gaps should be refilled with wetpour despite the cost. Cllrs MM Oldfield and CE Hall signed the Reports.

Resolved unanimously to accept and sign the Risk Assessment reports produced by Mr Payne, to address actions required that are not dealt with by the Clerk or Handyman's general duties or forthcoming projects and that the Clerk should purchase a wetpour repair kit for Pymoor.

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

3. **Mr & Mrs A Murfitt – request permission to have a Bouncy Castle on Pymoor Recreation Ground** – The Council agreed to grant permission but stipulated in the conditions that the Bouncy Castle has insurance cover. The Clerk was instructed to contact Tony Payne to enquire about risks and liabilities.

Resolved unanimously to grant permission for Mr & Mrs A Murfitt to erect a bouncy castle on Pymoor Recreation Field on Sunday, 4th August and request a copy of the Bouncy Castle insurance.

35/13 HIGHWAYS, PARISH PATHS & BYWAYS

1. Replies re matters reported from previous meetings

- 1.1 **Outside No. 17 Lawn Lane, Lt Downham** – Anglian Water has been informed of the hole near the manhole in the grass verge.

- 1.2 **Ely Road, Lt Downham** – The Police are monitoring the vehicles parked on the pavement.

- 1.3 **Black Bank Road Site Meeting between Pam Joyce (CCC Local Infrastructure Streets Officer) and Cllr KO Winters (Min.217/12.1)** – The Council was informed that to date neither Mrs Joyce nor the Clerk had received any correspondence from Cllr Winters in reply to Mrs Joyce's email of 02/05/13, as in accordance with Min.23/13.1.4. As Cllr Winters was not present at this meeting, the matter would be referred to the next meeting on 18/07/13

2. To report current matters of concern:

- 2.1 **Beild Drove, Little Downham** – Request for the potholes be filled with planings.

- 2.2 **Footpath No. 21, Lt Downham Eagles Lane to the Recreation Area** – The hedge is still high but there is concern regarding the high weeds and stinging nettles and that the branches from the school trees hang over the footpath. The Clerk was instructed to contact the school and request that the branches be trimmed back. Cllr Smith was asked to cut back the weeds with his tractor if possible.

- 2.3 **Marshalls Drove and Coffue Drove, Lt Downham** – Peter Duthie (CCC Rights of Way Officer East Cambs) reported concerns regarding deep ruts in the droves, which are too deep for local farmers to level. He has some funding to employ a contractor or for local farmer to do the work. The Council requested that he arranges a contractor to do what they can.

3. **To consider matters relating to the B1411 (Lt Downham to Ely)** – No reply was received from Amanda Mays. The matter was deferred to the next meeting and the Clerk will contact her again.

36/13 REQUEST OF ITEMS FOR FUTURE CONSIDERATION

1. Ditch Cleaning on Hurst Lane, Little Downham

There being no further business, the meeting was closed at 9.02pm.

Signed (Chairman) Date