

**MINUTES of a meeting of Little Downham Parish Council held in the Village Hall,
Main Street, Little Downham, on Thursday, 22 October 2015 commencing at 7.00pm.**

Councillors present: MM Oldfield, in the chair, and DA Adams-Payne, JW Barker, CE Hall, LEA Joel, RS Martin, MAC Seidler, BL Taylor, GH Taylor, JL Waters (7.08pm) and KO Winters. Clerk: Mrs J Wardle

Other attendees: None

80/15 **TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE** - County Cllr P Read and Dist. Cllrs A Bailey and M Bradley.

81/15 **TO RECEIVE DECLARATIONS OF INTEREST** – None received

1.

82/15 **PUBLIC FORUM** – No comments

83/15 **DISTRICT COUNCILLORS' AND COUNTY COUNCILLOR'S REPORTS** – No reports

84/15 **TO APPROVE MINUTES OF PREVIOUS MEETING**

1. **Resolved** that the minutes of 24 September 2015 were correct and to be signed by the Chairman as a true record.

2. **Minutes 20 August 2015 - Resolved to approve the amendment of minute item 64/15.2 to change the last BACS payment number of 352 to 353 (Hags-SMP for Pymoor play area seesaw and wet pour surfacing) and note that the approved payment total of £18057.16 is correct and unchanged.**

85/15 **MATTERS TO REPORT**

1. **(Min. 23/07/15) Little Downham Youth Group** – Carol Hebbard emailed to apologise that the Accounts are still with the Accountant and to inform that at present there are no sessions being held during the Autumn term and she will arrange a meeting with Parish Council representatives to discuss future sessions.

2. **(Min.25/15.1) External Audit approved by PKF Littlejohn LLP** – The Clerk was pleased to report that the Annual Return was received and had been approved and signed with no additional comments or recommendations by the external auditors. As required by legislation, copies of the Return and relevant notices had been put on the Parish Council notice boards in Lt Downham and Pymoor.

3. **Cambridgeshire County Council Community Gritting Scheme** – Volunteers are invited to take part in a community gritting scheme. They will be covered under CCC's insurance if they adhere to specified criteria, have completed the registration form in the training pack, can grit within 24 hours of receiving an alert from the County Council, grit only the routes approved by the County Council and keep appropriate record of their gritting.

4. **Footpath 21 from Eagles Lane to Lt Downham Recreation Area** – The Clerk reported that Ely Runners had arranged to receive some planning from CCC Highways to lay on the footpath in preparation of their 10k New Year's Eve Race. Their thoughts were that as the race finishes on the dirt track, they were keen to help improve the path, both for the runners and so it remains in good order after the race has finished. The Clerk had expressed thanks to all involved.

7.08pm Cllr J Waters arrived and apologised for being late.

86/15 **PLANNING MATTERS**

1. Planning correspondence -

1.1 **15/00780/FUL** Mrs Kirsti Mantell, 75 Main Street, Lt Downham – Installation of external wall insulation to the side and rear elevations - **Resolved** that the Parish Council had no concerns.

1.2 **15/01077/FUL** Mr Wilson, 4 Tower Road, Lt Downham – Construct new porch at front door - **Resolved** that the Parish Council had no concerns.

1.3 **15/01149/FUL** Mr & Mrs Loach, 37B Cannon Street, Lt Downham – Single storey extension to rear and re-roof garage - **Resolved** that the Parish Council had no concerns.

For information only:

- 1.4 ECDC: Applications approved: 15/00640/FUL, 15/01006/FUL,
- 1.5 ECDC: Applications refused: 15/00877/FUL

Addendum item:

- 1.6 **15/01194/FUL** Mr & Mrs T Dewey, 51 Lawn Lane, Lt Downham – Storage shed (retrospective) and extension to rear of storage shed - **Resolved that the Parish Council had no concerns.**

87/15 **FINANCE**

- 1. **Monthly Internal Audit** was carried out by Cllrs CE Hall and BL Taylor.
- 2. **To review community asset list** – The Asset List was review and approved.
- 3. **To approve annual insurance renewal 2015/16** – This renewal was the last of a three-year long-term agreement with Came & Co. The Council discussed the cover and sums insured of the Aviva insurance policy in relation to the Council's Asset List.
Resolved unanimously to approve the Aviva renewal policy premium @ £1649.33 including IPT through Came & Co.
- 4. **To approve bills and other items for payment** - The following items presented for payment were proposed by Cllr CE Hall and seconded by Cllr BL Taylor.
Resolved unanimously to approve cheque no. 001065, BACS payments 364 - 375 and a direct debit for the total sum of £6902.71

88/15 **COUNCIL MATTERS**

- 1. **To approve change of Council meeting date in December to 03/12/15** – The Chairman asked that the meeting date be changed because she has another engagement on the 10th and the CAPALC AGM is being held on the same evening. It was agreed to bring the council meeting date forward to 03/12/15.
- 2. **CAPALC AGM 10/12/15 Histon/Impington Village Hall, 7.00pm** – It was noted and agreed that the Clerk would attend the meeting. Cllr Winters was not certain he could attend.
- 3. **Parish Conference 04/11/15 Mandeville Hall, Burwell** – It was agreed that Cllrs MM Oldfield and LEA Joel would attend the conference.
- 4. **Grant enquiries** – The Council agreed to receive all grant requests on the agenda and to consider each one based on merit, timescale, Council budget and location of benefit. An email had been received from East Anglian Air Ambulance and following discussion, a proposal was made not to give a grant at this time. A vote result was: In favour – 8, Against – 3.
Resolved not to approve a grant to East Anglian Air Ambulance on this occasion.
- 5. **Councillor Outreach Training, Fulbourn 28/11/15 9.30am to 4pm (covering all 3 sessions)** – No members were available to attend the training session.

89/15 **PARISH COUNCIL LAND AND ASSETS**

- 1. **To review summary of Annual Risk Assessment** – The handyman had completed most of the actions required. The following items were for the council's consideration:
 - 1.1 **Village Sign on Church Green, Lt Downham** – The handyman reported that he was unable to carry out any work on the Lt Downham village sign that was reported to 'appear to be wobbly'. Cllr Martin informed that Mabbetts of Colchester produced and installed the sign in 1976. The Clerk will try to contact the company.
 - 1.2 **New seats to replace existing seats on Lawn Lane and Main Street, Lt Downham** – It was noted that the seat on Lawn Lane had been vandalised and subsequently removed and the handyman considered the seat outside the village hall to be rickety like the seat outside the school. It was agreed to consider the purchase of three new seats. Cllr CE Hall offered to pay for the new seat on Lawn Lane, in memory of her husband Mike Hall (as like on Church Green).
Resolved to approve the purchase three oak seats from Branch Joinery (M J Elliot), Feltwell @ £375 each plus VAT, engraving and plaque inserts as required, and accept Cllr CE Hall's offer to pay for one including the engraving.
The Clerk was instructed to ask previous sponsors if they wished to sponsor the new seats.

Resolved unanimously to accept and sign the Risk Assessment Reports produced by Mr Payne, to address the actions required that were 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 for his time in this matter.

2. **Email: Circus Tyanna – request to hold event on Lt Downham Recreation Field in 2016** – Haddenham, Stretham and Witchford Parish Clerks confirmed that the Circus visited last year and provided details of arrangements and the charges that were levied. The Council was keen for the circus to visit, but agreed that the Clerk should meet with Mr Christian to determine if there would be a suitable area away from the Cricket field and football pitches.
3. **Lt Downham Recreation Area – Zipwire funding** – It was noted that grant funding could be available from Amey Cespa. The Clerk will submit an Expression of Interest by 14/12/15.
4. **To consider appointing contractor for Annual Play Area Inspections** – The Council considered four inspections organisations. ROSPA, Wicksteed Leisure Ltd, the Play Inspection Company and Fenland Leisure Products (FLP). Although FLP had carried out the inspection last year, it was not certain if their inspector was listed on the Register of Playground Inspectors International (RPII), whereas Wicksteed Leisure Inspector was.
Resolved to appoint Wicksteed Leisure Ltd to carry out the annual inspections at Little Downham and Pymoor Play Areas.

90/15 HIGHWAYS, PARISH PATHS & BYWAYS

1. **Replies re matters reported from previous meetings**
 - 1.1 **(Min.76/15.2.1) Chapel Lane, Lt Downham**– PCSO Jo Andow has been asked via email to look at the cars parked in Chapel Lane. CCC Highways informs that the white line is due to be repainted but no date has been provided yet.
 - 1.2 **(Min.76/15.2.2) B1411 Grips on highway verge** – An order has been placed for the grips but there is no idea of when the contractor will carry out the work. There is no longer a rolling programme for this kind of work.
 - 1.3 **(Min.76/15.2.3) Street Lights** – Confirmation is still awaited for the removal of the streetlight column on Church Green to Cub Green. Dist. Cllr Bailey enquired on 02/10/15 and Mark Oldfield said he would provide a date but he has not replied since. The Clerk emailed again yesterday.
2. **To report current matters of concern:**
 - 2.1 **Lawn Lane Hedge located between No. 34 and the junction with California** – The hedge needs cutting back because it obstructs visibility to the right for vehicle exiting the driveway to Nos. 36-40.
 - 2.2 **Ely Road, Lt Downham** - It was reported that cars still park on the pavement on Ely Road and obstruct visibility for people driving out of Leaford Drive. The Clerk will report this concern to the police again.

91/15 EXCLUSION OF PUBLIC AND PRESS – see Motion below

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 92/15, 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.

92/15 COUNCIL MATTERS

1. **Parish Council Pensions Scheme – Auto Enrolment update** – The Clerk informed the Council of its Auto enrolment date being 01/07/16 and its subsequent forthcoming duties in 2016 regarding staff eligibility into a Pension Scheme.

93/15 REQUEST OF ITEMS FOR FUTURE CONSIDERATION - None

There being no further business, the meeting was closed at 8.44 pm.

Signed (Chairman) Date