

**MINUTES of a meeting of Little Downham Parish Council held in the Village Hall,  
Main Street, Little Downham, on Thursday, 17 March 2016 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 (7.02pm) and KO Winters. Clerk: Mrs J Wardle

**Other attendees:** County Cllr L Dupre, Dist. Cllrs A Bailey and M Bradley.

**Chairman's Opening Remarks:** County Cllr Dupre and all were welcomed to the meeting

**158/15 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE - None**

**159/15 TO RECEIVE DECLARATIONS OF INTEREST**

1. **Cllr BL Taylor** declared a personal and pecuniary interest in item 164/15.1.2 (Application **16/00159/ OUT**) because he is an applicant (Declaration 010-2016).
2. **Cllr GH Taylor** declared a personal and pecuniary interest in item 164/15.1.2 (Application **16/00159/ OUT**) because she is an applicant (Declaration 011-2016).

**160/15 PUBLIC FORUM - No comments**

**161/15 COUNTY AND DISTRICT COUNCILLORS' REPORTS**

1. County Cllr Lorna Dupre introduced herself as the newly elected County representative for Lt Downham Parish. She informed of her regular surgeries in Sutton, which anyone can attend, and will arrange surgeries in Lt Downham in due course. She reported on matters following the Chancellor's budget last week. The Government's plans for an Eastern Powerhouse consisting of Cambridgeshire, Peterborough, Norfolk and Suffolk Authorities. Cambridgeshire County Council will debate the proposals on 22/03/16. Other County Authorities will debate over the coming months. Under Government plans, it was announced that all English state school could be released from local council control and turned into academies by 2022. CCC Transport Strategy consultation, that ends 08/04/16, considers public transport for East Cambs district, which could see school and social transport combine to reduce costs.

7.10pm County Cllr Dupre was thanked for attending and left the meeting.

2. District Cllrs Mike Bradley and Anna Bailey reported that new bus shelters had been installed in Market Street, Ely. Matters were still being discussed about Ely's public toilets and Fordham, Burwell and Littleport Parish Councils are to consider taking over their village public toilets. Archaeological digs are taking place on land for the new cinema, which is planned to be finished by the end of 2016. Land is being acquired at Angel Drove for additional station parking. £122,000 has been allocated to villages in the district and Lt Downham and Pymoor stand to receive around £2900 each for use during the next financial year. The Clerk will be emailed the details in due course. Mepal is looking at setting up a Time Banking group, whereby people volunteer to help each other and earn 'credits' for others to help them. ECDC has set a budget of 0% increase and forecasts a balanced budget for 2016/17 and 2017/18. It is considered that the Government's Eastern Devolution deal needs a lot of work, as it includes 23 working authorities and will be governed by one elected Mayor. Cambridge City Council is not in favour. ECDC will consider the deal at a full council meeting. The Planning Department has a new senior officer and three other officers. It offers free pre-planning advice to Parish Councils, Charities and small businesses, and free plan checks for householder applications.

7.45pm Dist. Cllr Bailey and Bradley were thanked for attending and left the meeting.

**162/15 TO APPROVE MINUTES OF PREVIOUS MEETING**

1. **Minutes of 18 February 2016** – Cllr Winters objected to the word *greenfield* on line 2 of item 162/15.1.4. It was proposed by Cllr DA Adams-Payne and seconded by Cllr MAC Seidler that the word *greenfield* be amended to *greenbelt* and that the minutes be approved as a true record. **A recorded vote result was as follows: In favour (7) - Cllrs DA Adams-Payne, CE Hall, LEA Joel, MM Oldfield, RS Martin, MAC Seidler, and JL Waters, Against (1) - Cllr KO Winters, Abstentions (3) - JW Barker, BL Taylor and GH Taylor.**  
**Resolved that the minutes of 18 February 2016 be signed by the Chairman as a true record following the amendment of the word *greenfield* to *greenbelt* on line 2 of item 162/15.1.4.**

**163/15 MATTERS TO REPORT**

1. **(Min. 85/12.3, 199/12.3, 51/132) Voluntary registration of Parish Council land** – The Clerk reported that following email and phone call enquiries, she was informed that Christine Battersby had retired in September 2015 and had not completed the Parish Council's registration of land at the Land Registry. On 15/03/16, James Southward (Hall Ennion & Young) confirmed that he would look out the paper file and follow up on registering the Council's land. He would honour the quote of £746 + VAT approved by the Council 18/07/13. Cllr Winters asked what land was to be registered because he couldn't remember receiving papers on it in the past. The Clerk will provide papers and update at the 21/04/16 meeting.

8.00pm Cllr Adams-Payne gave apologies and left the meeting.

2. **(Min. 149/15.4) Lt Downham Complaint Committee** – The draft minutes and corresponding letters had been sent to Complaint Committee members in early March for review and approval.
3. **Rural Payment Agency – Basic Payment Scheme 2015 & 2016** – RPA has emailed to inform that it is still working on the Council's 2015 application and aims to pay the claim by the end of March 2016. The clerk will apply for BPS 2016 online before 16/05/16 deadline.
4. **Anglian Water Inspection of Lt Downham Recreation Area** – The Clerk reported a visit by Anglian Water on 11/02/16 to routinely inspect the Pavilion and recreation area. Three infringements of the Water Supply (Water Fittings) Regulations 1999 were identified and required improvement. The handyman has replaced an old float operated device in the men's toilet and the mains fed tap in the store room that had no backflow protection. A hose union outlet in the cricket field could not be located. Underground outlets are not permitted. This will need to be located and shown to the inspector when he returns in April.

**164/15 PLANNING MATTERS**

1. Planning correspondence -
  - 1.1 **15/01428/LBC** Mr & Mrs C Nye, Hollyoaks, The Hythe, Lt Downham – Replacement of single glazed window panes with slim profile panes in existing frames – **Resolved** - **Little Downham Parish Council had no concerns regarding this application.**

8.07pm Having declared pecuniary interests in the next item, Cllrs BL & GH Taylor left the meeting.

- 1.2 **16/00159/OUT** Mr & Mrs BL & GH Taylor, Site adjacent to Fieldview, Cowbridge Hall Road, Lt Downham - Outline proposal for 4 detached dwellings. It was proposed by MAC Seidler and seconded by LEA Joel to recommend outright refusal because the land is outside the development envelope, on a single track 60 mph road, with no footpath. **A recorded vote result was as follows: In favour (4) - Cllrs CE Hall, LEA Joel, MM Oldfield, MAC Seidler, Against (3) - Cllr JW Barker, JL Waters, KO Winters, Abstentions (1) - RS Martin.**

**Resolved** - Little Downham Parish Council had concerns regarding this application and recommended outright refusal.

**Reasons for concern: The proposed development of four detached dwellings is outside of the development envelope and not in accordance with policies of the current local plan. Cowbridge Hall Road is a 60 mph (unrestricted) single track road with no footpath.**

8.26pm Cllrs BL & GH Taylor were invited back.

- 1.3 **16/00163/FUL** Mr John Harvey & Miss Laura Bacon, 33 Main Street, Pymoor – Two storey extension to the side plus single & two storey extensions to the rear – **Resolved** - **Little Downham Parish Council had no concerns regarding this application.**
- 1.4 **16/00209/FUL** Mr A Lean, Land to south of 25 Pymoor Lane, Pymoor – Erection of 4 bed dwelling – Some members expressed concerns that the site was outside the development envelope on a narrow lane with no footpath. Others had no concerns. It was proposed to vote on a response that the Parish Council had no concerns with the application. **A recorded vote result was as follows: In favour (5) - Cllr JW Barker, BL Taylor, GH Taylor, JL Waters, KO Winters, Against (4) - Cllrs CE Hall, LEA Joel, MM Oldfield, MAC Seidler, Abstentions (1) - RS Martin.**

**Resolved** - Little Downham Parish Council had no concerns regarding this application.

**For information only:**

- 1.5 ECDC: Applications approved: 15/01577/FUL,
- 1.6 Appeal Notice: 15/01194/FUL
- 1.7 ECDC Conservation Officer response to alleged breach at 31 Main Street, Lt Downham

**165/15 FINANCE**

1. **Monthly Internal Audit** was carried out by Cllrs RS Martin and BL Taylor.
2. **To review receipts & payments summary for 2015/16** – A summary of the Receipts and Payments to date prior to the meeting were viewed and accepted. There were no matters of concern.
3. **To confirm Zipwire project in Lt Downham Play Area (Mins.149/15.1)** – Tesco Bags of Help confirmed that public voting in Tesco Ely resulted in the Zipwire project receiving the second highest number of votes and has been awarded a grant of £10,000. A Grant Award letter and Terms and Conditions will be emailed to the Clerk by 15<sup>th</sup> April. Work cannot commence until the Council has signed and returned the Award letter. Sovereign's Installations Manager recently carried out a pre installation survey of the play area and informed that due the ground being slightly uneven the grassguard mats underneath the wire itself will need to be dug in slightly, which will result in the wear strip being only 700mm wide. Sovereign recommended having the strip slightly wider by adding an extra 6 grassguard tiles, which would be an additional £239.99 plus vat.
  - 3.1 **Resolved** unanimously that the Chairman, Vice Chairman and the Clerk are authorised to review the £10,000 Grant Award Letter and Terms and Conditions and approve if considered acceptable.
  - 3.2 **Resolved** unanimously to approve and order the Zipwire installation and post installation RoSPA Inspection from Sovereign Design Play Systems Ltd @ £12,121.65 + VAT (Quote ref: 35175).
  - 3.3 **Resolved** unanimously to approve and order from Sovereign Design Play Systems Ltd an extra six grassguard tiles to extend the wear strip below the Zipwire @ £239.99 + VAT.
4. **To approve bills and other items for payment** - The following items presented for payment were proposed by Cllr RS Martin and Cllr BL Taylor.  
**Resolved** unanimously to approve cheque no. 001068, BACS payments 418 - 427 and direct debits for the total sum of £6050.34.

**166/15 PARISH COUNCIL LAND AND ASSETS**

1. **To review Annual Play Inspection Summary (Min.89/15.4)** – Wicksteed Leisure Ltd carried out the inspections on 04/01/16. There were no high risks identified. The Clerk and Handyman had reviewed the reports and taken action as recommended by the inspector with the exception of the following medium issues: Lt Downham requires new cradle swing seats and chains. Pymoor requires new cradle swing seats. The Clerk was instructed to obtain more information on the recommended Funball Sphere Bee and replacing the play area signs.
  - 1.1 **Resolved** unanimously to purchase four new cradle seats and two sets of chains and shackles from Wicksteed Leisure Ltd.
  - 1.2 **Resolved** unanimously to allow the Handyman extra hours to repaint the Multi-play unit in Lt Downham Play Area.  
The extra hours will be assessed by the Council in relation to having other items repainted.
2. **New seat on Lawn Lane (Min.115/15.4)**– Steve and Jan Berry (S & J Berry Repairs), California, offered to sponsor the new seat on Lawn Lane. Examples of brass plaques were considered for the seats on Lawn Lane and outside the school on Main Street.  
**Resolved** unanimously to accept the offer from Steve and Jan Berry (S & J Berry Repairs) to sponsor the Lawn Lane seat and to authorise the purchase two 8" x 4" brass plaques via the internet @ £22.99 each.  
The Clerk will confirm the wording of the plaques with Mr & Mrs Atwal and Mr & Mrs Berry.
3. **Circus Tyana – request to hold event on Lt Downham Recreation Field (Min.99/15.2)** - The Chairman and Clerk met Mr Christian on 03/03/16. He would like to visit on 1<sup>st</sup> to 4<sup>th</sup> May and hold shows on 3<sup>rd</sup> and 4<sup>th</sup> May (4.30pm and 6pm). He will leave soon after the last show on 4<sup>th</sup>

May and will clear all debris and manure from the site. His entourage consists of four 7.5 tonnes lorries, four caravans, Ponies, Llamas and Ducks. He has his own generator, toilets and water supply. He is happy with the recreation area gate being locked at night and will provide current Public Liability insurance papers after 1<sup>st</sup> April when policy is renewed. The Council thought it would be some fun for the children and will review the situation

**Resolved unanimously to approve a request from Circus Tyana to visit Lt Downham Recreation Area for the period of 1<sup>st</sup> May to 4<sup>th</sup> May 2016 inclusive for the purpose of holding Circus shows on the 3<sup>rd</sup> and 4<sup>th</sup> May.**

**Resolved unanimously not to charge a ground rent on this occasion.**

**167/15 PARISH MATTERS**

1. **CCC - Transport Strategy for East Cambridgeshire Consultation 29/02/16 – 08/04/16** – Due to the lateness of the meeting and priority of the next item, it was agreed that the Council would not deliberate the strategy and comment, but that individuals may submit their own comments.

2. **ECDC - East Cambs Local Plan Consultation** – The Council was asked to identify land for development. It was reported that the Feoffees School is full. The Council needs to consider the impact of extra children in new developments and that new developments will need to contribute to extending the school. There is also a need to consider new cemetery land with the proposed development sites.

**Resolved unanimously to recommend the following areas of land as identified on location maps for Pymoor and Lt Downham:**

1. Land south of No. 64 Main Street, Pymoor, (similar in size to that proposed for development in planning application 16/00133/OUT);
2. GA Hobbs & Sons Farm, Ely Road, Lt Downham, and adjoining land situated to the rear of Nos. 14-20 Ely Road between GA Hobbs & Son Farm and Bury Farm;
3. New Cemetery land proposed adjacent/within the above proposed development land west of Ely Road, Lt Downham and situated north of Bury Farm.

10.05pm – At the Chairman’s discretion, due to the lateness of the meeting, some of the following items were deferred to the next meeting:

3. **ECDC Local Trading Company – Reports from Cllrs Oldfield & Joel** - Deferred.
4. **Pond Lane Street Lights** - Deferred.
5. **‘Clean for the Queen’** – The Clerk will contact ECDC and request to borrow equipment.

**168/15 HIGHWAYS, PARISH PATHS & BYWAYS**

1. **Replies re matters reported from previous meetings**- Deferred.
2. **To report current matters of concern** – Deferred.

**169/15 EXCLUSION OF PUBLIC AND PRESS**

**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 170/15, 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.**

**170/15 HUMAN RESOURCES**

1. **Book Café Manager – review salary and hours** – It was noted that in accordance with new legislation, all workers aged 25 and over are now legally entitled to at least £7.20 per hour with effect from 01/04/16. As the Book Café Manager’s Line Manager, the Clerk reported that during the year the Book Cafe Manager had occasionally accumulated extra hours of work and been taking time off in lieu (TOIL).

**Resolved unanimously to increase the Book Café Manager’s salary to the new National Living Wage of £7.20 per hour with effect from 01/04/16 and to authorise the Clerk to assess the Book Café Manager’s regular timesheets and approve hours of up to 6.5 hours per week to avoid an accumulation of TOIL hours.**

**171/15 REQUEST OF ITEMS FOR FUTURE CONSIDERATION - None**

There being no further business, the meeting was closed at 10.10 pm.

Signed ..... (Chairman) Date .....