

**MINUTES of a meeting of Little Downham Parish Council held in the Village Hall,  
Main Street, Little Downham, on Thursday, 20 October 2016 commencing at 7.00pm.**

**Councillors present:** JL Waters, in the chair, and CE Hall, RS Martin, MM Oldfield, G Ord, MAC Seidler (7.08pm), BL Taylor, GH Taylor and KO Winters. **Clerk:** Mrs J Wardle

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

**88/16 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE** – Cllrs JW Barker and LEA Joel.  
Apologies for lateness from Cllr M Seidler.

**89/16 TO RECEIVE DECLARATIONS OF INTEREST**

1. **Cllr CE Hall** declared a personal interest in item 94/16.1.6 (Application 16/01346/PDR) because the applicant is a relative of her brother-in-law (Declaration 033-2016).
2. **Cllr BL Taylor** declared the following interests (Declaration 034-2016).  
**Cllr GH Taylor** declared the following interests (Declaration 035-2016).
  - 2.1 Personal interest in item 94/16.1.2 (Application 16/01214/OUT) because the applicant is a distant relation and they own a field next door but one to the application site.
  - 2.2 Personal interest in item 94/16.1.3 (Application 16/01270/OUT) because the applicants are distant relations.
  - 2.3 Prejudicial interest in item 94/16.1.4 (Application 16/01312/OUT) because the application is their daughter.

7.08pm Cllr MAC Seidler arrived and apologised for being late.

**90/16 PUBLIC FORUM**

Mrs Hinchliff and Mr Moore expressed concerns regarding item 94/16.1.1 (Application 16/00795/FUL). The concerns related to the proposed development still being considered too close to neighbouring properties resulting in an invasion of privacy in their homes and gardens, plus parking issues and access to the new development.

**91/16 COUNTY AND DISTRICT COUNCILLORS' REPORTS**

1. County Cllr Dupre reported: Government delays had held up the devolution process of getting the necessary orders drawn up. It is still expected that elections for a Mayor of Cambridgeshire & Peterborough will take place in May 2017. There have been more public meetings regarding the Minor Injury Unit, but no announcement yet of any specific proposals. She has been appointed on the CCC Health Committee that will be scrutinising the Clinical Commissioning Group's process in reviewing its urgent care facilities and the NHS plans for increases in health provision in areas of significant housing growth. It has also agreed to establish a discretionary Joint Committee with Peterborough City Council to scrutinise proposals for merging Hinchingsbrooke Hospital with Peterborough & Stamford Hospital Foundation Trust. Public Health England has updated its annual local authority health profiles and used a small set of indicators to provide a quick overview of health by county and district. East Cambs scores significantly worse than the England average for overweight in adults; hospital stays for self-harm; and death and serious injury on the roads. A meeting of the CCC Total Transport working group took place on 05/10/16, to update on the implementation of the new school transport arrangements and smartcards. Like other areas of council spending, the financial future of public transport for next year and beyond is still under consideration. Work has started on the construction of site compounds and enabling works on the A14, with main construction work starting in late 2016 on Section 1 (A1 Alconbury to Brampton Hut). The county council has published a consolidated and definitive map and statement of public rights of way. This consolidates thousands of records produced over the last 60 years for the former Counties of the Isle of Ely, Huntingdonshire and Cambridgeshire into a single document covering the modern County of Cambridgeshire. A digital version is available to view on the county council's website. From 01/09/16, Cambridgeshire Library Service introduced a facility to make payments and donations of money online. As from 01/11/16, an online form would be launched for residents to request the disposal of cement bonded asbestos. Under the new scheme, this will be limited to a bag that measures 2.59m x 1.37m and a small administration fee of £6 will be introduced to cover the cost of handling the request and issuing the bags. The Council does not have a duty to dispose of construction and demolition waste that includes home improvement, repairs, alterations and preparatory works, even when the work is carried out by the householder. Seminars are taking place to enable County Councillors to start thinking about next year's budget. Lorna concluded with her surgery dates in Lt Downham.

2. Dist. Cllr Bradley reported: A review of the East Cambs Local Plan is due out 09/11/16 and will be discussed by East Cambs Full Council on 16/11/16. Discussions are being held with the Littleport and Downham Internal Drainage Board regarding catch water flowing management and the Hundred Foot River. ECDC has a new website with new online services. Mike concluded informing that he had received complaints from some residents in Pymoor of too many planning application for new dwellings in the village.
3. Dist. Cllr Bailey reported: She had attended open meetings and closed meetings for the Princess of Wales Hospital. At the last Ely public meeting it was agreed that there is a local need for a walk-in service and a back up diagnostic service. The East Cambs Local Plan proposed site allocations will be published in November and there will be a period of public consultation. The East Cambs Trading Company has been running for six months and Ely Market is run by the Trading Company. Anna concluded with an update on Community Land Trusts and that Haddenham, Fordham and Kennett are setting up CLTs. So far 90 new homes have been established and Stretham is a good example of affordable housing.

7.35pm All representatives were thanked for their reports. County Cllr Dupre left the meeting.

#### **92/16 TO APPROVE MINUTES OF PREVIOUS MEETINGS**

1. Cllr Winters questioned why the derogatory remarks were not quoted in the minutes. The Chairman informed that it was derogatory and not necessary to be quoted, as there were plenty of people present that heard what he had said.  
**Resolved unanimously that the minutes of 22 September 2016 be signed by the Chairman as a true record.**

#### **93/16 MATTERS TO REPORT**

1. **(Min.58/16.1) Zipwire** – Sovereign’s Installations Manager visited on 13/10/16. The cable was tightened by another tooth, which increased the seat height to 1.1m from the ground, as per current safety standard EN7611. The 6mm bolt was replaced with the correct 8mm bolt.
2. **(Min.85/16.1) Emergency Plan** – The Clerk reported that David Vincent (ECDC Emergency Planning Manager) had sent additional papers for the Council to use in order to prepare an Emergency Plan. He recommended keeping the plan simple, so it could be used to respond to any type of emergency. The key issues are collating the information, updating the information, phone numbers and equipment regularly and ensuring that ECDC receives a copy because it is the first port of call by the emergency services. The Clerk will issue a copy of Mr Vincent’s advice and the documents to members in the agenda pack for the November meeting.
3. **(Min.215/12.2 & 51/13.3) Bus shelter outside No. 100 Main Street, Lt Downham** – Mr & Mrs Runciman informed that they plan to remove the bus shelter soon. CCC Highways had installed a new bus stop post and a new flag would be attached soon.

#### **94/16 PLANNING MATTERS**

1. **Planning correspondence -**
- 1.1 **16/00795/FUL** Mr & Mrs A Youngman Land adjacent 24 Kiln Close Little Downham - Erection of new 4 bedroom dwelling and double garage – Amendment – The amendment involves reduction in height, increase in width, change in front orientation. Changes to window locations.  
**Resolved - Little Downham Parish Council had concerns regarding this application and recommended outright refusal for the following reasons.**
  1. **Over development of the site** – The proposed amended dwelling is considered to have a cramped appearance within the site and is inappropriate for this location due to its size and bulk.
  2. **Back land development** – The proposed dwelling is considered to be too close to neighbouring properties and the windows and doors on the north east elevation will overlook adjacent bungalows and gardens, which is an invasion of their privacy.
  3. **Access and Parking Concerns** – The Council considers two parking spaces is insufficient for a 4-bedroom dwelling. There is a lack of parking spaces and existing congested parking issues in Orchard Estate, especially in front of the narrow access to Nos. 20a, 20b and the proposed site, which raises concerns of access for emergency vehicles to the area. The inevitable increase of vehicles to and from the 4-bedroom property will have a detrimental effect on local residents.
  4. **Tree Preservation Order on Trees of the development site** – It is understood that trees on the development site had TPOs on them. Recent photographs of the development site show that all trees have been removed and the site has been cleared

of all vegetation, which together has resulted in a devastating impact on the local wildlife (birds, bats and owls etc.) of the area.

5. Outside the development envelope – Although this is not a reason for refusal on its own, it is observed that the development site is outside of the development envelope of Orchard Estate and Lawn Lane.

**Additional comment**

6. The Parish Council considered its comments following representations from local residents attending the council meeting and expressing objections to the application.

7.50pm Dist Cllrs A Bailey and M Bradley and two parishioners left the room.

1.2 **16/01214/OUT** Mr R Golding, Land south west of Broadlands, Straight Furlong, Pymoor – Erection of new dwelling with garage and associated works.

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

1.3 **16/01270/OUT** Saberton Family (Pymoor), Site adjacent to 10 Pymoor Lane, Pymoor – Residential development for 3no. detached dwellings. A vote result: In favour – 7, Against – 2.

**Resolved** – By a majority decision, Little Downham Parish Council had no concerns regarding this application.

8.20pm Having declared an interest in the following item, Cllr BL & GH Taylor left the meeting.

1.4 **16/01312/OUT** Mrs E Marshall, 19 Main Street, Pymoor – Construction of a Chalet Style (One and a half storey) dwelling.

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

8.27pm Cllrs BL & GH Taylor returned to the meeting.

1.5 **16/01316/FUM** CN Seeds, land south east of Willow Farm, Pymoor Common, Pymoor – Erection of straw store cover building on agricultural land

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

1.6 **16/01346/PDR** Mr Raymond Hilton, 21B Cannon Street, Lt Downham – Remove existing balustrade on balcony, replace with aluminium frame and double glazing

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

**For information only:**

1.7 **ECDC - Applications approved: 16/00892/FUL, 16/00966/OUT, 16/01053/FUL, 16/01081/FUL**  
**ECDC – Application refused: 16/00633/FUL**

## 95/16 **FINANCE**

1. **Monthly Internal Audit** was carried out by Cllrs CE Hall and GH Taylor.

2. **Citizens Advice Rural Cambs – Grant request** - Dr Batul Dungarwalla (Citizens Advice Rural Cambs CEO) wrote to request a grant of £500 to support training of volunteers at Citizens Advice Rural Cambs. She informed that in Downham Villages, 106 new clients were helped with 489 problems. The Council acknowledged the need of the service.

**Resolved** unanimously to approve a grant of £500 for 2016/17 (Local Government Act 1972 s. 142).

3. **To review annual insurance renewal 2016-17** – Quotes from Aviva, Hiscox, Ecclesiastical and Zurich were considered. The Council preferred the premium and policy from Zurich and opted for a 3-year long term agreement.

**Resolved** unanimously to approve the 3-year long term agreement with Zurich and pay the policy premium of £1437.08 including IPT for 27/10/2016 - 26/10/2017.

4. **To appoint Internal Auditor for 2016/17 Accounts** - The Clerk reported that as there was a shortage of internal auditors available, the Council currently had two options: Mrs Caroline Wallace or CANALBS Internal Audit Services @ £39.50 per hour. It was acknowledged that Mrs Wallace had held this position for a number of years, but 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.

**Resolved** unanimously to offer Mrs Caroline Wallace the position of Internal Auditor for the year ending 31 March 2016. The Clerk will send Mrs Wallace with a Letter of Engagement.

5. **To approve bills and other items for payment** - It was proposed by Cllr CE Hall and seconded by Cllr GH Taylor.  
**Resolved unanimously to approve BACS payments 506 – 516 and Direct Debit for the total sum of £5074.20.**

**96/16 PARISH MATTERS**

1. **To consider installation of a kissing gate at north entrance of Holts Spinney** - Following concerns expressed by walkers and dog walkers of motorcyclists riding at speed and irresponsibly in The Holts Meadows and around the perimeter walkway, the Conservation Group proposed to install a kissing gate at the north entrance of the Spinney to restrict motorcycle access. A Timber Kissing Gate Set from Jackson Fencing costs £221 + VAT.  
**Resolved unanimously to purchase a timber kissing gate.**  
The clerk was instructed to try local suppliers first.
2. **Cambridgeshire Parish Conference, St Ives, 18 November 2016** – The Chairman and the Clerk expressed an interest to attend.
3. **To approve Cambridgeshire Libraries Service Level Agreement 2016-17** – The Council is the ‘umbrella’ organisation of the Book Café and is required to sign the Service Level Agreement. With approval from the Book Café Committee, the Book Café Manager and the Clerk reviewed the Agreement and prepared the Book Café Business Plan 2016-18.  
**Resolved unanimously that the Chairman sign the Cambridgeshire Libraries Service Level Agreement 2016-17.**

**97/16 HIGHWAYS, PARISH PATHS & BYWAYS**

1. **Replies re matters reported from previous meetings:**
- 1.1 **New Trees on Mill Hill, Lt Downham** – Mrs Runciman informed that the trees were native Elm and were hoped to have immunity to the Dutch Elm disease. The tree roots should not have an impact on the road because the soil type is clay not peat. There are mature Elm trees opposite that have not caused problems. She will seek approval from the Local Highways officer.
2. **To report current matters of concern:**
- 2.1 **Downham Common, Lt Downham** – Dips on the carriageway edge near Fodder Fen Farm.
- 2.2 **Church Way / Main Street Corner, Lt Downham** – Concern has been expressed to the Local Highways officer that large vehicles take the corner fast and some have mounted the kerb nearly hitting a pedestrian.
3. **CCC Local Highway Improvement Bids 2017/18** – Four projects were considered:
- Safety measures to Main Street / Church Way corner;
  - Reduction of speed from 40 mph to 30 mph along Main Street, Pymoor;
  - New kerbs and designated parking area on Main Street, Pymoor;
  - Safety surfacing at Seven Sisters on the B1411, between Lt Downham and Ely.
- Resolved to submit a bid for safety surfacing at Seven Sisters.**
4. **CCC Community Gritting Scheme 2016-17** – No footways were proposed for voluntary gritting.
5. **Community Highways Volunteering Scheme** – Volunteers would need to contact CCC direct.
6. **CCC Gritting Route 2016-17** – The Council accepted the gritting route

**98/16 EXCLUSION OF PUBLIC AND PRESS**

9.35pm

**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 99/16, 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.**

**99/16 HUMAN RESOURCES**

1. **To consider Book Café Manager’s staff appraisal** – Mrs Hayter-Smith’s appraisal was held on 17/10/16. The Appraisal Officer, Cllr JL Waters, read her report to the Council. There was no change recommended to Mrs Hayter-Smith’s conditions of employment, hours of work, job description, annual leave entitlement, salary and pension provision. She now has a Level 2 in Health and Hygiene, which means that she can act in a supervisory role to train other volunteers.

Cllr Waters concluded that Mrs Hayter-Smith continues to manage the Book Café and volunteers well and this shows with the attendance on the increase.

**Resolved unanimously to approve Mrs Hayter-Smith's Staff Appraisal.**

2. **To consider Handyman's annual staff appraisal** - Mr Mitchell's appraisal was held on 17/10/16. The Appraisal Officer, Cllr JL Waters, read her report to the Council. There was no change recommended to Mr Mitchell's conditions of employment, hours of work, job description, leave entitlement and pension provision. No training was requested or required at present. The Clerk would look into whether he requires a DBS check. Cllr Waters suggested looking at the cost implications of buying a mower to enable Mr Mitchell to carry out grass cutting at the recreation grounds and play areas and to buy a contract phone, which would be more cost effective than paying his frequent mobile phone top ups. Cllr Waters concluded that Mr Mitchell continues to work well without supervision and that the Council could consider any salary increase during its budgeting process.

**Resolved unanimously to accept Mr Mitchell's Staff Appraisal and consider the recommendations during the budgeting process.**

9.47pm The Clerk left the meeting

3. **To consider Clerk's annual staff appraisal** - Mrs Wardle's appraisal was held on 17/10/16. The Appraisal Officer, Cllr JL Waters, read her report to the Council. There was no change recommended to Mrs Wardle's conditions of employment, hours of work, job description, leave entitlement and pension provision. Her salary will increase in accordance with the National Joint Council for Local Government Services (NJC) agreed pay scales. Mrs Wardle had attended various training sessions during the year. She has responsibilities as line manager to the Handyman and Book Café Manager. In her conclusion, Cllr Waters stated that Mrs Wardle continues to work hard and at times goes above and beyond.

**Resolved unanimously to approve the Clerk's Staff Appraisal.**

9.54pm The Clerk returned to the meeting

100/16 **REQUEST OF ITEMS FOR FUTURE CONSIDERATION**

1. To consider the purchase of a mower for grass cutting by the handyman.
2. To consider the provision of a contract mobile phone for the handyman.

There being no further business, the meeting was closed at 9.55 pm.

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