

**MINUTES of a meeting of Little Downham Parish Council held in the Village Hall,
Main Street, Little Downham, on Thursday, 23 February 2017 commencing at 7.00pm.**

Councillors present: JL Waters, in the chair, and JW Barker, RS Martin, MM Oldfield, BL Taylor, GH Taylor and KO Winters. **Clerk:** Mrs J Wardle

Other attendees: One parishioner.

138/16 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE – Cllrs CE Hall, LEA Joel, G Ord and MAC Seidler. County Cllr L Dupre and Dist. Cllrs A Bailey and M Bradley.

139/16 TO RECEIVE DECLARATIONS OF INTEREST

1. No declarations were made at this time.
2. **Late declaration** made prior to item 151/16.1.2: **Cllr JW Barker** declared a personal interest in item 151/16.1.2 (Holts Meadow Grazing) because the applicant is a colleague (Declaration 003-2017).

140/16 PUBLIC FORUM – No comments

141/16 COUNTY AND DISTRICT COUNCILLORS' REPORTS

1. A report from County Cllr Dupre was read in her absence. The local Clinical Commissioning Group (CCG) has announced proposals to pilot 'Local Urgent Care Service hubs' in each of three locations, starting this spring. The first phase of the 'hubs' will be to add GPs to the Minor Injury Unit nurse practitioner teams from Monday to Friday, and increase the range of patients and conditions to be seen and treated locally. The CCG hopes to improve integration between Minor Injury Unit staff and the GP 'out of hours' service at weekends, so that more patients can choose local services instead of travelling to A&E when they do not need to. East Cambs Connect minibus service will start 03/04/17 offering pre-bookable journeys between any two points in East Cambridgeshire for a fixed fee of £4 per single journey, between 7:00am and 7:00pm Monday to Friday. Holders of concessionary bus passes will be eligible for a half fare discount. More information will be advertised in local media. Last September, Cambridgeshire County Council reviewed all school transport services to Ely College, Soham Village College and Witchford Village College along with many services to primary schools in East Cambridgeshire with a view to saving 15%. It held an online feedback survey and will evaluate this part of Total Transport to submit to the Department of Transport, who provided the grant for the project. The County Council's budget was approved on 14/02/17 and will rise by 2% (the 'social care precept').
2. A report from Dist. Cllr Bailey was read in her absence. In addition to some of the above, she reported that work on the Ely bypass bridge scheme, which East Cambs District Council is helping to fund, has begun, with initial ground works and utility diversion work. Construction is due to begin around Easter and the new road is expected to open in spring 2018. Restaurants and takeaways at the Ely Leisure Village will be opening on a phased basis and the new cinema is due to open in the spring. The underpass will be completed by March. Work has begun on the new District Leisure Centre. Construction of the building begins in March. The new Commuter Car Park site off Angel Drove has been granted planning permission for 128 car spaces and work on site is due to begin soon.

142/16 TO APPROVE MINUTES OF PREVIOUS MEETING

1. Cllr Winters objected to item 129/16.2 and denied that he kept interrupting Dist. Cllr Bailey when she was trying to respond to his enquiries about Community Land Trusts. He said he kept questioning her. When asked by Cllr Winters that they thought, the Chairman confirmed that Cllr Winters did keep interrupting Dist. Cllr Bailey, but Cllr BL Taylor didn't think he did. Cllr Winters accused the Clerk of bullying him because of her recording of the January meeting. It was proposed by Cllr KO Winters and seconded by Cllr BL Taylor that the word '*interrupting*' should be amended to '*questioning*'. **A recorded vote result was as follows: In favour (4)** – Cllrs JW Barker, BL Taylor, GH Taylor, KO Winters, **Against (0)**, **Abstentions (3)** – Cllr RS Martin, MM Oldfield, JL Waters.

Resolved that the minutes of 19 January 2017 be signed by the Chairman as a true record following amendment of the word '*interrupting*' to '*questioning*' at item 129/16.2.

143/16 MATTERS TO REPORT

1. **(Min.134/16.2) Lt Downham Conservation Group – Ditch cleaning along Pingle Wood south boundary** – At its meeting on 25/01/17, the group discussed a 3rd and easier option to install two French drains south of the Bee enclosure to reduce the amount of water going down to the ditch. One drain will filter into Hurst Lane and the other will filter down into Martins Pond in Myles Meadow. Neil Hobbs will sketch a drawing with measurement for costing.
2. **(Min.131/16.2) RPA Basic Payment Scheme** – BPS 2015 – RPA has written to inform that it has completed the checks and made changes to the Council's claim. As a result, it will release a BPS payment. BPS 2016 – a claim statement has been received confirming the payment of £1152.95 that was received on 20/12/16.
3. **(Min.131/16.3.5) New Cemetery Land** – ECDC has acknowledged receipt of the Pre-application Planning Advice Request and a response is expected within the next few weeks.
4. **(Min.131/16.3.6) LHI Application 2017/18** – Mr Crosby (Police Traffic Management Officer) informed the Clerk that he would carry out a random check of Pymoor Main Street to see if the reduce speed limit was feasible. In light of not having anything to support the reduced speed limit proposal at the Panel interview on 06/02/17, the Clerk withdrew the application. If Mr Crosby's results are supportive, the Council could re-submit an application for 2018/19.

144/16 PLANNING MATTERS

1. **Planning correspondence -**
 - 1.1 **17/00041/FUL** Mr & Mrs Grant Hayes, Otterbush Farm, The Hythe, Lt Downham – Horse Walker. **Resolved - Little Downham Parish Council had no concerns regarding this application.**
 - 1.2 **17/00055/OUT** Mr Brian Easey, Land Rear Of Hythe House The Hythe Little Downham - Outline application for two storey dwelling, double carport, 3 No. stables & tack room (personal use only) along with associated access & site works . **Resolved - Little Downham Parish Council had no concerns regarding this application.**
 - 1.3 **17/00163/ARN** Mr Brian Mulley, Agricultural Barn Tower Farm Tower Road Little Downham - Proposed change of use from agricultural building to dwelling. **Resolved - Little Downham Parish Council had no concerns regarding this application.**
- For information only:**
- 1.4 **ECDC - Applications approved:** 16/00885/RMA, 16/00952/FUL, 16/01110/VAR, 16/01385/FUL, 16/01583/LBC, 16/01692/FUL, 16/01778/FUL
 - 1.5 **ECDC - Applications refused:** 16/00795/FUL, 16/01423/OUT, 16/01424/OUT, 16/01665/FUL

145/16 FINANCE

1. **Monthly Internal Audit** was carried out by Cllrs RS Martin and MM Oldfield.
2. **To approve bills and other items for payment** - It was proposed by Cllr RS Martin and seconded by Cllr MM Oldfield. **Resolved unanimously to approve cheque no. 001079, BACS payments 552 – 562 and Direct Debits for the total sum of £5156.13.**

146/16 COUNCIL MATTERS

1. **To re-appoint Representative on Village Hall Committee** – Cllr JL Waters had decided to step down as the Council's representative for personal reasons. Cllr KO Winters volunteered to be appointed for the remainder of the term to the Council's AGM in May 2017.

147/16 PARISH LAND AND ASSETS

1. **Miss A Lark & Mr R Allsebrook – request permission for party tent/marquee on Pymoor Recreation Field 27/05/17** – The Council had no objection to the request. **Resolved unanimously to grant permission as requested and stipulate that the following conditions apply:**
 - that they will carry out an inspection of the field where the marquee is to be sited to ensure there are no harmful objects on the ground before and after the event;
 - that any damage to the recreation field or car park is made good as soon as possible after the event;
 - No fireworks are permitted.

2. **To review summary of Annual Risk Assessment Dec 2016** – It was noted that the handyman had completed most of the actions required. The following items were discussed by the council:
 - 1.1 **Village Sign on Church Green, Lt Downham** – The Clerk is still searching for a contractor to assess the sign. It was suggested to look at Sign of the Times website.
 - 1.2 **Bus Shelters** – The Clerk is waiting for a quote from N & C Glass to replace the Lawn Lane panel that broke and blew out in strong winds. The Council decided not to replace the missing pane at Second Drove because the existing three sides provide enough shelter.
 - 1.3 **Lt Downham Pavilion** - The handyman periodically disinfects the showers to eliminate a risk of Legionnaires Disease. It was suggested that he disinfects the u-bends too.

Resolved unanimously to accept and sign the 2016 Risk Assessment Reports produced by Mr Payne, to address the actions required that were not dealt with by the Clerk or the Handyman's general duties or forthcoming projects.

Thanks were expressed to Mr Payne for producing the reports and giving his time in this matter.
3. **Pavilion Refurbishment Matters – update (Min.131/16.3.3)** – Following enquiries with two building designers, the clerk informed that quotes to produce detailed refurbishment specifications ranged at £500-£600 + VAT and £700-£1000 no VAT. It was proposed by Cllr GH Taylor and seconded by Cllr MM Oldfield to ask Greg Saberton Designs to produce a Tender Package for a fee of £500 + VAT. **A vote result was: In favour – 6, Against – 1.**
Resolved to approve Greg Saberton Designs producing a Pavilion Refurbishment Tender Package for a fee of £500 + VAT.
4. **Voluntary Registration of Parish Council land and registered common land – update (Min.163/15.1, 181/15.2)** – The Clerk reported that she had contacted HEY Solicitors again to enquire on the registration of Parish Council land. Managing Director, Karl Irons, said he would respond in time for the meeting updating on the properties listed in Christine Battersby's letter dated 21/06/2013. No correspondence was received. Cllr Winters requested a copy of Christine Battersby's letter. The Clerk will provide all members with a copy.

148/16 PARISH MATTERS

1. **East Cambs Parish Conference 03/02/17 – Cllr KO Winters Report** – Cllr Winters gave a verbal report of his attendance at the conference. He said that the coffee and cakes were nice. He informed that there was an update from ECDC on recycling percentages and said he could not confirm the figure but it was high and looked well. People were not putting bins out in the correct manner and there were complaints. The Police and Crime Commissioner gave a talk saying that everything was getting better, but there was no outstanding item. Jason Ablewhite talked of what he wanted to happen. He said there were lots of clerks there but not well attended by councillors.
The Chairman instructed that it be minuted that all Councillors must provide a written report for the Clerk after attending a meeting and reporting back to the Council.

149/16 HIGHWAYS, PARISH PATHS & BYWAYS

1. **Replies re matters reported from previous meetings**
 - 1.1 **North Fen, Lt Downham (Min.136/16.2.1)** – Potholes should be done in the next week or so.
 - 1.2 **Temporary signs on highways verges (Min.136/16.2.2)** – A crew was being sent out to check and ensure signs are better secured.
 - 1.3 **Bend Warning sign on B1411 Ely side of Seven Sisters** – The Clerk reported that the sign had dropped to the bottom of the post. CCC replied stating that urgent works have been ordered for the defect reported.
 - 1.4 **CCC Local Highway Officer's Report** – Pam Joyce was still hoping for some extra funding to come her way so she could do more patching at Black Bank Road or Downham Common area.
2. **To report current matters of concern:**
 - 2.1 **California, Lt Downham** – Pothole outside Topfield.
 - 2.2 **Lawn Lane Interactive Speed Sign, Lt Downham** – The sign is always flashing and needs cleaning.
 - 2.3 **Litter bin on corner of Pymoor Recreation Field adjacent to No. 11** – The litter bin was removed by ECDC at the end of 2016. Residents of Pymoor request that the bin be replaced as soon as possible because dog poo bags are being left on the ground.

150/16 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 151/16 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.

8.22pm One parishioner left.

151/16 PARISH COUNCIL LAND AND ASSETS

1. Tenders for 2017 Grazing season:

1.1 Myles Meadow – One application to tender was received from RMJ Yarrow. Cllrs JW Barker and KO Winters were informed that the applicant is an adjacent neighbour of their properties and they were asked if they would like to make a declaration of interest. They both declined.

The Council considered the tender and was somewhat surprised by the low amount of £250 that was offered. It was suggested to re-advertise with a closing date of 20/03/17 and inform Mr Yarrow that his tender would be carried forward or he may submit a new tender if he wishes.

Resolved unanimously to defer making a decision on the grazing of Myles Meadow in order to re-advertise on parish council notice boards with a closing date of 20/03/17.

The Council would consider cattle grazing of Myles Meadow at its 23/03/17 meeting.

Late declaration made prior to item 151/16.1.2 – **Cllr JW Barker** declared a personal interest in the next item because the applicant is a colleague (Declaration 003-2017).

1.2 Holts Meadow – One application to tender was received from Mr S Hensby. The Council discussed the offer of £50 and decided to accept.

Resolved unanimously to accept the tender of £50 from Mr S Hensby for sheep grazing in Holts Meadows from 01/05/17 to 30/09/17 inclusive.

152/16 REQUEST OF ITEMS FOR FUTURE CONSIDERATION - None

There being no further business, the meeting was closed at 8.40 pm.

Signed (Chairman) Date