

**MINUTES of a meeting of Little Downham Parish Council held in the Village Hall,
Main Street, Little Downham, on Thursday, 21 June 2012 commencing at 7.00pm.**

Councillors present: GF Frankland, in the chair, and CM Frankland, LEA Joel, RS Martin, BGF Smith, GH Taylor and KO Winters.

In attendance: None.

- 32/12 APOLOGIES FOR ABSENCE** – DA Adams-Payne, CE Hall, MM Oldfield and BL Taylor, Dist. Cllr A Bailey and Cllr County Cllr P Read.
- 33/12 ELECT CHAIRMAN FOR THE MEETING**
1. Due to the absence of the Chairman and Vice Chairman, it was proposed by Cllr RS Martin, seconded by Cllr BGF Smith, that Cllr GF Frankland be elected Chairman for the meeting. **Resolved unanimously that Cllr GF Frankland be elected as Chairman for the meeting.** Cllr Frankland accepted the position.
- 34/12 TO RECEIVE DECLARATIONS OF INTEREST**
1. **Cllr RS Martin** declared a personal & prejudicial interest in item 41/12.1.2 (Application 12/00378/AGN) because he is one of the applicants (Declaration 015-2012).
- 35/12 NEW COUNCILLOR**
1. **To formally appoint the new councillor as a Downham Feoffees Charity Representative** – The Chairman welcomed Cllr Joel to the meeting. It was established that Cllr Joel was eligible to be a Council representative of the Charity. The term of office is until May 2015. **Resolved unanimously to appoint Cllr LEA Joel as the Parish Council Representative on the Downham Feoffees Charity.** Cllr Joel accepted the position.
- 36/12 PUBLIC FORUM** - none
- 37/12 DISTRICT COUNCILLORS' REPORTS** (Dist. Cllrs A Bailey & A Goodge) – Nothing to report.
- 38/12 COUNTY COUNCILLOR'S REPORT** (County Cllr P Read) – Nothing to report.
- 39/12 TO APPROVE MINUTES OF PREVIOUS MEETINGS**
1. **Resolved unanimously that the minutes of 31 May 2012 be approved and signed by the Chairman as a true record.**
- 40/12 MATTERS TO REPORT**
1. **(Min.205/11.1.6) CCC: Notification of Appeal – Site at Land off First Drove, Little Downham** - Notice of Public Inquiry to be held on 10/07/12 at Ely Cathedral Centre, Ely, at 10am.
 2. **(Min.13/12) Queen Elizabeth II Fields in Trust Dedication Ceremony** – Ely Town Crier, Avril Hayter-Smith, formally declared the Little Downham Recreation Area as a Queen Elizabeth II Fields in Trust during the opening of the Little Downham Fete on 9 June.
 3. **ECDC Waste Collection Proposals – Consultation 19/06/12 – 31/07/12** - Questionnaires available online at www.eastcamb.gov.uk.
 4. **ECDC Recruitment & Appointment of Lead and Deputy Independent persons** to assist the Council in promoting and maintaining high standards of conduct amongst its elected members and town & parish Councillors.
 5. **Neighbourhood Panel Meeting October** - due to Police Commissioner's Election in November, the meeting has been arranged for Monday, 1st October at Witchford Village hall.
- 41/12 PLANNING MATTERS**
1. **Planning correspondence -**
 - 1.1 **12/00290/FUL Mr G Bowles, 11 Pymoor Lane, Pymoor – Single storey extension -** **Resolved that the Parish Council had no concerns.**

7.24pm Having declared an interest in the next item, Cllr RS Martin left the meeting.

- 1.2 **12/00378/AGN** R & A Martin, Beild Drove Farm, Beild Drove, Lt Downham – Agricultural storage building - **Resolved that the Parish Council had no comments.**

7.28pm Cllr Martin was invited back to the meeting.

- 1.3 **12/00426/FUL** Mr K Garrod, 16 Ely Road, Lt Downham – Construction of single storey rear extension - **Resolved that the Parish Council had no concerns.**

For information only:

- 1.4 **ECDC Applications approved: 12/00322/FUL, 12/00367/FUL**

42/12 FINANCE

1. **Monthly Internal Audit** was carried out by Cllrs CM Frankland and RS Martin.

2. **To review Section 2 Statement of Assurance and approve Annual Return 2011/12** – The Council answered yes to all statements in Section 2 and completed the Annual Return. A vote result to approve the Annual Return was: 6 In favour and 1 Against. Cllr Winters objected to approval of the Annual Return because he had objected to the approval of the Accounts 2011/12. **Resolved that the Chairman and the Clerk duly sign the Annual Return 2012.**
The Clerk is required to send the Annual Return to Moore Stephens (Ext. Auditors) by 25/06/12.

3. **Downham Parish Conservation Group – to consider covering £12 shortfall for Beehive Project (Min.25/12.3)** – It was agreed that the Conservation Group should not have to cover the shortfall from its social fund for additional hardware for the project in Pingle Wood. The Group works for and on behalf of the Parish Council and the Community in the Local Nature Reserve. **Resolved unanimously to reimburse the Conservation Group of £12 from the Countryside Account for the additional hardware for the Beehive Project.**

4. **To consider appointment of Internal Auditor 2012/13** – The Council acknowledged that Mrs Wallace had held the position for a number of years and was very good at her profession and duties. There were no other proposals. **Resolved unanimously to offer Mrs Caroline Wallace the position of Internal Auditor for the year ending 31 March 2013.**
The Clerk will write to Mrs Wallace with a letter of engagement.

5. **To approve submitting grant application to ECDC for all weather court fence and play equipment (Min.30/12.1 and 30/12.3)** – For applications to be considered at the July meeting of the ECDC Community and Environment Committee, they must be submitted by end of June. Funding for the All Weather Court Fence is proposed from general S106 funding at ECDC. The play equipment is to be funded by the Buckingham & Sparrow development at Chambers Way, Lt Downham. **Resolved unanimously that the Clerk is authorised to complete the Section 106 grant applications for the purchase of new play equipment in Lt Downham play area and new All Weather Court Fence and to submit to ECDC by the end of June deadline.**

6. **To approve bills and other items for payment** - Proposed Cllr CM Frankland, seconded Cllr RS Martin and unanimously agreed. **Resolved unanimously to approve list of payments for cheque numbers 000990 to 001001 and Direct Debits for the total sum of £6132.28.**

43/12 PARISH COUNCIL LAND AND ASSETS

1. **Pavilion Extension and Refurbishment (Min.26/12.1):**

1.1 **Working Group: Update** – Planning permission had been granted and Neil Cutforth was in the process of producing working drawings for the Council to send out to tender. The working group met on 06/06/12 in the Pavilion to consider refurbishment suggestions.

- 1.2 **To consider proposed refurbishment suggestions** – The list was approved with minor amendments and will be sent to Neil Cutforth for including in the working drawings. A vote result to approve the list was: 6 In favour and 1 Against. **Resolved to approve the list of refurbishment suggestion with the inclusion of a baby changing unit in the disabled toilet and consideration of a double drainer in the kitchen if regulations dictate it is needed.**

2. **Cemetery Working Group: Update (Min.26/12.2)** - The group met on 07/06/12. A further site was identified for consideration.

3. **Lt Downham Recreation Area Field in Trust (Min.13.12) – to authorise Land Registry update** – Fields in Trust confirmed the Deed of Dedication had been executed and enclosed a copy for the Council. In accordance with the Deed, the Council is required to update the land registration by completing the Land Registry AN1 and RX1 forms within three months. It was noted that the Council's other Land Registry documents also need updating.
Resolved that the Clerk is authorised to use the Council's credit card to complete Land Registry forms AN1 and RX1 as stipulated in the Deed of Dedication document and to bring other Land Registry documents up to date with the Council's current details. The Clerk was also instructed to enquire about mineral rights on land owned by the Council.

44/12 PARISH MATTERS

1. **Report from Street Light Briefing meeting (18/06/12)** – The Clerk reported that the meeting reiterated what had been received from CCC in a letter regarding the replacement of street light columns in the County over the next five years. The Parish Council will be contacted and consulted during the six months before work is planned in the parish. All lights will be replaced with white lights and on main traffic through roads there will be no removal of columns. Central Government dictates that on residential streets, there must be a reduction of up to 30% of lights. The Parish Council may request lights not to be removed, but will have to take on the cost, energy and maintenance of those lights.
2. **Lt Downham Youth Group – Request use of Pavilion for summer holiday activities Monday to Friday from 23/07/12 – 03/08/12** – Carol Hebbard informed the Clerk that a programme of activities are being planned for the first two weeks of the school holidays between 9am and 5pm for the youth group. The activities include: climbing wall, barbecue and team games, inflatable castle, laserquest, water fights, live band, sumo suits, skate park day, coach trip.
Resolved unanimously to approve Lt Downham Youth Group's request to use the Pavilion for summer activities during Monday to Friday of the weeks 23 July to 3 August inclusive.

45/12 HIGHWAYS, PARISH PATHS & BYWAYS

1. **Replies re matters reported from previous meetings** – There were no replies to report.
2. **To report current matters of concern:**
- 2.1 **Hurst Lane, Lt Downham** – Potholes need filling with tarmac.
- 2.2 **Third Drove, Lt Downham** – Request that this is reported again for potholes and uneven road.

46/12 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 47/12 and 48/12, 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.

47/12 TENDERS

1. **To consider quotes to replace CCTV equipment at Lt Downham Recreation Area** - Due to the difference in proposals and options of the quotes received, the Council was unable to make a decision. The Clerk was instructed to provide a list of specifications for the companies to quote like for like. The matter was deferred to the next meeting for quotes to be received.

48/12 PARISH LAND AND ASSETS

1. **To consider an easement for Local Nature Reserve water pipes** – The property of which the water pipes run through the garden to the Local Nature Reserve is up for sale. The pipes were laid with permission from the landowner, who has since died. His widow is planning to move. The Estate Agent has been made aware of the pipes in the garden.
Resolved that due to the sensitive nature of the situation, the Clerk was instructed to make enquiries with Christine Battersby at Hall, Ennion & Young Solicitors, Littleport, regarding the provision of an easement on the land for the water pipes.

49/12 REQUEST OF ITEMS FOR FUTURE CONSIDERATION – None.

There being no further business, the meeting was closed at 9.25pm.

Signed (Chairman) Date