

**MINUTES of a meeting of Little Downham Parish Council held in the Village Hall,  
Main Street, Little Downham, on Thursday, 21 July 2011 commencing at 7.00pm.**

**Councillors present:** Cllrs MM Oldfield, in the chair, CM Frankland, GF Frankland RS Martin, NK Missin, BGF Smith, BL Taylor, GH Taylor and KO Winters.

**In attendance:** Dist. Cllrs T Goodge, County Cllr P Read and one parishioner.

**Chairman's Opening Remarks:** Cllr Oldfield informed that the Chairman, Cllr Adams-Payne, had broken her nose on holiday recently and she was wished a speedy recovery.

**45/11 APOLOGIES FOR ABSENCE** were received from Cllrs DA Adams-Payne and CE Hall, Dist. Cllr A Bailey, PC K Humble and PCSO J Hall.

**46/11 TO RECEIVE DECLARATIONS OF INTEREST**

1. **Cllr NK Missin** declared a personal interest in items 53/11.1.2 (Application 11/00501/FUL) because he is employed by the applicant (Declaration 009-2011).

**47/11 PARISH CRIME MATTERS**

1. **Police Crime Reports** – During the month of June, five crimes were reported in Little Downham and eight crimes were reported in Pymoor. Of the crimes in Pymoor, which included common assault, arson, damage to motor vehicles and a dwelling, all occurred at the same address and involved the same person.
2. **To report recent events** – It was said that things have been stolen from sheds on the allotments in Lt Downham. It's not known if they have been reported to the police. The Clerk reported that a Pavilion window had been vandalised and repaired by the handyman. Thanks were expressed to Keith Missin for initial boarding up and making safe. Cllr Winters expressed concern that he had made some phone calls to PC Humble and PCSO Hall but they had not replied to him. He didn't think this was a good service and that the police should return calls from members of the public. The clerk would pass on his concern.

**48/11 PUBLIC FORUM**

Mr Chris Nye introduced himself and explained the reasons for his recent planning applications and of other matters relating to his business, CN Seeds, in Pymoor. He concluded by inviting the Council to a visit at any time.

**49/11 DISTRICT COUNCILLORS' REPORTS** (Dist. Cllrs A Bailey & A Goodge)

1. Dist. Cllr Goodge informed that he had attended Standards Committee training sessions and a Licensing Committee meeting. He was asked if he had heard anything from his visit to London. He said he hadn't and probably didn't expect to, but believed his comments had caused 'people' to think again about local issues.

7.15pm Dist. Cllr Goodge left the meeting.

**50/11 COUNTY COUNCILLOR'S REPORT** (County Cllr P Read)

1. County Cllr Read informed of a briefing note on Cambridgeshire Future Transport and of a pilot scheme using mini buses; he will forward the briefing note to the Clerk for information. The County Minerals and Waste Plan has now been adopted with a new structure of HCV routes.

7.22pm County Cllr Read left the meeting.

**51/11 TO APPROVE MINUTES OF PREVIOUS MEETINGS**

1. **Resolved** that the minutes of 16 June 2011 (Full Council) be approved and signed by the Chairman as a true record.

**52/11 MATTERS TO REPORT**

1. **(Min.38/11.1) Lt Downham Village Hall Rear Terrace** – The Clerk had spoken to people that saw the damage after the recycling vehicle had left the car park. This information was given to ECDC.
2. **(Min.41/11) ECDC – New Councillor Evening – 29/06/11** – Cllrs B & G Taylor attended and said it was very informative. New Councillor information from the meeting was handed to Cllrs Missin and Smith.

3. **(Min.28/11) To consider Trustees to set up a future Management Committee for Little Downham Recreation Area** – David Badcock, Linda Joel and Linden Roberts are all happy to assist in this matter. The Clerk is to arrange a meeting with Philip Peacock at Cambes ACRE, Littleport, regarding the next step.
4. **(Min.23/11.2) Mrs C Sellers – Memorial seat** – Mrs Sellers provided a photograph of the seat to be installed. It was preferred that the seat is engraved rather than have a brass plaque.
5. **ECDC Free Graffiti Kit** – Accelerated Neighbourhood Partnership Fund has awarded ECDC £1500 to tackle graffiti within the district, which ECDC used to purchase kits for Parish Councils. These will not replace the graffiti removal service currently undertaken by the community services workers under the direction of the probation service, but compliment it. The Handyman was attending a session at ECDC to receive training and collect the kit.

#### 53/11 **PLANNING MATTERS**

1. **Planning correspondence -**
- 1.1 **11/00358/FUL** Dr Ruth Armstrong and Dr Peter Spofforth, Springfields, Straight Furlong, Pymoor – Single storey rear annexe extension - **Resolved that the Parish Council had no concerns on the application.**
- 1.2 **11/00501/FUL** CN Seeds, 18 Main Street, Pymoor – Erection of agricultural Portal Framed duopitch with lean-to to one side - **Resolved that the Parish Council had no concerns on the application. It was recommended that the application be approved because it brought employment to the area.**
- 1.3 **11/00542/FUL** Mr & Mrs V Burzio, Bridge Farm, Pymoor Siding, Pymoor – Replacement outbuilding and proposed stable block. A recorded vote result was as follows: For - (8) Cllrs CM Frankland, GF Frankland, RS Martin, NK Missin, MM Oldfield, BGF Smith, BL Taylor, GH Taylor. Against - (1) Cllr KO Winters.  
**Resolved that the Parish Council had concerns regarding the application and recommended outright refusal for the following reasons:**
  1. It appears that the proposed outbuilding could be used as a residential dwelling.
  2. The proposed replacement building is not considered as a replacement of the existing outbuilding because of its size and it is not the same footprint of the existing outbuilding.
  3. It is considered as a development in the open countryside.
  4. It is questioned whether the proposal requires a change of use.
- 1.4 **11/00567/FUL** Mrs J Dunbar, Millview, Pymoor Lane, Pymoor – Single storey rear and side extension - **Resolved that the Parish Council had no concerns on the application.**

#### **For information only:**

- 1.5 ECDC Applications approved: 11/00327/FUL, 11/00397/FUL, 11/00450/FUL, 11/00505/AGN

#### 54/11 **FINANCE**

1. **Monthly Internal Audit** was carried out by Cllrs CM Frankland and MM Oldfield.
2. **To consider matured Fixed Rate Bond (19/07/11)** – Standard Life Cash Savings was now part of Barclays Bank PLC and the computer systems are currently being aligned, therefore SLCS are not opening any new bank accounts or FR Bonds at present. The Council discussed alternative options and unanimously agreed to look around for better rates.  
**Resolved to transfer the Fixed Rate Bond matured funds and interest to the Council's existing Premium 10 Days Notice General Savings Account and look for new Fixed Rate Bonds with higher interest rates.**
3. **To consider purchase of a dog waste bin for School Lane, Pymoor** – There is only one dog waste bin in Pymoor, near the recreation ground. It was unanimously agreed to install another.  
**Resolved to purchase a Deep Green Retriever 35 dog waste bin from Glasdon UK Ltd @ £252.29 + VAT, a post if required and the handyman to assess the best location to install the bin near Footpath 27, School Lane.**  
The Clerk will request ECDC to empty the bin when installed.
4. **To approve bills and other items for payment** - Proposed Cllr CM Frankland, seconded Cllr MM Oldfield, and unanimously agreed.  
**Resolved to approve list of payments for cheque numbers 000866 to 000874 for the total sum of £4932.83.**

**55/11 COUNCILLORS & STAFF TRAINING**

1. **To consider arrangements for In-House Training** – It was agreed to consider in the spring.

**56/11 CAPITAL PROJECTS**

1. **Lt Downham Cemetery – Additional Burial Land** – Cllr Oldfield read a report from the Cemetery Working Group that identified two sites as potential burial land, giving advantages and disadvantages of each. Cllr Smith suggested that re-burials in the existing cemetery should be considered. It was decided to defer the matter to another meeting. The Clerk will make enquiries with other Clerks about their experiences of setting up new burial land and the costs involved.

**57/11 PARISH COUNCIL LAND AND ASSETS**

1. **To consider applications to erect signs or items on Parish Council land** – None received.
2. **Pymoor Play Area Working Group Update** – Cllr Taylor reported that a drainage contractor had looked at the play area and didn't think it needed draining. Cllr Taylor was thanked for levelling and tidying up the car park.
3. **Lt Downham Pavilion Working Group Update**– Cllr Frankland informed that the working group had not met since before the elections. He proposed that David Badcock be co-opted onto the working group, as he was appointed the 'leader' and was keen to see the Pavilion extended. It was decided to appoint a new member from the Council.  
**Resolved to appoint Cllr Missin as the fifth member of the working group that consists of Cllrs DA Adams-Payne, G Frankland, CE Hall, and BL Taylor.**
4. **To consider obtaining quotes for tree work and hedge trimming in Little Downham Play Area** – Following a discussion on unknown specifications, it was agreed to hold a site meeting in the play area on Monday, 25/07/11 at 9.30am. Cllr Oldfield apologised that she would be at work.
5. **Letter: Sovereign – Offer re New Product Sites Required** – Agreed not to consider the offer.
6. **Letter: Pymoor FC – Permission to advertise local business sponsorship alongside Pymoor pitch** – Following a discussion on the request, the Council decided to defer its decision to the 18/08/11 meeting in order to request the following information:
  1. The result of enquiries with ECDC as to whether planning permission is required for the proposed advertising boards;
  2. Proposed dimensions of the advertising boards;
  3. A proposed site location of the boards, which includes the maximum number permitted and positions;
  4. Confirmation if the boards are to be a permanent fixture for the duration of the season and how they will be fixed, or if they will be on display during matches only.
7. **Email: Lt Downham Fete Committee – permission to hold Fete 9<sup>th</sup> June 2012** – It was agreed to grant permission for the Fete to be held on Lt Downham Recreation Ground. The Cricket Club will arrange an away match on that day.
8. **Letter: CCC – Street Lighting PFI (Private Finance Initiative) Project – Cambridgeshire** – Information noted that CCC had secured credits from Government to replace about 80% of street lighting in Cambridgeshire over the next 5 years, which would provide a high quality lighting service for the next 25 years. The Parish Council was informed it will be required to make a prompt comment on the next CCC letter, which will include costings, because the service provider is contractually required to deliver a very tight programme of replacement.

**58/11 PARISH MATTERS**

1. **Neighbourhood Panel Meeting (7pm on 24/07/11 at Witchford) – to consider issues to report** – There were no issues to report other than concern regarding fly tipping in Coveney.

**59/11 HIGHWAYS, PARISH PATHS & BYWAYS**

1. **Reply from CCC re matters reported from previous meetings:**
  - 1.1 **School Lane, Pymoor** – An order has been placed for a contractor to cut back the brambles from the footway, bus shelter and phone box only. Funding restricts any further cuts.
  - 1.2 **Adventurers Drive, Oxloade** – There is nothing new that meeting the intervention level requirement at present. The road will continue to be monitored.
  - 1.3 **Footpath Nos. 21 and 54** – FP 21 will be cut in August. FP54 is not on the cutting programme, as it was previously cut by the landowner. It has now been added as a B status and will be added to next year's programme.

2. **To report current matters of concern** – No current matters to report to CCC Highways.
- 2.1 **Report from site meeting on Second Drove with CCC Highways (Cllrs BL Taylor & KO Winters)** – Cllr Winters informed that it was recommended at the site meeting to request a Traffic Safety Assessment. Proposed by Cllr KO Winters, seconded by Cllr BL Taylor, and agreed. The Clerk will email the request to CCC Highways.

60/11 **CORRESPONDENCE** – For information

1. **CCC – Information Leaflet – Local Speed Limit Policy** – Noted.

61/11 **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 62/11, 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.

62/11 **RECREATION AREAS**

1. **To consider quotes and options relating to the Pymoor Play Area:**
  - 1.1 **Clearance of East Ditch** – Two quotes were received and considered. It was decided not to appoint a contractor at this time but to wait and see what work is carried out by the Internal Drainage Board later in the year.
  - 1.2 **Provision of a French Drain between car park and play area** – Two quotes were considered. **Resolved** to award the contract to A Peacock & Son @ £387.50 + VAT on the proviso that the following conditions would be met:
    1. That the Parish Council receives a plan of all the drains on Pymoor Recreation Area that have been installed by A Peacock & Son.
    2. The French Drain must be installed by 31<sup>st</sup> August 2011 and the above requested plans must be sent to the Parish Clerk as soon as possible or with the invoice at the very latest.
  - 1.3 **Cleaning of drain pipe under play area** – It was decided that the drain pipe didn't need cleaning at present.
2. **To review CCTV equipment in Little Downham Recreation Area** – It was decided to review the equipment when funding is available from the Chambers Way development.

**Non-agenda item that required consideration prior to 18/08/11 meeting:**

3. **Witchford Colts FC requests permission to reduce one adult football pitch by 10 yards to a Colts sized pitch and reposition the goal posts accordingly for its Under 16s team before the start of the season in August** - Witchford Colts FC is prepared to fund the work and the goals as it is keen to use the pitch for the foreseeable future. It was reported that Lt Downham Swifts 1<sup>st</sup> Team are now playing at Pymoor under the name of Pymoor FC and there would be no Reserve Team playing at Lt Downham Recreation Area this season because Brian Halliwell had decided to retire after 30 years with the Club. Lt Downham United FC will continue to play on Sunday mornings. **Resolved** to approve permission for Witchford Colts FC to reduce one adult football pitch by 10 yards to a Colts sized pitch and reposition the goal posts accordingly for its Under 16s team for 2011/12 season. The situation will be reviewed for 2012/13 season.

63/11 **REQUEST ITEMS FOR FUTURE CONSIDERATION** - None

There being no further business, the meeting was closed at 9.40pm.

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