

**MINUTES of a meeting of Little Downham Parish Council held in the Village Hall,  
Main Street, Little Downham, on Thursday, 22 July 2010 commencing at 7.00pm.**

**Councillors present:** DA Adams-Payne, in the chair, CM Frankland, GF Frankland, CE Hall (7.02pm), EW Hall, RS Martin (7.04pm), M Oldfield, BL Taylor, AJ White and KO Winters (8.09pm).

**In attendance:** Dist. Cllr T Goodge and PC K Humble.

**58/10** **APOLOGIES FOR ABSENCE** - Cllr DJ Badcock, Dist. Cllr A Bailey, County Cllr P Read and PCSO J Hall.

7.02pm Cllrs CE Hall and Dist. Cllr T Goodge arrived.

**59/10** **TO RECEIVE DECLARATIONS OF INTEREST** - None

7.04pm Cllr RS Martin arrived.

**60/10** **PARISH CRIME MATTERS**

1. **Police Crime Reports** – Between 27/05/10 and 21/07/10 eight crimes were reported in the parish. Between the same period 45 calls for services were made. A Pest Controller had previously informed the police of his presence in the area, which clarified for some of the calls that reported the sound of a shotgun. The police are looking into allegations of a man taking photographs of children at the Pymoor Show; this might not be untoward but is being investigated.

2. **To report recent events**

Vandalism had been reported in Little Downham Recreation area. The council was informed that a Pavilion front door pane had been smashed and the meter box door had been ripped off its hinges and removed.

7.23pm PC Humble was thanked for attending and left the meeting.

**61/10** **BMX DIRT TRACK**

1. **To receive update from working group** – Soil has been laid out on the grass and some of the track and ramps were taking shape. Some youths are involved helping to smooth the sides and tops. Cllr Taylor's offer to remove an old, obsolete, concrete pipe was accepted with thanks.

**62/10** **PUBLIC FORUM**

There were no comments.

**63/10** **DISTRICT COUNCILLORS' REPORTS (Dist. Cllrs A Bailey & A Goodge)**

1.1 Dist Cllr. Goodge informed that the ECDC decision making consultation had been stopped based on new government guidelines pending. An ECDC Car Parking Working Party is to consider car park fees, residents' permits and on- street parking in Ely. CCTV is still being negotiated.

1.2 In an email, Dist. Cllr Bailey informed of ECDC imposing a new license system and fee for cafes who want to have tables and chairs on the pavements outside their premises. Common sense has prevailed and there will be a self regulating system that cafes will be asked to comply with, so no costs will be imposed on them.

**64/10** **COUNTY COUNCILLOR'S REPORT (County Cllr P Read)**

1. In an email, Cllr Read informed that a letter about Winter Gritting arrangements is to be issued CCC Highways. It will include a request for local farmers who are interested to register to carry out local clearance etc (subject to receiving training).

**65/10** **TO APPROVE MINUTES OF PREVIOUS MEETINGS**

1. **Resolved** unanimously that the minutes of 17 June 2010 (Full Council) be approved and signed by the Chairman as a true record.

2. **Resolved** unanimously that the minutes of 1 July 2010 (Full Council) be approved and signed by the Chairman as a true record.

**66/10** **MATTERS TO REPORT**

1. **(Mins.42/10.2) Standard Life Bank** – The new account has been opened.

2. **(Mins.44/10.2) Condition of BT Phone Box on Main Street, Lt Downham** – BT informed that the box is scheduled to be painted in October in a maintenance programme currently taking place.

3. **(Mins.45/10.1) Downham Conservation Group – Request for Cattle and Dog signs for the Local Nature Reserve** – New signs have not been ordered yet because some old signs were found and have been passed to the Conservation Group Chairman for consideration.
4. **(Mins.45/10.1) To consider appointment of Internal Auditor for accounts 2010/11** – Mrs Caroline Wallace has signed and returned the Council's Engagement Letter to accept the position of Internal Auditor for the year ending 31 March 2011.
5. **(Mins.47/10.1.2) Byway 49 (Clayway Lane)** – Letters of thanks have been sent to Mr R Taylor and Mr R Garnham.

**67/10 PLANNING MATTERS**

**1. Planning correspondence -**

- 1.1 **10/00548/FUL** CN Seeds, 18 Main Street, Pymoor – Erection of four glass greenhouses - **Resolved that the Parish Council had no concerns.**
- 1.2 **10/00588/FUL** Mr & Mrs I Martin, 6 Park Lane, Lt Downham – Single Storey rear extension - **Resolved that the Parish Council had no concerns.**
- 1.3 **10/00619/FUL** Mr & Mrs N Hobbs, The Briars, 1A Park Lane, Little Downham - Two storey side extension internal alterations & new double garage - **Resolved that the Parish Council had no concerns.**
- 1.4 **For information only:**  
**ECDC Applications approved: 10/00334/FUL, 10/00341/FUL, 10/00363/VAR, 10/00403/FUL**

8.09pm Cllr KO Winters arrived.

2. **East Cambs Local Development Framework – Current Consultation 05/07/10 – 16/08/10 Ely – Site Options Papers and Site Allocation Papers** – It was noted that there were no matters for consideration that related to the parish. Proposed by Cllr C Frankland, seconded by Cllr M Oldfield. A vote result was: 9 For and 1 Against.  
**Resolved that the Council does not submit a formal comment on this occasion.**  
Members could submit individual comments if they wished.

**68/10 FINANCE**

1. **Monthly Internal Audit** was carried out by Cllr M Oldfield and Cllr AJ White.
2. **To approve bills and other items for payment** – Proposed by Cllr M Oldfield, seconded by Cllr AJ White and unanimously approved.  
**Resolved to approve list of payments for cheque numbers 000718 to 000725 and direct debits for the total sum of £2411.91.**

**69/10 PARISH MATTERS**

1. **To re-consider Draft Emergencies Plan for the Parish (Min.44/10.1)** – Alan Williams replied informing that seven parishes in the Panel area have draft Emergency Plans that they will be invited to take to a District Workshop for all Parishes which is planned for Autumn, 2010. Rob Schiel (the CCC Principal Emergency Management Officer) and Keith Stronach from ECDC will provide support for parishes in producing their Plans, and would also arrange to test the robust nature of each parish's Plan. The Parish Council reconsidered the Emergency Plan template and decided that it was too onerous to produce and maintain up to date.  
**Resolved unanimously not to produce a Parish Emergency Plan.**
2. **To consider sending letters of thanks when farmers level the Drovers (Cllr KO Winters)** – It was agreed unanimously that the Parish Council could send letters of thanks, however it was noted that for personal reasons some farmers would prefer not to be mentioned or written to.  
**Resolved that when appropriate the Parish Council will consider sending a letter of thanks.**
3. **Neighbourhood Panel Meeting (26 July) – To consider issues to report** – Concerns that PC Humble and PCSO Hall are to cover larger areas and the possible introduction of car park fees in Ely, which will affect the majority of parishioners from surrounding villages.
4. **CCC proposed changes to Library Access Points and Mobile Library** – It was noted that Lisa Lark and Tracy Chambers (Book Cafe) are to attend the Cambridgeshire Libraries meeting on 02/08/10. Due to budget funding, mobile libraries will be reduced to visits once a month. As from October, visits are proposed for the third Friday of every month from 2:20pm - 2:50pm outside Lt Downham Village Hall and 3:00pm – 3:45pm at Main Street, Pymoor.

**70/10 CAPITAL PROJECTS**

1. **Lt Downham Cemetery – To consider additional burial land** – It was agreed to form a working group consisting of Cllrs DA Adams-Payne, RS Martin, M Oldfield and KO Winters. Cllr BL Taylor had volunteered to be on the working group but was advised not to be, as he has an interest in adjoining land.
2. **Lt Downham Village Hall – To renovate the rear terrace** – There were various questions asked about the village hall committee finances and requirements of the repairs to the rear terrace. It was agreed to form a working group consisting of Cllrs CE Hall, RS Martin, BL Taylor and KO Winters.

**71/10 RECREATION AREA**

1. **To review Licence for Little Downham Recreation Area signed 1994 between the Parish Council and the Trustees of the Village Hall Committee** – It was agreed to defer this matter to the next meeting.
2. **Lt Downham Pavilion - To consider relocation of stopcock for Cricket Table water** – It was agreed that the handyman should move the stopcock into the Pavilion for easier access by the Cricket Club.  
**Resolved** unanimously that the handyman should relocate the cricket table stopcock into the Pavilion and arrange a better fitting lid over the pipe on the cricket field.
3. **The Firs Residential Home, Tower Road – Request for use of the recreation field and pavilion for a fundraising event 15/08/10** – Sadly, the Clerk had not received further information about the events for the day. It was agreed not to approve the request on this occasion due to lack of information and short timescale for the event. A vote result was: 8 Against, 2 Abstentions.

**72/10 HIGHWAYS**

1. **Replies re matters reported from previous meetings**
  - 1.1 **Little Street, Lt Downham (Min.47/10.2.4)** – Karen Whymark informed that there should not be there because it is on a Byway. She will write to the landowner.
  2. **To report current matters of concern**
    - 2.1 **Adventurers Drove, Pymoor** – The condition of the road is bad at the top corner.
    - 2.2 **Pymoor Sidings, Pymoor** – Large dips reported in the road.
    - 2.3 **B1411 Westmoor Common, Lt Downham** – A dip reported in the road near Willow Farm.
    - 2.4 **Third Drove, Lt Downham** – The holes have been filled but nothing has been done about the ruts.
3. **Jointly Funded Minor Highways Improvements – 2011-12 Bidding Round** – The bid for additional speed measures and a reduction of the speed limit on B1411 at Seven Sisters is ready to be submitted.

**73/10 EXCLUSION OF PUBLIC & PRESS**

1. 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 74/10, Human Resources, 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.

**74/10 HUMAN RESOURCES**

1. **To appoint interview panel for Parish Council Handyman** – It was agreed that the Interview Panel should consist of Cllrs DA Adams-Payne, E Hall, M Oldfield and BL Taylor.

**75/10 REQUEST OF ITEMS FOR FUTURE CONSIDERATION**

1. To review the Licence for the Recreation Area.
2. To consider the refurbishment of Lt Downham Pavilion.

There being no further business, the meeting was closed at 9.20pm.

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