

**MINUTES of a meeting of Little Downham Parish Council held in the Village Hall,  
Main Street, Little Downham, on Thursday, 22 November 2012 commencing at 7.00pm.**

**Councillors present:** MM Oldfield (Vice Chairman), in the chair, and CM Frankland, GF Frankland, CE Hall, RS Martin, BGF Smith, BL Taylor, GH Taylor and KO Winters (7.05pm). **Clerk:** Mrs J Wardle

**In attendance:** County Cllr P Read and 2 parishioners.

**Opening remarks** - In the absence of the Chairman, Vice Chairman, Cllr Oldfield, took the chair and welcomed everyone to the meeting.

**110/12 APOLOGIES FOR ABSENCE** were received from Cllrs DA Adams-Payne and LEA Joel, Dist. Cllrs A Bailey and A Goodge.

**111/12 TO RECEIVE DECLARATIONS OF INTEREST**

1. **Cllr RS Martin** declared prejudicial interests in items 117/12.1.1 (Application 12/00736/FUL) and item 117/12.1.4 (Application 12/00952/FUL) because he is tenant and owner of adjoining land (Declaration 030-2012).
2. **Cllr BL Taylor** declared interests in the following items (Declaration 031-2012):
  - 117/12.1.4 (Application 12/00952/FUL) personal interest because the applicant is a relation,
  - 117/12.1.5 (Application 12/00957/FUL) prejudicial interest because the applicant relates to his family business.
3. **Cllr GH Taylor** declared interests in the following items (Declaration 032-2012):
  - 117/12.1.4 (Application 12/00952/FUL) personal interest because the applicant is a relation,
  - 117/12.1.5 (Application 12/00957/FUL) prejudicial interest because the applicant relates to her family business.

7.03pm One parishioner arrived.

**112/12 PUBLIC FORUM**

Rod Garnham explained reasons for Application 12/00957/FUL (item 117/12.1.5).

**113/12 DISTRICT COUNCILLORS' REPORTS (Dist. Cllrs A Bailey & A Goodge) – No report**

**114/12 COUNTY COUNCILLOR'S REPORT (County Cllr P Read)**

County Cllr Read informed of the new No Cold Calling Zone established at Holme Close to stop rogue traders from calling on the elderly residents, Anti Social Behaviour figures are down and Local Improvement Scheme bids are invited by 14/12/12.

7.07pm County Cllr Read was thanked for attending and left the meeting.

**115/12 TO APPROVE MINUTES OF PREVIOUS MEETINGS**

1. **Resolved unanimously that the minutes of 11 October 2012 be approved and signed by the Chairman as a true record.**

**116/12 MATTERS TO REPORT**

1. **(Min.100/12.1) To consider an easement for Local Nature Reserve water pipes** – The resident informs that no solicitor has been appointed at present as there is no definite interest in the property. The selling agent is aware of the existence of the pipes.
2. **(Min.102/12.6) Friends of Downham Feoffees Primary School: Request of funding for school trip** – Mrs Mace, on behalf of the FoDFPS, expressed thanks for the grant.
3. **(Min.100/12.2) Lt Downham and Pymoor Play Area Safety Surfacing** – The gaps have been filled at Little Downham, but the process at Pymoor has been delayed due to excess water in the play area.
4. **All Weather Court Maintenance** – Due to excess rain in October and health and safety issues, Cambridge Sports Surfaces was asked to carry out emergency cleaning to remove a 4 m strip of silt along the north side of the court that had risen to the surface. The handyman cleared up the leaves on the court.

5. **Holme Close – No Cold Calling Zone** – Trading Standards and Police Liaison have set up the Zone to stop rogue traders from calling at the elderly residents' homes.
6. **UK Power Networks: Tree and vegetation clearance consent** – Permission was requested on 08/11/12 for UK Power Network to crown reduce a Field Maple and fell a small Ash to ground level to clear the overhead wires.
7. **Oak tree for Lt Downham Recreation Area re Fields in Trust** – In commemoration of the Queen's Golden Jubilee, Fields in Trust have offered a small Oak tree to plant on the Recreation Field. When received, it will be planted near where a Chestnut Tree was removed last year.

#### 117/12 **PLANNING MATTERS**

##### 1. **Planning correspondence -**

7.10pm Cllr RS Martin left the meeting before the next item was discussed.

- 1.1 **12/00736/FUL & 12/00737/LBC** Mr & Mrs Rutterford and Mr & Mrs Lockwood, Tower Mill & Land to rear of 35 Ely Road Little Downham - Conversion of Tower Mill to residential accommodation and construction 4 bed house with glazed link - **Amendment** – The re-siting of the detached bungalow, deletion of the integral garage and internal changes to the road layout – **Resolved that the Parish Council had no concerns.**

7.17pm Cllr RS Martin was invited back to the meeting.

- 1.2 **12/00843/LBC** Mrs Emma Beeney, 11 Main Street, Lt Downham – Internal and external insulation works - **Resolved that the Parish Council had no concerns.**
- 1.3 **12/00908/FUL** Mr M Blakey, Land Floods, Cophall Drove, Lt Downham – Construction of single storey extension - **Resolved that the Parish Council had no concerns.**

7.25pm Cllrs RS Martin, BL & GH Taylor left the meeting before the next item was discussed.

- 1.4 **12/00952/FUL** Mr Richard Talbot, 17C Cannon Street, Lt Downham – Retention of raised platform to rear (part retrospective) and erection of a screening wall – **Resolved that the Parish Council had no concerns.**

7.30pm Cllr RS Martin was invited back to the meeting.

- 1.5 **12/00957/FUL** Mr Ross Taylor, Willow Farm Pymoor Common Pymoor - Change of use from potato store/packing shed (B8) to potato crisp manufacturing (B1) - **Resolved that the Parish Council had no concerns.**

7.40pm One parishioner left. Cllrs BL & GH Taylor were invited back to the meeting.

- 1.6 **12/00994/FUL** Mr & Mrs P Charlton, 6 Holme Lane Lt Downham - Single storey extension to side to form car port & study & porch canopy over main door - **Resolved that the Parish Council had no concerns.**

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

- 1.7 **ECDC - Applications approved: 12/00767/FUL, 12/00834/PDR,**
- 1.8 **ECDC - Application withdrawn: 12/00759/FUL**

2. **Draft Village Vision – development envelope changes maps** – As part of the preparation for the draft East Cambridgeshire Local Plan, ECDC asked the Council to comment on reviewed development envelope maps. The draft Local Plan will go to the ECDC Development and Transport Committee meeting on 03/12/12 and be published for public consultation in early 2013. The Council had no comments to make.

#### 118/12 **FINANCE**

1. **Monthly Internal Audit** was carried out by Cllrs CE Hall and RS Martin.

2. **To approve CRB checks for Parish Council and Book Café** – Enhanced CRB checks are required for the new handyman and a new Book Café volunteer. **Resolved unanimously to approve the payment of £59 and £15 respectively for enhanced CRB checks through Cambridgeshire County Council for the Parish Council handyman and a Book Café Volunteer.**

3. **Downham Parish Conservation Group: Request for reimbursement of new store unit at Cartshed** – The new store unit cost £100 including delivery and siting in Pingle Wood.  
**Resolved** unanimously to reimburse the Conservation Group of the £100 costs using funds from the Countryside Account earmarked reserves.
4. **To approve BT 24-month Complete Contract** – The previous contract expired in October. Due to a change in regulations for companies with less than 10 employees preventing contracts from rolling over, the Council must approve a new contract. The BT Business Complete Contract is the same as the previous contract.  
**Resolved** unanimously to approve a new 24 months BT Business Complete contract with the same Nominated Committed Spend of £200 per annum and expiry of 22/10/14.

7.55pm The Clerk informed that all members of the Council have Disclosable Pecuniary Interests in the Parish Council Budget and Precept because they own and/or occupy property in the Parish, which is affected by the Council Tax. With reference to sections 31 and 33 of the Localism Act 2011 and clause 7d of the Council's Standing Orders, it was duly noted that Cllrs CM Frankland, GF Frankland, CE Hall, RS Martin, MM Oldfield, BGF Smith, BL Taylor and GH Taylor had applied to the Proper Officer and been granted dispensations to discuss the Parish Council Budget and Precept. As Cllr KO Winters had not requested a dispensation, he left the meeting prior to the next item being discussed.

5. **To review current financial status 2012/13 & budget proposals 2013/14** – A Copy of the 2012/13 budget update and 2013/14 proposals were issued to members with their agenda and discussed. ECDC required an estimated precept in order to set its own budget for 2013/14.  
**Resolved** unanimously to approve 2012/13 budget review and proposals for 2013/14 and inform ECDC that the estimated Precept at present is £78,180.00.  
It was noted that the Council will formally set the Precept at its meeting in January.

8.21pm Cllr KO Winters was invited back to the meeting.

6. **To approve bills and other items for payment** - Proposed by Cllr CE Hall, seconded by Cllr RS Martin and unanimously agreed.  
**Resolved** unanimously to approve list of payments for cheque numbers 001008 – 001013, direct debits and BACS payments 033 to 041 for the total sum of £8774.47.
7. **To authorise payment of Pymoor Play Area Fence on completion** – Total Supplies informed that the fence was completed on 21/11/12. Cllrs BL Taylor and KO Winters had looked at the fence and did not think it was finished because some posts were loose, more concrete was needed to fill the post holes and some nuts had not been rung off on the panels. It was agreed that the Clerk and Cllr Taylor would visit the site on Friday morning to assess the situation and contact Total Supplies. Removal of the old fence materials was not included in the contract.  
**Resolved** unanimously to authorise an immediate 50% payment of costs (£3156.66 inc. VAT) via BACS to Total Supplies, to pay the remaining £3156.65 inc. VAT when Cllr Taylor and the Clerk are satisfied that the work was completed and to order a skip for the removal of the old fence material.
8. **To authorise payment of Little Downham new Play Area Equipment on completion** – When the new park bench is installed on Friday, the work will be completed.  
**Resolved** unanimously to authorise payment of £13,675.05 + VAT to Fenland Leisure Products when satisfied with the completion of work.  
When the receipted invoice is received, the Clerk will apply for the project funding from ECDC.

#### 119/12 **PARISH COUNCIL LAND AND ASSETS**

1. **Pavilion Working Group update** – In order to apply for grant funding from the Big Lottery, the Clerk was required to email the Exceptions Team because the Pavilion postcode is not in an eligible deprived area. The Working Group discussed the Exceptions Team's reply, which suggested carrying out an up to date survey. It was proposed to conduct a Pavilion survey through the parish organisations. A draft letter and survey questionnaire was read out.  
**Resolved** that the Clerk send out the letter and survey to all parish organisations with a closing date of 10/12/12 and stamped addressed envelopes for quicker replies.  
The Council will consider the results at the December meeting.
2. **Mr & Mrs Brown: Request removal of bus shelter adjacent 100 Main Street, Lt Downham** – Following a lengthy discussion, it was agreed in principle that the old bus shelter could be removed, but, because it is used by 20 – 30 children and parishioners, the bus stop and shelter

should be re-positioned somewhere else along the road. Members were asked to consider alternative locations in the area. The matter was deferred to the next meeting.

#### **120/12 PARISH MATTERS**

1. **John Pinnells Email: Pymoor Agricultural & Country Show** – Mr Pinnells formally notified the Council that 2012 was the final Show even though it had to be cancelled due to the condition of the field after torrential rain. He expressed a personal disappointment that the Council had not found a way to support the show or acknowledge the supreme effort put in to it by a small group of parishioners in all its 14 years. The Clerk was asked to reply to Mr Pinnells stating that the Council acknowledges the supreme efforts of the Show's Committee but could not support financially because the proceeds from the Show are given to Charity, which is not within the Council's remit. The Council appreciates the work of all the parish organisation committees.

#### **121/12 HIGHWAYS, PARISH PATHS & BYWAYS**

1. **Replies re matters reported from previous meetings**
  - 1.1 **Gulley near St Leonards Church, adjacent to Lawns Farm entrance, Main Street, Lt Downham** – The gully has been cleaned out by contractors.
  - 1.2 **Ely Road, Little Downham** - The highway drainage runs mostly to the south side of the road. Other than those that CCC has built, Highways does not own ditches, they are the responsibility of the adjacent landowner to maintain and keep clear. If the surface water system does not drain in to the ditch, CCC would have no interest in it.
  - 1.3 **Junction to Coveney at Mill Hill, Lt Downham** – The offlets have recently been jetted through and grips dug in the verge to release water from the road. Behind where the pipes have been jetted, a lot of material has been dug away further to improve the outfall.
  - 1.4 **B1411 between Willow Farm and Westmoor Common Bridge** - This road was subject to regulating and patching last year which has greatly reduced the problems. However, there are also permanent uneven warning signs located here to warn drivers of the road conditions. Pymoor Common is another road that is on the County Council's drought damage list and may be subject to further repair if the funds become available. Confirmation was received in October from the adjacent landowner that he would be removing the adjacent trees in the near future.
2. **To report current matters of concern**
  - 2.1 **Gulley near St Leonards Church, adjacent to Lawns Farm entrance, Main Street, Lt Downham** – This gully still appears to have mud in it and not been cleaned out.
  - 2.2 **First Drove and North Fen Drove, Lt Downham** – Mr BK Hobbs wrote to bring to the Council's attention the poor state of First Drovers, particularly the part between Hall's yard and the private roadway going to the houses, which has been made virtually impassable due to heavy traffic. Cllr Carole Hall said she would arrange for the first part to be levelled and Cllr Owen Winters said he would do something the other end. Matters relating to North Fen drove will be referred to CCC Highways, as it is a public right of way.
  - 2.3 **3. Gully at junction of Station Road and Black Bank Road, Lt Downham** - request to be jetted out because water collects on the Little Downham side corner
3. **CCC: Local Highway Improvement Scheme – bids for 2013/14** – It was suggested to put a bid in for work on California and Cowbridge Hall Road to reduce the speed limit, pavement for dog walkers and proper layby. It was agreed to defer the decision to the next meeting.

#### **122/12 CORRESPONDENCE**

**For information only:**

1. **Inspector P Ormerod: Police Engagements with Parish Councils**
2. **Rural Cambs Citizens Advice Bureau: 1st AGM 30/11/12, South Fens Business Centre, Chatteris**

#### **123/12 EXCLUSION OF PUBLIC AND PRESS** – One parishioner left.

9.30pm **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 124/12 and 125/12, 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.**

#### **124/12 TENDERS**

1. **To consider revised quotes for CCTV** – Two additional quotations were received for higher quality equipment. It was noted that IP cameras would provide a far superior image to those of standard analogue cameras. Crawford Associates quotation for IP camera came within the council's CCTV project funding budget.

**Resolved to approve the quotation from Crawford Associates of £6226 + Vat for a high resolution HD CCTV system as specified in the proposal 68862.**

**125/12 HUMAN RESOURCES**

1. **To consider Interview Panel's recommendation for Handyman position (Min.108/12)** – Five applications were received and all applicants were interviewed by the Interview Panel. It was a unanimous decision to recommend that Mr Derek Mitchell be offered the handyman post and a relief post be offered to Mr S Knowles for cover during annual leave and sickness.

**Resolved unanimously to approve the Interview Panel's recommendations and offer Mr Derek Mitchell the position of Parish Council Handyman and relief post to Mr S Knowles. Mr Mitchell is required to start with effect from 01/12/12 with the first three months being a probation period.**

The Clerk was asked to write a letter of thanks to Mark Wardle for his services to the Council.

**126/12 REQUEST OF ITEMS FOR FUTURE CONSIDERATION**

1. Parking on Main Street and Cannon Street, Lt Downham
2. War Memorial quotes to consider

There being no further business, the meeting was closed at 9.46pm.

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

