

**MINUTES of a meeting of Little Downham Parish Council held in the Village Hall,  
Main Street, Little Downham, on Thursday, 27 May 2010 commencing at 7.00pm.**

**Councillors present:** DA Adams-Payne, in the chair, DJ Badcock, CM Frankland, CE Hall, EW Hall, RS Martin, M Oldfield, BL Taylor, AJ White and KO Winters.

**In attendance:** Dist. Cllr A Bailey and six parishioners

**APOLOGIES** – Dist Cllr T Goodge, County Cllr P Read, PC K Humble PCSO J Hall.

**14/10 TO RECEIVE DECLARATIONS OF INTEREST**

1. **Cllr CM Frankland** declared a personal and prejudicial interest in item 15/10.1 (Casual Vacancy) because her husband was a candidate (Declaration no. 004-2010).

**15/10 CASUAL VACANCY**

**7.05pm Cllr CM Frankland left the room after the candidates' applications were read and prior to the vote taking place.**

1. **To co-opt new councillor** - Five applications were received. The Clerk explained the 'one councillor, one vote' system and read out each candidate's application. Following three paper ballots, Mr GF Frankland received an overall majority of votes and was duly declared as the new councillor of the Parish Council, The Chairman thanked the other applicants for their interest and attendance.
2. **New councillor to sign Declaration of Acceptance** - Cllr Frankland signed a Declaration of Acceptance and joined the Council at the table.

**7.50pm Cllr CM Frankland was invited back into the room.**

**16/10 PARISH CRIME MATTERS**

1. **Police Crime Reports** – Six crimes were reported in Lt Downham from 14/04/10 to 26/05/10.
2. **To report recent events** – It was reported that more holes had been opened in the All Weather Court fence tonight.

**17/10 BMX DIRT TRACK**

1. **To consider proposals for BMX Dirt track** – A site visit was held on 20/05/10 and attended by eight youths, five adults, PCSO Hall, Cllrs C Hall and D Adams-Payne and the Clerk. Cllr Adams-Payne reported on the matters for the Council's consideration.

Proposed by Cllr KO Winters, seconded by Cllr BL Taylor and unanimously agreed.

**Resolved to approve the following recommendations from the site meeting:**

- **To allocate an area of 32m x 15m in the north east corner of the recreation area;**
- **To accept Rod Garnham's offer of soil from Wilburton and his assistance to liaise with Mr Scott (a BMX Champion and track builder) in building the track;**
- **To accept Ross Taylor's offer of machinery as required at no cost;**
- **To accept Halls Transport's offer to provide a fence (a picket fence (with rounded tops) was considered preferable);**
- **The Council to provide a lidded litter bin for rubbish and litter;**
- **The Council to draw up guidelines of use.**

**7.25pm** Two parishioners arrived.

**18/10 TO ADJOURN MEETING FOR PUBLIC FORUM**

**7.30pm** Two parishioners expressed concern regarding the impending closure of The Anchor Public House and updated the Council on matters to be discussed later in the meeting (item 25/10.4).

**7.40pm** The meeting was reconvened. Two parishioners left.

**19/10 DISTRICT COUNCILLORS' REPORTS** (Dist. Cllrs A Bailey & A Goodge)

1. Dist. Cllr Bailey updated the Council on matters relating to the market stalls in Ely and the good prospects of a secondary school being built in Littleport. She also emphasized the importance of commenting on ECDC's new decision making arrangements, which is out to public consultation and will be discussed at the next parish council meeting.

**20/10 COUNTY COUNCILLOR'S REPORT** (County Cllr P Read) – No report on this occasion.

**7.50pm** Two parishioners left.

21/10 **TO APPROVE MINUTES OF PREVIOUS MEETINGS**

1. **Resolved** unanimously that the minutes of 15 April 2010 (Full Council) be approved and signed by the Chairman as a true record.
2. **Resolved** unanimously that the minutes of 13 May 2010 AGM be approved and signed by the Chairman as a true record following an addition to the last sentence at item 5/10.3 to read: *Cllr Winters objected to the fact that the Council is a non-P3 parish.*
3. **Resolved** unanimously that the minutes of 13 May 2010 (Full Council) be approved and signed by the Chairman as a true record.

22/10 **MATTERS TO REPORT**

1. **(Min.223/09.2) To approve purchase of replacement bin on wall of Lt Downham Pavilion** – The new bin has been fixed to the Pavilion wall.
2. **(Min.189/09.2) Trees on Ely Road, Little Downham – to consider work required** – Following a site visit with ECDC Trees Officer, the handyman had recently trimmed the base and small lower branches of some trees. Work on larger branches and to raise crowns will be sent out for tender later in the year. Thanks were expressed to the handyman for his work.
3. **Holts Meadow Pond Dipping Platform** – The handyman has replaced two vandalised footboards, which have been reported to the police as criminal damage.

23/10 **PLANNING MATTERS**

1. **Planning correspondence:**
- 1.1 **10/00334/FUL** – Mr B Hobbs, 7 & 9 Second Drove, Lt Downham – Demolition and reconstruction of the rear extension to 7 & 9 Second Drove and demolition and reconstruction of the conservatory of 9 Second Drove - **Resolved** that the Parish Council had no concerns.
- 1.2 **10/00365/FUL** – Mr D Narotam, 62 Ely Road, Lt Downham – Two storey extensions to the side - **Resolved** that the Parish Council had no concerns.
- 1.3 **10/00403/FUL** – Mr S Grainger & Miss D Harvey, 4 Bury Green Lt Downham – Single storey extension to rear - **Resolved** that the Parish Council had no concerns.
- 1.4 **For information only:**  
**ECDC Applications approved: 09/00852/OUT.**

24/10 **FINANCE**

1. **Monthly Internal Audit** – was carried out by Cllrs CM Frankland and CE Hall.
2. **To consider placing funds in a higher interest account** – It was agreed to place funds from the Deposit Account into a higher rate savings account. The Standard Life Bank Premium 10 Day Notice Account @ 1.65% Gross was considered. Proposed by Cllr CM Frankland and seconded by Cllr EW Hall. A vote result was: 9 For and 1 Abstention.  
**Resolved** to transfer £50,000 into a new Standard Life Bank Premium 10 Day Notice Account.  
Prior to opening the account, the Clerk was instructed to obtain a credit rating for Standard Life Bank to report at the next meeting.

8.15pm **One parishioner left.**

3. **To approve purchase of new litter bin for Youth Shelter in Lt Downham Recreation Area** – It was agreed bins that are needed for the Youth Shelter and the new BMX Track. Glasdon UK were offering a fire resistant, 85 litre capacity bin with 20% discount.  
**Resolved** to approve an order of 2no. Metal Guppy bins from Glasdon UK Ltd @ £189.82 each + VAT and free delivery.
4. **To consider purchase of new Printer/Scanner/Copier for Clerk's office** – The Clerk has compared different printers but required a budget figure to make a final recommendation.  
**Resolved** that Clerk is authorised to purchase a printer/scanner/copier up to the value of £200.
5. **To authorise payment for attendance at SLCC Training Session on 18 June at Peterborough** – Only the Clerk expressed an interest to attend.  
**Resolved** to approve payment of £25 to SLCC Cambridgeshire Branch for the Clerk to attend the Seminar of 18 June at Peterborough.

6. **To approve bills and other items for payment** – The following was proposed by Cllr CE Hall, seconded by Cllr CM Frankland and unanimously approved.  
**Resolved to approve list of payments for cheque numbers 000692 to 000698 and direct debits for the total sum of £7925.20.**

**25/10** **PARISH MATTERS**

1. **Report from Neighbourhood Panel Meeting 19/04/10 (Cllr KO Winters verbal report)** – Issues of concern reported for Lt Downham - visible policing required to prevent theft/damage to expensive equipment in farmyards; dog fouling in the village. One issue was reported for Pymoor - youths intimidating an old lady on Third Drove (torch against windows). Cllr Winters informed that concerns regarding dog fouling must be reported in the first instance to ECDC and Deprived Areas is to be on the agenda of future meetings.
2. **To consider Draft Emergencies Plan for the Parish (received from Neighbourhood Panel Meeting 19/04/10)** – All members were given a copy with their agenda. There was concern regarding the potential upkeep of the Plan. It was agreed to defer the Plan to the next meeting and for all members to forward their comments to the Clerk for collation and consideration at the next meeting.
3. **Street Name & Numbering – complaints regarding errors with Sat Navs & Google (Cllr RS Martin)** – Cllr Martin pointed out that the Main Street nameplate is attached to the wall of St Leonard's Church, which is after nos. 2 & 4. It was requested that the sign be relocated to before no. 2, near the corner with Lawn Lane. Also some dwellings on Main Street have house names and no number. The Clerk will contact ECDC.  
It was reported that some delivery drivers have problems with their Sat Navs and are directed to wrong locations in the parish and some information is incorrect on Google Maps. The Clerk will try to report these matters.
4. **C Cuthbert – Concern regarding imminent and unexpected closure of The Anchor Public House** – Ms Cuthbert informed that The Anchor is to close in two days and requested the Council to write a letter of support to Punch Taverns to keep it open. She informed that the current temporary landlords were to meet with Punch Taverns on 28 May. The Council discussed the situation but was aware it did not have any authority in this matter. It was proposed by Cllr M Oldfield and seconded by Cllr EW Hall not to write a letter at this stage but to await further developments. A vote result was: 9 For and 1 Against.  
**Resolved not to send a letter to Punch Taverns regarding The Anchor at this stage.**

**26/10** **RECREATION AREAS**

1. **Lt Downham Youth Group – requests permission to apply for funding to extend and renovate the Pavilion for a youth room, disabled toilets and ramp (latter items using Council S.106 funding)** – It was unanimously agreed that the council had no objections in principle but it expects to be consulted on what the group has in mind.  
**Resolved to approve in principle for the Youth Group to apply for funding for the Pavilion.**  
The Clerk will reply to Ms Cuthbert.

**27/10** **PARISH PATHS**

1. **P3 2010-11 (Cllr KO Winters)** – A reply from Kate Day (Min.226/09) informed that non-P3 parishes report matters via the Parish Clerk, or, members of the public can contact the County Council via the Contact Centre. Any work or structures on public rights of way must be approved by the Countryside Team in advance. Paths are currently being cut and will be cut again in July. Cllr Winters disagreed with Ms Day's comment in her letter of 07/04/10 that the Parish Council hadn't claimed a grant, as he had requested that the local landowner cut Footpath 27 twice per annum and should be paid for it. The Clerk informed the Council that CCC deals with landowners direct and not with payments via the Parish Council. It was proposed by Cllr GF Frankland and seconded by Cllr EW Hall that this matter now be closed. A recorded vote was requested and the result was as follows: In favour – CE Hall, CM Frankland, EW Hall, AJ White, GF Frankland, MM Oldfield, DJ Badcock, RS Martin and DA Adams-Payne. Against – Cllrs KO Winters & BL Taylor.  
**Resolved to accept the Parish as a non-P3 parish and that the matter is closed.**
2. **To receive report on Drovers & Byway Meeting at Witcham 22/05/10** – The Clerk issued a brief report of the meeting. Cllr Winters objected to the Clerk's attendance at the meeting and wanted to make a formal complaint. The Chairman asked that he put his grievance in writing and send it to her. Cllr Winters gave a verbal report of the meeting stating that Witcham Parish had big concerns regarding the devastation of their droves and the destruction of habitat that was unknown to CCC because the parish had not been consulted beforehand. It was concluded that there should be more communication between CCC and parishes about proposals on rights of ways, management plans could be set up, parishes could communicate with neighbouring parishes to link walks etc.

9.25pm Cllr EW Hall gave apologies and left the meeting.

3. **To report to County Countryside Team severe ruts on Byway 49 Clayway Lane and support Downham Conservation Group's request for gates at each end of the Byway** – The Conservation Group has requested gates on the drove since around 2004 to stop 4x4 vehicles causing such damage. It was proposed by Cllr DJ Badcock, seconded by Cllr CE Hall, that the Council supports this request. A recorded vote was requested and the result was as follows: In favour – CE Hall, CM Frankland, GF Frankland, MM Oldfield, DJ Badcock, RS Martin and DA Adams-Payne. Against – Cllrs KO Winters & BL Taylor. Abstention – AJ White.  
**Resolved to contact CCC to request an order be applied for gates to be erected at each end of Clayway Lane (off West Fen Drove and Hurst Lane).**

28/10 **ANNUAL RISK ASSESSMENT**

1. **To consider Annual Risk Assessment Report** – Thanks were expressed to Cllrs CE Hall and DJ Badcock for carrying out the Assessment. The summary of actions was considered and will be referred to the Clerk and Handyman to be done.

29/10 **CORRESPONDENCE**

**For information only:**

1. **ECDC – TPO Tree works – 12 Lawn Lane, Lt Downham – Sycamore – removal of lower branches** – noted.

30/10 **HIGHWAYS**

1. **Replies re matters reported from previous meetings**  
1.1 **Main Street, Lt Downham** – The leak adjacent to no. 40 is still a problem. Mrs Holland and CCC Highways have regularly complained to Anglian Water. The Clerk will follow this up again.  
2. **To report current matters of concern**  
2.1 **Main Street, Lt Downham** - Low tree branches overhang Main Street. The Clerk will contact the school to request that they are trimmed as soon as possible.  
2.2 **B1411, Westmoor Common, Lt Downham** - A dip in the road near Willow Farm.

31/10 **REQUEST OF ITEMS FOR FUTURE CONSIDERATION**

1. BT phone box on Main Street – pane broken and needs painting  
2. Cattle and Dog signs for the Conservation Area  
3. ECDC Consultation on the new decision making arrangements

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

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