



*Little Downham
Parish Council*

Annual Report 2016/17

Chairman's Introduction

I would like to present this Annual Report to provide you with information about the Parish Council's activities during 2016/17.

My name is Joanne Waters and I was elected as Chairman of the Parish Council after the previous Chairman had completed her 3 years in this position 2016/17. I have found the role quite challenging but rewarding and I have been re-elected as Chairman for year 2017/18. My aim is to continue to encourage the Parish Council to work together and look at new projects with a view to improving facilities for the benefit of all, as ultimately the Parish Council's aim is to serve, enhance and benefit the community.

We as a council continue to work on two large projects, the refurbishment of the pavilion facilities in Little Downham and the purchase of new burial land in and for the Parish. I'm happy to say that these are slowly moving forward and we hope work will begin in the very near future. What I can promise you is that the Parish Council will continue to work on your behalf to improve our village in every way we can.

I would like to thank the members of the council for their hard work and commitment during the year. I wish to thank the previous members for their services to the parish and the parish groups and organisations that have provided excellent facilities and interests in the community for people of all ages.

Finally special thanks must go to our Clerk who through dedication to her job allows the Council to maintain such high standards; she often works over and beyond her official role to provide the best for our community.

Mrs Joanne L Waters

Chairman Little Downham Parish Council

Who and What is the Parish Council?

Little Downham Parish Council comprises of 11 voluntary Councillors who serve for a term of four years and represent an electorate of 2050 (Electoral Register 01/12/16).

The Council employs three part-time members of staff: Mrs Jackie Wardle, as the Parish Clerk, Responsible Financial Officer and Proper Officer; Mr Derek Mitchell as Parish Council Handyman and Mrs Avril Hayter-Smith as Book Café Manager. Mrs Caroline Wallace was the Internal Auditor for 2016/17 and received an honorarium for out-of-pocket expenses. Mr Robin Pearl is the editor of the Parish Website and regularly updates the site with information from the Clerk, parish organisations and businesses.

Parish Council meetings are generally held monthly on Thursday evenings in the Book Café of Little Downham Village Hall. Planning meetings, parish meetings and extraordinary meetings are held if urgent business needs discussing or deadlines dictate prior to the next Full Council meeting. Occasionally Working Group are formed in order to gather information or research between meetings and provide reports to the full Council for decisions to be made.

Agendas and information about Council meetings are displayed on the Parish Council Notice boards that are located on the corner of the Village Hall, Main Street, Little Downham, and in the bus shelter, School Lane, Pymoor. The forthcoming agenda, approved minutes and other information about the Parish Council and the community can be seen on the parish website:

littledownham.net

Members of the public are welcome to attend meetings and may speak during Public Forum on matters that are on that meeting's agenda. Matters relating to items that are not on the agenda can be given to the Clerk in writing or via email for inclusion on the next relevant agenda. The Parish Council is not permitted to make a decision on matters that have not been duly advertised to the public, unless any matters are considered urgent, such as to relate to public health and safety, or are authorised in the Council's Standing Orders.

The Parish Council is responsible for parish grass cutting and its own street furniture. It owns the Local Nature Reserve (consisting of Pingle Wood, Myles Meadow and The Holts Spinney and Meadows), Community Orchard and the play and recreation areas in Little Downham and Pymoor.

At the Council's Annual General Meetings held in May, Parish Councillors elect a Chairman and Vice Chairman, and appoint a Staff Appraisal Officer, Lead Child Protection Officer and representatives on the following bodies:

Downham Parish Conservation Group
Downham, Pymoor & Coveney Parish Magazine Committee
Little Downham Book Café Committee
Little Downham Village Hall Committee
Downham Feoffees Charity (4-year term generally in the election year)

Parish Council Contact Details (May 2017)

Name	Address	Phone no.
PARISH COUNCILLORS:		
John Barker	5 Third Drove, Lt Downham	07764 360021
Carole Hall	2A Black Bank Road, Lt Downham	01353 860457
Graham Hayter-Smith	55 Ely Road, Lt Downham ldvhallbursar@gmail.com	07887 525393
Roger Martin	Beald Drove Farm, Beild Drove, Lt Downham	01353 699214
Marilyn Oldfield	12 Eagles Lane, Lt Downham Email: marilyn.oldfield1@sky.com	01353 699473
Graeme Ord	99 Main Street, Lt Downham Email: graemeord69@gmail.com	07900 409483
Michele Seidler	104 Main Street, Lt Downham Email: michelesdlr@yahoo.co.uk	07752 779552
Basil Taylor Gail Taylor	Willow Farm, Pymoor Common, Lt Downham	07774 554061 01353 698555
Jo Waters (Chairman)	56A Cannon Street, Lt Downham Email: 666jo@live.co.uk	07879 687197
Owen Winters (Vice Chairman)	C/o Valhalla, Third Drove, Lt Downham	01353 699246
CLERK:		
Jackie Wardle	30 New Close Road, Lt Thetford, Ely, Cambs CB6 3HQ Email: ltdownhampc@btinternet.com	01353 649499
DISTRICT COUNCILLORS:		
Anna Bailey	40 Cambridge Road, Ely, CB7 4HL Email: anna.bailey@eastcambs.gov.uk	01353 663253
Mike Bradley	Wychelms, High Street, Witcham CB6 2LQ Email: mike.bradley@eastcambs.gov.uk	01353 775208
COUNTY COUNCILLOR:		
Lorna Dupre	Inglefield, 119 High Street, Sutton CB6 2NW Email: lorna@lornadupre.org.uk	07930 337596

LITTLE DOWNHAM PARISH COUNCIL
INCOME & EXPENDITURE

Year Ended 31 March 2016	INCOME	Year Ended 31 March 2017
76,414.00	PRECEPT	77,560.00
5,068.94	FINANCE & GRANTS	8,864.80
8,063.49	HIGHWAYS & PARISH MAINTENANCE	3,891.97
20.00	GENERAL ADMINISTRATION	0.00
1,000.00	RECREATION FACILITIES	1,000.00
614.04	CAPITAL PROJECTS	10,000.00
4,963.33	CONSERVATION AREA	2,650.17
<u>96,143.80</u>	TOTAL INCOME	<u>103,966.94</u>
EXPENDITURE		
4,831.56	FINANCE & GRANTS	2,018.00
7,180.00	CAPITAL PROJECTS	12,996.64
15,192.02	HIGHWAY & PARISH MAINTENANCE	8,895.80
907.91	CONSERVATION AREA	497.88
3,460.00	RECREATIONAL FACILITIES	2,979.00
6,165.66	GENERAL ADMINISTRATION	6,443.31
46,052.14	STAFF	49,247.52
<u>83,789.29</u>	TOTAL EXPENDITURE	<u>83,078.15</u>
GENERAL FUND		
133,370.41	Balance at 1 April 2016 >	145,143.54
96,143.80	Add Total Income	103,966.94
<u>229,514.21</u>		<u>249,110.48</u>
- 83,789.29	Deduct Total Expenditure	- 83,078.15
<u>145,724.92</u>		<u>166,032.33</u>
- 581.38	Transfers to/from Earmarked Funds	- 909.12
<u>145,143.54</u>	Balance at 31 March 2017 >	<u>165,123.21</u>

What we did in 2016/2017

- A total of 13 Full Council meetings, one extraordinary meeting and a Parish meeting were held;
- Considered and commented on 65 Planning Applications;
- Responded to documents and various consultations from other authorities;
- Some Parish Councillors and the Clerk attended training sessions;
- Continued to work towards refurbishing the Pavilion;
- Continued to work on the provision of additional burial land;
- Reviewed the Council's Budget and Accounts during the year and resolved to increase the Precept by 1.5% for 2017/18. (Due to an increase in the number of dwellings in the parish, this actually resulted in a small decrease of local Council Tax payments compared to the previous year);
- Received an unqualified (successful) external audit on Accounts 2015/16;
- Financed the Little Downham Book Café along with a £1000 (33%) contribution from the Downham Feoffees Charity;
- Approved Grants for the Citizens Advice Bureau and Friends of Downham Feoffees School;
- Funded and updated the Parish Website: littledownham.net ;
- Supported and funded Downham Parish Conservation Group, who work for and on behalf of the Parish Council overseeing the management and maintenance of the Local Nature Reserve and Community Orchard;
- Maintained the Local Nature Reserve and Community Orchard;
- Installed a new Zipwire in Little Downham Play Area;



What we did in 2016/2017 cont...

- Maintained Little Downham and Pymoor Recreation Areas and Play Areas and carried out weekly and annual inspections of the areas and equipment;
- Maintained and monitored CCTV equipment in Lt Downham Recreation Area;
- Arranged parish grass cutting of village verges and Parish Council land;
- Maintained Parish Council owned Street Lights;
- Carried out Annual Risk Assessments on Parish Council assets;
- Reported matters of concern to the Cambridgeshire County Council regarding Highways and Public Rights of Way;
- Reported matters of concern to East Cambs District Council regarding street nameplates, dog fouling, litter and dog waste bins, waste collections, recycling and fly tipping;
- Elected Graham Hayter-Smith to fill the casual vacancy following the resignation of Linda Joel. Thanks were expressed to Linda for her five years of service on the Council.

Parish Council Plans for 2017/2018

- Continue to seek the provision of additional burial land in the parish;
- Continue to review the refurbishment of Little Downham Pavilion;
- To consider the set up a new Management Committee that will be responsible for the Little Downham Recreation Area when the Pavilion is refurbished;
- Review Pymoor and Little Downham safety surfacing;
- Re-paint Pymoor and Little Downham Play equipment;
- Continue to serve the community and maintain amenities for the benefit and enjoyment of parishioners.

Appreciations

For 2016/17, thanks were expressed to:

- Parish Councillors who attended Council meetings and carried out parish business voluntarily to maintain amenities and services on behalf of the community and received no remuneration for their time;
- Parishioners who carried out voluntary work for and on behalf of the Parish, such as Downham Parish Conservation Group and the Book Café, as well as those that supported other parish organisations, of which there are many and so varied to mention, but still as important in our community;
- Pymoor Cricket & Social Club for cutting Pymoor play and recreation area;
- District Cllrs Anna Bailey and Mike Bradley and County Cllr Lorna Dupre, who carried out their duties during the year on behalf of the parish in matters relating to East Cambs District Council and Cambridgeshire County Council;
- Robin Pearl, editor of the Parish website: littledownham.net, and Caroline Wallace, who carried out the Council's Internal Audit 2016/17 in accordance with relevant Audit Regulations and current legislation;
- Parish Council staff: Jackie Wardle (Parish Clerk, Responsible Financial Officer and Proper Officer); Derek Mitchell (Parish Council Handyman) and Avril Hayter-Smith who managed the Book Café in accordance with Cambridgeshire Libraries agreement and arranged the cake and voluntary staff rotas.

Please note this list is not conclusive and apologies are made to anyone who feels that they have been missed out.

Copies in larger print can be requested from the Parish Council by telephone on 01353 649499 or printed from the document on the website:
littledownham.net

Enquiries regarding this publication can be made to:

Mrs J Wardle
Clerk to Little Downham Parish Council
30 New Close Road
Little Thetford
Ely
CB6 3HQ

Tel: 01353 649499
Email: ltdownhampc@btinternet.com